

# **Information Management Standard - Common Data Elements for City Forms**

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**City Clerk's Office**

# An Information Management Standard

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2.0	2019-08-22	City Clerk's Office	Application Statement updated

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## **Foreword**

City of Toronto Information Management Policies and Standards are the official publications on the policies, standards, directives, guidelines, position papers, and preferred practices given oversight and endorsement by the Open Government Committee under delegated authority of Toronto Municipal Code, Chapter 217, Records Corporate (City). These publications support the City's responsibilities for coordinating standardization of Information Management in the City of Toronto.

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### **Divisions:**

- Children's Services
- City Clerk's Office
- Finance & Administration
- Information & Technology
- Social Development, Finance & Administration
- Toronto Public Health

## Information Management Standard – Common Data Elements for City Forms

### Update to the Information Management Standard - Common Data Elements (CDEs) for City Forms

The updates to the Common Data Elements Standard for City Forms outlines the Information Management best practice approach to Single Name Identifiers.

Individuals who meet regulated criteria are now able to register a Single Name Identifier.

Until recently, Ontario's requirements for name registration only permitted dual names composed of at least one first name and a last name. This naming standard is a barrier to social inclusion for cultures with a single name tradition. Individuals registering a birth or requesting change of name certificate now can register a Single Name.

The City Clerk's Office establishes standards and practices for the collection and management of personal information, including name data. The best practice recommendation is that City forms and systems be designed to:

- Treats single name as a unique data element, not as a type of first or last name;
- Recognizes that name is now a data category with two subcategories: (a) "First Name, Last Name" and, (b) "Single Name"; and,
- Informs form and system users that the "Single Name" subcategory should be used by persons with a legally-registered single name.

The approach outlined in this standard was developed by the Forms Management Program staff in Corporate Information Management Services (CIMS), City Clerk's Office, from consultation with form and software developers.

# Information Management Standard – Common Data Elements for City Forms

## 1. Introduction

The proper design and construction of Forms (whether a public survey, parking permit application, or swim class registration) requires a set of common data elements to enable and enforce consistency across the corporation while maintaining the flexibility required for Divisions to meet their specific business needs.

Using consistent field names supports City branding and promotes ease of use for the public who may use many different City forms to access services and information. This consistent approach to forms development reflects Information Management best practices, ensuring that information collected is timely, correct, and managed responsibly as a corporate resource. This supports Open Government by creating standardized forms that are current, accurate, trusted, and accessible, while protecting privacy of personal information collected by the City where applicable.

### What are Common Data Elements (CDEs)?

Common Data Elements (CDEs) are standardized terms for the collection and exchange of data. CDEs are metadata; they describe the kind of data being collected, not the data itself. A basic example of metadata is the question presented on a form, "Phone Number," whereas an example of data would be "416 392 0000." City of Toronto forms are structured templates or tools used to capture, compile, transmit, communicate and record specific business data that causes an action to occur. Therefore, standardizing CDEs for City forms can save time, ensure consistency, and allow them to be auditable, transferrable, and well-managed, while achieving readiness for digital forms.

The update to the Common Data Elements Standard

### Update - Single Name Identifier

Effective January 1, 2017, the update to the Common Data Elements Standard addresses provincial legislative changes around Single Name Identifiers in Ontario.

Bill 173, a budget bill passed in 2016, presaged subsequent legislative amendments allowing for individuals from traditional cultures to register a single name identity with the Registrar General – on both Birth Certificates (via Bill 173's Schedule 33, which made amendments to the Vital Statistics Act) and Change of Name Certificates (via the Change of Name Act).

The Common Data Elements Standard for City Forms addresses these changes in legislation by identifying that a "Single Name" data field must be the standard approach when collecting a single name in any newly-developed form or system. The legislation does not require municipalities to retrofit existing application forms or IT Systems.

# Information Management Standard – Common Data Elements for City Forms

## 2. Application

This Standard applies to all City of Toronto Divisions, City employees, volunteers and contract employees hired by the City of Toronto.

This Standard does not apply to Elected Officials, Accountability Officers or City Agencies and corporations. The City of Toronto encourages City Agencies and Corporations to review, adopt or update this Standard appropriate to their business circumstances.

This Standard does not apply to forms that are used by Divisions where they are provided by and mandated by other levels of government or legislation (for example: prescribed forms).

## 3. Purpose

The purpose of this Standard is to:

- Identify and define a set of common data elements for City forms design; and
- Provide a common look and feel, and, presentation layer for all City forms.

## 4. Scope

This Standard sets out the common data elements required for the creation of City of Toronto forms. To realize the full benefit of the CDE, Information and Technology Division will be required to create supporting data Standards.

