

TOWN OF MINTO PERSONAL INFORMATION BANK

The [Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#), requires the Town of Minto to keep an updated Personal Information Bank (PIB) and to make it available for the public to view.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, institutions must make available for inspection by the public an index of all personal information banks in the custody or under control of the institution. The Act defines a personal information bank as, “a collection of personal information that is organized and capable of being retrieved using an individual’s name or an identifying number or particular assigned to the individual.”

Personal Information Bank Indexes must include:

- a) its name and location.
- b) the legal authority for its establishment.
- c) the types of personal information maintained in it.
- d) how personal information is used on a regular basis.
- e) to whom the personal information is disclosed on a regular basis.
- f) the categories of individuals about whom personal information is maintained; and
- g) the policies and practices applicable to the retention and disposal of the personal information

The Personal Information Bank Register is arranged for the Town of Minto as follows:

[Building/Planning Department](#)

[By-law Enforcement](#)

[City-Wide](#)

[Clerks Department - Licensing and Legislative Services](#)

[Community Services](#)

[Economic Development](#)

[Finance Department](#)

[Fire & Emergency Services](#)

[Human Resources](#)

[Public Works Department including Water/Wastewater Services](#)

PIB Index Legend:

Title	Refers to the department that maintains/controls the index (location)
Authority	Refers to the legal authority for the establishment of the index
Information	Refers to the type of personal information contained in the index
Use	Refers to how the information in the index is used
Access	Refers to whom the information is disclosed to/who has access
Individuals	Refers to the individuals whose information is maintained
Retention	Refers to the retention period in compliance with The Ontario Municipal Records Management System (TOMRMS)

For the Role of the Head as required by MFIPPA, the Town of Minto has designated the Clerk as the Head. The Head is responsible for making sure that the “institution” (the Town of Minto) properly discharges its statutory obligations under MFIPPA. In discharging this responsibility, the Head makes sure that the departments adhere to Town procedures and practices that promote compliance with MFIPPA.

Questions or comments on the registry should be directed to:

Personal Information Bank Requests

Town of Minto

Clerk

5941 Highway 89

Harriston, Ontario

N0G1Z0

519-388-2511

DRAFT

Building / Planning Department

Title	Location	Legal Authority	Information Maintained	Use	Access	Individuals Identified	Retention
Applications to Build, Demolish, Change of Use Permits, Sign Permit, Pool Fence Enclosure	Town Office	Building Code Act, Building Permit By-Law	Property owner name, address, telephone number and email address; Professional consultant name, address, telephone number and email address; drawings, permit fees, service fees, and applicable law information	To approve requirements for permits and compliance with the Ontario Building Code and other applicable law. For statistical reporting purposes	Building Staff, By-law Enforcement Staff, Planning Staff, Fire Department Staff, and other regulatory agencies	Public	P10
Building Code Complaints	Town Office	Building Code Act, Building Permit By-Law	Complainant name, address, telephone number and email address; Property owner name, address, telephone number and email address; witness statements, photographs, complaint information, notes, notices, legal documents (summons', information, hearing notes and decisions.)	To document the nature and source of investigation into complaints under the Building Code Act and Building Permit By-law	Building Staff, By-law Enforcement Staff, Planning Staff, Legal Services Staff, Provincial Offences Officers, Regional Prosecutor, Court Clerks, Provincial Judges or Justices of the Peace, Hearings Officers, Police Agencies	Public	P1

