

Legal and Legislative Services

Clerk's Office

Communication Services

Legal and Legislative Services

*=Maximum Copy Retention

**=Subject To Archival Selection

P=Permanent | S=Superseded | E=Event | V=Vital Record | C=Current Year

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
After Hours Answering Service	Clerk's Office	Municipal Act	Name, phone number, email if applicable, address if applicable, content of after hours report	Correspondence, conflict resolution, follow-up	Fire staff, clerk staff, CAO, By-law officer	Members of the public, relevant staff members,	5 years ** (M04)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Cell Tower Applications	Clerk's Office, Building Department	Planning Act, Innovation, Science, and Economic Development Canada (ISED),	Owner/applicant/agent name, address, phone number, fax number, email	Public information and participation	Township staff and council, Township residents via mailed notice, ISED, commenting agencies	Property owners and their agents	V + Permanent (P10)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Claims Against the Municipality	Clerk's Office	Municipal Act, Civil Act, Insurance Act, Real Property Limitations Act, Registry Act, Land Titles Act, Expropriation Act, Planning Act, Highway Traffic Act	Name, address, telephone number, details of litigation.	Record keeping, To litigate claims against the County; to defend the County's position at the Ontario Land Tribunal.	Clerk's office, Township staff and outside agencies involved in the litigation	Anyone who submits a claim against the municipality (Township)	V+ Resolution of claim and all appeals + 2 years Ultimate limitation = 15 years (L02)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
County and Civic Awards	Clerk's Office	Municipal Act	<p>Nominee: Name, address, email, phone number, details of volunteer or athletic experience relating to award, family contact information, presentation/speech of volunteer</p>	Correspondence, follow-up, To collect nominations for awards ceremony	Relevant Township staff	Award nominees/winners, public	5 years (M11)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Election Candidate and Nominee Information	Clerk's Office	Municipal Elections Act,	Name, address, campaign contributions, donor information, qualifying and mailing address	During Election – Correspondence, follow-up, communicate with councillors	Township election staff, public upon request	Election nominees and candidates, council members	Day action took effect or voting day + 4 years Ballot = 120 days after voting or resolution of recount (C07)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Employee Records and Contact Information	Clerk's Office, Finance	Municipal Act, Employment Standards Act, Income Tax Act, Canada Pension Plan, Unemployment Insurance Act	Name, address, social insurance number and health card number, sex, telephone number, change of address, benefits, credit record, date of birth, disciplinary and commendation letters, driver's license/operator permit, education, employee ID, employment history, marital status, pension and beneficiaries, pay rate, transfers/promotions, staff secondments and acting assignments, attendance support correspondence, performance and appraisal report, record of vacation/sick days	Employee correspondence, training, To administer employee work history, and training courses and maintain employee info and history	Relevant Township staff, audit and regulatory agencies	Township staff	V + Date employee ceased to be employed by employer + 7 years Firefighter employment terms = 25 years (H03)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Employee Emergency Contact List	Clerk's Office	Municipal Act,	Name, address, phone number, emergency contact information, name of family doctor, allergy information, date of birth, email	Emergency response, emergency correspondence	Clerk, CAO, relevant Township staff, emergency services	Township staff	V + Date employee ceased to be employed by employer + 7 years Firefighter employment terms = 25 years (H03)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Freedom of Information Appeals and Requests	Clerk's Office	Municipal Freedom of Information and Privacy Protection Act	Appeals pertaining to General Request: Name, contact information, substance of request, representations from appellant. Personal Information Request: Varies on substance of request	Creating/maintaining PIB, processing FOI requests, to communicate with requestors and/or complainants; to respond to Freedom of Information requests; to process access for information and personal information Correction requests, as well as appeals filed with the Information and Privacy Commissioner of Ontario.	Relevant Township staff, appellant or those authorized on their behalf, mediator/adjudicators, Privacy Commissioner of Ontario	Individuals submitting an FOI request, individuals appealing FOI decisions	2 years (A17)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
General Complaints	Clerk's Office	Municipal Act, Public Sector and MPP Accountability and Transparency Act.	Name, address, phone number, description of concern/complaint, department of concern/complaint	Coordinate information between departments, follow-up, conflict resolution, To address public inquiries and complaints and report to Council on complaints	Staff responding to concern/complaint, relevant Township staff, regulating agencies	Individuals who submit a complaint	5 years (M04)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Land Sale and Acquisition Files	Clerk's Office	Municipal Act,	Name, address, email, phone number, fax number, storage/abandonment records, deed	Record keeping, acquisition and disposition of property, tax purposes,	Township staff, 3 rd party solicitors, real estate agents, surveyors, appraisers, relevant financial and corporate institutions	Individual property owners, applicants,	<p>V+ Property disposition + 10 years.</p> <p>Renewable energy projects agreements terms may not be more than 50 years.</p> <p>Append abandoned petroleum storage tank to deed.</p> <p>(L07)</p>