Out of scope are:

- a) The order in which CDEs are to be presented on a form. This will be addressed in any procedures developed from this Standard; and
- b) Technical Standards for e.g. storage or in-transit formats. These are separate and yet to be developed. See the IT Policy and Standards [page](#) with contact information for questions related to the development of these technical Standards.

## 5. Outcomes

The outcomes of this Standard are to:

- Promote consistent data collection in all City forms;



## Information Management Standard – Common Data Elements for City Forms

- Eliminate unnecessary or redundant data collection;
- Improve efficiency of data reporting and analysis;
- Reduce the possibility of error related to data translation and transmission;
- Help in the exchange of information between systems and facilitate data sharing;
- Allow information to be retrieved at a faster rate; and
- Promote responsible management of information as a corporate resource.

The difference between using this Standard versus current methods is illustrated in the following example:

### 6. Definitions

#### Data Element

The fundamental data structure in a data processing system. Any unit of data defined for processing is a data element; for example, ACCOUNT NUMBER, NAME, ADDRESS and CITY that could be found on an eForm.

#### Forms

Forms are defined as tools used to collect, record, transmit, and store specific information in a standard manner. City of Toronto service providers use information collected through forms to deliver services and/or information to business and individuals. This definition applies to paper, electronic, system generated, on-line, fill-able and prescribed forms e.g. web input screen & surveys. A completed form is considered a record and complies with all requirements of the definition of record in the City of Toronto Act, 2006.

#### Forms Management

Forms management encompasses the standardization, creation, use, production and distribution of all official registered forms in all media, in accordance with approved City of Toronto policies. Forms management also includes systematically increasing productivity and minimizing errors in information capture through the use of workflow analysis and form design techniques; providing administrative control, reducing procurement, storage and distribution costs through standardization, and enablement of technology.

#### Information Management

The means by which the City of Toronto responsibly plans, creates, captures, organizes, protects, uses, controls, shares, disposes and evaluates its information and through which it ensures that the value of that information is identified and exploited to the fullest extent.

## 7. How to use this Standard

The Information Management Standard – Common Data elements for City Forms is designed to assist City staff in the various states of design, implementation, and interpretation of their divisional forms. This Standard includes a core set of common data elements and definitions. In addition and where available, reference sources are provided for each common data element.

This Standard can be implemented on a go-forward basis when creating new forms or revising existing forms.

Use of common data elements will vary depending on the purpose of the form. Therefore not all common data elements contained in this Standard are required for every form.

### Implementing Single Name Identifiers

City forms must accommodate the Single Name Identifier requirement from the design phase. A form collecting personal name information:

- Must present both a "First Name, Last Name" option and a "Single Name" option, and require the form user to choose one option only.
- Must include a checkbox and declarative statement to clearly guide the form user on how to fill in name information.
- Must treat "Single Name" as a unique data element (not a type of first or last name), for use only by persons with a legally-registered single name identifier.
  - The "Single Name" data element consists of the single name itself and the declarative statement and accompanying checkbox.

This approach will improve data quality by collecting the single name as a unique data element. See Figure 1 for an example of implementing a "Single Name" data field.

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**Figure 1:** Implementation of a Single Name Field and Checkbox/Declarative Statement

### Applicant Information

First Name		Last Name	
<input type="checkbox"/> Check this box if First Name and Last Name do not apply to you because you have either a registered Birth Certificate or Change of Name Certificate bearing a Single Name. Provide your name below.			
Single Name			
Street Number	Street Name		Suite/Unit Number
City/Town		Province	Postal Code
Telephone Number		Mobile Number	

Adding a new Single Name field requires the addition of a checkbox, with a declarative statement (see above) allowing form users to assert that a legally-registered single name structure applies (rather than a first name/last name structure). The statement above can be modified as per business need.

For New Forms and Systems: Planning and design phases are a standard part of the process for developing a new form or system. CIMS already provides divisions with templates for form development. Those templates have been modified to include the above approach so Single Name Identifier is implemented by design. When developing new systems, the best practice identified in this standard can be implemented at no additional cost during planning and design.

Existing Forms and Systems: Implementing the required approach to modify existing tools with discreet name fields should provide the least disruption to data quality and accuracy. Staff can easily modify paper forms. However, business units will have to assess the cost benefit and prioritize the retrofitting of existing systems. While other technically feasible solutions may seem cheaper, business units must identify and account for the full operational impact that will occur if data quality and accuracy decline.

Exception: Reportedly, some City systems are designed to collect name as a single full name field with no differentiation of first, middle or last name. Name is required but there is no compelling reason to deconstruct it. In such circumstances, a Single Name Identifier can already be accommodated with no need for modification. A business unit using this approach can assess the risks and benefits of collecting single name in this manner.

