

Township of Tiny Personal Information Bank

The *Municipal Freedom of Information and Protection of Privacy Act* (the Act) requires municipalities to keep an updated Personal Information Bank (PIB) and to make it available for the public to view.

In accordance with the Act, institutions must make available for inspection by the public an index of all personal information banks in the custody or under the 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:

1. Its name and location.
2. The legal authority for its establishment.
3. The types of personal information maintained in it.
4. How personal information is used on a regular basis.
5. To whom the personal information is disclosed on a regular basis.
6. The categories of individuals about whom the personal information is maintained.
7. The policies and procedures applicable to the retention and disposal of the personal information.

The Personal Information Bank is arranged for the Township of Tiny as follows:

[Building/Planning and Development](#)

[By-law Enforcement](#)

[Clerk’s Department](#)

[Communications](#)

[Finance](#)

[Fire and Emergency Services](#)

[Human Resources](#)

[Payroll and Benefits](#)

[Public Works/Water/Facilities](#)

[Recreation and Special Events](#)

For the role of the Head as required by the Act, the Township of Tiny has designated the Clerk as the Head. The Head is responsible for making sure that the Township of Tiny properly discharges its statutory obligations under the Act. In discharging this responsibility, the Head makes sure that the departments adhere to Township procedures and practices that promote compliance with the Act.

Questions or comments on the Personal Information Bank should be directed to:

The Clerk's Department
Township of Tiny
130 Balm Beach Road West
Tiny, ON L0L 2J0
705-526-4204
clerks@tiny.ca

Building / Planning and Development							
Title	Location	Legal Authority	Information Maintained	Uses	Access	Individuals Identified	Retention
Applications to Build, Demolish, Change of Use Permits, Sign Permit, Pool Fence Enclosure	Township Office	Building Code Act	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	Township 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	P10

Building / Planning and Development							
Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Building Inspection Records	Township 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 and Planning Staff, Fire Inspectors,	Public	P06
Building General Inquiries	Township Office	Building Code Act, Municipal Act	Name, address, telephone number and email address, inquiry, research, commentary	To respond to inquiries regarding building services	Building Staff, Planning Staff	Public	M04
Building Permit	Township 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 and Planning Staff	Public	P10
Municipal Addressing	Township 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

Building / Planning and Development							
Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Part Lot Control	Township 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
Reference Plans	Township 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	Township 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
Subdivision Plans, Condominium Plans	Township 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

Building / Planning and Development							
Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Minor Variance Applications	Township 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	Township 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							
Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
By-law Complaints, Investigations and Enforcement	Township Office	Building Code Act, Municipal Act, Municipal By-laws,	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	P01
Noise By-law Exemptions & Applications	Township 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	C03/C09
Parking Tickets	Township Office	Municipal Act, Highway Traffic Act; Municipal By-laws	Name, address, telephone number of registered vehicle owner, business owner, agent, trustee, birthdate of registered owner	Evidence for potential court prosecution, first attendance, screening and hearings disputes, correspondence and mailings of past due notices, notices of trial and collection of outstanding fines	By-Law Enforcement, Legal; Finance, Provincial Offences Officers	Registered vehicle owners, agents, trustees, business owners/operators and drivers	P01

By-Law Enforcement							
Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Prosecution Records	By-Law and Compliance, Licensing & Permit Services	Municipal Act; Provincial Offences Act; Building Code Act; Fire Code; Animals for Research Act; Dog Owners' Liability Act; Highway Traffic Act; Planning Act; and municipal by - laws	Name, address, phone number and email address of complainant, victim, witnesses, tenants, animal owners and property and business owners, trustees, agents, photographs, maps, witness statements, emails, complaint information, health information, correspondence and documents pertaining to an investigation	Enforcement and investigation of potential by-law infractions and evidence for potential court prosecution	By-Law Enforcement, Legal, Provincial Offences Officers	Individuals who have been charged under the Provincial Offences Act, witnesses, agents, trustees and victims	L13

Clerk's Department							
Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Access & Privacy (E.g., Freedom of Information Requests)	Township 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	Clerk's Staff	Public, Employees, Members of Council	A17
Agreements and Contracts Requiring By-law Approval	All Township Facilities	Municipal Act	Name, address, telephone number and email address	To administer agreements and contracts	Authorized Township Staff	Public	L04
Agreements and Contracts Not Requiring By-law Approval	All Township Facilities	Municipal Act	Name, address, telephone number and email address	To administer agreements and contracts	Authorized Township Staff	Public	L14
Closed Session Agenda and Minutes	Township Office	Municipal Act	Personal information about identifiable individuals contained in closed session 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 Township staff and the Clerk	Public, Employees, Members of Council	C04
Code of Conduct Complaints and Investigations	Township 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	Integrity Commissioner	Public	C13
Death Registers	Township 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

