

# Municipality of Leamington

## Personal Information Bank Register

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## Introduction

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

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 each division’s programs and activities. 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 list of personal information banks below indicate the data that resides with each of our Departments. You may utilize this register to find what you are looking for by doing a key word search (keys to press: Ctrl + F) or by scrolling through each of the Departments. The Personal Information Register is arranged for the Municipality of Leamington as follows:

Municipality – All Departments	page 3
Building	page 4
By-law Enforcement	page 6
Communications	page 8
Finance	page 9
Fire	page 11
Human Resources	page 14
Legal Services	page 18
Legislative Services	page 21
Marina	page 28
Planning & Development	page 29
Recreation	page 30
Roads and Transportation	page 32
Utilities	page 34

### **Role of the Head**

As required by MFIPPA, the Municipality of Leamington has designated the Deputy Clerk/Records and Information Manager as the Head. The Head is responsible for making sure that the “institution” (Municipality of Leamington) properly discharges its statutory obligations under MFIPPA. In discharging this responsibility, the Head makes sure that the documents adhere to Municipal procedures and practices that promote compliance with MFIPPA.

## 1. All Departments

Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Agreements and Contracts	Municipal Act 2001	Name, address, telephone number and email address	To administer agreements and contracts	Authorized staff	Public	Agreement under by-law is permanent All others are 2 years after expiry of agreement or contract
Customer Relationship Management Contacts, Service and Information Requests	Municipal Act 2001	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 departments	Authorized staff	Public	5 years from end of fiscal year
Routine Disclosure Request Forms	Municipal Act 2001, Municipal Freedom of Information and Protection of Privacy Act	Applicant name, address, telephone number and email address, content of requests, personal information in responsive records	Routine or automatic release of certain types of administrative and operational records	Authorized staff	Public	2 years from end of fiscal year

## 2. Building Services

Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Applications to Build, Demolish, Change of Use Permits, Pool Permits & Pool Enclosure Permits	Building Code, Pool Fence By-law 50-99	Owner's name, address, telephone number and email address, location of site, Builder information, Designer information, drawings, permit fees and service fees	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, Fire Services staff, Legal Services and other regulatory agencies	Public	Permanent
Building Inspection Records	Building Code, Municipal Act 2001	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, Legal Services	Public	Permanent
Building General Inquiries	Building Code, Municipal Act 2001	Name, address, telephone number and email address, inquiry, research, commentary	To respond to inquiries regarding building services, business licensing, by-law enforcement – inquiries that do not result in subsequent investigation or creation of folders	Building staff, By-law Enforcement staff	Public	5 years from end of fiscal year
Building Permit Reports / Statistical Reports	Municipal Act 2001	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, Legal Services	Public	7 years from end of fiscal year

Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Building Services Encroachment	Municipal Act 2001	Applicant name, address, telephone number, email address	To process an application for an encroachment permit	Building staff	Public	7 years from end of fiscal year
Building Securities form	Municipal Act 2001	Applicant name, address, telephone number and email address	To process an application for building securities, ensuring compliance with provisions of the Subdivision Agreement	Building staff	Public	7 years from end of fiscal year
Property Authorization Form	Municipal Act 2001	Property owner, address, phone number, email and agent name	To process authorization of agent to apply for building permit on behalf of property owner	Building staff	Public	Permanent

### 3. By-law Enforcement

Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
By-law Complaints and Investigations	Building Code Act, Municipal Act 2001, 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, driver's abstract, legal documents (summons', information, hearings, orders and decisions, etc)	To document 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, Prosecutor, Court Clerks, Provincial Judges or Justices of the Peace, Hearings Officers, Ontario Provincial Police	Public	7 years from end of fiscal year
Portable Sign Applications	Municipal Act 2001, Sign By-law 49-21	Business name, address, telephone number, Business owner name, address, telephone number and email address, type and location of sign, site plan and drawings, payment information	To approve requirements for portable sign permits and compliance	By-law Enforcement Staff	Public	2 years from expiry of licence
Parking Complaints	Municipal Act 2001, Parking By-law 8-18, Traffic By-law 4284-95	Name, address, telephone number and email address, records of visits and inspections, records of infractions,	To record parking complaints, respond to work orders and enforce by-laws	Authorized staff	Public	7 years from end of fiscal year

Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
		photographs, correspondence, notices of contravention				
Parking ticket Appeals	Municipal Act 2001, Parking By-law 8-18, Traffic By-law 4284-95	Name, address, telephone number and email address, license plate	To schedule screenings and hearings for dispute resolution and to collect outstanding fines	Authorized staff	Public	permanent
Parking ticket payments	Municipal Act 2001, Parking By-law 8-18, Traffic By-law 4284-95	Name, address, telephone number and email address, license plate	To process payment of parking tickets	Customer Service Representatives, Financial staff	Public	7 years from end of fiscal year

#### 4. Communications

Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Social Media	Municipal Act 2001	Name, social media handle, email address (if applicable)	To administer online engagement platforms	Communications staff	Public	2 years from end of fiscal year
Accessible Formats and Communication Support Requests	Accessibility for Ontarians with Disabilities Act	Name, address, telephone number and email address, request details	To assess and respond to requests for accessible formats and communication materials	All Staff	Public	5 years from end of fiscal year
Corporate Web Subscription (newsfeeds, MyLeamington, etc)	Municipal Act 2001	Subscriber's name, email address, subscription preferences	To provide updates to subscribers / residents	Communications staff	Public	2 years from end of fiscal year
Public Information / Community Engagement	Municipal Act 2001	Name, address, phone number and email address, opinions, input and feedback	Public engagement with stakeholders, including the collection of opinions, input and feedback on municipal programs, services and initiatives and facilitating contests, draws and surveys	Authorized staff	Public	5 years from end of fiscal year
Release Form	Municipal Act 2001	Name, photograph, audio recording, video recording, interview	To obtain consent for use of individuals photographic image in video interviews, pictures or publications	Communications staff	Public	2 years from end of fiscal year

## 5. Finance

Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Accounts Payable	Municipal Act 2001, Retail Sales Act	Name, address, phone number, email address, banking information	To process payments to suppliers of goods and services to the Municipality	All Staff, Auditors, and Regulating Agencies and Local Boards	Public, Members of Council	7 years from end of fiscal year
Accounts Receivable	Municipal Act 2001, Retail Sales Act	Name, address, phone number, email address, payment history, banking information	To process payments received from customers of the Municipality for goods and services the Municipality has supplied	Finance staff, Auditors, and Regulating Agencies and Local Boards	Public, Employees	7 years from end of fiscal year
Retirees A/R	Municipal Act 2001, Retail Sales Act	Name, address, phone number, email address, banking information	To process payments received from retirees for upgraded benefits	Finance staff	Public	7 years from end of fiscal year
Donations Tax Receipts	Excise Tax Act	Name, address, telephone number, email address, in memorial names of deceased parties	To issue official donations receipt for income tax purposes	Finance staff; Regulatory Agencies	Public, Employees	7 years from end of fiscal year
Payroll Administration	Municipal Act 2001, Income Tax Act, Employment Insurance Act, Pension Benefits Act, Collective Agreements	Name, address, telephone number, employee numbers, email address, banking information, benefits, earnings, date of birth, social insurance number, pay deductions include union dues, garnishee, pension and income tax	To process payroll and prepare statistical reports such as T-4's, pension and benefit contributions	Authorized staff, Human Resources staff, IT staff, Auditors, Revenue Canada and Regulating Agencies	Employees, Members of Council, Committee and Board members	7 years from end of fiscal year
Property Roll	Municipal Act 2001, Assessment Act	Name, address, telephone number and	To administer property tax accounts, including billing,	Authorized Finance staff, Staff	Public	Permanent

Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
		email address of tax account holder, banking information for property owners signed up for PAP, articles of incorporation, wills for executors, excepts from Powers of Attorney documents, Public Guardian authorization documents, Bankruptcy notices	payments, statements and delinquent accounts	authorized to have a corporate credit card, IT staff, Regulating Agencies		
Purchasing Credit Card	Municipal Act 2001, Customs Act, Retail Sales Tax Act	Name, PIN number, Municipal credit card number and expiry date, date of birth and mother's maiden name	To process payment of goods and services using Municipal payment cards	Financial Institutions, Regulating Agencies and Local Boards	Employees	7 years from end of fiscal year
Tax Rebates and Deferrals Applications	Municipal Act 2001, Income Tax Act s 248(1),	Name, address, email address, telephone number, financial status of persons requesting tax rebate or deferral, income tax information	To determine eligibility for tax relief rebate or deferral	Finance staff and Auditors	Public	7 years from end of fiscal year
Utility Billing (PAP)	Municipal Act 2001,	Roll number, account number, property address, account & joint account holder name, address, banking information, email address	To administer utility accounts including billing, payments, statements and delinquent accounts	Finance staff, Legislative Services staff, Regulating Agencies	Public	7 years from end of fiscal year

## 6. Fire

Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Clothing & Equipment Issue Log	Occupational Health and Safety Act, Ministry of Labour, Ontario Fire Code Act, Fire Prevention and Protection Act	Name, 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	when it is superseded
Emergency Planning / Continuity of Operations Planning	Municipal Act 2001, 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 staff	Public, Employees	Permanent
Fire Dispatch & Incident Reports	Municipal Act 2001, Fire Prevention and Protection Act, Fire Code, Municipal 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/models, details of protection systems, suspected	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 and Regulating Agencies	Public	5 years after it is superseded

		fire cause, source of ignition, dollar loss				
Fire Investigation Reports	Fire Prevention and Protection Act	Name, address, telephone number, email address, investigator's notes, emergency call records, Ontario Provincial 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	10 years from end of fiscal year
Fire Prevention Orders and Inspection Reports	Fire Prevention and Protection Act, Building Code Act	Name, address, telephone number, email address, 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	1 year after it is superseded
Open Air Burn Permit	Fire Prevention and Protection Act, Open Air Burning By-law 34-10	Name, address, telephone number, email address	To issue permits for open air burning	Fire Department Staff	Public	2 years from end of fiscal year
Public Education and Outreach	Municipal Act 2001, 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 Municipal	Fire Department staff	Public	2 years after it is superseded

			programs, services and initiatives			
Smoke and Carbon Monoxide Alarm Installation / Sale	Municipal Act 2001, Fire Marshal's Act	Name of resident, address, telephone number, attending officer name, apparatus	To issue an invoice for installation of smoke/carbon monoxide alarm or battery installation	Fire Department staff	Public	7 years from end of fiscal year
The Arson Prevention Program for Children (TAPP-C)	Municipal Act 2001, Fire Marshal's Act	Parent or guardian name, child's name and date of birth, address, telephone number, email address	To administer The Arson Prevention Program for Children (TAPP-C) program	Fire Department staff	Public	2 years after it is superseded

## 7. Human Resources

Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Attendance and Scheduling	Municipal Act, Employment Standards Act	Name, employee number, schedule and hours of work (timesheets)	To record employee hours of work, employee absenteeism and administration	Human Resources, Finance/Payroll staff	Employees	Life of the Employee file
Benefits Enrollment Union enrollment	Municipal Act, Employment Standards Act, Ontario Human Rights Code, Pension Benefits Act, Ontario Labour Relations Act	Name, address, telephone number, payroll number, SIN, dependent information and coverage, deduction amounts, policy and division numbers, benefit carrier billings, benefit booklets	To administer employee benefits  To enroll w/ applicable union	Human Resources, Finance/Payroll staff Benefit providers, union office	Employees, Former Employees, Members of Council	Life of the Employee file
Employee Emergency / Administrative List	Municipal Act	Name, address, telephone number, emergency and/or family contact	To call out for shifts/ overtime, contact employees in case of an emergency	Authorized staff	Employees	7 years from end of fiscal year
Employee Records	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 telephone number, social insurance number, age date of birth, gender, driver's license, marital status, work history, performance ratings, salary adjustments, disciplinary action, commendations, resume, staff education assistance and training history,	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	Human Resources staff,	Employees, Former Employees Members of Council	Life of the Employee file

