



# Personal Information Bank of The Corporation of Loyalist Township

TITLE	LOCATION	LEGAL AUTHORITY	TYPES OF PERSONAL INFORMATION MAINTAINED	HOW THE PERSONAL INFORMATION IS USED	WHO IS THE USER	CATEGORY OF INDIVIDUALS TO WHOM THE PERSONAL INFORMATION BELONGS	RETENTION AND DISPOSAL POLICIES
<b>CLERK'S DIVISION</b>							
<b>Access and Privacy</b>	263 Main Street, Odessa	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.	Clerk's Division Staff	Council Members; Public	1
<b>Death Register</b>	263 Main Street, Odessa	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, occupation of deceased, date and place of birth, religion.	To maintain a record of deaths, for administrative reference, community and contextual research.	Clerk's Division Staff	Public	1
<b>Marriage Register</b>	263 Main Street, Odessa	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 place of intended marriage, occupation of parties, name and address of witnesses, marriage officiant, license or bann.	To maintain a record of marriages, for administrative reference, community and contextual research.	Clerk's Division Staff	Public	1
<b>Citizen Applications and Appointments for Committee</b>	263 Main Street, Odessa	Municipal Act	Name, address, telephone number and email address, employment and volunteer history.	To report to Council to appoint citizens to various boards and committees.	Clerk's Division Staff	Public	1
<b>Closed Session Minutes and Reports</b>	263 Main Street, Odessa	Municipal Act	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	Clerk's Division Staff	Public; Employees	1
<b>Lottery Licencing</b>	263 Main Street, Odessa	Criminal Code of Canada, Order in Council 2688/93, Alcohol and Gaming Commission of Ontario	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	Clerk's Division Staff	Applicants	1
<b>Agreements and Contracts</b>	263 Main Street, Odessa	Municipal Act	Name, address, telephone number and email address	To administer agreements and contracts	Authorized Staff	Public	1
<b>Land Acquisition &amp; Disposition</b>	263 Main Street, Odessa	Municipal Act	Name, Address, agreements of purchase and sale, offers to purchase, invoices from lawyers	To process transactions	Clerk, Director of Corporate Services, Strategy and Innovation	Public	1
<b>Insurance Claims</b>	263 Main Street, Odessa	Municipal Act	Name, address, telephone number and email address, details of claim, adjuster's reports and invoices, health information, financial information	To consider insurance claims submitted against the Township and claims made by the Township	Clerk, Township's Insurer and Adjuster	Public	1
<b>Complaints and Investigations</b>	263 Main Street, Odessa	Municipal Act	Name, address, telephone number and email address, nature of complaint	To address formal complaints about the Township and staff.	Clerk's Division staff, Relevant Department Staff	Public	1
<b>Election Candidate Records and Campaign Finance Records</b>	263 Main Street, Odessa	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 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.	Clerk's Division staff	Public	1
<b>Election Staffing Records</b>	263 Main Street, Odessa	Municipal Elections Act	Name, address, telephone number and email address, social insurance number, financial information.	To hire and pay election staff	Clerk's Division staff and Finance Division staff	Public	1
<b>Cemetery Records</b>	263 Main Street, Odessa	Funeral, Burial and Cremation Services Act	Name, phone number, address, and email address, date of birth, date of death.	To track burial plot purchases and internments.	Clerk's Division staff and Facility Division staff	Public	1