Title	Location	Legal Authority	Information Maintained	Use	Access	Individuals Identified	Retention
Building Inspection Records	Town Office	Building Code Act, Municipal Act, Building Permit By-law	Property owner name, address, telephone number and email address; Tenant name, address, telephone number and email address	To record mandated inspections required by the Building Code	Building Staff, Planning Staff, Legal Services	Public	P6
Building General Inquiries	Town Office	Building Code Act, Municipal Act	Name, address, telephone number and email address, inquiry, research, commentary	To respond to inquiries regarding building services, by-law enforcement	Building Staff, Planning Staff, By-law Enforcement Staff	Public	P02
Building Permit	Town Office	Building Code Act, Municipal Act, Building Permit By-law, Zoning By-law	Property owner name, address, telephone number and email address; Professional consultants' name, address, telephone number and email address; drawings	To approve and permit the construction of new buildings, and/or renovations, additions, demolitions, swimming pools, septic tanks and signs, in accordance with the Ontario Building Code	Building Staff, Planning Staff	Public	P10
Easements, Encroachments	Town Office	Planning Act, Municipal Act, Building Permit By-law	Property owner name, address, email address; professional consultants name, address, telephone number and email address; drawings, registered plans, permit fees, applicable law information	To document the nature of the agreement	Building Staff, Planning Staff, Members of Council	Public	D15/D16

Title	Location	Legal Authority	Information Maintained	Use	Access	Individuals Identified	Retention
Municipal Addressing	Town Office	Planning Act, Municipal Act	Property owner name, address, telephone number, Professional consultants' name, address, telephone number and email address; drawings	Assignment of new subdivision and other street names and numbers	Planning Staff, Building Staff	Public	D19
Part Lot Control	Town Office	Planning Act, Municipal Act, Building Permit By-law	Property owner name, address, email address; professional consultants name, address, telephone number and email address; drawings, registered plans, permit fees, applicable law information	To process applications, to document the nature of the agreement and Planning Act processes, to adhere to legislated timelines	Planning Staff, Building Staff, Members of Council	Public	D27
Reference Plans	Town Office	Planning Act, Municipal Act	Plans deposited at Land Registry office	To keep a record of plans	Planning Staff, Building Staff, Members of Council	Public	D20
Severances	Town Office	Planning Act, Municipal Act, Building Permit By-law	Property owner name, address, email address; professional consultants name, address, telephone number and email address; drawings, registered plans, permit fees, applicable law information	To process applications and grant severances. To document the nature of the agreement and Planning Act processes, to adhere to legislated timelines	Planning Staff, Building Staff, Members of Council	Public	D10

Title	Location	Legal Authority	Information Maintained	Use	Access	Individuals Identified	Retention
Subdivision Plans, Condominium Plans	Town Office	Planning Act, Municipal Act, Building Permit By-law	Property owner name, address, email address; professional consultants name, address, telephone number and email address; drawings, registered plans, permit fees, applicable law information	To process applications, to document the nature of the agreement and Planning Act processes, to adhere to legislated timelines	Planning Staff, Building Staff, Members of Council	Public	D12
Site Plan Control	Town Office	Planning Act, Municipal Act, Building Permit By-law	Property owner name, address, email address; professional consultants name, address, telephone number and email address; drawings, registered plans, permit fees, applicable law information	To process applications and grant site plan approval, to document the nature of the agreement and Planning Act processes, to adhere to legislated timelines	Planning Staff, Building Staff, Members of Council	Public	D11
Minor Variance Applications	Town Office	Planning Act, Municipal Act, Building Permit By-law	Property owner name, address, email address; professional consultants name, address, telephone number and email address; drawings, registered plans, permit fees, applicable law information	To process applications and grant minor variance	Planning Staff, Building Staff, Members of Council	Public	D13
Zoning By-Law Amendments	Town Office	Planning Act, Municipal Act, Building Permit By-law	Property owner name, address, email address; professional consultants name, address, telephone number and email address; drawings, registered plans, permit fees, applicable law information	To process applications and grant zoning amendments	Planning Staff, Building Staff, Members of Council	Public	D14