	Ontario Labour Relations Act	and photographs for identification cards, off-boarding information				
Grievances	Labour Relations Act, Fire Protection and Prevention Act, -CUPE Local 524.8, -Teamsters Local 879, -LFFA Collective Agreement	Name, grievance forms, disciplinary notices, replies, grievance decision awards, supporting documentation, arbitration notices, communications, arbitrator decisions, Memorandums of Understanding, mediation settlements	To investigate and document the grievance process and outcomes	Human Resources staff, CAO, Department Heads and Managers, including external agencies, and union representatives	Employees	Permanent
Recruitment	Municipal Act, Employment Standards Act, Ontario Human Rights Code,	Name, address, telephone number, email address, age convictions without pardons, names of relatives working for the Municipality, education, employment history, references	To document information about applicants and records pertaining to the recruitment	Human Resources staff	Public, Employees	3 years  Employee related info may go to the life of the employee file
Training and Development	Municipal Act, Employment Standards Act, OHS	Name, employee number, email address, course details, grades, training record and certifications	To record training and development participation for health and safety and municipal development	Human Resources staff, Authorized staff	Employees, Members of Council	Life of the Employee file
Disability / WSIB Claims Management Files	Employment Standards Act, Ontario Human Rights Code, Occupational Health and Safety	Name, address, telephone number and email address, date of birth, SIN, health professional's name, phone number, date of	To process and document employee WSIB and disability management files	Human Resources staff, benefit/insurer provided, Finance/Payroll	Employees, Members of Council, Former Employees	Life of the Employee file

	Act, Workplace Safety and Insurance Act, Pension Benefits Act	assessment, abilities and restrictions, evaluations including hearing tests, fitness testing, medical history, long term disability forms, accommodation requests, functional ability forms				
Health and Safety Plans	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 and employee safety plan	Human Resources staff, applicable managers/ supervisors, Joint Health and Safety Committee members	Employees	Life of the Employee file
Incident and Accident Reports	Municipal Act, OHSA, Ministry of Labour; Workplace Safety and Insurance Board (for employees)	Name, address, phone number	To investigate and report incidents and accidents at Municipal facilities to the Ministry of Labour, and WSIB claims	Authorized staff, Human Resources staff	Public, Employees, Members of Council	Public – 2 years  Member of Council/ Employees: life of the file
Security Sign-in and Sign-out logs	Municipal Act, Occupiers Liability Act	Name, reason for visit	Identifying individuals and visitors in Municipal administrative buildings to ensure that security is maintained in Municipal buildings	Authorized staff	Public, Employees	6-months
Security Incidents	Municipal Act, Occupiers Liability Act	Name, address, telephone number, email address	To investigate incidents on Municipal property and assets	Authorized staff and Ontario Provincial Police	Public, Employees	If public: permanent  If employee: Life of the Employee file

Public Conduct Policy Complaints and Investigations	Trespass to Property Act, Municipal Act, Occupiers Liability Act	Name, address of complainant, witness statements, investigation report, results	To receive and investigate complaints regarding alleged contraventions of the public conduct policy	Authorized staff and Ontario Provincial Police	Public	Permanent
Workplace Safety and Insurance Act Reports	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 and Safety Committee, to identify root causes and corrective actions to ensure safety of the employees	Human Resources staff, Finance staff	Employees, Members of Council	Life of the Employee file

## 8. Legal Services

Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Agreements and Contracts	Municipal Act 2001	Name, address, telephone number and email address	To administer agreements and contracts including land and development agreements	Legal Services staff, client departments	Public	Agreement under by-law is permanent All others are 2 years after expiry of agreement or contract
Legal Opinions and Briefs	Municipal Act 2001	Name, address, telephone number and email address, opinions contained in legal briefs regarding the individual	To create and maintain legal opinions and briefs	Legal Services staff	Public	When it is superseded
Land Acquisition and Disposition	Municipal Act 2001	Name, address, agreements of purchase and sale, offers to purchase, invoices from lawyers,	To process transactions	Legal Services staff	Public	Permanent
Leases	Municipal Act 2001	Name, address, telephone number and email address, insurance vendors, valuation, terms, payment information	To administer leases	Legal Services staff; Finance Staff	Public	2 years after expiry of lease
Insurance Claims	Municipal Act 2001	Name, address, telephone contact and email address, details of claim, adjuster's reports and invoices, health information, financial information	To consider insurance claims submitted against the Municipality of Leamington and claims made by the Municipality	Legal Services staff, Municipality's Insurer, Municipality's Insurance Adjuster	Public	7 years after resolution of claim and all appeals
Litigation Files	Municipal Act 2001, Insurance Act, Real Property	Name, address, telephone number and email address, date of	To litigate claims against the Municipality, to defend the	Legal Services staff	Public	7 years after resolution of claim and all appeals