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<b>Parking Ticket Payments</b>	263 Main Street, Odessa	Municipal Act, Township Parking By-law	Name, address, telephone number and email address, license plate	To process payment of parking tickets	Clerk's Division staff, Finance Division staff	Public	1
<b>Ward Boundary Review Engagement</b>	263 Main Street, Odessa	Municipal Act	Name, address, telephone number and email address	To provide information and updates on the Ward Boundary review.	Clerk's Division staff, Communications Division staff	Public	1
<b>Livestock Valuation</b>	263 Main Street, Odessa	Municipal Act	Owner name, address and telephone number, CRA, FBRN and PID Number, Investigator name, telephone number and email address	To submit claims for Ontario Wildlife Damage Compensation Program.	Clerk's Division staff	Applicants	1
<b>Trailer Licences</b>	263 Main Street, Odessa	Municipal Act	Name, address, telephone number and email address.	To issue licence and for enforcement purposes.	Clerk's Division staff	Applicants	1
<b>Patio Licences</b>	263 Main Street, Odessa	Municipal Act	Name, address, telephone number and email address.	To issue licence and for enforcement purposes.	Clerk's Division staff	Applicants	1
<b>Refreshment Vehicle Licence</b>	263 Main Street, Odessa	Municipal Act	Name, address, telephone number and email address.	To issue licence and for enforcement purposes.	Clerk's Division staff	Applicants	1
<b>DEVELOPMENT SERVICES</b>							
<b>Minor Variance Application</b>	18 Manitou Crescent, Amherstview	Planning Act	Name, phone number, email	Info used to contact applicants to verify application information and to mail public notices.	Development Services Staff	Public	1
<b>Severance Application</b>	18 Manitou Crescent, Amherstview	Planning Act	Name, address, phone number, email	Info used to contact applicants to verify application information and to mail public notices.	Development Services Staff	Public	1
<b>Application for Condominium</b>	18 Manitou Crescent, Amherstview	Planning Act	Name, phone number, email, address	Info used to contact applicants to verify application information and to mail public notices.	Development Services Staff	Public	1
<b>Application for Official Plan Amendment</b>	18 Manitou Crescent, Amherstview	Planning Act	Name, email, phone number, address	Info used to contact applicants to verify application information and to mail public notices.	Development Services Staff	Public	1
<b>Application for Site Plan</b>	18 Manitou Crescent, Amherstview	Planning Act	Name, address, phone number, email address	Info used to contact applicants to verify application information and to mail public notices.	Development Services Staff	Public	1
<b>Application for Subdivision</b>	18 Manitou Crescent, Amherstview	Planning Act	Name, address, phone number, email address	Info used to contact applicants to verify application information and to mail public notices.	Development Services Staff	Public	1
<b>Zoning Application</b>	18 Manitou Crescent, Amherstview	Planning Act	Name, address, phone number, email address	Info used to contact applicants to verify application information and to mail public notices.	Development Services Staff	Public	1
<b>Road Closures</b>	18 Manitou Crescent, Amherstview	Municipal Act	Name, address, phone number, email address	Info used to contact applicants to verify application information and to mail public notices.	Development Services Staff, Engineering Staff	Public	1
<b>Tree By-Law</b>	18 Manitou Crescent, Amherstview	Municipal Act	Name, address, phone number, email address	Info used to contact applicants to verify application information and to mail public notices.	Development Services Staff	Public	1
<b>ENGINEERING</b>							
<b>Lot Grading Inspections</b>	CityWide	Municipal Act	Name, address, phone number, email address.	To produce and process lot grading certificates.	Engineering Staff	Public	1
<b>Lot Grading Deposits</b>	CityWide	Municipal Act	Name, address, phone number, email address.	To release deposits for approved lot grading certificates.	Engineering Staff, Finance Staff	Public	1
<b>Request to Move Driveway</b>	CityWide	Municipal Act	Name, address, phone number, email address.	To respond to requests for moving the residents' driveway for township approval.	Engineering Staff, Planning Staff	Public	1