By-law Enforcement Department

Title	Location	Legal Authority	Information Maintained	Use	Access	Individuals Identified	Retention
By-law Complaints, Investigations and Enforcement	Town Office	Building Code Act, Municipal Act, Municipal By-laws, Ministry of Transportation Authorized Requester Information Services (ARIS) Agreement	Complainant name, address, telephone number and email address; Witness name, address, telephone number and email address; witness statements, photographs, complaint information, notes, notices, driver's license, drivers abstract, legal documents (summons', information, hearing notes and decisions, etc.)	To document the nature and source of investigation into non-compliance with Municipal By-laws	Building Staff, By-law Enforcement Staff, Planning Staff, Legal Services Staff, Provincial Offences Officers, Regional Prosecutor, Court Clerks, Provincial Judges or Justices of the Peace, Hearings Officers, Police Agencies	Public	P1
Noise By-law Exemptions & Applications	Town Office	Municipal Act	Applicant name, address, phone (home and business)	To provide an exemption to the Noise by-law which would allow for special events to continue after the allowed time specified in the Noise By-law	By-law Enforcement Staff, Clerks Staff, Members of Council	Public	P1

City Wide

Title	Location	Legal Authority	Information Maintained	Use	Access	Individuals Identified	Retention
Service and Information Requests	All Town Facilities	Municipal Act	Name, address, telephone number and email address, customer profile service history	To track service and information requests to respond to an inquiry or to generate a work order, to forward complaints to appropriate department(s), and process payments and refunds	Authorized Town and Licensed Staff	Public	M04

Clerks Department

Title	Location	Legal Authority	Information Maintained	Use	Access	Individuals Identified	Retention
Access & Privacy (E.g., Freedom of Information Requests)	Town Office	Municipal Freedom of Information and Protection of Privacy Act	Name, address, phone number and email address, content of requests, personal information in responsive records	To communicate with requesters and/or complainants; and respond to Freedom of Information Requests, or to address privacy complaints	Clerks Staff	Public, Employees, Members of Council	A17
Agreements and Contracts Requiring By-law Approval	All Town Facilities	Municipal Act	Name, address, telephone number and email address	To administer agreements and contracts	Authorized Town staff	Public	L04
Agreements and Contracts Not Requiring By-law Approval	All Town Facilities	Municipal Act	Name, address, telephone number and email address	To administer agreements and contracts	Authorized Town staff	Public	L14
Burial Permits, Death Certificates, Cemetery Records	Town Office	Cemeteries Act	Name, address, date of birth, date of death, burial location	Burial lot purchases, maps, plot ownership records, burials and cremations	Public Works Staff, Authorized Town staff	Public	S09
Closed Session Agenda and Minutes	Town Office	Municipal Act	Personal information about identifiable individuals contained in in-camera Committee or Council records	Consideration of matters in Council or Committee pursuant to s239(2) and (3.1) or the Municipal Act	Mayor, Members of Council, applicable Town staff and the Clerk	Public, Employees, Members of Council	C04

Title	Location	Legal Authority	Information Maintained	Use	Access	Individuals Identified	Retention
Code of Conduct Complaints and Investigations	Town Office	Municipal Act	Name, address, telephone number and email address, nature of complaint	To report to Council on complaints of alleged contraventions of the Code of Conduct	Clerks Staff, Integrity Commissioner	Public	C13
Complaints & Investigations	Town Office	Municipal Act & Public Sector and MPP Accountability and Transparency Act (Bill 8)	Name, address, telephone number and email address, nature of complaint	To report to Council on complaints under Bill 8	Clerks Staff, Authorized Town Staff, Regulating Agency	Public	C13
Death Registers	Town Office	Vital Statistics Act	Name, address, gender, date of birth, date of death, place of death, physicians name and address, funeral home name and address, informants name, address and relationship to deceased.	To maintain a record of deaths, to report to the province and to issue burial permits.	Clerks Staff, Public, Registrar General of Ontario	Public	L12
Election Records	Town Office	Municipal Elections Act	Name, address, telephone number and email address of candidate, name and address of auditor or chief financial officer, name and address of person(s) authorized to accept contribution deposits, name and address of person(s) authorized to accept contribution deposits, name and address of persons making contributions and nominating candidate	To certify candidates and registered third party advertisers for municipal elections, and to post financial reporting documentation for the public	Clerks Staff	Public	C07

