



Township of South Glengarry
Personal Information
Bank Index Listing

INTRODUCTION

In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, institutions must make available for inspection by the public an index of all personal information banks in the custody or under control of the institution. The Act defines a personal information bank as, “a collection of personal information that is organized and capable of being retrieved using an individual’s name or an identifying number or particular assigned to the individual.

Personal Information Bank Indexes must include:

- a) its name and location;
- b) the legal authority for its establishment;
- c) the types of personal information maintained in it;
- d) how the personal information is used on a regular basis;
- e) to whom the personal information is disclosed on a regular basis;
- f) the categories of individuals about whom personal information is maintained; and
- g) the policies and practices applicable to the retention and disposal of the personal information.

The Township of South Glengarry Personal Information Bank (PIB) Indexes have been compiled and organized by the following departments:

- Corporate Services (Administration, Finance, Human Resources)
- Infrastructure Services (Roads, Waste Management, Water/Wastewater)
- Community Services (Planning, Building, By-law Enforcement, Recreation)
- Fire Services

PIB Index Legend:

Control	Refers to the department that maintains/controls the index (location)
Authority	Refers to the legal authority for the establishment of the index
Information	Refers to the type of personal information contained in the index
Use	Refers to how the information in the index is used
Access	Refers to whom the information is disclosed to/who has access
Individuals	Refers to the individuals whose information is maintained
Retention	Refers to the retention period (TOMRMS classification)

CORPORATE SERVICES

ADMINISTRATION	
Advisory Committee Applications	
Control:	Corporate Services
Authority:	<i>Municipal Act</i>
Information:	Name, address, e-mail, phone number, resume
Use:	Selection of applicants for Council Advisory Committees
Access:	Clerk's Department, Council
Individuals:	Members of the public who apply for Committee positions
Retention:	C12
Claims Against the Municipality	
Control:	Corporate Services
Authority:	<i>Municipal Act</i>
Information:	Name, address, details of claim
Use:	To process claims against the Township
Access:	Clerk's Department, CAO, Managers (where applicable), Solicitors retained by the Township
Individuals:	Anyone who submits a claim against the Township
Retention:	L02
Election Candidate Financial Statements and Auditor Reports	
Control:	Corporate Services
Authority:	<i>Municipal Elections Act</i>
Information:	Name, address, e-mail, campaign contributions, donor information
Use:	Available to the public for the purpose of reviewing campaign expenses
Access:	Clerk's Department, Township website
Individuals:	South Glengarry election candidates
Retention:	C07
Election Nomination Forms	
Control:	Corporate Services
Authority:	<i>Municipal Elections Act</i>
Information:	Name, address, e-mail, qualifying address
Use:	Completed in order to be a candidate in a municipal election
Access:	Clerk's Department, public (on request)

Individuals:	Election candidates
Retention:	C07

Freedom of Information – Appeals to IPC

Control:	Corporate Services
Authority:	<i>Municipal Freedom of Information and Protection of Privacy Act</i>
Information:	Name, representations from appellant
Use:	Seeking resolutions to appeals with the Information and Privacy Commissioner of Ontario
Access:	Clerk’s Department, appellant, IPC Mediators/Adjudicators
Individuals:	Anyone who appeals a decision relating to a Freedom of Information request they have submitted
Retention:	A17

Freedom of Information – Requests

Control:	Corporate Services
Authority:	<i>Municipal Freedom of Information and Protection of Privacy Act</i>
Information:	Name, address, phone number, details of request
Use:	To complete requests for access to records
Access:	Clerk’s Department
Individuals:	Anyone who submits a Freedom of Information Request
Retention:	A17

Marriage Licence Applications

Control:	Corporate Services
Authority:	<i>Marriage Act</i>
Information:	Name, age, address, religion, proposed date/location of marriage, place of birth, names of applicants’ parents and their places of birth
Use:	To prepare and issue licences for marriages
Access:	Clerk’s Department (Marriage Licence Issuers)
Individuals:	Those who apply for a marriage licence and their parents
Retention:	L12

Marriage Register

Control:	Corporate Services
Authority:	<i>Marriage Act</i>
Information:	Name, age, address, religion, parents names, place of birth, witnesses
Use:	Record of marriages as per the <i>Marriage Act</i>

Access:	Clerk's Department, available to the Office of the Registrar General
Individuals:	Individuals who are married by Township marriage officiants
Retention:	L12