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<b>Construction Site Inquiries</b>	CityWide	Municipal Act	Name, address, phone number, email address.	To respond to resident concerns, comments, and other input regarding construction sites	Engineering Staff	Public	1
<b>Lot Grading Complaints</b>	CityWide	Municipal Act	Name, address, phone number, email address.	To respond to and/or investigate lot grading complaints either on the complainant's property or the property where the issue is occurring.	Engineering Staff	Public	1
<b>Public Information Centers (Capital Projects)</b>	18 Manitou Crescent, Amherstview	Municipal Act	Name, address, phone number, email address.	To provide information to residents about specific capital projects, used to create mailing lists.	Engineering Staff	Public	1
<b>Resident Concerns (Capital Projects)</b>	18 Manitou Crescent, Amherstview	Municipal Act	Name, address, phone number, email address.	To respond and maintain communication with residents that have concerns about a capital project.	Engineering Staff	Public	1
<b>Public Meetings (Development)</b>	18 Manitou Crescent, Amherstview	Municipal Act	Name, address, phone number, email address.	To provide information to residents about specific developments, used to create mailing lists.	Engineering and Planning Staff	Public	1
<b>Resident Concerns (Development)</b>	18 Manitou Crescent, Amherstview	Municipal Act	Name, address, phone number, email address.	To respond and maintain communication with residents that have complaints about a development.	Engineering and Planning Staff	Public	1
<b>Agreement for Disposal of Material</b>	18 Manitou Crescent, Amherstview	Municipal Act	Name, address, phone number, email address.	To document agreements to accept fill from Loyalist Township.	Engineering	Applicants	1
<b>Master Plans</b>	18 Manitou Crescent, Amherstview	Municipal Act	Name, address, phone number, email address.	Used to communicate and consult with residents while working through the plan.	Engineering Staff	Public	1
<b>Climate Action Plan</b>	18 Manitou Crescent, Amherstview	Municipal Act	Name, address, phone number, email address.	Used to communicate and consult with residents while working through the plan.	Engineering Staff	Public	1
<b>Local Water and Sewer Issues</b>	18 Manitou Crescent, Amherstview	Municipal Act	Name, address, phone number, email address.	Use to communicate with residents who are impacted by the issue.	Utilities and Engineering Staff	Public	1
<b>Drainage Issues</b>	18 Manitou Crescent, Amherstview	Municipal Act	Name, address, phone number, email address.	To respond and maintain communication with residents that have complaints about drainage.	Engineering Staff	Public	1
<b>Environmental Initiatives (Tree program, food cyler)</b>	18 Manitou Crescent, Amherstview	Municipal Act	Name, address, phone number, email address.	To respond and maintain communication with residents that are a part of the initiative.	Engineering Staff	Public	1
<b>Land Acquisition and Sale</b>	18 Manitou Crescent, Amherstview	Municipal Act	Name, address, phone number, email address.	Communication with landowners for the acquisition of land.	Engineering Staff	Public	1
<b>EMERGENCY SERVICES</b>							
<b>Burn Permits</b>	51 Main Street, Odessa	Fire Prevention and Protection Act	Name, email, phone, address, financial information, age	To issue burn permit in accordance with bylaw 2021-07.	Fire Department	Applicants	1
<b>HERITAGE, CULTURE, AND TOURISM</b>							
<b>Volunteer Management</b>	341 Main Street, Bath	Municipal Act	Name, address, telephone number, email address, demographic information, resumes, emergency contact, training records and certifications	To record a volunteer's work history for human resources administration	Authorized Township Staff	Public	1
<b>Archives Collection</b>	434 Main St, Bath, 341 Main Street, Bath, 4574 Loyalist Parkway, Amherstview, 100 Bridge Street, Odessa	Municipal Act, Collections Policy	Name, date of donation, conditions of donation, description of records donated (includes extent, content, media/format, record types, physical condition and market valuation), tax receipts (if applicable), donation and other legal agreements, publicity material.	To provide the public with access, for administrative reference, community and contextual research.	Heritage, Culture and Tourism Staff, Public	Public	1