	Limitations Act, Registry Act, Land Titles Act, Expropriations Act, Planning Act, Building Code, Fire Code	birth, gender, marital status, financial information, medical information, criminal records, court and tribunal documents, exhibits	Municipality's position including land tribunals			
Municipal Prosecutions	Municipal Act 2001, Planning Act	Name, address, telephone number and email address, date of birth, driver's license number (when applicable), photographs and witness names, witness addresses, witness telephone number and witness statements	To administer legal proceedings under Part 1, 2 and 3 of the Provincial Offences Act	Legal Services staff	Public	7 years after delivery of judgement
Prosecution Records and Briefs	Building Code Act, Ontario Building Code, Municipal Act 2001, and Municipal By-laws	Name, address, telephone number and email address.	To document incidents of infractions, provide evidence for prosecutions to bring persons to court who commit an offence by failing to comply with the Ontario Building Code Act and Municipal By-laws	Building Staff, By-law Enforcement Staff, Planning Staff, Legal Services, Fire Services, Finance.	Public	7 years after delivery of judgement
Procurement Proposals	Municipal Act 2001	Name, address, telephone number, email address, supplier information relating to the product or service	To acquire a specific good or service for the Municipality	Legal Services Staff	Public	7 years from end of fiscal year

Requests for Accommodation	Municipal Act 2001, Municipal Freedom of Information and Protection of Privacy Act, Accessibility for Ontarians with Disabilities Act, Ontario Human Rights Code	Name, address, telephone number, email address, reason for accommodation	To assess appropriate accommodation requests and to implement reasonable accommodations	Authorized staff	Public	5 years from end of fiscal year
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## 9. Legislative Services

Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Access and Privacy	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	Legislative Services staff	Public, Employee, Member of Council	2 years from end of fiscal year
Property Information Requests (PIR)	Municipal Act 2001	Name, address, telephone number and email address, client name, address, telephone number and email address, property details, municipal address, legal description, assessed owner, roll number, PIN(s), survey(s), instrument number	To process requests for property information	Authorized staff	Public	5 years from end of fiscal year
Special Events Applications	Municipal Act 2001	Name, address, telephone number, email address, signature, name of organization, primary contact, event proposal, finances, timelines, insurance	To apply for special events to occur on Municipal property	Authorized staff	Public	2 years after expiry of permit
Business Licensing	Municipal Act 2001, Business Licensing By-law 50-24, Taxi Cab By-law 63-16	Name, address, telephone number and email address, Agent's name, address, telephone number and	To approve licenses and for enforcement measures	Legislative Services staff, By-law Enforcement staff, Building staff, Planning staff	Public	6 years after expiry of licence

		email address, location, vehicle and insurance information, police clearances and record checks				
Liquor Licensing	Municipal Act 2001, Alcohol and Gaming Commission of Ontario	Name, address, telephone number and email address, location	To approve liquor licenses and for enforcement measures	Legislative Services staff, By-law Enforcement staff, Building Staff, Planning staff	Public	6 years after expiry of licence
Temporary Outdoor Liquor Licence Extension (temporary patios)	Municipal Act, 2001	Applicant name, business name, address, phone number, email address, copy of liquor licence issued by AGCO	To process temporary outdoor liquor licence extension applications	Legislative Services staff	Public	6 years after expiry of licence
Lottery Licensing	Criminal Code of Canada, Order in Council 2688/93, Alcohol and Gaming Commission of Ontario, Lottery Licensing By-law	Principal officers name, address, telephone number and email address, names of board members, names of charitable and non-profit organizations members, police clearances and record checks	To issue lottery licenses and related enforcement	Legislative Services staff, Alcohol and Gaming Commission of Ontario	Public	6 years after expiry of licence
Sidewalk Patio	Municipal Act 2001, Sidewalk Patio By-law 288-13	Name of business owner, address, phone number, email address, certificate of insurance, payment information	To approve sidewalk patio applications	Authorized staff, Regulatory Agencies (AGCO, Health Unit)	Public	2 years after expiry of permit

