

County of Peterborough - Personal Information Bank Register

Introduction

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

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 County’s programs and services.

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

- The department maintaining the records;
- Legal authority for collection;
- Identifying data;
- How the information is used;
- Who is authorized to use the information; and
- Retention and disposition.

The retention classifications for the County of Peterborough are regulated by the County’s [Records Retention By-law](#).

As required by [MFIPPA](#), the County of Peterborough has designated the County Clerk as the Head of the Institution.

The Personal Information Bank Register for the County of Peterborough is arranged as follows:

- Administration
- Clerks
- Communications and Tourism
- Corporate and Strategic Services
- Facilities
- Finance
- Lang
- Payroll
- People Services
- Planning & Development
- Public Works

Retention & Disposition Legend

C - Current Year **E** – Event **P** – Permanent **S** - Superseded **T** - Terminated **V** - Vital Record

* - Maximum Copy Retention ** - Subject to Archival Selection

Administration

Healthcare Professionals	
Legal Authority:	Municipal Act
Information Maintained:	Name, address, phone number, email address, religion, immediate family member names and age range.
Uses:	To assist the Healthcare Advancement Coordinator in attracting healthcare professionals to the communities with the best fit.
Access:	Healthcare Advancement Coordinator
Individuals in Bank:	Healthcare professionals
Retention & Disposition:	E + 1 (S21)

Health Care Assessment Form	
Legal Authority:	Municipal Act
Information Maintained:	Name, email address and phone number.
Uses:	To assist the Healthcare Advancement Coordinator in understanding the number of residents without a family doctor as well as identifying other areas of medicine that are needed in their townships.
Access:	Healthcare Advancement Coordinator
Individuals in Bank:	Public
Retention & Disposition:	E + 1 (S21)

Clerks Services

Municipal Freedom of Information and Protection of Privacy (MFIPPA)	
Legal Authority:	Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
Information Maintained:	Name, address, phone number, email address, and details of request.
Uses:	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.
Access:	Authorized County staff
Individuals in Bank:	Public
Retention & Disposition:	2 (A17)

Committees - Closed Session Minutes	
Legal Authority:	Municipal Act
Information Maintained:	Committee records containing various personal information about identifiable individuals.
Uses:	To consider matters in Committee pursuant to s239(2) and (3.1) of the Municipal Act.
Access:	Authorized County staff and Members of Council
Individuals in Bank:	Employees, Public
Retention & Disposition:	6** (CO6)

Council - Closed Session Minutes	
Legal Authority:	Municipal Act
Information Maintained:	Council records containing various personal information about identifiable individuals.
Uses:	To consider matters in Council pursuant to s239(2) and (3.1) of the Municipal Act.
Access:	Authorized County staff and Members of Council
Individuals in Bank:	Employees, Public
Retention & Disposition:	P** + V (CO4)

Appointment to Boards and Committees	
Legal Authority:	Municipal Act
Information Maintained:	Name, address, email, telephone number, resumes, correspondence, agreements and contracts.
Uses:	To appoint citizens to various boards and committees.
Access:	Clerk's Department, Council
Individuals in Bank:	Public
Retention & Disposition:	P** (C12)

Public Inquiries and Concerns	
Legal Authority:	Municipal Act, Public Sector and MPP Accountability and Transparency Act.
Information Maintained:	Name, address, telephone number, email address, nature of complaint.
Uses:	To address public inquiries and complaints and report to Council on complaints under Bill 8.
Access:	Clerk's staff, applicable County staff, regulating agency.
Individuals in Bank:	Public
Retention & Disposition:	2 (C13)

Councillor Information Forms	
Legal Authority:	Elections Act
Information Maintained:	Name, address, telephone number, email address, social insurance number, emergency contact information.
Uses:	To communicate with Councillors or their emergency contact.
Access:	Authorized County Staff
Individuals in Bank:	Members of Council
Retention & Disposition:	E + 4 years (Term of Council) (C07)

Recognition Awards	
Legal Authority:	Municipal Act
Information Maintained:	Name, address, telephone number, email address.
Uses:	To collect nominations for the biennial awards ceremony, contact successful recipients and nominators if needed.
Access:	Authorized County Staff
Individuals in Bank:	Public
Retention & Disposition:	End of project + 10 (A28)