Title	Location	Legal Authority	Information Maintained	Use	Access	Individuals Identified	Retention
Lottery License, Kennel License, Patio License, Liquor License, Backyard Hen License, Dog License, Transient Traders License	Town Office	Municipal Act, Alcohol and Gaming Commission of Ontario, Lottery Licensing By-law, Animal Control By-law	Name, address, telephone number, email address, liquor license number, proof of insurance, health and safety inspection reports	To approve licenses and related enforcement	Authorized Town Staff, By-law Enforcement Staff	Public	P09
Marriage License Registers	Town Office	Vital Statistics Act, Marriages Act	Name, age, address, phone number, date of birth, marital status, divorce file number (if applicable), place of birth, parents' names and places of birth, date and place of intended marriage	To issue marriage licenses and maintain a record of marriage licenses issued	Authorized Town Staff and Registrar General of Ontario	Public	L12
Voters List	Town Office	Municipal Elections Act	Name, age, date of birth, citizenship, residency, school support	To conduct municipal and school board elections	Clerks Staff	Public	C07

Community Services

Title	Location	Legal Authority	Information Maintained	Use	Access	Individuals Identified	Retention
Facility and Park Rentals	Town Office	Municipal Act	Name, address, telephone number, email address, business/organization information, request type, insurance	To rent Town facilities and parks	Community Services Staff, Facility Management Staff	Public	A21
Incident and Accident Reports	Town Office	Municipal Act, Ministry of Labour, Workplace Safety and Insurance Board (for employees)	Name, address, phone number, age, sex, emergency contact (relation and phone number) of injured. Name and phone number of witness	To investigate and report incidents and accidents at Town facilities to the Ministry of Labour, and WSIB claims	Community Services Staff	Public	P05
Program Registrations	Town Office	Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Ministry of Tourism and Recreation Act	Name, date of birth, age, sex, contact information, financial transactions (includes credit card number), medical information, physician contact information, emergency contact, swimming ability, name of school with which child is registered, contact information for persons authorized to pick up a minor, photo release, snack permission, swim permission, independent sign-out	To assess eligibility and register participants in recreation programs	Community Services Staff	Public	R06

Title	Location	Legal Authority	Information Maintained	Use	Access	Individuals Identified	Retention
Seasonal Employee Records	Town Office	Employment Standards Act, Employment Insurance Act, Ontario Municipal Employees Retirement System Act, Workplace Safety and Insurance Act, Municipal Act	Name, address, telephone number, and email address, social insurance number, age, date of birth, sex, driver's license, marital status, work history, performance ratings, salary adjustments, disciplinary action, commendations, resume, interview questions, staff education assistance board decision for education and training history, and offboarding information	To record employees' work history and salary adjustments, to administer the payroll and benefits plan, to plan training/career development, for use in grievance proceedings and for Human Resources administration	Authorized Town Staff	Employees	H03

Economic Development Department

Title	Location	Legal Authority	Information Maintained	Use	Access	Individuals Identified	Retention
Business Development Programs	Town Office, Launchit Office	Municipal Act	Name, address, telephone number, email address; Business name, address, telephone number and email address, product/service description	Mentorship Program, Digital Main Street, Training	Economic Development Staff, Mentors/Advisors	Public	D02
Contests	Town Office, Launchit Office	Municipal Act	Name, address, telephone number, email address, contest entries	To facilitate various contests and notify the winner(s)	Economic Development Staff, Authorized Town Staff	Public	M10
Community Garden	Town Office	Municipal Act	Name, address, telephone number, email address	To process applications for a community garden plot	Economic Development Staff, Public Works Staff	Public	A21
Media Release Forms	Town Office	Municipal Act	Name, signature, photograph, video recording, interview	To obtain consent for use of individuals image	Authorized Town Staff	Public	L14
Social Media/Online Engagement, Website	Town Office	Municipal Act	Name, social media handle, email address	To respond to customer questions, compliments and complaints, to administer various social media contests and notify the winner(s)	Economic Development Staff	Public	M10
Volunteer Management	Town Office, Launchit Office	Municipal Act	Name, address, telephone number, email address, emergency contact, training records and certifications, criminal record check	To recruit and schedule volunteers for Town events and programs	Economic Development Staff, Authorized Town Staff	Public	H03