Vital Statistics – Registration of Death or Stillbirth

Control:	Corporate Services
Authority:	<i>Vital Statistics Act</i>
Information:	name, date of death, place of death, age, sex, informant to funeral home
Use:	To update the voters' list (authority <i>Municipal Elections Act</i>)
Access:	Clerk's Department
Individuals:	Deceased individuals whose arrangements have been made by local funeral homes and individuals born within the Township boundaries.
Retention:	L12

Voters' List

Control:	Corporate Services
Authority:	<i>Municipal Elections Act</i>
Information:	Name, age, date of birth, citizenship, residency, school support, religion (if Roman Catholic)
Use:	To conduct municipal and school board elections
Access:	Clerk's Office, available for public inspection, election candidates
Individuals:	Qualified electors in the Township
Retention:	C07

FINANCE

Accounts Payable

Control:	Finance Department
Authority:	<i>Municipal Act</i>
Information:	Vendor code, client code, name, address, e-mail address, phone number, fax number, GST/HST number, payment history, invoice history, banking information
Use:	Processing accounts payable
Access:	Finance Department
Individuals:	Residents, businesses, organizations
Retention:	F01

Employee Payroll & Benefit Records	
Control:	Human Resources
Authority:	<i>Municipal Act, Income Tax Act, Workplace Safety and Insurance Act, Canada Pension Plan, Unemployment Insurance Act</i>
Information:	Name, Social Insurance Number, address, phone number, banking information, T4, benefit contributions
Use:	Processing payroll for Township employees, preparation of reports such as T4s, pension and benefit contributions
Access:	Human Resources, GM Finance
Individuals:	Township staff, members of Council
Retention:	F16
Tax Records	
Control:	Finance Department
Authority:	<i>Municipal Act</i>
Information:	Name, address, e-mail, phone number, property address, roll number, assessment value, tax levy, payment history, legal reference, property sale history, notes (as required), payment plan (as required), legal details, school support, local improvement charges (as required), tax class, banking information.
Use:	For taxation purposes (levy tax, collect tax, collect tax arrears)
Access:	Finance Department
Individuals:	Property owners of South Glengarry Township
Retention:	F22, F02
Utility Billing	
Control:	Finance Department
Authority:	<i>Municipal Act</i>
Information:	Account number, name, service address, account balance, payment history, consumption history, banking information
Use:	For utilities billing (billing, collecting, follow-up)
Access:	Finance Department
Individuals:	Water users of South Glengarry Township
Retention:	F22, F02
HUMAN RESOURCES	
Employee Personnel Files	

Control:	Human Resources
Authority:	<i>Employment Standards Act</i>
Information:	Name, contact information, employee history, issues files
Use:	Maintain employee information and history
Access:	Human Resources, CAO (when applicable)
Individuals:	Township employees
Retention:	H03
Grievances	
Control:	Human Resources
Authority:	<i>Labour Relations Act</i>
Information:	Employee name, notice and replies, grievance decisions, supporting documentation
Use:	Reference for grievances
Access:	Human Resources, applicable Managers, legal counsel (when necessary)
Individuals:	Current and past employees with grievances
Retention:	H14
Medical and Long & Short-Term Disability Files	
Control:	Human Resources
Authority:	<i>Employment Standards Act</i>
Information:	Employee name, contact information, employment information, confidential health information
Use:	To manage medical claims, coordinate returns to work
Access:	Human Resources, applicable Managers
Individuals:	Current and past employees with medical claims
Retention:	H13
Ontario Municipal Employees Retirement System 119 Spreadsheets	
Control:	Human Resources
Authority:	<i>Municipal Act</i>
Information:	Employee name, earnings information, Social Insurance Number, contributions
Use:	History of information for annual OMERS 119 reconciliations
Access:	Human Resources
Individuals:	Current and past employees
Retention:	H07

Recruitment/Job Postings	
Control:	Human Resources
Authority:	<i>Employment Standards Act, Municipal Act</i>
Information:	Name, contact information, education, employment history, opinions/views of hiring committee/staff
Use:	Selection of candidates for employment
Access:	Human Resources, hiring managers, interview committee members
Individuals:	Successful and unsuccessful applicants
Retention:	H11
Retirement Files	
Control:	Human Resources
Authority:	<i>Employment Standards Act</i>
Information:	Name, address, salary, benefits information
Use:	Record of retirement
Access:	Human Resources
Individuals:	Retired employees
Retention:	H03
Termination Files	
Control:	Human Resources
Authority:	<i>Employment Standards Act</i>
Information:	Name, Social Insurance Number, sex, benefits and salary information
Use:	Processing terminations
Access:	Human Resources, legal counsel (when necessary)
Individuals:	Terminated employees
Retention:	H01 & H03
Training Database (HR Downloads)	
Control:	Human Resources
Authority:	<i>Employment Standards Act</i>
Information:	Name, training completed, licences (when necessary)
Use:	Tracking training and renewal dates
Access:	Human Resources, applicable Managers on request
Individuals:	Current and past Township employees
Retention:	H03