Communications and Tourism

Ceremonies, Events, Surveys, and Contests	
Legal Authority:	Municipal Act
Information Maintained:	Name, address, telephone number, email address.
Uses:	To collect feedback on events (talent/promotion, etc.); to engage residents to participate at the upcoming event.
Access:	Authorized County Staff and Auditors.
Individuals in Bank:	Public
Retention & Disposition:	5** (M11)

Film Permits	
Legal Authority:	Municipal Act
Information Maintained:	Business/Contact Name and Business address/email.
Uses:	To initiate permit, provide means of contact and verify insurance details.
Access:	Employees
Individuals in Bank:	Public
Retention & Disposition:	2 (P11)

Corporate and Strategic Services

Litigation	
Legal Authority:	Municipal Act, Civil Act, Insurance Act, Real Property Limitations Act, Registry Act, Land Titles Act, Expropriation Act, Planning Act, Highway Traffic Act
Information Maintained:	Name, address, telephone number, details of litigation.
Uses:	To litigate claims against the County; to defend the County's position at the Ontario Land Tribunal.
Access:	Authorized County staff and outside agencies involved in the litigation (i.e. County solicitor, police agencies, court clerks, provincial judges, affected ministries.)
Individuals in Bank:	Public
Retention & Disposition:	Resolution of claim and all appeals + 2 + V Ultimate limitation = 15 years (L02)

Insurance Claims	
Legal Authority:	Municipal Act, Insurance Act
Information Maintained:	Name, address, telephone number, witness(es), accident/incident reports; police, fire, ambulance report; vehicle driver's plate and license; medical information, and photographs, gender. Records associated with liability claims made by parties against the municipality and liability claims by the municipality against other parties.
Uses:	To administer claims filed against the County.
Access:	Authorized County Staff, Auditors and insurance adjusters.
Individuals in Bank:	Public
Retention & Disposition:	Resolution of claim and all appeals + 2 + V (L02, L03)

Facilities

Facility Bookings	
Legal Authority:	Municipal Act
Information Maintained:	Customer name, address, telephone number, cheque, debit, or credit card payment information. May include medical details in case of an emergency, insurance details and liability release forms.
Uses:	To book facilities for rental purposes.
Access:	Authorized County Staff and Auditors
Individuals in Bank:	Public
Retention & Disposition:	1 (A21)

Parking – Staff and External	
Legal Authority:	Municipal Act.
Information Maintained:	Name, address, telephone number, vehicle license plate number, email address.
Uses:	To administer the parking program for staff and external patrons and collect payment.
Access:	Authorized County Staff
Individuals in Bank:	Employees; Public
Retention & Disposition:	1 (A00)

Property Access Cards	
Legal Authority:	Municipal Act, Occupiers Liability Act
Information Maintained:	Name, work location, telephone number.
Uses:	To issue property access cards to employees/contractors.
Access:	Authorized County Staff
Individuals in Bank:	Employees; Members of Council; Courts staff and contractors
Retention & Disposition:	5 (A18)

Security Incidents	
Legal Authority:	Municipal Act, Occupiers Liability Act
Information Maintained:	Name, address, date of birth, personal identification i.e. driver's license (when applicable), incident or vandalism reports.
Uses:	To investigate incidents on County property and assets.
Access:	Authorized County Staff and Police Agencies
Individuals in Bank:	Employees; Public
Retention & Disposition:	5 (A18)

Claims for Damages	
Legal Authority:	Municipal Act, Insurance Act.
Information Maintained:	Name, address, details of litigation (where filed by individual name). Records associated with claims of a personal nature involving the public, negligence of the municipality, etc.
Uses:	To commence or defend claims against the County and/or County employees.
Access:	Authorized County Staff
Individuals in Bank:	Public
Retention & Disposition:	Resolution of claim + 2 + V (L02, L03)