Title	Location	Legal Authority	Information Maintained	Use	Access	Individuals Identified	Retention
Vendor Applications	Town Office, Launchit Office	Municipal Act	Name, address, telephone number, email address, business name, primary contact, product/service description	To apply for festivals and events hosted by the Town	Authorized Town Staff	Public	M02
Community Improvement program (CIP) Grant Applications	Town Office	Municipal Act	Name, address, telephone number, email address, business name, property description	To apply for Town of Minto CIP grants	Authorized Town Staff	Public	D18
Letters of Intent – Industrial Land	Town Office	Municipal Act	Name, address, telephone number, email address, business name	To purchase industrial land	Authorized Town Staff	Public	L07

Finance Department

Title	Location	Legal Authority	Information Maintained	Use	Access	Individuals Identified	Retention
Accounts Payable	Town Office	Municipal Act, Retail Sales Tax Act	Vendor's name, address, phone number, email address, banking information	To process payments to suppliers of goods or services to the Town	All Town Staff, Auditors, and Regulating Agencies and Local Boards	Public, Employees, Members of Council	F01
Accounts Receivable	Town Office	Municipal Act, Retail Sales Tax Act	Name, address, phone number, email address, payment history, banking information, credit checks	To process payments received from customers of the Town for goods and services the Town has supplied	All Town Staff, Auditors, and Regulating Agencies and Local Boards	Public, Employees	F02
Assessment Roll	Town Office	Municipal Act, Assessment Act	Name, address, tax sale and power of sale procedures and property owners	To calculate taxes, to distribute lists, to conduct research regarding designation of historical and/or architectural significant structures, to research legal agreements, to facilitate assessment research	Clerks Staff, Finance Staff, Public	Public	F22
Donation Tax Receipts	Town Office	Excise Tax Act	Name, address, phone number, email address	To issue official donation receipts for income tax purposes	Finance Staff and Regulatory Agencies	Public, Employees, Members of Council	F19

Title	Location	Legal Authority	Information Maintained	Use	Access	Individuals Identified	Retention
Electronic Billing Registration	Town Office	Municipal Act	Property owner name, telephone numbers, email address, customer account number	To provide the most convenient method of payment to customers	Finance Staff, Public Works Staff	Public	F04
Employee Benefits Records	Town Office	Municipal Act, Employment Standards Act, Ontario Human Rights Code	Name, address, telephone number, payroll number, dependent coverage, deduction amounts, policy and division numbers, benefit carrier billings, benefit booklets, OMERS records	To document payments of premiums	Finance Staff, and Human Resources Staff, Benefits Provider	Employees, Members of Council	H10
Payroll Administration	Town Office	Municipal Act, Income Tax Act, Employment Insurance Act, Pension Benefits Act, Collective Agreements	Name, address, telephone number, employee number, email address, banking information, benefits, earnings, date of birth, social insurance number, pay deductions including garnishes, pension and income tax	To process payroll and prepare statistical reports such as T-4's, pension and benefit contributions	Finance Staff, Human Resources Staff, Community Services Staff, Auditors, Revenue Canada and Regulating Agencies	Employees, Members of Council	F16
Pre-Authorized Payment Information (PAP)	Town Office	Municipal Act	Property owner name, telephone numbers, email address, customer account number, Bank Account Details in the form of a VOID cheque	To provide the necessary information to enable pre-authorized payments to be taken for property tax and water bills	Finance Staff, Public Works Staff	Employees	F02
Purchasing Credit Card	Town Office	Municipal Act, Customs Act, Retail Sales Tax Act	Name, number, Town credit card number	To process payment of goods and services using Town payment cards	All Town Staff, Financial Institutions, Regulating Agencies and Local Boards	Employees	F09