Clerk's Department							
Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Election Records	Township 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
Marriage License Registers	Township 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 Township Staff and Registrar General of Ontario	Public	L12
Video Security Surveillance Recordings	Township Office	Municipal Act, Municipal Freedom of Information and Protection of Privacy	Images of individuals in Township buildings or on Township properties monitored by video surveillance	To ensure that security is maintained in Township buildings/properties	Clerk's Department IT Department Authorized Staff	Public	A18
Voters List	Township Office	Municipal Elections Act	Name, age, date of birth, citizenship, residency, school support	To conduct municipal and school board elections	Clerk's Staff	Public	C07

Communications							
Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Mass Notification Program	Township Office	Municipal Act	Resident Name, Contact Information, Address	Notifications of Township public notices, press releases, emergency broadcasts, etc.	Residents/Employees	Residents and employees who have signed up for notifications under the program	A03
Social media, Online Engagement, Website	Township Office	Municipal Act	Name, social media handle, email address	To respond to customer questions, complaints	Corporate Services Staff	Public	A03
Photo Release Forms	Township Office	Municipal Act	Name, signature, photograph, video recording, interview	To obtain consent for use of individuals' image	Authorized Staff	Public	L14

Finance							
Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Accounts Payable	Township 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 Township	All Township Staff, Auditors	Public, Employees, Members of Council	F01
Accounts Receivable	Township 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 Township for goods and services the Township has supplied	All Township Staff, Auditors, and Regulating Agencies and Local Boards	Public, Staff	F02
Assessment Roll	Township 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 Receipt	Township 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
Electronic Billing Registration	Township Office	Municipal Act	Property owner name, telephone numbers, email address, customer account number	To provide a convenient method of payment to customers	Finance Staff	Public	F22
Insurance Claims	Township Office	Municipal Act,	Name, address, details of incident, photographs of damage	To determine eligibility of claims and to provide evidence in court cases	Office of the Township Clerk staff, insurance companies processing claims, Township's claims adjuster	Persons making claims against the Township and persons named in claims by the Township against identifiable individuals	L02

Finance							
Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Pre-Authorized Payment Information (PAP)	Township 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	F22
Purchasing Credit Card	Township Office	Municipal Act, Customs Act, Retail Sales Act	Name, number, Township credit card number	To process payment of goods and services using Township payment cards	All Township Staff, Financial Institutions, Regulating Agencies and Local Boards	Employees	F01
Procurement Proposals	Township Office	Municipal Act, Township Policy	Name, address, telephone number, email addresses, information relating to the education or employment history of the individual(s) submitting proposal	To confirm relevant skills and experience of individual(s) submitting proposal	All Township Staff involved in specific procurement	Public	F18
Property Tax Accounts	Township 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
Taxation Write-offs	Township Office	Municipal Act, 2001, S.O. 2001, c.25, as amended	Tax bill working papers, interim/final tax bills, the statement of accounts, correspondence, amount to be returned, applications to Council for an adjustment of taxes under the Municipal Act	Assessment Review Board and Minutes of Settlement Municipal Act write-off tax adjustments	Finance Staff	Individuals whose residential and commercial tax accounts are being written off	F23

Fire and Emergency Services							
Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Burn Permits	Fire Department	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	Township Staff, Fire Department Staff and Regulating Agencies	Public	P11
Clothing and Equipment Issue Logs	Fire Department	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
Driver Records	Fire Department	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 Township vehicles	Fire Department Staff	Township employees who drive Township vehicles	H00/ superseded
Emergency Planning	Fire Department	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 Township Staff	Public Employees	P03

Fire and Emergency Services							
Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Fire Dispatch and Incident Reports	Fire Department	Municipal Act, Fire Prevention and Protection Act, Fire Code, Township 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
Fire Investigation Reports	Fire Department	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 Department	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

