

**Recommendation:**

That the Clerk's Office-2024-26 report, December 10, 2024, regarding a Personal Information Bank Registry for the Township be received for information.

**Overview:**

The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Section 34(1) requires municipalities to keep an updated Personal information Bank Register and make it available to the public.

A Personal Information Bank is defined in MFIPPA 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." The Register includes a description of the personal information maintained to support the Township's programs and services.

For each Personal Information Bank (PIB), the following information is provided:

- **Location** – This is organized by department/division. All PIB banks are listed under the department/division where the information is kept, this includes paper and electronic information.
- **Authority** - The legal authority for the establishment of the bank.
- **Information** - The type(s) of personal information contained in the PIB.
- **Use** - How personal information is used by the Township.
- **Access** - By whom the personal information is accessed/disclosed on a regular basis.
- **Individuals** - The categories of individuals about whom personal information is maintained.
- **Retention Classification**- The policies and practices applicable to the retention and disposal of personal information. For the Township this is regulated by the Records Retention By-Law #2024-06.

Under MFIPPA, municipal Councils must appoint a "head" who is responsible for overseeing the administration of the legislation within the municipality and for decisions made under the legislation. This responsibility has been delegated to the Clerk in the Township of Douro-Dummer. The PIB Registry is a living document that will need to be updated as programs and services change, and new or different information is collected. MFIPPA states that "When updating the PIB the head or designate will amend as often as necessary to ensure and maintain its accuracy". Section 34(2). Under the direction of the Clerk, the PIB will be reviewed and edited as necessary.

Staff have organized the PIB in the following way and it will be presented in an accessible .PDF format:

Administration

- Finance
- Human Resources
- Waste Management

Development and Infrastructure

- Building Services
- Parks and Recreation
- Planning Services
- Public Works

Emergency and Risk Management

- Emergency and Risk Management
- Fire Services

Legislative Services

- Clerk's Office
- Communication Services
- Legal and Legislative Services

**Conclusion:**

The Personal Information Bank for the Township of Douro-Dummer will be available on the Township website no later than January 1, 2025.

Through the publishing of the PIB, the Township will become compliant with Section 34 of MFIPPA.

**Financial Impact:**

There is no financial impact for creation or maintenance of PIB other than staff time.

	<p><b>Service Modernization and Innovation</b></p> <p>Modernizing, refining and innovating services for residents is essential to effectively meet the needs of our community, enhance our operational efficiency, and ensure we remain adaptable in a rapidly changing world.</p>
	<p><b>Business Attraction, Expansion, and Retention</b></p> <p>Business attraction, expansion, and retention is vital for the economic health and sustainability of our Township, such as job creation, tax revenue, investing in innovation, maintaining our quality of life, and supporting community stability.</p>
	<p><b>Infrastructure Renewal</b></p> <p>Infrastructure renewal is a critical investment for our Township as it will ensure our adherence to health and safety, economic development, investment attraction, environmental sustainability, quality of life, public confidence, and regional competitiveness.</p>

**Report Approval Details**

Document Title:	Report to COW - Personal Information Bank Registry .docx
Attachments:	- PIB Council Presentation - Final for COW.pptx - PIB - Administration_V4.pdf - PIB - DevInfraRec_V4.pdf - PIB - EmergRiskMgmt_V4.pdf - PIB - LegalLegislative_V4.pdf
Final Approval Date:	Dec 4, 2024

This report and all of its attachments were approved and signed as outlined below:

Todd Davis