Dog Licence Applications	Municipal Act 2001, Animal Control By-law 668-06 as amended	Owner name, address, telephone number and email address, payee name	To identify and locate dog owners, process applications and issue new licenses	Licensing staff, By-law Enforcement staff, Animal Control staff	Public	6 years from expiry of licence
Spay Neuter Voucher	Municipal Act 2001	Name, address, telephone number, proof of residency, proof of income (if applicable)	To process applications for spay neuter vouchers	Legislative Services staff	Public	7 years from end of fiscal year
Cat Trap Request	Municipal Act 2001	Name, address, phone number, email address, payment information	To process cat trap requests	Authorized staff	Public	7 years from end of fiscal year
Fireworks Permit	Fire Prevention and Protection Act, Fireworks By-law	Applicant name, address, telephone number, email address, address where fireworks will be discharged, certificate of insurance, proof of licensed operator, credit card information	To issue permit for fireworks display	Legislative Services staff, Fire Department, and Regulating Agencies	Public	2 years after expiry of permit
Cemetery Records	Cemeteries Act	Name, phone number, address, email address, date of birth, date of death	To create work orders for burial lot purchases, burials, and cremations	Legislative Services staff	Public	Permanent
Marriage Register	Vital Statistics Act	Name, age, date of birth, marital status, divorce details (if applicable), religious denomination, present address, place of birth, father's name and place of birth, mother's maiden name and place of birth, date and	To maintain a record of marriage, for administrative reference, community and contextual research	Legislative Services staff	Public	Permanent

		place of intended marriage, occupation of parties, name and address of witnesses, marriage officiant, licence or bann				
Death Register, Death Certificates and Burial Permits	Vital Statistics Act	Name, address, age, gender, physician's name and address, cause of death, informants' name and relationship to the deceased, date and place of death, name and address of funeral home	To record deaths in the Municipality and deaths of residents that occur outside the Municipality to report to the Province and to issue burial permits for Municipal cemeteries	Authorized staff and Registrar General of Ontario	Public	Permanent  Burial permits: 2 years from end of fiscal year
Marriage License	Marriages Act	Name, age, date of birth, marital status, divorce details (if applicable), religious denomination, present address, place of birth, father's name and place of birth, mother's maiden name and place of birth, date and place of intended marriage	To issue marriage licenses and maintain a record of marriage licenses issued in the Municipality	Authorized staff and Registrar General of Ontario	Public	Permanent  Marriage licence applications: 2 years from end of fiscal year
Requests for Redaction of Personal Information	Municipal Act 2001, Municipal Freedom of Information and Protection of Privacy Act	Name, address, telephone number and email address	To redact personal information from the Municipality's website, specifically in relation to Committee/Council communications, Planning Department and Committee of Adjustment	Legislative Services staff	Public	2 years from end of fiscal year

