

Development, Infrastructure, and Recreation

Building Services
Parks and Recreation
Planning Services
Public Works

*=Maximum Copy Retention

**=Subject To Archival Selection

P=Permanent | S=Superseded | E=Event | V=Vital Record | C=Current Year

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Arenas, Parks, and Recreation Advisory Committee Contact	Clerk's Office, Parks and Rec	Municipal Act	Name, Address, Phone Number, Email	User Agreements, Client Contact, recreational events, correspondence	Township staff	Applicants/renters, committee members	Superseded + 1 (c05.01)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Building Permits and Inspections	Building Department	Municipal Act, Building Code Act, Innovation, Science, and Economic Development	Name, Address, Phone Number, Plans, Letter of Authorization from Owner, Power of Attorney, Legal Information Regarding Power of Sale and Foreclosure, permit holders.	Reference, Communication with owner or party of applicant	Building division staff, heritage preservation staff, facilities management	Anyone who applies for a building permit	V + Permanent (P10) V + Inspections = 2 years initial fire system test report = life of system (P06)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Call Logs	Building Department	Municipal Act	Name, Address, Phone Number, Complaints	Internal Communication, complaint follow-up	Building staff, clerk's staff	Anyone who leaves a voicemail or complaint for the Township	Superseded (A12)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Canteen Licence Application	Parks and Recreation	Municipal Act	Name, Address, Phone Number, Email, Details of Vendor Merchandise	License verification, Invoices, Client Contact, User Agreements	Coordinator, Parks and Rec Staff, Clerk's Staff	Food Vendors, Public who apply for a license	Expiry of License + 2 years P09

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Committee of Adjustment Files	Clerk's Office, Planning Department, Finance	Planning Act,	Owner/Applicant/Agents Name, Address, Phone Number, Fax Number, Email	Processing Applications, Property Identification, Application identification,	Township Staff, Committee of Adjustment Members, Township Residents via Newspaper and Mail to Adjoining Property Owners, Ontario Land Tribunal	Individual Property Owners and their Agents	After Resolution of Appeal (L01)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Enforcement	Building Department	Municipal Act, Provincial Offenses Act, Criminal Code, Township Property Standards By-Laws, Building Code Act.	Name, Address, Phone Number, Photographs, Officer Notes, Violation Records, Orders to Comply, Legal Information, Complainants Name.	Communication with property owners	Building division staff, police, homeowners	Any public involved with relevant building or enforcement services	V + 6 years ** (P01)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Incident Reports	Clerk's Office, Parks and Rec	Municipal Act	Name, Contact Information, Incident Description	Investigation, Incident follow-up/contact	Parks and Rec staff involved with incident, police	Program Customers, Staff, witnesses, Incident holder	V + 5 years P05

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Operator Files	Department of the Chief Administrative Officer (HR-Live), Public Works	Occupational Health and Safety Act, Workplace Safety and Insurance Act, Municipal Act	Name, licensing information, training records	Correspondence, license verification, employee certification, confirmation of mandatory training, certificate renewals and appointment renewals, Public Works operator certificates	Relevant township staff, public works staff	Public works staff, relevant Township staff, contractors	2 years after certification expires (H22)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Organics	Department of the Chief Administrative Officer (HR-Live), public works	Waste Diversion Transition Act	Name, address, phone number	Correspondence, waste collection	Waste management staff, relevant CAO staff	Homeowners or residents participating in organic pick-up	V + 10 years or cease to apply + 10 years** Post landfill site closure documentation = closure + 25 years (E07)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Rentals and User Group Files	Parks and Recreation, Clerk's Office	Municipal Act	Name, Address, Phone Number, Company Name, Booking History, Email	Bookings, Communication, payment history	Arena Administrator Staff, Parks and Rec staff, Township Management	Program Customers, Facility Users, Clients, Individuals,	2 years (A21)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Property Owners/Agents	Planning Department	Planning Act, Municipal Act, Building Code Act	Owner/Applicant/Agents Name, Address	Processing Planning Act Applications	Relevant Township Staff	Property Owners and their Agents	<p>Official Plan Amendments - Final decision or reflected or revised official plan + 5</p> <p>(D09)</p> <p>Zoning By-law Amendments+ Minor Variance - V + permanent</p> <p>(D13)</p> <p>Site Plan- 2 years after final decision</p> <p>(D11)</p> <p>Severance - Permanent</p> <p>(D10)</p>

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Public Works Test Records	Department of the Chief Administrative Officer (HR-Live), public works department	Occupational Health and Safety Act	Name, phone number, email, employment information, test results, applicable health information	Training, inquires, investigations	Township managers, relevant CAO staff	Current and former employees	Report made or equipment decommissioned + 5 years Specifications = life of the asset as per A27 Plans = cease to apply + 2 years (E03)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Site Plan Applications	Planning Department	Planning Act	Owner/Applicant/Agents Name, Address, Phone Number, Fax Number, Emails	Process Applications, Legal agreements	Township Staff, Township Residents, Ontario Land Tribunal, Commenting Agencies, Township Council	Property Owners and their Agents	Permanent Application = 2 years after final decision (D11)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Special Event Applications	Parks and Recreation	Municipal Act	Name, Address, Phone Number, Email, Even Details, Certificate of Insurance, Payment Information	Temporarily close roads/venues for events	Parkcs and Recreation Staff, Public Works Staff, Township staff	Special Event Applicants	Expiry of permit + 2 years (P11)

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Subdivision/Condominium Files and Severance	Planning Department	Planning Act, Condominium Act	Owner/Applicant/Agents Name, Address, Phone Number, Fax Number, Emails, banking information, proof of payment.	Processing Applications, Legal Agreements	Township Staff, Residents, Ontario Land Tribunal, Commenting Agencies, Township Council, Land Registry Office	Property Owners and their Agents	<p>Condo Plans 2 years after final decision</p> <p>(D07)</p> <p>Subdivision Plans 2 years after final decisions.</p> <p>(D12)</p>