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<b>Arts and Culture Events and Program Applications</b>	341 Main Street, Bath	Municipal Act	Name, telephone number, email address, background information related to experience, letters of endorsement, insurance information, liability waivers	To process applications for participation in arts and culture events, programs and competitions hosted by Loyalist Township	Heritage, Culture and Tourism Staff	Public; Applicants	1
<b>Festivals and Events Applications</b>	Heritage, Culture and Tourism Office, Recreation Office, Township Drives	Municipal Act	Name, address, telephone number, email address, signature, name of organization, primary contact, event proposal, finances, timelines, insurance	To apply for festivals and events to occur on Township property	Authorized Township Staff	Public; Applicants	1
<b>Registration and Fundraising of Events</b>	341 Main Street, Bath	Municipal Act	Name, address, telephone number, email address, credit card information	To facilitate event sponsorship registration, ticket purchases, donations, guest registration, seating and availability, e-tickets, reports	Authorized Township Staff	Public; Applicants	1
<b>Festivals and Events Volunteer Worker Applications</b>	Heritage, Culture and Tourism Office, Township Drives	Municipal Act	Name, address, telephone number, email address, date of birth, emergency contact name, emergency contact telephone number, emergency contact relation, allergies, physical abilities	To be registered in the Township's Events volunteer database and receive volunteer opportunities	Authorized Township Staff	Public; Applicants	1
<b>Past Perfect Database</b>	Township Drives, Cloud	Municipal Act, Collection Policy	Software program to catalog museum collections. Contains name, address, phone number, email addresses and dates.	To research, care for and track the Townships museum collections.	Heritage, Culture and Tourism Staff, Authorized Staff	Public	1
<b>Museum Collection Agreements and Contracts</b>	341 Main Street, Bath	Municipal Act, Collection Policy	Name, address, phone number, email, dates, provenance and genealogy	To administer agreements and contracts related to museum collections.	Authorized Township Staff and Authorized Volunteers	Applicants	1
<b>School Program</b>	341 Main Street, Bath	Municipal Act	Name, date of birth, age, phone number, email, parent names, photo release, waiver, name of school, grade, teachers name.	To administer school program registration and participation for events and cultural education.	Authorized Township Staff	Public	1
<b>HUMAN RESOURCES</b>							
<b>Attendance &amp; Scheduling</b>	263 Main Street, Odessa	Municipal Act, Employment Standards Act	Name, employee number, hours work, schedule	to record hours of work for employees for payroll purposes and absenteeism administration	Human Resources Staff	Employees	1
<b>Pension Enrollment (OMERS)</b>	263 Main Street, Odessa	Employment Standards Act, OMERS Act, Income Tax Act	Name, enrollment date, start date, employment status, age, social insurance number, address, phone number, date of birth, salary	to administer the OMERS pension plan	Human Resources	Employees	1
<b>Benefits Enrollment</b>	263 Main Street, Odessa	Employment Standards Act, Ontario Human Rights Code, Municipal Act	Name, address, phone number, employee number, dependent coverage, policy numbers, billings, benefit booklets, beneficiaries	To enroll employees in and administer changes with applicable benefit programs (ex. SunLife)	Human Resources Staff	Employees; Council Members	1
<b>Employee Records</b>	263 Main Street, Odessa	Employment Standards Act, Employment Insurance Act, OMERS Act, Workplace Safety & Insurance Act, Municipal Act, Ontario Human Rights Code, Pay Equity Act	Name, address, phone number, social insurance number, age, date of birth, driver's license, marital status, gender, disciplinary action, resume, interview questions, photograph, performance documentation,	to administer employee onboarding/offboarding, salary/pay adjustments, payroll administration, grievance administration	Human Resources Staff	Employees; Council Members	1
<b>Disability Management</b>	263 Main Street, Odessa	Employment Standards Act, Ontario Human Rights Code, Occupational Health & Safety Act,	Name, phone number, address, date of birth, health professional's information, abilities and restrictions, fitness testing, medical assessments, short term & long term disability forms, accommodation requests	To document employee absence from work due to illness or injury, new employee fitness testing (applicable jobs),	Human Resources Staff	Employees	1
<b>Incident reports</b>	263 Main Street, Odessa	Occupational Health & Safety Act, Workplace Safety & Insurance Act	Name, Address, phone number, injury, medical	To notify Ministry of Labour of a critical incident (where applicable), to report to Joint Health & Safety Committee, to investigate and identify root causes, corrective actions to ensure safety of employees	Human Resources Staff	Employees	1