Title	Location	Legal Authority	Information Maintained	Use	Access	Individuals Identified	Retention
Procurement Proposals	Town Office	Municipal Act	Name, address, telephone number, email address, information relating to the education or employment history of the individual(s) submitting proposal(s)	To confirm relevant skills and experiences of individual(s) submitting proposal(s)	All Town Staff involved in specific procurement	Public	F18
Property Tax Accounts	Town Office	Municipal Act	Name, address, telephone number, email address, payment history, banking information, financial status of persons requesting tax rebate or deferral	To issue property tax bills, provide account information	Finance Staff and Auditors	Public	F02
Water and Sewer Billing	Town Office	Municipal Act	Name, address, telephone number, email address, payment history, banking information	To issue water and sewer bills, provide account information	Finance Staff	Public	F02

Fire and Emergency Services

Title	Location	Legal Authority	Information Maintained	Use	Access	Individuals Identified	Retention
Clothing and Equipment Issue Logs	Fire Dept	Occupational Health and Safety Act, Ministry of Labour, Ontario Fire Code Act, Fire Prevention and Protection Act	Name, phone number, emergency contact, employee number, year of service, physical attributes	To document the clothing and protective equipment issued each year to each Fire Department employee	Fire Department Staff	Employees	A14
Emergency Planning	Fire Dept	Municipal Act, Emergency Management and Civil Protection Act	Name, address, telephone number, and email address for staff responsible for emergency operations in the Emergency Plan; name, address, telephone number, email address and details of affected parties involved in an emergency	To document information in the Emergency Plan and responses from the Emergency Operations Centre regarding emergencies	Authorized Town Staff	Public, Employees	P03
Fire Dispatch & Incident Reports	Fire Dept	Municipal Act, Fire Prevention and Protection Act, Fire Code, Town By-laws	Name, address, telephone number and email address, police and witness information, first aid treatment, insurance company and coverage, vehicle license plate number and make/model, details of protection systems, suspected fire cause, source of ignition, dollar loss	To document the department's response to an emergency call, to document action taken, and to provide evidence for possible investigation or future prevention program	Fire Department Staff	Public	P18

Title	Location	Legal Authority	Information Maintained	Use	Access	Individuals Identified	Retention
Fire Investigation Reports	Fire Dept	Fire Prevention and Protection Act	Name, address, telephone number, email address, investigator's notes, emergency call records, Police reports, Fire Marshal reports, pictures, witness statements, dispatcher's notes	To investigate fires of a suspicious nature, set by criminal means by arson or in cases where serious injury or death has occurred	Fire Department Staff and Regulating Agencies	Public	P08
Fire Prevention Orders and Inspection Reports	Fire Dept	Fire Prevention and Protection Act	Occupant's name, address, telephone number, email address; emergency contacts name and telephone number; record of any violations, inspection reports, building plans, sprinkler calculations, site plan agreements, correspondence.	To inspect properties to affect compliance with all statutes and regulations	Fire Department Staff and Regulating Agencies	Public	P06
Burn Permits	Fire Dept	Fire Prevention and Protection Act	Name, address, telephone number, Length of permit, Material being burned, Size of burn	To issue permits for open-air burning	Town Staff, Fire Department Staff and Regulating Agencies	Public	P11
Public Education and Outreach	Fire Dept	Municipal Act, Fire Prevention and Protection Act	Name, address, telephone number, email, opinions, input and feedback	Public engagement with stakeholders, including the collection of opinions, input and feedback on Town programs, services, and initiatives	Fire Department Staff	Public	P15

