

## TOWN OF AJAX PERSONAL INFORMATION BANK

CLASS CODE	TITLE	LOCATION/RESPONSIBLE DEPARTMENT	LEGAL AUTHORITY	INFORMATION MAINTAINED	USES	USERS	INDIVIDUALS IDENTIFIED IN PIB	RETENTION
A17	<b>Accessibility of Records/ FOI Requests</b>	Legislative and Information Services	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56 as amended	Name, address, phone number, email address, details of request	To communicate with requesters and/or complainants; and respond to Freedom of Information requests, or to address privacy complaints	Records Staff in Legislative and Information Services	Requesters and complainants'	Current year plus two years
A18	<b>Security</b>	Operations and Environmental Services; Recreation, Culture and Community Development	Municipal Act 2001, S.O. 2001, c.25 as amended	Name, address, age of individuals, description of incidents	Records or reports of incidences and/or correspondence where individuals have been banned from Town Facilities due to theft, vandalism and inappropriate behaviour.	Authorized Town Staff	Individuals who are at risk of, or who have been, banned from Town facilities for inappropriate behaviour.	Current year plus five years
A21	<b>Facilities Bookings</b>	Recreation, Culture and Community Development; Operations and Environmental Services	Municipal Act 2001, S.O. 2001, c.25 as amended	Name, address, email, phone number, membership /team list (includes names, addresses, phone numbers and birthdays), name of organization, credit card information	To issue permits for the use of municipal facilities, sports fields or parks	Recreation Services staff, Facility Management staff, Operations and Environmental Services staff	Individuals and organizations	Current year plus five years
A24	<b>Customer Services</b>	Originating Department	Municipal Act, 2001, S.O. 2001, c.25 as amended	Name, address, phone number, email address, and personal comments/observations	Collected so staff can contact the individual to respond to their comments, issues or inquiries	All staff responsible for responding to customer issues	Individuals contacting the municipality	Current year plus six years
A26	<b>Accessibility</b>	Legislative and Information Services	Municipal Act 2001, S.O. 2001, c.25 as amended; Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11 as amended	Name, address, phone number, and may contain medical or accessibility restrictions	Collected so staff can assist or access accessibility issues of an individual	Accessibility Staff, or staff who require access to carry out their job responsibilities	Residents or individuals using or accessing municipal properties or services	Current year plus seven years
C04	<b>Council Minutes and Agendas</b>	Legislative and Information Services	Municipal Act 2001, S.O. 2001, c.25 as amended	Council closed session records containing various personal information about identifiable individuals	To consider matters in Council pursuant to s.239(2) and (3.1) of the Municipal Act	Authorized Town Staff, Mayor and Members of Council	Members of public, Town staff	Permanent

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C06	Council Committee Minutes and Agendas	Legislative and Information Services	Municipal Act 2001, S.O. 2001, c.25 as amended	Council Committee closed session records containing various personal information about identifiable individuals	To consider matters in Council pursuant to s.239(2) and (3.1) of the Municipal Act	Authorized Town Staff, Mayor and Members of Council	Members of public, Town staff	Permanent
C07	Elections	Legislative and Information Services	Municipal Elections Act, S.O. 1996, c.32	Candidate and campaign finance records contain name and address where records are maintained and communications are sent, name and address of auditor and chief financial officer, name of persons who endorsed the candidate, name and address of official representative of Third Party Advertiser. Election workers records contain name, address, phone number, Social Insurance Number, payroll information.	To certify candidates and registered third party advertisers for municipal elections, and to post financial report documentation for the public	Legislative and Information Services staff	Registered candidates, individuals working for/with candidates, Individuals applying to work the election	Current year plus four years
		Legislative and Information Services	Municipal Elections Act, S.O. 1996, c.32	Name, address, phone number, previous election experience, languages spoken, assignment and amount paid	To hire individuals who wish to be employed as an election official	Legislative and Information Services staff Authorized Finance staff	Residents of the Town of Ajax	Current year plus four years
F01	Accounts Payable	Finance Department	Municipal Act, 2001, S.O. 2001, c.25, as amended	Name, address, phone number, email address, employee number	To process payments to suppliers of goods or services to the municipality. Record of payment to employees, or members of Council for travel expenses, parking, mileage, etc.	Finance staff Town Auditor	Individuals to whom the Town of Ajax has made payment(s).	Current year plus seven years
F02	Accounts Receivable	Finance Department	Municipal Act, 2001, S.O. 2001, c.25, as amended	Name, address, phone number, email address	To process payments to suppliers of goods or services to the municipality	Finance staff Town Auditor	Individuals who have made payment(s) to the Town of Ajax	Current year plus seven years
F09	Council Expenses	Finance Department	Municipal Act, 2001, S.O. 2001, c.25, as amended	Name, address, phone number, email address, banking or credit card account numbers	Reimbursing staff or council for business related expenses	Finance staff Town Auditor	Mayor and Members of Council, Town staff	Current year plus seven years