Fire and Emergency Services							
Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Public Education and Outreach	Fire Department	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 Township programs, services, and initiatives	Fire Department Staff	Public	P15
Scene Release Form	Fire Department	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							
Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Employee Records	Township 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 plan training/career development, for use in grievance proceedings and for Human Resources administration	Human Resources, Authorized Township Staff	Employees, Members of Council	H03
Grievance Records	Township Office	Labour Relations Act	Name, grievance forms, disciplinary notices, replies, grievance decision awards, supporting documentation	To document the grievance process	Human Resources staff, Township Director, Legal Counsel	Griever, Witnesses	H15
Recruitment	Township 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/records pertaining to their recruitment	Human Resources Staff, Authorized Township Staff	Employees, Candidates	H11
Salary Planning	Township 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
Training and Development	Township Office	Municipal Act, Employment Standards Act	Name, course details, grades, training record, certification	To record training participation	Human Resources Staff, Authorized Staff	Employees	H12

Payroll and Benefits							
Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Benefits Enrollment	Township 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	Authorized Staff	Employees, Members of Council	H03
Disability Management Files	Township 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	Authorized Staff	Employees Members of Council	H14a
Payroll Administration	Township 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

Payroll and Benefits							
Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
T4 Statements	Township Office	Municipal Affairs Act, as amended; Municipal Act, 2001, as amended; Income Tax Act, as amended; Workplace Safety and Insurance Act, 1997, as amended; Canada Pension Plan, Unemployment Insurance Act; Employment Standards Act	Employee name, address, social insurance number, yearly earnings and deductions	To provide employees with information about their tax returns	Payroll staff, Canada Revenue Agency staff	Township of Tiny employees	F16
Workplace Safety and Insurance Act Reports	Township 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	Authorized Staff	Employees, Members of Council	H14
Workplace Safety Insurance Act Claims	Township 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	Payroll Staff	Employees Members of Council	H14

Public Works / Water / Facilities							
Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Applications for new Entrance Permits on Municipal Roadways	Township 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	Public	T06
Applications for Replacement Civic/Addressing Sign	Township Office	Highway Traffic Act	Name, address, email address, telephone number	To process requests for replacement civic addressing signs	Public Works Staff	Public	D19
Work Orders via Complaint	Township Office	Municipal Act	Name, address, email address, telephone number	To document the nature and source of the work order	Public Works Staff	Public	T06
Facility Rentals Facility and Park Rentals	Township Office	Municipal Act	Name, address, telephone number, email address, business/organization information, request type, insurance	To rent Township facilities and parks	Public Works Staff Recreation Staff	Public	A21
Key Distribution Records	Township Office	Municipal Act	Key holders' name, home address, home phone number, cell number, security codes	To ensure the security of Township buildings and properties and to contact staff to provide access to Township buildings and properties in the case of an emergency	Public Works Staff	Employees with a security code and/or keys to a Township owned	A18

Public Works / Water / Facilities							
Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Land Acquisition	Township Office	Municipal Act	Agreements of purchase and sale, Council reports, by-laws, correspondence, title documents	Acquisition of land	Authorized Staff	Vendor/owner of land	L07
Land Disposition	Township Office	Municipal Act	Agreements of purchase and sale, Council reports, by-laws, correspondence, title documents	Disposition of land	Authorized Staff	Purchaser of land	L07
List of Water Shut Off and On Requests	Water Complex/ Township Office	Public Utilities Act	Name, address, email address, telephone number	To track requests from property owners to turn off and on their water supply	Water Staff	Public	E08B
Municipal Servicing -Drains	Water Complex/ Township Office	Public Utilities Act	Name, address, telephone number, email address; Agent's name, address, telephone number, email address	To install municipal services such as culverts	Public Works Staff, Building Staff	Public	E09
Municipal Servicing -Water	Water Complex/ Township Office	Public Utilities Act	Name, address, telephone number, email address; Agent's name, address, telephone number, email address	To install municipal services such as water	Public Works Staff, Building Staff	Public	E06
Utility Locates	Township Office	Municipal Act	Name, address, telephone number	To document requests for water location information	Public Works Staff	Public	E06

Recreation and Special Events							
Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Incident and Accident Reports	Township 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 Township facilities to the Ministry of Labour, and WSIB claims	Recreation Staff	Public	P05
Community Garden	Township Office	Municipal Act	Name, address, telephone number, email address	To process applications for a community garden plot	Recreation Staff	Public	R06
Program Registrations	Township 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	Recreation Staff	Public	R06
Volunteer Management	Township Office	Municipal Act, Municipal Freedom of Information and Privacy Act	Name, address, telephone number, email address, emergency contact, training records and certifications, criminal record check	To recruit and schedule volunteers for Township events and programs	Recreation Staff	Public	R06

Township Wide							
Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Service and Information Requests	All Township Facilities	Municipal Act	Name, address, telephone number and email address	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 Township Staff and Licensed Staff	Public	M04