WSIB Files	
Control:	Human Resources
Authority:	<i>Workplace Safety and Insurance Act</i>
Information:	Name, contact information, confidential health information, employment information
Use:	Managing WSIB claims, monitoring costs, appeals, facilitating return to work
Access:	Human Resources, applicable Managers, legal counsel (when necessary)
Individuals:	Current and past employees with WSIB claims
Retention:	H13

INFRASTRUCTURE SERVICES

Roads	
Employee Contact List	
Control:	Director of Roads & Waste Management
Authority:	<i>Municipal Act</i>
Information:	Name, phone number
Use:	To contact Roads Department employees
Access:	Director of Roads & Waste Management
Individuals:	Roads Department employees
Retention:	H03
Requests for Service/Complaints	
Control:	Director of Roads & Waste Management
Authority:	<i>Municipal Act</i>
Information:	Name, address, phone number, e-mail address, details of request or concern
Use:	To schedule work and/or respond to complaints or requests for infrastructure services
Access:	Director of Roads & Waste Management, Infrastructure Services staff responding to request(s), administrative staff
Individuals:	Individuals who request a service and/or submit an infrastructure related complaint
Retention:	M04

Road Cut Application	
Control:	Infrastructure Services Department
Authority:	<i>Municipal Act</i>
Information:	Name, address, phone number, contractor contact information
Use:	To permit road cuts
Access:	Director of Roads & Waste Management
Individuals:	Individuals who apply for a road cut permit, contractors
Retention:	T06
Waste Management	
Food Cycler Pilot Project Applications	
Control:	Corporate Services
Authority:	<i>Waste Diversion Act</i>
Information:	Name, phone number, e-mail, address
Use:	To contact applicants interested in participating in the Food Cycler Composter pilot program
Access:	Clerk, Deputy Clerk
Individuals:	Individuals who applied to participate in the Food Cycler pilot program
Retention:	E07
Landfill Registrations	
Control:	Infrastructure Services
Authority:	<i>Municipal Act, Environmental Protection Act</i>
Information:	Name, address, telephone number, e-mail, vehicle information (make, model, colour, licence #)
Use:	To verify vehicles attending the landfill sites are registered residents
Access:	Director of Roads & Waste Management, Receptionist, Landfill Staff
Individuals:	Residents who register their vehicles to use the landfills
Retention:	E07
Pitch-In Week Applications	
Control:	Corporate Services
Authority:	<i>Municipal Act, Waste Diversion Act</i>
Information:	Name, address, e-mail, telephone number
Use:	To provide registered teams with safety gear and garbage bags
Access:	Deputy Clerk

Individuals:	Those who register to participate in the Pitch-In program
Retention:	E07
Water & Wastewater	
Septic System File Search Application	
Control:	Planning, Building & Enforcement Department
Authority:	<i>Municipal Act, Building Code Act</i>
Information:	Name, address, roll number, lot location, telephone number, e-mail
Use:	To initiate a septic system file search
Access:	Building and planning department staff
Individuals:	Those who apply for a septic system file search
Retention:	E12

COMMUNITY SERVICES

Building Department	
Building Permits & Inspections	
Control:	Planning, Building & Enforcement Department
Authority:	<i>Building Code Act</i>
Information:	Name, phone number, e-mail address, home address, letter of authorization, plans, legal information regarding power of sale.
Use:	To ensure compliance with the Building Code Act and regulations.
Access:	Planning, Building & Enforcement Staff, Clerk
Individuals:	Building permit applicants
Retention:	P10
Civic Number/Farm 911 (Emily Project) Applications	
Control:	Planning, Building & Enforcement Department
Authority:	<i>Municipal Act</i>
Information:	Name, phone number, address, e-mail, roll number, property legal description, building permit number
Use:	To review and approve applications for 911 civic signs
Access:	Building Department staff
Individuals:	Those who apply for a 911 civic sign
Retention:	D19