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F16	Payroll	Finance Department; Office of the CAO/HR Services	Municipal Affairs Act, R.S.O. 1990, c.M46 as amended; Municipal Act, 2001, S.O. 2001, c.25, as amended; Income Tax Act, R.S.O 1990, c.12 as amended; Workplace Safety and Insurance Act, 1997, S.O. 1997, c.16 as amended; Canada Pension Plan, R.S.C., 1985, c.C-8; Unemployment Insurance Act S.C. 1987, c.17; Employment Standards Act, 2000, S.O. 2000, c.41	Employee name, home address; start date, social insurance number, salary, salary adjustments, deductions and net pay	To record and employee's salary history and to issue T4 slips in compliance with Income Tax Act	Financial Services staff, HR Services staff, Payroll staff, Canada Revenue Agency staff Town Auditor	Town of Ajax employees	Current year plus six years
F19	Receipts	Finance Department	Municipal Act, 2001, S.O. 2001, c.25, as amended	Name, address, phone number, email address,	To document payment to/from individuals for goods or services.	Finance staff Town Auditor	Individuals who have made payment(s) to the Town of Ajax	Current year plus six years
F22	Tax Records	Finance Department	Municipal Act, 2001, S.O. 2001, c.25, as amended	Name, address, property assessment, purchase price of the property, amount of taxes paid, any special payment arrangements, mortgage company name and account number, bankruptcy documents, etc.	To document property tax history, or arrears on a property, and to answer billing and collection enquiries	Finance staff Town Auditor	Individuals who own property within the municipality	Permanent
F23	Tax Adjustments and Rebates	Finance Department	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, etc.	To adjust property taxes or write-off uncollectible residential and commercial tax accounts	Finance staff Town Auditor	Individuals whose residential and commercial tax accounts are being adjusted or written off	Current year plus six years
F27	Taxes Receivable	Finance Department	Municipal Act 2001, S.O. 2001, c.25 as amended	Name and address of owner, name and address of tenant, taxable assessment, legal description of property, school support (public/separate), etc. Requests for pre-authorized property tax payments	To collect taxes, and to answer billing and collection enquiries	Finance staff Town Auditor	Individuals who own property within the municipality	Current year plus six years

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H01	Attendance and Scheduling	Office of the CAO/HR Services	Municipal Act 2001, S.O. 2001 c.25 as amended	Lieu time, vacation, sick, personal, floater days, vacation entitlements, educational days, leaves of absence, bereavement leaves	To track and record employee attendance, vacation entitlements and sick time	HR Services staff Authorized Town staff	Town of Ajax employees	Current year plus seven years
H03	Employee Records	Office of the CAO/HR Services	Employment Standards Act, R.S.O. 1990, c.E14; Employment Insurance Act, R.S.C. 1985, c U1; Ontario Municipal Employees Retirement System Act, R.S.O. 1990, c.O29; Workplace Safety and Insurance Act 1997, S.O. 1997, c16; Municipal Act 2001, S.O. 2001, c 25	May contain name, address, social insurance number, telephone number, age, date of birth, dependent status, work history, performance ratings, salary adjustments, grievances, disciplinary action, commendations, sex, marital status, OHIP number, driver's license number, attendance records, resume, payroll and benefit information, name and address of beneficiary, interview questions, vacation records, TD1 form for income tax, education and training history, pension information	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	HR Services staff Payroll staff Senior management Managers Supervisors	Town of Ajax employees	T (end of employment) plus fifty years
H04	Health and Safety	Office of the CAO/HR Services,	Occupational Health and Safety Act, R.S.O. 1990, c.O1	Name, department, date, training topic, date of birth, age, incident/accident forms, immunization records	To document training, administer proactive hearing tests and to proactively immunize if work conditions require it	HR Services staff Senior Managers Managers	Town of Ajax employees	Current year plus seven years
		Office of the CAO/HR Services; Responsible Department	Occupational Health and Safety Act, R.S.O. 1990, c.O1; Municipal Act, 2001, S.O. 2001 c.25 as amended	Employee accident/ incident reports; Employee name, address, phone number, employee number, details of incident	To report incidents to the Workplace Safety Insurance Board, Joint Health and Safety Committee and Ministry of Labour	Authorized Town staff	Employees of the Town of Ajax	Current year plus seven years
H10	Pension Records	Office of the CAO/HR Services	Municipal Act, 2001, S.O. 2001, c.55 as amended	Name, payroll number, social insurance number, age, date of birth, address, phone number, email address, beneficiary information, work history	To record employees' work history to administer the pension plan	HR Services staff	Town of Ajax employees	T (death of employee /beneficiary) plus six years