Finance

Accounts Payable Records	
Legal Authority:	Municipal Act, Fuel Tax Act, Harmonized Sales Tax Act
Information Maintained:	Name/business name, address, telephone number, credit card number/statements, banking information (EFT vendors), social insurance number, remit email address (EFT vendors), expenses or mileage claims and credit checks (where applicable).
Uses:	To process payments to vendors or employees, reimbursable expenses, and issue T4As.
Access:	Authorized County Staff, Auditors, Regulatory Agencies, and Financial Institutions
Individuals in Bank:	Employees, Members of Council, businesses, contractors, agencies
Retention & Disposition:	Close of fiscal + 7 + V (F01)

Accounts Receivable Records	
Legal Authority:	Municipal Act, Fuel Tax Act, Harmonized Sales Tax Act
Information Maintained:	Name/business name, address, telephone number, email address.
Uses:	To process receivable payments (revenue).
Access:	Authorized County Staff, Auditors, Regulatory Agencies, and Financial Institutions
Individuals in Bank:	Employees, businesses, contractors, agencies and various levels of government entities.
Retention & Disposition:	Close of fiscal + 7 + V (F02)

Donations Tax Receipt	
Legal Authority:	Municipal Act, Income Tax Act, Employment Insurance Act, Pension Act, Collective Agreements.
Information Maintained:	Name and address.
Uses:	To process payroll and T4 Summaries.
Access:	Authorized County Staff, Auditors and Regulatory Agencies
Individuals in Bank:	Employees and Members of Council
Retention & Disposition:	7 (F19)

Lang Pioneer Village and Museum

Students and Volunteers File	
Legal Authority:	Employment Standards Act, Municipal Act
Information Maintained:	Records associated with contract jobs for the hiring of temporary students, casual and part time employees. This record series may include contracts for special employment programs and co-op programs. Name, address, telephone number, email address, copies of resumes, liability forms, incident reports, and other signed Human Resource forms.
Uses:	To administer placement history.
Access:	People services, Special Event/Volunteer Coordinator, and applicable managers
Individuals in Bank:	Public, Students
Retention & Disposition:	T + 7 + V (H03)

Volunteer Retirement	
Legal Authority:	Employment Standards Act
Information Maintained:	Name, obituary and exit interview paperwork.
Uses:	To manage retirement process.
Access:	People services and Special Event/Volunteer Coordinator, Applicable Manager
Individuals in Bank:	Retired employees
Retention & Disposition:	T + 7 + V (H10)

Volunteers Applications and Resumes (Solicited)	
Legal Authority:	Employment Standards Act
Information Maintained:	Records associated with applications and resumes in response to volunteer opportunities. Name, address, telephone number, email address, application or resume, education, employment history.
Uses:	To recruit for new and existing vacancies.
Access:	People services, Special Event/Volunteer Coordinator, Applicable Manager
Individuals in Bank:	Current volunteers, unsuccessful applicants.
Retention & Disposition:	1** (H11)

Weddings / Rentals	
Legal Authority:	Municipal Act
Information Maintained:	Name, address, telephone number, email address, details of event, banking information.
Uses:	To facilitate booking wedding or event rentals.

Access:	Authorized County Staff
Individuals in Bank:	Public
Retention & Disposition:	1 (A21)

Accommodations – Tablet Rental	
Legal Authority:	Municipal Act, Accessibility for Ontarians with Disabilities Act, Ontario Human Rights Commission.
Information Maintained:	Name, telephone number, address and email.
Uses:	To facilitate accessible tablet use.
Access:	Authorized County Staff
Individuals in Bank:	Public
Retention & Disposition:	5 (H19)

Events	
Legal Authority:	Municipal Act.
Information Maintained:	Name, telephone number, address and email.
Uses:	To facilitate mailing lists for events and holidays.
Access:	Authorized County Staff
Individuals in Bank:	Public
Retention & Disposition:	5** (M02)