Title	Location	Legal Authority	Information Maintained	Use	Access	Individuals Identified	Retention
Smoke and Carbon Monoxide Alarm Installation/Incident Form	Fire Dept	Municipal Act, Fire Prevention and Protection Act	Name of resident, address, telephone number, attending officer name, apparatus	To Install Smoke / Carbon Monoxide Alarm or Battery Installation	Fire Department Staff	Public	L14
Scene Release Form	Fire Dept	Municipal Act, Fire Prevention and Protection Act	Name of owner, name of resident, address, telephone number, scene description, investigating officer name	To release a fire scene to the owner/occupant or agent who accepts responsibility for the site.	Fire Department Staff	Public	P08

Human Resources Department

Title	Location	Legal Authority	Information Maintained	Use	Access	Individuals Identified	Retention
Attendance & Scheduling	Town Office	Municipal Act, Employment Standards Act	Name, employee number, schedule and hours of work	To record employee hours of work, employee absenteeism and administration	Human Resources Staff	Employees	H01
Benefits Enrollment	Town Office	Municipal Act, Employment Standards Act, Ontario Human Rights Code	Name, address, telephone number, payroll number, dependent coverage, deduction amounts, policy and division numbers, benefit carrier billings, benefit booklets	To administer employee benefits	Human Resources Staff	Employees, Members of Council	H02
Disability Management Files	Town Office	Employment Standards Act, Ontario Human Rights Code, Occupational Health and Safety Act	Name, address, telephone number and email address, date of birth, health professional's name, phone number, date of assessment, abilities and restrictions, evaluations including hearing tests, fitness testing, medical history, long term disability forms, accommodation requests	To document employee medical claims, coordinate returns to work	Human Resources Staff	Employees, Members of Council	H19
Driver Records	Town Office	Ontario Ministry of Transportation – Authorized Requester Information Services (ARIS), Driver Certification Program (DCP)	Name, address, employee number, driver's license number, class of license, age, date of birth, driver training history, driver abstract	To retrieve the driver's license status/history of employees who drive Town vehicles	Authorized Town Staff	Employees	H03

Title	Location	Legal Authority	Information Maintained	Use	Access	Individuals Identified	Retention
Employee Emergency / Administrative List	Town Office	Municipal Act	Name, telephone number, spouses name and telephone number	To call out for shifts, contact employees for meetings / appointments or in case of emergency	Authorized Town Staff, Members of Council	Employees	H03
Employee Records	Town Office	Employment Standards Act, Employment Insurance Act, Ontario Municipal Employees Retirement System Act, Workplace Safety and Insurance Act, Municipal Act, Ontario Human Rights Code	Name, address, phone number, social insurance number, age, date of birth, gender, driver's license, marital status, work history, performance ratings, salary, disciplinary action, commendations, resume, interview questions, staff education assistance, training history, photographs for identification cards, offboarding information	To record employees' work history and salary, to administer the payroll and benefits plan, to plan training/career development, for use in grievance proceedings and for Human Resources administration	Authorized Town Staff	Employees, Members of Council	H03
Health and Safety Plans	Town Office	Occupational Health and Safety Act, Joint Health & Safety Committee Terms of Reference	Name, address, telephone number and email address, date of birth, health professional's name, phone number, medical history, safety requirements	To implement an employee safety plan	Human Resources Staff, Joint Health and Safety Committee members	Employees, Members of Council	H04