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H11	Recruitment	Office of the CAO/HR Services	Employment Standards Act 2000, S.O. 2000, c.41; Municipal Act 2001, S.O. 2001, c25	Name, address, telephone number, email address, application form, resume, cover letter, level of education, work history, names of relatives working for the Town	To identify potential candidates for job competitions and to determine eligibility for employment	HR Services staff, Senior Managers, Managers and Supervisors	Individuals who apply for jobs with the Town of Ajax	Current year plus five years
H12	Training and Development	Office of the CAO/HR Services Fire and Emergency Services/Training Section	Employment Standards Act 2000, S.O. 2000, c41; Municipal Act 2001, S.O. 2001, c25	Name, employee number, social insurance number, age, date of birth, address, phone number, work history, education history	To record employees' training and development history as it relates to employment and any mandatory training requirements	HR Services staff, Fire Training Section, Senior Managers, Managers and Supervisors	Town of Ajax employees	Current year plus five years
H13	Grievances and Arbitration	Office of the CAO/HR Services	Labour Relations Act 1995, S.O. 1995, c1; Collective Agreements	Name, grievance forms, disciplinary notices, replies, grievance decision awards, supporting documentation, arbitration notices, communications, arbitrator decisions	To document the grievance process	HR Services staff, CAO Senior Managers Town Solicitor Ontario Grievance Board	Griever, witnesses	T (final decision / matter resolved) plus 21 years
H14	Harassment and Violence	Office of the CAO/HR Services	Labour Relations Act 1995, S.O. 1995, c1; Human Rights Code, R.S.O. 1990, c.H19	Name of complainant and accused, detail of situation, decision, disciplinary action	To document a reported harassment and/or violence situation	HR Services staff, CAO Senior Managers Town Solicitor	Town of Ajax employee involved in the situation	T (final decision / matter resolved) plus 21 years
J01	Certificates of Offence	Legislative and Information Services/ By-Law Services	Provincial Offences Act, R.S.O. 1990, c.P33	Name, address, phone number, email address, court records, POA offence and charges	Record of a chargeable offence against an individual	By-law Services staff Town Solicitor	Individual against whom a charge has been filed	Current year plus eight years
J04	Court Dockets	Legislative and Information Services/ By-Law Services	Provincial Offences Act, R.S.O. 1990, c.P33	Name, address, phone number, email address, court records, POA offence and charges	Record of a chargeable offence against an individual	By-law Services staff Town Solicitor	Individual against whom a charge has been filed	Current year plus eight years
J09	Disclosure	Legislative and Information Services/ By-Law Services	Provincial Offences Act, R.S.O. 1990, c.P33	Name, address, phone number, email address, court records, POA offence	Information requested by individuals in preparation for court cases	By-law Services staff Town Solicitor	Individuals against whom a charge has been filed, individuals who have filed a charge against an individual	Current year plus eight years