Payroll

Payroll Records	
Legal Authority:	Municipal Act, Income Tax Act, Employment Insurance Act, Pension Act, Collective Agreements
Information Maintained:	Name, address, telephone number, date of birth, banking information, benefits, earnings, social insurance number, deductions may include union dues, garnishee, worker compensation payments, pension and income tax. Records associated with the administration of payroll services for the municipality. This record series may include deductions, OMERS information, TD1 and T4 statements, records of employment for employment insurance and statements of income.
Uses:	To process payroll and T4 Summaries and all necessary returns.
Access:	Authorized County Staff, Auditors and Regulatory Agencies
Individuals in Bank:	Employees and Members of Council
Retention & Disposition:	Close of fiscal year + 6 + V (F16)

People Services

Attendance Records	
Legal Authority:	Corporate Policies
Information Maintained:	Records associated with work attendance. This record series may include emergency contacts, home address changes, sick time credits, overtime reporting, shift scheduling, vacation, hours of work, leave of absence requests such as request for time off, bereavement leave, daily time sheets, absent bank earnings, and absentee records.
Uses:	To administer benefits and attendance support programs.
Access:	People Services, Applicable Manager; legal counsel (when necessary)
Individuals in Bank:	Employees
Retention & Disposition:	T + 7 (HO1)

Accident & Incident Reports / WSIB	
Legal Authority:	Workplace Safety and Insurance Act
Information Maintained:	Records associated with accidents and incidents reported by staff. This record series may include records involving incidents with the public as well as with residents or tenants.
Uses:	To manage workplace incidents and mandatory reporting to MOL, WSIB.
Access:	Authorized County Staff; Audit and Regulatory Agencies; legal counsel (when necessary).
Individuals in Bank:	Employees
Retention & Disposition:	T + 7 (HO4)

Benefits Records	
Legal Authority:	County People Services Policies
Information Maintained:	Records associated with benefit payments, general correspondence, subscriber listings, benefit information, such as group insurance, dental plans.
Uses:	To administer benefit plans, costs and plan design changes.
Access:	People Services, Finance
Individuals in Bank:	Employees
Retention & Disposition:	E + 3 + V (HO2)

Criminal and Credit Checks	
Legal Authority:	Municipal Act, Employment Standards Act, County People Services Policies
Information Maintained:	Criminal Record Checks and Vulnerable Sector Checks.
Uses:	To ensure compliance with the County's Criminal Record Check Policy.
Access:	People Services
Individuals in Bank:	Employees, Volunteers, Placement Students, Councillors
Retention & Disposition:	T + 7 (H16)

Driver's Abstract	
Legal Authority:	Municipal Act, Employment Standards Act, County People services Policies
Information Maintained:	Driver's Abstracts (stored in same library as Criminal Record Checks).
Uses:	To ensure compliance with Collective Agreements and Use of County Vehicle policy.
Access:	People Services
Individuals in Bank:	Employees
Retention & Disposition:	T + 7 (H16)

Discipline Records	
Legal Authority:	Municipal Act, Employment Standards Act, County People services Policies
Information Maintained:	Discipline letters and warnings (both written and verbal), coaching material.
Uses:	To track and have formal copies on file.
Access:	People Services
Individuals in Bank:	Employees
Retention & Disposition:	T + 7 + V (H03)

Employee Benefits	
Legal Authority:	County People Services Policies
Information Maintained:	Records associated with benefits offered to the employee such as group life insurance, dental plans, vision, health, STD, LTD, vacation entitlement, bereavement leave and flexible benefits, and OMERS. This record series may include informational brochures, quotes and correspondence, dental and medical claim forms and proof of post-secondary enrolment for dependents.
Uses:	To manage benefit coverage details and claims.
Access:	People Services, Finance

Individuals in Bank:	Current and past employees
Retention & Disposition:	E + 3 + V (HO2)

Employee Health and Safety Claims	
Legal Authority:	Municipal Act, Occupational Health & Safety Act, Workplace Safety and Insurance Board Act, Insurance Act and County Policy
Information Maintained:	Employee name, address, telephone number, work location, incident, doctor's notes and functional abilities.
Uses:	To process short and long-term disability claims, managing WSIB claims, monitoring costs, appeals, facilitating return to work.
Access:	Authorized County staff, Insurance Provider, WSIB staff and legal counsel (when necessary).
Individuals in Bank:	Current and past employees with WSIB claims
Retention & Disposition:	Resolution of claim + 3 (H13) Hazardous exposure claims = longer of 40 years or 20 years after last record made