## 8. Format and Structure of CDEs for City Forms

This table legend illustrates how the Common Data Elements are organized and defined in the tables below.

<b>Category</b>	The top tier of the taxonomy.
<b>ID (Identifier)</b>	Number referring to common data element.
<b>Common Data Element (Name)</b>	The name of the common data element.
<b>Definition</b>	The definition or description of the common data element.
<b>Examples</b>	Illustration of what the element is describing or a situation where the common data element is used.
<b>Reference Source</b>	Type of Standard or reference source used to encode the common data element. Where it is left blank, no reference source is prescribed.

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### Individual Identification Information

This section includes common data elements for identifying an individual.

ID	Common Data Element	Definition	Examples	Reference Source
1	Prefix	A salutation used to formally address a person.	Mr., Mrs., Ms, Dr.	
2	First Name	The legal forename given to an individual. Note: This is also known as 'Given Name'.	Stefania, Gordon, Juan.	
3	Last Name	The legal last name or surname given to an individual.	Debra V. <u>Morgan</u> , Juan Michael <u>Coates</u> .	
4	Middle Name(s)	The legal secondary name(s) given to an individual.	Debra <u>V.</u> Morgan, Juan <u>Michael Andrew</u> Coates.	
5	Single Name	The legal single name identifier for individuals who have either a Registered Birth Certificate or Change of Name Certificate bearing a single name.	<u>Two connected data elements:</u> i) Single Name element ii) Declarative Statement element (with Checkbox, as per example in Figure 1).	
6	Former Last Name	The legal last name or surname previously given to an individual.	A person often will change his/her name when marrying another individual or remarrying. A child's last name may change during an adoption process.	
7	Last Name Suffix	An appendage used after the family name to denote an individual's generation in their family.	Jr., Sr., III.	
8	Preferred First Name	Previous, alternate, alias or nickname for 'First Name' of an individual.	Pete (for Peter), Deb (for Debra), Bill (for William).	
9	Preferred Last Name	Alternate or alias for 'Family Name' of an individual.	A person may choose an alternate family name for many	

## Information Management Standard - Common Data Elements for City Forms

			reasons such as the retention of ancestor's forename as surname (patronymics), topographical references, illegitimacy, or simplification for easier usage. For example, in Cornwall, Thomas LAWRENCE listed his preferred last name (alias) as CODE. Upon the death of his wife, her name was legally recorded as Margaret LAWRENCE alias CODE.	
10	Professional Designation	Indicators for educational, trade, or other qualifications.	CA, CGA, P. Eng.	

### Address Information

This section includes: Address elements for Canada, US, & International countries, Electronic Communication and Municipal location address for City of Toronto locations. Note: Data elements 1 to 3 are common to all address types.

ID	Common Data Element	Definition	Examples	Reference Source
1	Address Usage	Indicates the purpose of the address.	Residential address, office contact or work address.	City of Toronto
2	Address Type	Address classification including postal address, electronic address, and municipal address.	Postal-Street (Civic), Postal-PO Box, Postal-Delivery, Postal-Military, Municipal-Street(Civic), Telephone, Fax, Website, Facebook, Twitter, etc.	City of Toronto for Postal-Street (Civic) within City of Toronto locations. For all other Postal address types: Canada Post
3	Additional Address Line	Supplemental information about the address.	Behind St. Joseph Church.	Canada Post

## Information Management Standard - Common Data Elements for City Forms

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ID	Common Data Element	Definition	Examples	Reference Source
			<b>Note:</b> This data element provides optional, supplemental information about the address not contained in the address fields, if desired by the user.	
<b>Canadian Street (Civic) Address</b>				
<ul style="list-style-type: none"> <li>Common Data Elements numbers 4 through 17 are Canadian Street Address identifiers.</li> </ul>				
4	Unit Designator	Identifies the type of unit typically within a building or a complex.	APT, PH, UNIT, FLR, Suite, Hanger, Wing. <b>Note:</b> Canada Post or market place does not have a Standard list for unit designators. City of Toronto does not assign any unit designators.	Modified Canada Post
5	Unit Number	Identifies the specific value assigned to a unit.	4 A, 19, 217	No ADS including City, Canada Post, MPAC.
6	Street Number	The number assigned to an address by the municipality including any appendage for the street number.	<u>11</u> Majestic Court or <u>123 A</u> Jones Avenue. <b>Note:</b> Street number and street number suffix have been combined for simplicity.	City of Toronto for Toronto locations. Canada Post for others.
7	Street Name	The official or alternate name of a thoroughfare (street, road, etc.) recognized by each municipality.	Alamosa, Highway 10.	City of Toronto for Toronto locations. Canada Post for others.