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L02	Claims Against the Municipality	Finance Department	Municipal Act 2001, S.O. 2001 c.25 as amended	Name, address, telephone number, email address, witness(s), accident/ incident reports; police, fire, ambulance report; vehicle driver's plate and licence; medical information, photographs	To administer claims against the Town; To determine eligibility of claims and to provide evidence in court cases	Authorized Town Staff Auditors Insurance adjusters Town Solicitor	Individuals who have filed a claim against the Town	T (resolution of claim and all appeals) plus ten years
L03	Claims By the Municipality	Finance Department	Municipal Act 2001, S.O. 2001 c.25 as amended	Name, address, telephone number, email address, witness(s), accident/ incident reports; police, fire, ambulance report; vehicle driver's plate and licence; medical information, photographs	To determine eligibility of claims and to provide evidence in court cases	Authorized Town Staff Auditors Insurance adjusters Town Solicitor	Persons named in claims by the City against identifiable individuals	T (resolution of claim and all appeals) plus six years
L07	Land Agreements, Acquisition and Disposals	Planning and Development Services/ Economic Development; Legislative and Information Services Department	Municipal Act 2001, S.O. 2001 c.25 as amended	Agreements of purchase and sale, Council reports, by-laws, correspondence, title documents	Acquisition, disposition of land	Authorized Town Staff Mayor and Members of Council Town Solicitor	Vendor/owner or purchaser of land	T (disposition of property) plus twenty-years
L12	Vital Statistics	Legislative and Information Services	Vital Statistics Act, R.S.O. 1990 c.V4	Death Registers; Name, address, sex, address, physician's name and address, reason(s) for death, informants' name and relationship to the deceased, date and place of death, name and address of funeral home.	To update the Municipal Voter View database and to inform the municipality where the death occurred	Authorized Legislative and Information Services staff Officiants Registrar General of Ontario	Persons deceased in the Town of Ajax and Ajax residents who die outside of the Town	Permanent
		Legislative and Information Services	Marriage Act, R.S.O. 1990 c.M3	Marriage Applications; 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, copy of divorce certificate (if applicable), copy of passport, copy of birth certificate.	To record vital statistics of marriages and to regulate their legality	Authorized Legislative and Information Services staff Officiants Registrar General of Ontario	Persons getting married in Ontario (who apply for a marriage license in the Town of Ajax)	Current year plus two years

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		Legislative and Information Services	Marriage Act, R.S.O. 1990 c.M3	Marriage Register; name, age, date of birth, occupation, religious denomination, residence, father's name, mother's name, witness name(s), witness address, telephone number(s)	To maintain a record of marriages in the Town of Ajax	Authorized Legislative and Information Services staff, Officiants Registrar General of Ontario	Parties to civil marriage, witnesses to the civil marriage in the Town of Ajax	Permanent
<b>L13</b>	<b>Prosecutions</b>	Legislative and Information Services/By-law Services; Planning and Development Services/ Building Approvals; Town Solicitor	Municipal Act, 2001, S.O. 2001, c.25, as amended; Provincial Offences Act, R.S.O. 1990, c.P33 as amended; Building Code Act, 1992, c.23; O. Reg. 213/07: Fire Code; Animals for Research Act, R.S.O. 1990, c.A22; Dog Owners' Liability Act, R.S.O. 1990, c.D16; Highway Traffic Act, R.S.O. 1990, c.H8 ; Pounds Act, R.S.O. 1990, c.P17; Environmental Protection Act, R.S.O. 1990, c.E19; The Livestock, Poultry and Honey Bee Protection Act, R.S.O. 1990, c.L24; Planning Act, R.S.O. 1990, c.P13; Town of Ajax 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 Services Staff, Building Approvals Staff Town Solicitor Provincial Offences Officers Court Clerks Provincial Judges or Justice of the Peace Durham Regional Police, other police agencies Local veterinary clinics/hospitals OSPCA Other government agencies Town departments as required	Individuals who have been charged under the Provincial Offences Act, witnesses, agents, trustees and victims	T (delivery of judgement) plus seven years
<b>M02</b>	<b>Ceremonies and Events</b>	Legislative and Information Services	Marriage Act, R.S.O. 1990 c.M3	Civil Ceremonies Records; application, including name, age, date of birth, occupation, religious denomination, residence, father's name, mother's name, witness name(s), witness address, telephone number(s))	To schedule and organize civil marriage ceremonies held at Town Hall; to record civil marriages that have been officiated by designated marriage officiants	Authorized Legislative and Information Services staff, officiants, Registrar General of Ontario	Individuals married by authorized Legislative and Information Services Staff at Town Hall	Current year plus six years