Employee Files	
Legal Authority:	Municipal Act, Income Tax Act, Canada Pension Plan, Employment Standards Act, Unemployment Insurance Act
Information Maintained:	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 contained is vital and confidential.
Uses:	To administer employee work history, benefits, and training courses and maintain employee info and history.
Access:	Authorized County Staff; Audit and Regulatory Agencies
Individuals in Bank:	Employees
Retention & Disposition:	T + 7 + V (H03)

Employee Medical File STD / LTD	
Legal Authority:	Employment Standards Act

Information Maintained:	Employee name, contact information, employment information, confidential health information. Records associated with employees' medical case records. STD/LTD claims of an employee. This record series may include diagnostic and prognostic information, rehabilitation and disability claims due to job-related accidents or injury as well as personal injury.
Uses:	To manage medical claims, coordinate Return to Work (RTW).
Access:	People Services, Applicable Managers, legal counsel (when necessary).
Individuals in Bank:	Current and past employees with medical claims
Retention & Disposition:	When STD/LTD claims are resolved + 3 (H18)

Employee Performance Development

Legal Authority:	Municipal Act, County People services Policies
Information Maintained:	Records associated with the performance development and planning of an employee. This record series may include interim and merit increment reviews and evaluations, disciplinary noted and warnings, terms of employment, succession planning, etc.
Uses:	To administer performance management program and support performance improvement, succession planning programs.
Access:	People Services, Applicable Managers, Chief Administrative Officer (CAO)
Individuals in Bank:	Current and past employees.
Retention & Disposition:	7** (H03)

Employee Retirement

Legal Authority:	Employment Standards Act
Information Maintained:	Name, address, salary, benefits information. Records associated with staff notice to retire letter, OMERS and TD1 paperwork.
Uses:	To manage retirement process.
Access:	People Services, Finance
Individuals in Bank:	Retired employees
Retention & Disposition:	T + 7 + V (H10)

Employee Service Awards

Legal Authority:	County People Services Policies
Information Maintained:	Records associated with each employee's commencement date of employment, name and

	telephone number. This record series may include awards of recognition and length of service.
Uses:	To administer recognition programs.
Access:	People Services, Applicable Managers, Finance
Individuals in Bank:	Current Employees
Retention & Disposition:	5 (H21)

Employee Terminated Records	
Legal Authority:	Employment Standards Act
Information Maintained:	Name, Social Insurance Number, sex, benefits and salary information.
Uses:	To process terminations.
Access:	People Services, Finance, Applicable Manager, Legal
Individuals in Bank:	Terminated employee
Retention & Disposition:	T + 7 + V (H03)

Employment Applications and Resumes (Solicited)	
Legal Authority:	Employment Standards Act
Information Maintained:	Records associated with applications and resumes in response to internal job opportunities and externally advertised positions. Name, address, telephone number, email address, application or resume, education, employment history.
Uses:	To recruit for new and existing vacancies.
Access:	People Services, Applicable Manager
Individuals in Bank:	Current employees, unsuccessful applicants
Retention & Disposition:	1** (H11)

Employment Applications and Resumes (Unsolicited)	
Legal Authority:	Employment Standards Act
Information Maintained:	Records associated with applicants and resumes not in response to externally advertised positions.
Uses:	To recruit for new and existing vacancies.
Access:	People Services, Applicable Manager
Individuals in Bank:	Current employees, unsuccessful applicants
Retention & Disposition:	1** (H11)

Accommodations / Ergonomic and Workstation Assessments	
Legal Authority:	Municipal Act, Accessibility for Ontarians with Disabilities Act, Ontario Human Rights Commission
Information Maintained:	Records associated with employee stay at work/ return to work and may include medical, personal information and work logs. Employee name, work location, telephone number.
Uses:	To manage disability and human rights accommodations and to provide ergonomic or workstation assessments to employees.
Access:	People Services, Applicable Managers, legal counsel
Individuals in Bank:	Employees; Members of Council.
Retention & Disposition:	Retention + 5 (H19)