Daily Logs	
Control:	Building department staff
Authority:	<i>Municipal Act</i>
Information:	Name, phone number, e-mail address, permit numbers, context of discussion
Use:	To track complaints and discussions relating to building department activities.
Access:	Building Department Staff
Individuals:	Anyone who makes an inquiry via phone call to building department staff.
Retention:	P02
Property Files	
Control:	Planning, Building & Enforcement
Authority:	<i>Municipal Act</i>
Information:	Name, address, phone number, e-mails, past correspondence, roll number, copies of orders issued, copies of notices of violation, work orders
Use:	To look up history of property and manage compliance for planning, building and enforcement processes.
Access:	Planning, Building and Enforcement Staff, Clerk
Individuals:	Owners of property within the municipality.
Retention:	Permanent
By-law Enforcement	
By-law Complaints	
Control:	Manager of Municipal Law Enforcement
Authority:	<i>Municipal Act</i>
Information:	Name, address, phone number, location of complaint
Use:	To investigate complaints and ensure compliance with by-laws
Access:	Planning, Building & Enforcement Staff, Clerk
Individuals:	Any resident who submits a by-law complaint
Retention:	P01
Dog Tags	
Control:	Manager of Municipal Law Enforcement
Authority:	<i>Municipal Act</i>
Information:	Name, address, phone number, dog information

Use:	To ensure compliance with municipal by-laws and proper authorization for all dogs in the Township
Access:	Planning, Building & Enforcement Staff, applicable Corporate Services/Finance Staff
Individuals:	Anyone who applies for a dog tag/licence
Retention:	P09

Kennel Licences

Control:	Manager of Municipal Law Enforcement
Authority:	<i>Municipal Act</i>
Information:	Name, address, phone number, plans
Use:	To ensure compliance with municipal by-laws and ensure proper authorization for all applicable new or renewed kennels in the Township
Access:	Planning, Building & Enforcement Staff, Clerk
Individuals:	Anyone who applies for a Kennel Licence.
Retention:	P09

Mobile Food Premises

Control:	Manager of Municipal Law Enforcement
Authority:	<i>Municipal Act</i>
Information:	Name, address, phone number, automobile licence information, liability insurance, Health Unit approvals, TSSA approvals, plans, letter of authorization from owner
Use:	To ensure compliance with municipal by-laws and proper authorization for all applicable new or renewed Mobile Food Premises
Access:	Planning, Building & Enforcement Staff, Clerk
Individuals:	Anyone who applies for a Mobile Food Premise Licence
Retention:	P09

Planning

Committee of Adjustment Files (Minor Variance Applications)

Control:	Planning, Building & Enforcement Department
Authority:	<i>Planning Act</i>
Information:	Applicant's name (and/or agent), address, phone number, e-mail, address

Use:	To process minor variance applications and verify ownership of the property
Access:	Planning Staff, adjoining property owners (via notice sent by Township), commenting agencies, Council
Individuals:	Individuals who apply for a minor variance, applicants/agents
Retention:	D10

Community Improvement Plan Applications

Control:	Economic Development Officer
Authority:	<i>Planning Act</i>
Information:	Applicant's name, address, phone number, e-mail
Use:	To process Community Improvement Plan applications and to verify ownership of the property
Access:	Economic Development Officer, Planner
Individuals:	Individuals who apply to the Community Improvement Plan
Retention:	D18

Subdivision/Condominium Files

Control:	Planning, Building & Enforcement Department
Authority:	<i>Planning Act</i>
Information:	Applicant's name (and/or agent), address, phone number, e-mail
Use:	To process application together with United Counties of SDG and verify ownership of the property subject to the application
Access:	Planning Staff, adjoining property owners (via notice sent by Township), commenting agencies, Council
Individuals:	Applicant's (and/or agents)
Retention:	D12

Site Plan Applications

Control:	Planning, Building & Enforcement Department
Authority:	<i>Planning Act</i>
Information:	Applicant (and/or agent) name, address, phone number, e-mail
Use:	Verify ownership of the property subject to the application
Access:	Planning staff, commenting agencies, Council
Individuals:	Applicants (and/or agents)
Retention:	D08