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		Recreation, Culture and Community Development, Operations and Environmental Services Office of the CAO	Municipal Act, 2001, S.O. 2001 c.25 as amended	Name, address, phone number, email address	Listing of individuals registered for Town of Ajax events, and/or volunteers assisting with events	Authorized Town Staff	Public	Current year plus six years
<b>M04</b>	<b>Complaints, Compliments and Inquiries</b>	Originating Department	Municipal Act, 2001, S.O. 2001 c.25 as amended	Records relating to the exchange of communication regarding Ajax services, name, address, contact information of the complainant/individual	To document and investigate complaints and commendations from the public	Authorized Town Staff	Public	Current year plus one year
<b>P02</b>	<b>Occurance Logs/Reports</b>	Fire and Emergency Services	Municipal Act, 2001, S.O. 2001 c.25 as amended	Contains personal and medical information gathered during assistance/response calls. Name, age, address, telephone number, occurrence number.	To record information for the purpose of dispatching emergency response vehicles	Authorized Town staff, Office of the Fire Marshal, Durham Regional Police Services, emergency response departments of municipalities in the Region of Durham	Owners of property, occupants of property, owners of vehicles where fire incidents have occurred or who have been involved in an accident, victims in medical or rescue calls	Current year plus six years
		Fire and Emergency Services	Municipal Act, 2001, S.O. 2001 c.25 as amended	Name, address, phone numbers, medical information, witness statements, insurance company and coverage, vehicle license plate number and make, protection systems, suspected cause, source of ignition, dollar loss information	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 and Emergency Services staff, Office of the Fire Marshal, Durham Regional Police Services	Owners of property, occupants of property, owners of vehicles where fire incidents have occurred or who have been involved in an accident, victims in medical or rescue calls	Current year plus six years.  Permanent retention for records pertaining to investigations of \$25,000 loss or greater; vandalism of \$25,000 or greater; arson of \$100,000 or greater; and any emergency response involving a fatality

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P05	Incident/Accident Reports - Public	Finance Department, Responsible Departments, Town's Insurance Policy	Municipal Act, 2001, S.O. 2001 c.25 as amended	Name, age, sex, address, phone number, first aid administered, nature of illness/injury, name of physician. Information collected on employee and other party involved in incident – owner, address, phone, vehicle number, licence plate number, operator, driver's licence number, insurance company, Insurance policy, details of incident, witness(s) statements	To investigate the incident	Authorized Town Staff	Employees of the Town of Ajax, Public	T (after cause of action or age of majority for a minor) plus twenty-five years
P08	Investigations	Legislative and Information Services/By-law Services; Planning and Development Services/ Building Approvals; Fire and Emergency Services	Fire Prevention and Protection Act 1997, S.O. 1997 c.21; Building Code Act, R.S.O. 1992, c.B23; Municipal Act, 2001, S.O. 2001 c.25 as amended,	Name, address, phone number, investigator's notes, emergency call records, Canadian Standards Association analysis, Durham Regional Police reports, Fire Marshal reports, Building Inspector 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. To inspect properties to affect compliance with all statutes and regulations	Authorized Town Staff	Individuals who owns residential or commercial properties.	Current year plus tens years.
P09	Licences	Legislative and Information Services/By-law Services.	Municipal Act, 2001, S.O. 2001, c.25, as amended; Dog Owners' Liability Act, R.S.O. 1990, c.D16	Animal Licencing; Owner's name, address, postal code, telephone number, email address, credit card information (payment)	To identify and locate dog owners, process applications and issue new licenses	By-law Services staff, authorized staff of Legislative and Information Services, Durham Region Police, Durham Region Public Health, regional prosecutions, court clerks, provincial judges	Licensed dog owners	Current year plus six years

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		Legislative and Information Services/By-law Services	Municipal Act, 2001, S.O. 2001, c.25 as amended; Ontario Lottery Corporations Act, R.S.O. 1990 c.O29; Liquor Licence Act, R.S.O. 1990, c.L19; Town of Ajax by-laws	Licences administered by or required by the municipality or required by the province; May contain name, address, home telephone number, previous address, place and date of birth, height, weight, build, hair and eye colour, social insurance number, driver's license number, vehicle registration, photograph, driver's abstract, medical certificate, vehicle permit, safety standards certificate, insurance certificate, Canadian police clearance letter, copy of passport, copy of residency documents, copy of work permit	To provide protection to the public, validate the issuance of licences (such as lottery, liquor, taxi) and to ensure compliance	Authorized Town Staff	Individuals seeking licenses	Current year plus six years
<b>P10</b>	<b>Building Permits</b>	Planning and Development Services/ Building Approvals	Building Code Act, R.S.O. 1992, c B23; Municipal Act, 2001, S.O. 2001 c.25 as amended	Name, address, phone number, email address, building code identification number	To track all processes/workflows involved in the application of a building permit	Building Approvals staff, authorized Town staff	Individuals applying for permits	Permanent
<b>P11</b>	<b>Permits, Other</b>	Legislative and Information Services/By-law Services; Fire and Emergency Services/Fire Prevention	Fire Prevention and Protection Act 1997; Municipal Act, 2001, S.O. 2001, c.25 as amended, Town of Ajax By-laws	Name, address, phone number, sponsoring organization, vehicle license number and expiry date, credit card information	To issue permits for burning, fireworks, signs, special events, road closures and road occupancy, parking	Authorized Town Staff	Individuals applying for permits	T (expiry of permit) plus two years