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Marriage Licenses and Ceremonies	Clerk's Office	Marriage Act,	Both applicant's names, phone numbers, dates of birth, country/province of birth, location of wedding, date of wedding, applicant's parent's names,		Clerk's staff, Office of the Registrar General, Individuals upon request	Applicants who have schedules townhall ceremonies, waitlist requests, applicants and their parents, relevant Township staff,	2 years (L12)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Recruitment Competition Files	Clerk's Office	Employment Standards Act, Municipal Act,	Name, address, telephone number, application or resume, education and employment history, reference checks, Records associated with job postings, advertisements, competition records, applicant interviews, and correspondence	To select candidates for employment.	Hiring staff, relevant interviewers	Township staff, employment applicants	1 year (H11)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Social and Digital Media Consent	Clerk's Office	Municipal Act	Name, address, phone number, signatures	Public disclosure, record keeping, correspondence	Individual upon request, Clerk's Office Staff	Public who consented to their photo/video/audio being used by the Township	Superseded + 2 years (M10)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Staff Complaints	Clerk's Office	Municipal Act	Name, email, IP address, content of complaint	Investigations, issue resolution, training purposes	Chief Administrative Officer, Clerk Staff	Public who submitted a complaint through the Township's website	5 years (M04)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Termination Files	Clerk's Office, Office of the Chief Administrative Officer	Employment Standards Act	Employee Name, Social Insurance Number, Sex, Benefit and Salary Information	Record keeping, training, taxes	Clerk and CAO staff	Past employees	V + Close of fiscal tax year + 7 years (F16)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Various Committee Files	Clerk's Office	Municipal Act, Planning Act	Name, address, phone number, fax number, emails to/from committee members, notices of meetings, meeting agendas, activity reports, emergency contact list	Recruitment, maintain committee meeting List	Relevant Township Staff, Staff of the Clerk's Office	Committee Members	4 years (A02)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Vital Statistics Register	Clerk's Office	Vital Statistics Act, Municipal Act, Income Tax Act, Canada Pension Plan, Employment Standards Act, Unemployment Insurance Act	Name, address, social insurance number and health card number, sex, telephone number, change of address, benefits, credit record (job specific), date of birth, disciplinary and commendation letters, driver's license/operator permit (where applicable), education, employee number, employment history (resume), marital status, pension and beneficiaries, pay rate, transfers/promotions, staff secondments and acting assignments, attendance support correspondence, performance and appraisal report. The information		Clerk's Office	Deceased Individuals, Individuals Born Within the County	Permanent (L12)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Voters List, Location, and Applications	Clerk's Office	Municipal Elections Act	Name, Age, Date of Birth, Citizenship Status, Residency, School support, if elector is Roman Catholic, Related Work Experience		Candidates, Secretary of Local Board, Members Required to be Elected at an Election Conducted by the Clerk or submitted Request to Elector, Election Day staff	Qualified Municipal Electors, Election Day Employees	4 Years from voting date. Ballots = 120 days after voting or resolution of recount. (C07)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Website Feedback Forms	Clerk's Office	Municipal Act	Name, Address, Personal Opinions/views, IP Address	Follow-Up, Improving Online Services	Staff of the Chief Administrative Officer, Staff of the Clerk's Office, Relevant Staff	Public who provided content through the feedback forms	Superseded** Superseded + 3 years if publication is subject to copyright or trademark (M07)