Grievances and Arbitration	
Legal Authority:	Labour Relations Act, Employment Standards Act, Municipal Act, Collective Agreement
Information Maintained:	Includes records dealing with grievance complaints filed against the municipality such as the initial complaint, investigation, reports and final resolution including arbitration and arbitration awards. Employee name, notice and replies, grievance decisions, supporting documentation.
Uses:	To administer grievance and arbitration processes.
Access:	People Services, applicable Managers, legal counsel (when necessary)
Individuals in Bank:	Current and past employees with grievances
Retention & Disposition:	Resolution of claim + 10 (H14)

Employee Investigations / Violence / Harassment / Human Rights Cases	
Legal Authority:	Human Rights Code, Municipal Act, Occupational Health and Safety Act
Information Maintained:	Records associated with human rights. This record series may include investigations on discrimination and harassment based on race, religion, sex and information on the Charter of Rights. Name, address of work location, public complaint, decision order.

Uses:	To investigate workplace complaints or incidents of alleged misconduct.
Access:	People Services, applicable Managers, legal counsel (when necessary)
Individuals in Bank:	Current and past employees, investigators
Retention & Disposition:	Resolution + 3 (H15)

Job Postings and Recruitment Files	
Legal Authority:	Employment Standards Act, Municipal Act
Information Maintained:	Name, address, telephone number, application or resume, education, employment history, and reference checks. Records associated with job postings, advertisements, competition records, applications and resumes. This record series may include grading forms, applicant interviews, and correspondence to unsuccessful candidates and notice of employment.
Uses:	To select candidates for employment.
Access:	People Services, hiring manager, interview committee members
Individuals in Bank:	Public, Current and past employees
Retention & Disposition:	1** (H11)

Occupational Health & Safety Investigations	
Legal Authority:	Occupational Health and Safety Act, Joint Health & Safety Committee Terms of Reference
Information Maintained:	Employee name, work location, occupation, address, telephone number, employee ID.
Uses:	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.
Access:	Authorized County Staff
Individuals in Bank:	Employees
Retention & Disposition:	3 + V (H04)

Pension Records	
Legal Authority:	Municipal Act
Information Maintained:	Employee name, earnings information, Social Insurance Number, contributions.
Uses:	To administer benefit; support and history of information annual OMERS reconciliation.
Access:	People Services, Finance
Individuals in Bank:	Current and past employees
Retention & Disposition:	T + 6 (H10)

Seniority List	
Legal Authority:	Collective Agreements
Information Maintained:	Records associated with a report or list of all employees hired by date, employee name, position title and hours worked.
Uses:	To support transfer/promotion, layoff, recall, vacation approval processes. Reports as required by the collective agreement.
Access:	People Services, Manager, PCCP Scheduler
Individuals in Bank:	Current Employees
Retention & Disposition:	S** (H08)

Students and Volunteers	
Legal Authority:	Employment Standards Act, Municipal Act
Information Maintained:	Records associated with contract jobs for hiring of temporary students, casual and part time employees. This record series may include contracts for special employment programs and co-op programs. Name, address, telephone number, email, copies of resumes, liability forms, allergies, emergency contact, incident reports, and other signed People Services forms.
Uses:	To administer placement history.
Access:	People Services, applicable managers
Individuals in Bank:	Public, Students
Retention & Disposition:	T + 7 + V (H03)

Talent & Learning Management System	
Legal Authority:	Municipal Act
Information Maintained:	Employee name, employee ID, position, leader, learning history, performance rating, information regarding succession planning.
Uses:	To support the County's learning, performance management and succession programs.
Access:	Authorized County Staff
Individuals in Bank:	Employees
Retention & Disposition:	2** + V (H12)

Planning & Development

Consent Applications	
Legal Authority:	Planning Act
Information Maintained:	Applicant (and/or agent) name, address, telephone number, email address, banking information, proof of payment.
Uses:	To administer the County's planning functions.
Access:	Authorized County Staff
Individuals in Bank:	Public
Retention & Disposition:	P (D10)