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P13	Animal Control	Legislative and Information Services/By-law Service	Municipal Act, 2001, S.O. 2001, c.25, as amended; Dog Owners' Liability Act R.S.O. 1990, c.D16; Animals for Research Act, R.S.O 1990, c.A22, as amended; Health Protection and Promotion Act R.S.O. 1990, c.H7, as amended; Town of Ajax By-laws	Name, address, phone number, email (if applicable) of complainants, victims, witnesses, animal owners and property owners, tenants, agents, trustees, photographs, licensing information, complaint information, notes, notices, legal documents (summons', information, hearing notes and decisions, etc.), veterinary records, public health records, breeder information, including animal source information, animal name, description, weight and tattoo or microchip information	For identification of animals and their owners and to establish lawful ownership, public health to track communicable diseases and to monitor animal health, and investigative purposes	By-law Services staff; Authorized Town Staff, Durham Regional Health Department; Provincial Offences Officers; Regional Prosecutor; Court Clerks; Provincial Judges or Justices of the Peace; Hearings Officers; Durham Regional Police; other police agencies; Local veterinary clinics/hospitals; OSPCA and other animal Government agencies;	Victims, owners, complainants, tenants, witnesses, trustees, agents, property owners	Current year plus six years
P15	Fences	Legislative and Information Services/By-law Service	Municipal Act, 2001, S.O. 2001, c.25, as amended, Town of Ajax By-laws	Name, address, phone number, email address	To issue swimming pool enclosure permits	By-law Services staff, authorized Town staff	Individuals applying for a swimming pool enclosure permit for properties in the Town of Ajax	Current year plus six years
P17	Property Standards	Legislative and Information Services/By-law Services	Building Code Act, 1992, S.O. 1992, c.23, as amended; Municipal Act, 2001, S.O. 2001, c.25, as amended; Town of Ajax By-laws	Name, address, phone number, email address, information on non-compliance	Enforcement and investigation of potential property standards infractions and evidence for potential court prosecution	By-law Services staff, authorized Town staff, Town Solicitor	Individuals who own property within the municipality, complainants	Current year plus six years
R03	Museum and Archival Services	Legislative and Information Services	Municipal Act 2001, S.O. 2001, c25 as amended	Name, address, phone number, email address	To log and records individuals who have donated items	Records Staff in Legislative and Information Services	Public	Permanent
R07	Facility Memberships	Recreation, Culture and Community Development	Ministry of Tourism and Recreation Act, R.S.O. 1990, c.M35; Municipal Act 2001, S.O. 2001, c.25 as amended	Name, address, phone number, e-mail, date of birth, emergency contact, physician contact, parent signature (if under 18), physical activity readiness questionnaire (PARQ), and physician's consent if required	To process fitness membership applications and to assess physical health prior to membership	Authorized Town staff	Individuals seeking to join and use municipal fitness centre	Current year plus two years

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R08	Participant Registration Form	Recreation, Culture and Community Development	Ministry of Tourism and Recreation Act, R.S.O. 1990, c.M35; Municipal Act 2001, S.O. 2001, c.25 as amended	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	Authorized Town staff	Individuals seeking to join recreation programs	Current year plus two years
R09	Tree, Bench and Table Dedications	Operations and Environmental Services	Municipal Act 2001, S.O. 2001, c.25 as amended	Name, address, phone number, email address,	To generate work orders and keep track of which residents paid for tree, bench and table dedications on Town property	Authorized Operations and Environmental Services staff	Individuals/applicants who wish to pay for a dedication	Permanent
S02	Elderly Assistance	Operations and Environmental Services; Legislative and Information Services/By-law Services	Municipal Act 2001, S.O. 2001, c.25 as amended	Name, home address, home telephone number, age range (if over 60 years old),	To determine eligibility for free removal of snow from residential driveways and sidewalks	Authorized Operations and By-law Services staff	Applicants	Current year plus five years
S04	Social Assistance Programs	Recreation, Culture and Community Development	Municipal Act 2001, S.O. 2001, c.25 as amended	Name, date of birth, address, phone number, marital status, names and dates of birth and signatures of family members, notice of assessment, indications of current major sources of income, proof of residency	To assess eligibility for financial subsidy and register participants in recreation program	Recreation Services staff,	Individuals seeking financial assistance with registration fees	T (after last day of program) plus five years