

OFFICE OF THE CITY CLERK PERSONAL INFORMATION BANKS

TITLE	LOCATION	LEGAL AUTHORITY	INFORMATION MAINTAINED	USES	USERS	INDIVIDUALS IDENTIFIED IN PIB	RETENTION
Access and Privacy	Office of the City Clerk	Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, M56	Name, address, phone number, email address, content of requests	To communicate with requesters and/or complainants; and respond to Freedom of Information requests, or to address privacy complaints	Access and Privacy Staff in the Office of the City Clerk	Requesters and complainants	T (closure of access request) + 5 years
Archives Collection Files	City of Vaughan Archives	Municipal Act 2001, SO 2001, c25; City of Vaughan Archives By-law 91-97	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	Administrative reference	City Archives staff and the Legal Services Department	Donors and long-term depositors of private (i.e. non-government) records	Permanent

Birth Registers	Office of the City Clerk; City of Vaughan Archives	Vital Statistics Act, RSO 1990 c V4	Child's name, date of birth, name of hospital, place of birth, mother's name and address, name and address of attendant	To maintain a record of births and to advise the Province of Ontario	Office of the City Clerk staff	Persons born in the City of Vaughan	Permanent
Civil Ceremonies Records	Office of the City Clerk	Marriage Act, R.S.O., 1990	Marriage Register and Application for Civil Marriage Ceremony (for each party to the marriage: name, age, date of birth, occupation, religious denomination, residence, father's name, mother's name, witness name(s), witness address, telephone number(s))	To schedule and organize civil marriage ceremonies held at Vaughan City Hall. To record civil marriages that have been officiated by designated marriage officiants.	City Clerk, Marriage officiants appointed by the City Clerk	Parties to the civil marriage, witnesses to the civil marriage	Permanent
Closed Session Minutes	Office of the City Clerk; City of Vaughan Archives	Municipal Act 2001, SO 2001, c25; City of Vaughan Archives By-law 91-97	Committee or Council records prepared for and considered in Closed Session; containing personal information about identifiable individuals	Consideration of matters in Council or Committee pursuant to s239(2) and (3.1) or the Municipal Act	Mayor, Members of Council, applicable City staff and the City Clerk	Typically, persons who are the subject of a human resources matter, a party to a litigation involving the City, or who are under consideration for an award or appointment	Permanent

Committee of Adjustment Applications	Office of the City Clerk; City of Vaughan Archives	Planning Act, RSO 1990, c P13	Name, address, phone number, email address, decisions, notices, minutes, decisions of the Ontario Municipal Board (OMB)	To allow the Committee of Adjustment to make a decision with respect to the application and to permit the receipt of comments from appropriate parties	Committee of Adjustment staff in the Office of the City Clerk, Development Planning staff, Building Standards staff, Legal Services staff, the Committee of Adjustment	Applicants requesting severance of land parcels and minor variances to land, buildings or structures that are affected by a By-law that implements and Official Plan, persons submitting comments regarding an application	Permanent
Deaths Register, Death Certificates and Burial Permits	Office of the City Clerk; City of Vaughan Archives	Vital Statistics Act, RSO 1990 c V4	Name, address, sex, address, physician's name and address, reason(s) for death, informants' name and relationship to the deceased, date and place of death, name and address of funeral home	To update the Municipal Voter View database and to inform the municipality where the death occurred	Office of the City Clerk staff	Persons deceased in the City of Vaughan and Vaughan residents who die outside of the City	Permanent
Election Records	Office of the City Clerk	Municipal Elections Act, RSO 1990, c M53	Name and address where records are maintained and communications are sent, name and address of auditor and chief financial officer, name and	To provide returns to Minister	Office of the City Clerk staff	Candidates for election and those authorized to accept and deposit contributions	Permanent