Zoning Amendment Applications	
Control:	Planning, Building & Enforcement Department
Authority:	<i>Planning Act</i>
Information:	Applicant (and/or agent) name, address, phone number, e-mail
Use:	To process zoning amendment applications
Access:	Planning staff, adjoining property owners (via notice sent by Township), commenting agencies, Council
Individuals:	Applicants (and/or agents)
Retention:	D14
Official Plan Applications	
Control:	Planning, Building & Enforcement Department
Authority:	<i>Planning Act</i>
Information:	Applicant (and/or agent) name, address, phone number, e-mail
Use:	To process official plan amendment applications together with United Counties of SDG
Access:	Planning Staff, adjoining property owners (via notice sent by Township), commenting agencies, Council
Individuals:	Applicants (and/or agents)
Retention:	D09
Consents	
Control:	Planning, Building & Enforcement Department
Authority:	<i>Planning Act</i>
Information:	Applicant (and/or agent) name, address, phone number, e-mail
Use:	To comment on application and verify property ownership
Access:	Planning Staff, residents (via notices sent by Township), commenting agencies, Council
Individuals:	Applicants (and/or agents)
Retention:	D08
RECREATION	
Facility Rentals	
Control:	Recreation Facilitator
Authority:	<i>Municipal Act</i>
Information:	Name, address, phone number, e-mail, organization/association name, booking history, facility set up requirements, payment information
Use:	To book facilities and process payments

Access:	Recreation staff
Individuals:	Individuals booking a municipal facility
Retention:	A21 & L14
Incident Reports	
Control:	Recreation Facilitator
Authority:	<i>Municipal Act, Occupational Health and Safety Act</i>
Information:	Name, contact information, description of incident
Use:	To track and record incidents in recreation facilities and outdoor park areas
Access:	Recreation Facilitator, staff involved in incident
Individuals:	
Retention:	Program and facility users, recreation staff P05
Key Deposit	
Control:	Recreation Facilitator
Authority:	<i>Municipal Act</i>
Information:	Name, phone number, e-mail, location of facility rented, amount of deposit
Use:	To track keys borrowed by facility users
Access:	Recreation staff
Individuals:	Facility users
Retention:	A24
Key Sign Out / Lock Box Code	
Control:	Recreation Facilitator
Authority:	<i>Municipal Act</i>
Information:	Name, phone number, e-mail, name of facility, key number being signed out, key code
Use:	To track keys borrowed by facility users and key codes being used
Access:	Recreation staff
Individuals:	Facility users
Retention:	A24
Parks/Camp Program Staff	
Control:	Recreation Facilitator
Authority:	<i>Municipal Act</i>
Information:	Name, address, phone number, e-mail, resumes, evaluations, police

Use:	checks, certifications, medical information (if needed)
Access:	Staffing of park/camp programs
Individuals:	Recreation Facilitator, HR Advisor
Retention:	Park/camp program staff
	H11 & H16
Program Registration	
Control:	Recreation Facilitator
Authority:	<i>Municipal Act</i>
Information:	Name, age, gender, date of birth, address, phone number, email, parent/guardian name, medical information, payment information, individuals authorized for pickup
Use:	To facilitate participation in programming, emergency contact information
Access:	Recreation staff and program providers
Individuals:	Program participants and parents/guardians
Retention:	R06
Summer Student Staff	
Control:	Recreation Facilitator
Authority:	<i>Municipal Act</i>
Information:	Name, address, phone number, e-mail, resume, evaluations, police checks, certifications, medical information (if needed)
Use:	Staffing for recreation and facility department
Access:	Recreation Facilitator, HR Advisor
Individuals:	Recreation and facilities summer students
Retention:	H11 & H16
User Group Files	
Control:	Recreation Facilitator
Authority:	<i>Municipal Act</i>
Information:	Name, address, phone number, e-mail, organization/association name, booking history, payment information
Use:	To track bookings and payment
Access:	Recreation staff
Individuals:	Program Groups/Associations
Retention:	A21

Volunteer Contacts	
Control:	Recreation Facilitator
Authority:	<i>Municipal Act</i>
Information:	Name, address, phone number, e-mail
Use:	To contact various program volunteers to assist with operations in the recreation department and provide services at facilities
Access:	Recreation staff
Individuals:	Volunteers with the recreation department
Retention:	R06

FIRE SERVICES

Administrative Contacts	
Control:	Fire Chief
Authority:	<i>Municipal Act</i>
Information:	Name, home phone number
Use:	To contact Fire Department staff
Access:	Applicable Fire Department staff
Individuals:	Fire Department staff
Retention:	H03
Alarm Response Reports	
Control:	Fire Chief
Authority:	<i>Fire Protection and Prevention Act</i>
Information:	Name, address, personal details in responses, drivers' licence, staff names, emergency contacts
Use:	To track and process alarm reports
Access:	Fire Department staff
Individuals:	Clients, accident victims, homeowners, suppression staff
Retention:	P06
Training Records	
Control:	Fire Chief
Authority:	<i>Fire Protection and Prevention Act</i>
Information:	Name, platoon, rank
Use:	
Access:	

Individuals:	To provide and track staff training
Retention:	Chief Training Officer Current and retired staff H03