Citizen Applications and Appointments	Municipal Act 2001	Name, address, telephone number and email address, employment and volunteer history, references, police and vulnerable sector check	To report to Council to appoint citizens to various boards and committees	Legislative Services staff	Public	Permanent
Committee Database	Municipal Act 2001	Name and contact information, term of appointment, status, position	Reference for committees appointed by Council	Legislative Services staff	Public	Permanent
Closed Session Minutes and Reports	Municipal Act 2001	Personal information about identifiable individuals contained in in-camera Committee or Council records	To consider matters in Council or Committee pursuant to s239(2) and (3.1) or the Municipal Act	Legislative Services staff	Public, Employees	Permanent
Closed Meeting Complaints and Investigations	Municipal Act 2001	Name, address, telephone number and email address, nature of complaint	To report to Council on complaints of alleged contraventions of the Municipal Act open meeting provisions	Legislative Services staff, Regulating Agencies	Public	2 years from end of fiscal year
Code of Conduct Complaints and Investigations	Municipal Act 2001	Name, address, telephone number, email address, nature of complaint	To report to Council on complaints of alleged contraventions of the Code of Conduct for Local Boards and Committees	Legislative Services staff, Integrity Commissioner	Public	2 years from end of fiscal year
Complaints and Investigations	Municipal Act 2001, Public Sector and MPP Accountability and Transparency Act	Name, address, telephone number and email address, nature of complaint	To report to Council on complaints under Bill 8	Legislative Services staff, applicable staff, Regulating Agency	Public	2 years from end of fiscal year
Requests for a Hearing Appeal	Municipal Freedom of Information and Protection of Privacy Act	Applicant or Agent's name, address, town, postal code, telephone	To process applications for appeal and conducting a hearing.	Legislative Services Staff	Public	Permanent

		number and email address				
Property Standards Appeal	Building Code Act, Municipal By-law 70-22, Statutory Powers and Procedures Act	Applicant name, home address, phone number email, property name	To process applications for appeal to Property Standards Committee	Legislative Services, Legal Services, By-law Enforcement	Public	Permanent
Special Needs Accommodations	Municipal Act 2001, Municipal Freedom of Information and Protection of Privacy Act, Accessibility for Ontarians with Disabilities Act, Ontario Human Rights Code	Name, address, phone number and email address	To request information in an alternate format	Legislative Services staff	Public	5 years from end of fiscal year
Election Candidate Records and Campaign Finance Records	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 auditor or chief financial officer, 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	Legislative Services staff	Public	4 years after voting day

Election Staffing Records	Municipal Elections Act	Name, address, telephone number and email address social insurance number, financial information	To hire and pay election staff	Legislative Services staff	Public	7 years from end of fiscal year
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## 10. Marina

Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Seasonal, weekday, weekend dockage applications; boat launch pass and seasonal boat launch passes	Municipal Act, 2001	Applicant name, address, telephone and email address, insurance information, payment information, licence plate information	To process applications for boat dockage and boat lunch passes	Authorized staff	Public	1 year from end of fiscal year

## 11. Planning Services

Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Development Application Forms (Official Plan Amendment, Zoning By-law Amendment, Site Plan Control, Condominium Plan, Subdivision Plans, Committee of Adjustment, Minor Variances and Part Lot Control, Deeming By-law, Community Improvement Plan, Heritage Permit)	Planning Act, Municipal Act, 2001	Applicant name, Owner's name, address, telephone and email address, agent's name, address telephone numbers and email address	To facilitate development application processes, and mail public notices	Planning Services staff	Public	Variable, 2 to 10 years after final decision to Permanent

## 12. Recreation

Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Drop In Admissions / Membership Applications	Municipal Act, Ministry of Tourism and Recreation Act	Name, address, phone number, e-mail address, date of birth, physical activity readiness questionnaire (PAR-Q) and physician's consent required if using personal training	To process fitness membership applications and to assess physical health prior to membership if using personal training	Recreation Services (Fitness Centre staff)	Public	1 year from end of fiscal year
Facility and Equipment Bookings	Municipal Act 2001	Name, address, e-mail, phone number	To process applications for booking facilities and equipment	Recreation Services staff	Public	1 year from end of fiscal year
Facility and Park Rentals	Municipal Act 2001	Name, address, telephone number, e-mail address, name of organization	To process rentals of Municipal facilities and parks	Recreation Services staff	Public	1 year from end of fiscal year
Recreation Fee Assistance (Pathway to Potential P2P)	Municipal Act 2001	Participant name, address, phone number, parent/guardian names, email address, proof of residency and source of major income	To assess eligibility for the Recreation Fee Assistance subsidy and register participants in recreation programs	Recreation Services staff	Public	1 year from end of fiscal year
Affordable Pass Program (LTW) P2P	Municipal Act 2001	Name, address, phone number, email address	To process bus passes for those eligible for assistance	Recreation Services Staff	Public	1 year from end of fiscal year
Program Registrations	Municipal Act 2001, Municipal Freedom of Information and Protection of Privacy Act,	Name, date of birth, age, sex, contact information, financial transactions (includes credit card number)	To assess eligibility and register participants in recreation programs	Recreation Services staff	Public	1 year from end of fiscal year