Title	Location	Legal Authority	Information Maintained	Use	Access	Individuals Identified	Retention
Recruitment	Town Office	Municipal Act, Employment Standards Act, Ontario Human Rights Code	Name, address, telephone number, email address, age, convictions without pardons, education, employment history, references	To document information about applicants and records pertaining to their recruitment	Human Resources Staff, Authorized Town Staff	Employees, Candidates	H11
Salary Planning	Town Office	Employment Standards Act	Name, address, telephone number, employment history, market checks, pay bands, scoring	To set the base salary of a position and the annual review of salaries	Human Resources Staff, Payroll Staff	Employees, Members of Council	H09
Town Training and Development	Town Office	Municipal Act, Employment Standards Act	Name, employee number, email address, course details, grades, training record and certification	To record training and development participation for Town	Human Resources Staff, Authorized Town Staff	Employees	H12
Workplace Safety and Insurance Act Reports	Town Office	Occupational Health and Safety Act, Workplace Safety and Insurance Act	Name, address, telephone number and email address, date of birth, social insurance number, medical history, gender, marital status, assessed earnings and yearly hours worked	To notify Ontario Ministry of Labour (when required) and Joint Health & Safety Committee, to identify root causes and corrective actions to ensure safety of the employees	Human Resources Staff & Finance Staff	Employees, Members of Council	H13
Workplace Safety Insurance Act Claims	Town Office	Workplace Safety and Insurance Act	Name, address, telephone number and email address, date of birth, social insurance number, medical history, gender, marital status, health professional's notes and functional abilities assessment, rate of pay	To process short and long-term disability claims, Workplace Safety Insurance Boards (WSIB) claims and provide workplace accommodations	Human Resources Staff	Employees, Members of Council	H13

Public Works Department including Water/Wastewater Services

Title	Location	Legal Authority	Information Maintained	Use	Access	Individuals Identified	Retention
Applications for new Entrance Permits onto Municipal Roadways	Town Office	Highway Traffic Act	Name, address, email address, telephone number	To process and track applications from residents to construct a new entrance (driveway) onto a municipal roadway	Public Works Staff, County of Wellington	Public	P11
Applications for Replacement Civic/Addressing Sign	Town Office	Highway Traffic Act	Name, address, email address, telephone number	To process requests for replacement civic addressing signs	Public Works Staff	Public	D19
Complaint Forms for Water/Wastewater	Town Office	Municipal Act, Ontario Water Resources Act	Name, address, email address, telephone number	To document the nature and source of the complaint; Investigation into non-compliance with Municipal By-laws	Public Works Staff, By-law Enforcement Staff	Public	M04
Emergency Notification List for Water Interruptions	Town Office	Public Utilities Act, Municipal Act	Name, address, email address, telephone number	To notify property owners of a water interruption in an emergency situation.	Public Works Staff	Public	E08
List of Water Shut Off and On Requests	Town Office	Public Utilities Act	Name, address, email address, telephone number	To track requests from property owners to turn off and on their water supply	Public Works Staff	Public	E08
Municipal Servicing - Drains	Town Office	Public Utilities Act	Name, address, telephone number, email address; Agents name, address, telephone number, email address	To install municipal services such as water/wastewater	Public Works Staff, Building Staff	Public	E09

Title	Location	Legal Authority	Information Maintained	Use	Access	Individuals Identified	Retention
Municipal Servicing - Sanitary, Storm Sewer	Town Office	Public Utilities Act	Name, address, telephone number, email address; Agents name, address, telephone number, email address	To install municipal services such as water/wastewater	Public Works Staff, Building Staff	Public	E01
Municipal Servicing - Water	Town Office	Public Utilities Act	Name, address, telephone number, email address; Agents name, address, telephone number, email address	To install municipal services such as water/wastewater	Public Works Staff, Building Staff	Public	E08
Tree Replacement List for Municipal Trees	Town Office	Municipal Act, Forestry Act	Name, address, email address, telephone number	To track requests for tree replacements on municipal property that have been removed as a result of death, disease, construction, etc.	Public Works Staff	Public	E04
Utility Locates	Town Office	Municipal Act	Name, address, telephone number	To document requests for water/wastewater location information	Public Works Staff	Public	E06