

Forestry and Natural Heritage						
Bank Title Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Notice of Intent to Cut	<i>Municipal Act</i>	Property Information, Name, Address, Phone Number, Email Address, tree species.	To track requests for Notice of Intent to Cut within privately owned woodlands.	Woodlands / Planning Staff	Public	Calendar Year + 5 years E04
Application for Council Exemption	<i>Municipal Act</i>	Property Information, Name, Address, Phone Number, Email Address, tree species.	To track requests for Council Exemptions within privately owned woodlands.	Woodlands / Planning Staff	Public	Permanent L01
Appeal of Order	<i>Municipal Act</i>	Property Information, Name, Address, Phone Number, Email Address, tree species.	To appeal terms of Order issued under Woodlands By-law	Woodlands / Planning Staff	Public	Permanent L01
Infractions	<i>Municipal Act</i>	Property Information, Name, Address, Phone Number, Email Address, tree species.	To track offences associated with the destruction or removal of trees within privately owned woodlands.	Woodlands / Planning Staff / Legal Staff	Public	Closure of File + 15 years L13