

Legislative Services

Bank Title & Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Access & Privacy (E.g., Freedom of Information Requests) Laserfiche	<i>Municipal Freedom of Information and Protection of Privacy Act; Personal Health Information Protection Act</i>	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 or requests for correction	Authorized County Staff	Public	Calendar Year + 2 years A17
Closed Session Minutes and Reports Laserfiche	<i>Municipal Act</i>	Personal information about identifiable individuals contained in in-camera Committee or Council records	To report to Council on items containing personal information about identifiable individuals	Authorized County Staff	Public, Employees	Permanent C04
Closed Meeting Complaints and Investigations Laserfiche	<i>Municipal Act</i>	Name, address, telephone number and email address, nature of complaint	To report to Council on complaints of alleged contraventions of the Municipal Act open meeting provisions	Authorized County Staff; Members of Council; Closed Meeting Investigator	Public	Closure of file + 2 years C13
Code of Conduct Complaints and Investigations Laserfiche	<i>Municipal Act</i>	Name, address, telephone number and email address, nature of complaint	To report to Council on complaints of alleged contraventions of the Code of Conduct	Authorized County Staff, Members of Council, Integrity Commissioner	Public	Closure of file + 2 years C13
Conflicts of Interest Registry Website Laserfiche	<i>Municipal Conflicts of Interest Act</i>	Name, telephone number, email address	To report Conflicts of Interest	Authorized County Staff, Members of Council	Members of Council	Permanent

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Other Citizen Requests, Complaints & Investigations PSD Citywide Citizen Request Portal; Laserfiche	<i>Municipal Act</i>	Name, address, telephone number and email address, nature of complaint	To respond to customer service inquiries, questions, compliments and complaints	Authorized County Staff, Ombudsman	Public	Closure of file + 5 years M04
Citizen Appointments and applications Laserfiche	<i>Municipal Act</i>	Name, address, telephone number, e-mail address	To appoint citizens to various County boards and committees	Authorized County Staff; and Members of Council	Public	Permanent C12
Social Media Direct Message Social Media Accounts	<i>Municipal Act</i>	Name, Phone Number, Address, Email Address	To respond to customer questions, compliments and complaints	Authorized County Staff	Public	Closure of file + 5 years M04
Council Personnel Information Laserfiche	<i>Municipal Act</i>	Name, Phone Number, Address, Email Address	To contact Members of Council	Authorized County Staff	Members of Council	Closure of File + 7 years H03
Delegation Requests Laserfiche	<i>Municipal Act</i>	Name, Phone Number, Address, Email Address	To allow an individual or an organization to appear before Council	Authorized County Staff	Public	Calendar Year + 5 Years C03

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Public Meeting – Public Comments Sign-in Sheet Laserfiche	<i>Planning Act, Development Charges Act</i>	Name, Phone Number, Address, Email Address	To provide Public Meeting updates to interested members of public	Authorized County Staff	Public	Calendar Year + 5 Years C03
Corporate Communications Subscriber List Website	<i>Municipal Act</i>	Name, Email Address	To provide updates to subscribers / residents about new programs and initiatives	Authorized County Staff	Public	Permanent (retained until subscriber unsubscribes)
Photo/Video Releases Laserfiche	<i>Municipal Act</i>	Name, Email Address, Address, Signature	To obtain explicit consent for use of individuals image in videos and pictures	Authorized County Staff	Public	Life of Media + 2 Years A17
Warden's Association Distribution List Laserfiche	<i>Municipal Act</i>	Name, Email Address, Phone number, Address	To forward information and invitations	Authorized County Staff	Current and Former Wardens and Spouses	Permanent (retained until subscriber unsubscribes)
Special Events Distribution List Laserfiche	<i>Municipal Act</i>	Name, Email Address, Phone number, Address	To forward information and invitations	Authorized County Staff	Public	Permanent (retained until subscriber unsubscribes)