			address of person(s) authorized to accept contribution deposits, name and address of person(s) responsible for making deposits, name of person who nominated the candidate				
Insurance Claims	Office of the City Clerk	Municipal Act, 2001, SO 2001 c25	Name, address, details of incident, photographs of damage	To determine eligibility of claims and to provide evidence in court cases	Office of the City Clerk staff, insurance companies processing claims, City's claims adjuster	Persons making claims against the City and persons named in claims by the City against identifiable individuals	T (settlement of claim) + 16 years
Insurance Database	Office of the City Clerk	Municipal Act, 2001, SO 2001 c25	Name, address, details of incident, photographs of damage, financial information	Recording of claims information, correspondence and settlements	Office of the City Clerk staff, Legal Services staff	Persons making claims against the City and persons named in claims by the City against identifiable individuals	T (settlement of claim) + 16 years
Land Sold for Arrears in Taxes, 1934-1950	City of Vaughan Archives	Municipal Act, 2001, SO 2001 c25	Name, address, tax sale and power of sale procedures	Research regarding designation of historically and/or architecturally significant structures, researching legal agreements, assessment research	Office of the City Clerk staff, Finance Department staff, Legal Services staff	Debtors and purchasers	Permanent

Marriage License Applications	Office of the City Clerk; City of Vaughan Archives	Marriage Act, RSO 1990 c M3	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, copy of divorce certificate (if applicable), copy of passport, copy of birth certificate	To record vital statistics of marriages and to regulate their legality	Office of the City Clerk staff, officiants, Registrar General of Ontario	Persons getting married in Ontario (who apply for a marriage license in the City of Vaughan)	Permanent
Marriage Register	Office of the City Clerk; City of Vaughan Archives	Marriage Act, RSO 1990 c M3	Name, occupation, age, date of birth, marital status, religious denomination, divorce details (if applicable), address, place of birth, intended place and date of marriage, father's name and place of birth, mother's name and place of birth	To maintain a record of marriages in the municipality	Office of the City Clerk staff, officiants, Registrar General of Ontario	Persons getting married in the City of Vaughan	Permanent

Military Service Register WWII, 1939-1946	City of Vaughan Archives	War Measures Act, 1914	Name, address, rank, date of enlistment, regimental number, awards/decorations in service, branch of service, next of kin, date of discharge	Historical research	City Archives staff	Male residents of Vaughan Township who served in His Majesty's Canadian Forces during World War II (army, navy, air force)	Permanent
Requests for Redaction of Personal Information	Office of the City Clerk	Municipal Act, 2001, SO 2001 c25	Name, address, telephone number, email address	To redact personal information from the City's website, specifically in relation to Committee/Council communications, Planning Department and Committee of Adjustment	Office of City Clerk staff	Requesters/Participants	Permanent (pending review)
Register of Arrears of Taxes, 1950-1970	City of Vaughan Archives	Municipal Act, 2001, SO 2001 c25	Name of debtor, roll number, date, acreage of property, property description, particulars regarding debt owed and amount of debt	Research and reference regarding historically and/or architecturally significant structures, researching legal agreements, assessment research	City Archives staff, Financial Department staff, Legal Services staff	Residents owing property taxes	Permanent
Welfare Accounts, 1963-1968	City of Vaughan Archives	General Welfare Assistance Act, RSO 1990 c G6	Remarks of a caseworker regarding why assistance should be granted/denied, application for	Research about the social and economic history of Vaughan	City Archives staff	Welfare applicants and recipients	Permanent

			assistance (includes name, age, sex, marital status, birth date, dependents), welfare budget work sheets, breakdown of allotment, consent to inspect asset forms, correspondence				
Welfare Applications, 1949-1970	City of Vaughan Archives	General Welfare Assistance Act, RSO 1990 c G6	Name, address, employment history, dependents, particulars of prior receipt of public assistance, comments of the Welfare Administrator for the Village of Woodbridge	Research about the social and economic history of the Woodbridge area	City Archives staff	Applicants for public assistance residing in the Village of Woodbridge	Permanent