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<b>WSIB Claims</b>	263 Main Street, Odessa	Workplace Safety & Insurance Act	Name, Address, phone number, social insurance number, date of birth, gender, health professional's information, functional abilities forms, earnings, rate of pay, schedule, medical information	To file WSIB claims, review RTW or modified duties/accommodations	Human Resources Staff	Employees	1
<b>Recruitment</b>	263 Main Street, Odessa	Municipal Act, Employment Standards Act, Ontario Human Rights Code,	Name, address, phone number, email, resume, references, driver's license status	To document information about applicants and records pertaining to the job application and recruitment process	Human Resources Staff	Public; Employees	1
<b>PUBLIC WORKS</b>							
<b>Violet Waste Disposal Site Access</b>	748 County Road 6, Odessa	Municipal Act	Name and Address	Verify that individuals are residents of the Township. To track utilization of the site by resident address.	Public Works	Public	1
<b>Entrance Permit</b>	CityWide	Municipal Act	Name, current address, application address, phone, r-plan, lot #, concession #	Approval of new or additional entrances to properties.	Public Works, Planning, Building	Public	1
<b>Excavation Permit</b>	CityWide	Municipal Act	Name of property owner, name of contractor (in required), Location/Address of work, COI	to know where the work is being performed, and by whom.	Public Works, Planning, Engineering	Applicants	1
<b>Fill Placement/Removal Permit</b>	748 County Road 6, Odessa	Municipal Act	Applicant name, applicant mailing address, applicant phone number, applicant email address, property owner name, property owner mailing address, project location	Approve and track applications for placement of fill material or removal of fill material from a property	Public Works and Engineering	Public	1
<b>RECREATION</b>							
<b>Xplor Recreation</b>	Amazon Web Services Cloud	Municipal Act, Ministry of Tourism and Recreation Act	Name, Address, telephone number, email address, family relation, sex and gender, emergency contact name and phone number, memberships, program registration, date of birth, image consent, waiver consent, name of organizations, voluntarily disclosed behavioural support information, financial transaction information, proof of residency, proof of insurance for facility rentals, swimming ability, authorized pick up of a minor, independent sign-out.	To assess eligibility and register participants in recreation programs; to process memberships, to conduct drop-in transactions for programming, to assess physical health and preparedness for activity during registration, to rent Township facilities and parks, to facilitate sponsorships for events and programming, Personal information may be disclosed to certifying organizations as part of the certification process for vocational courses taken with department through implied consent of the participant.	Township Recreation and Facilities Staff.	Public; Applicants; Employees	1
<b>Facility Request and Allocation Forms</b>	322 Amherst Drive, Amherstview, 177 Upper Park Road, Amherstview	Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Ministry of Tourism and Recreation Act	Rental type, facility request, name, organization name, email, phone number, address, expected attendance, primary age of participants, use of alcohol at booking.	To assess fee types, booking eligibility, and book facilities.	Recreation Staff	Public	1
<b>Refund Request Form</b>	322 Amherst Drive, Amherstview, 177 Upper Park Road, Amherstview	Municipal Act, Municipal Freedom of Information and Protection of Privacy Act	Name, address, email, phone number, reason for withdrawal or refund request, method of refund, name of participant.	To process a withdrawal, refund, or account credit payout.	Recreation Staff	Public	1
<b>Aquatic Staff Recruitment Form</b>	322 Amherst Drive, Amherstview, 177 Upper Park Road, Amherstview	Municipal Act	Name, date of birth, email, phone number, information about why you want to be a lifeguard/swimming instructor, certifications, worked with children or seniors before.	Used to generate a contact list for future recruitment of staff for the new aquatic facility.	Recreation Staff	Applicants	1
<b>Incident and Accident Reports</b>	322 Amherst Drive, Amherstview	Municipal Act, Ministry of Labour, Workplace Safety and Insurance Board (for employees)	Name, phone number, address, age, gender, witness information, details of incident, first aid treatment.	To investigate and report incidents and accidents at Township Facilities to the Ministry of Labour, WSIB claims, incident tracking for procedural and facility operational reviews.	Township Staff	Public; Employees	1
<b>Commemorative Bench and Tree Applications</b>	322 Amherst Drive, Amherstview, 177 Upper Park Road, Amherstview	Municipal Act	Name, address, Phone number, Email, signature, specifics of request including type of tree or bench and location requested.	To initiate the process of selling a commemorative bench or tree to a member of the public.	Recreation, Parks, and Facilities Staff	Applicants	1

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<b>Facilities Maintenance, Parks Maintenance, and Work Orders</b>	CityWide	Municipal Act	Name, address, telephone, email, concern or complaint.	Notification of properties requiring service and replying to service requests, tracking completion of work orders.	Facility and Parks Operations Staff	Public	1
<b>iwork.ca</b>	Microsoft Azure	Municipal Act	Staff names, emails, phone numbers, mailing addresses, birthdays, pay rates, and schedules.	This information is used for staff scheduling and payroll purposes.	Recreation Staff, Payroll, HR, Finance.	Employees	1

**Footnotes**

1 Refer to Records Retention By-law 2007-110, as amended.