	Ministry of Tourism and Recreation Act					
Facilities Maintenance and Work Orders	Municipal Act 2001	Name, address, telephone number, and email address, concern or complaint	Notification of properties requiring service and replying to service requests; tracking completion of work orders	Facilities Operations staff	Public, Employees	5 years from end of fiscal year

### 13. Roads & Transportation

Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Encroachment Permit Application	Municipal Act 2001	Name, address, phone number, email address, address of work to be completed, payment information	To process an application for an encroachment permit.	Authorized staff	Public	2 years after expiry of permit
On-Street winter parking permits - public	Municipal Act 2001, Parking By-law 8-18	Name, address, telephone number and email address, license plate, make and model of vehicle, registered ownership, payment information	To assign parking permits to members of the public	Authorized staff	Public	2 years after expiry of permit
Senior Snow Windrow Removal Applications	Municipal Act 2001	Name, address, telephone number, payment information	To determine eligibility for removal of snow from driveway entrances	Authorized staff	Public	2 years after expiry of permit
Temporary Road and/or Sidewalk Closure for a Special Event	Municipal Act 2001	Event name, location / address of site/event, Applicant name, address, email, phone number, Organization information, proof of insurance	To process a special event application and permit	Authorized staff	Public	2 years after expiry of permit
Request for Traffic Operational Review	Municipal Act 2001, s 11	Name, address, phone number, email address	To process the request for traffic counts	Authorized staff	Public	6 years after project completion
Oversize Load Permit Application	Municipal Act 2001	Company name, address, phone number, email address, building owner information, vehicle make, year, licence plate number	To administer oversized load permit applications	Authorized staff	Public	2 years after expiry of permit

		and VIN, insurance, WSIB certificate, payment information				
Municipal Consent	Municipal Act 2001, By-law 78-23	Name, address, telephone number, email address, and financial information related to the applicant	To process an application for municipal consent	Authorized staff	Public	2 years after expiry of permit
Transit Bus Pass (LTW)	Municipal Freedom of Information and Protection of Privacy Act	Name, phone number, email address	To process sale of bus pass	Authorized staff; Town of Kingsville Rec staff; Town of Essex Rec staff; St. Clair College staff	Public	2 years after end of fiscal year

## 14. Utilities, Drainage, Water

Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Drain Maintenance	Municipal Freedom of Information and Protection of Privacy Act	Property owner name, address, phone number	To process the request for drain maintenance	Authorized staff	Public	2 years after end of fiscal year
Notice of Appeal to Court of Revision	Drainage Act,	Property owner name, address, roll number, phone number, email address	To process appeals to the Court of Revision	Authorized staff	Public	Permanent
Pollution Control Complaint	Municipal Act 2001	Name, address, phone number, email address	To process the complaint/request for wastewater services	Authorized staff	Public	5 years after end of fiscal year
Water - Moving	Municipal Freedom of Information and Protection of Privacy Act	Name, service address and/or mailing address, phone number, email address, account number, new address	To process municipal account updates	Authorized staff	Public	7 years after end of fiscal year
Water - Change of Information	Municipal Freedom of Information and Protection of Privacy Act	Account number, service address, new mailing address, phone number and email address, name of account holder(s)	To process municipal account updates	Authorized staff	Public	7 years after end of fiscal year
Water – Authorization	Municipal Freedom of Information and Protection of Privacy Act	Property address, account number, name of account holder or joint account holder, email address and phone number	To process municipal account updates authorizing access for spouse, family member, friend.	Authorized staff	Public	7 years after end of fiscal year

Water Request Shut off/Turn on	Municipal Freedom of Information and Protection of Privacy Act	Address, account number, name, mailing address, phone number and email address	To process water requests and municipal account updates	Authorized staff	Public	7 years after end of fiscal year
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