Geographic Information Systems (GIS)	
Legal Authority:	Municipal Act
Information Maintained:	Name, address, mailing address.
Uses:	To support municipal planning requirements.
Access:	Authorized County Staff, Township Staff, Contractors
Individuals in Bank:	Public
Retention & Disposition:	P + V (F22)

Official Plan, Subdivision, Condominium	
Legal Authority:	Planning Act
Information Maintained:	Name, address, email address, telephone number, banking information, proof of payment.
Uses:	To administer the County's planning functions.
Access:	Authorized County Staff
Individuals in Bank:	Public
Retention & Disposition:	Permanent (D07, D08, and D12)

Official Plan Amendment	
Legal Authority:	Planning Act
Information Maintained:	Name, address, email address, telephone number, banking information, proof of payment.
Uses:	To administer the County's planning functions.
Access:	Authorized County Staff
Individuals in Bank:	Public
Retention & Disposition:	5 years (D09)

Pre-severance Applications	
Legal Authority:	Municipal Act
Information Maintained:	Name, address, email address, telephone number.
Uses:	To administer the County's planning functions.
Access:	Authorized County Staff
Individuals in Bank:	Public
Retention & Disposition:	2 years (D10.2)

Zoning	
Legal Authority:	Planning Act
Information Maintained:	Name, address, email address, telephone number, banking information, proof of payment.
Uses:	To administer the County's planning functions.
Access:	Authorized County Staff
Individuals in Bank:	Public
Retention & Disposition:	Final + 2 years (D14)

Public Works

Permits – ESolutions (Form Builder) Entrance, Road Occupancy, Sign, Oversize load, etc.	
Legal Authority:	Municipal Act, Planning Act
Information Maintained:	Name/business name, email address, address, telephone number, payment information.
Uses:	To process applications.
Access:	Authorized County Staff
Individuals in Bank:	Public
Retention & Disposition:	Expiry of Permit (if applicable) + 2 (P11)

Development Applications	
Legal Authority:	Municipal Act, Planning Act
Information Maintained:	Name, address, email address, telephone number, banking information, proof of payment.
Uses:	To administer the County's public works functions.
Access:	Authorized County Staff
Individuals in Bank:	Public
Retention & Disposition:	P (D07, D08, and D12)

Garbage to Garden Program	
Legal Authority:	Municipal Act
Information Maintained:	Name, address, contact information and payment info (if applicable)
Uses:	To administer the Garbage to Garden at home composter installation program.
Access:	Authorized County Staff
Individuals in Bank:	Public
Retention & Disposition:	5 (M11)

Hazardous Waste Depot	
Legal Authority:	Municipal Act.
Information Maintained:	Name and address.
Uses:	To administer the hazardous waste program at designated depots.
Access:	Authorized County Staff.
Individuals in Bank:	Public.
Retention & Disposition:	5 (M11)

Environmental Assessments	
Legal Authority:	Municipal Act, Planning Act
Information Maintained:	Name, address, email address, telephone number, banking information, proof of payment.
Uses:	To administer the County's public works functions.
Access:	Authorized County Staff
Individuals in Bank:	Public
Retention & Disposition:	Permanent (D07, D08, and D12)

Adopt-A-Highway	
Legal Authority:	Highway Traffic Act
Information Maintained:	Name/organization name, email address, address, telephone number.
Uses:	To administer road improvement projects.
Access:	Authorized County Staff
Individuals in Bank:	Public
Retention & Disposition:	1 (A01)

Public Inquiries and Concerns (Citywide)	
Legal Authority:	Municipal Act, Public Sector and MPP Accountability and Transparency Act
Information Maintained:	Name, address, telephone number, email address and nature or inquiry/concern.
Uses:	To communicate with the public, answer inquiries and deal with concerns.
Access:	Authorized County staff, Regulating Agency
Individuals in Bank:	Public
Retention & Disposition:	5** (M04)

Permit – Road Closure – Special Events	
Legal Authority:	Municipal Act
Information Maintained:	Name, address, telephone number, email address.
Uses:	To temporarily close roads for events.
Access:	Authorized County Staff
Individuals in Bank:	Public
Retention & Disposition:	5** (M02)