## Information Management Standard - Common Data Elements for City Forms

### Address Information

This section includes: Address elements for Canada, US, & International countries, Electronic Communication and Municipal location address for City of Toronto locations. Note: Data elements 1 to 3 are common to all address types.

ID	Common Data Element	Definition	Examples	Reference Source
8	Street Type	The classification of 'Street' provided by the municipality.	Avenue, Parkway	City of Toronto for Toronto locations. Canada Post for others.
9	Street Direction	The common one- or two-letter abbreviation indicating geographic direction.	Lawrence <u>E</u> , <u>W</u> , <u>NE</u> .	City of Toronto for Toronto locations. Canada Post for others.
10	Building Name	What a building is called.	Eaton Centre, Atrium	Modified GO-ITS 71.01 Standard for Business Registration.
11	City	The name of a municipality such as a city, town, village, hamlet or community.	Toronto, Rome, Dorval	City of Toronto for Toronto locations. Canada Post for others.
12	Province	What a province or a territory is called.	Ontario, ON <b>Note:</b> A Standardized list of names and abbreviations are available for developers.	City of Toronto for Toronto locations. Canada Post for others.
13	Postal Code	A six character, alphanumeric combination (A9A9A9) assigned to one or more locations in Canada.	M2J-2N6 <b>Note:</b> For privacy reasons, sometimes business is required to only ask for 3 characters of the postal code.	City of Toronto for Toronto locations. Canada Post for others.
14	Country	What a country is called.	Canada <b>Note:</b> For all Canadian addresses: country name is optional.	City of Toronto for Toronto locations. Canada Post for



## Information Management Standard - Common Data Elements for City Forms

### Address Information

This section includes: Address elements for Canada, US, & International countries, Electronic Communication and Municipal location address for City of Toronto locations. Note: Data elements 1 to 3 are common to all address types.

ID	Common Data Element	Definition	Examples	Reference Source
				others. ISO 3166 for value domain.
15	PO Box Number	The post office box identifier for the Mailing Address. This includes Retail Postal Outlets, which are typically located inside a retail operation, under a specific agreement with Canada Post.	PO Box 4001	Canada Post: <a href="http://www.canadapost.ca/tools/pg/manual/PGaddress-ss-e.asp#1421396">http://www.canadapost.ca/tools/pg/manual/PGaddress-ss-e.asp#1421396</a>
16	Station Designator and Name	Indicates that it is a station and identifies the specific postal installation or specific value for that station.	Station A	Canada Post.
17	Rural Route Designator and Number	Indicates that it is a rural route and the specific value assigned to it.	RR 47	Canada Post, Modified.

### Municipal Address

- Common Data Elements 18 through 21 are Canadian Street Address Identifiers using the One Address Repository.
- One Address Repository data set provides a point representation for over 500,000 addresses within the City of Toronto. Each address point is described with a series of attributes including street number, street name, address type, feature class, real world coordinates (Geo Spatial information).

18	Intersection Street 1	What the first intersecting street is called.	Value domain related business rule: The street names should be in alphabetical order.	City of Toronto
19	Intersection Street 2	What the intersecting second street is called.		City of Toronto

## Information Management Standard - Common Data Elements for City Forms

### Address Information

This section includes: Address elements for Canada, US, & International countries, Electronic Communication and Municipal location address for City of Toronto locations. Note: Data elements 1 to 3 are common to all address types.

ID	Common Data Element	Definition	Examples	Reference Source
20	Administrative Area Type	Classifies Administrative Areas for City purpose.	Ward , Park, District	City of Toronto
21	Administrative Area	A city segment for City of Toronto's purpose.	Ward 5, Ross Lord Park	City of Toronto
<b>United States Street Address</b>				
<ul style="list-style-type: none"> <li>Common Data Elements 22 through 31 are United States Street Address identifiers.</li> </ul>				
22	line 1 of form	First line of text.	Placeholder	
23	line 2 of form	Second line of text.	Placeholder	
24	State Abbreviation	Standard short form of states as per US postal Standards postal Standards, also recognized by Canada Post.	AL (Alabama)	Canada Post, Modified.
25	State Name	What a state is called.	Minnesota	Canada Post, Modified.
26	Zip Code	A five or nine digit combination assigned to one or more US postal addresses, plus the four digits which further specify some US postal addresses.	32003-9876, 90210	Canada Post, Modified.
27	City	The name of a US municipality such as a city, town, village, hamlet or community.	Minneapolis	Canada Post, Modified.
28	Country	What a country is called.	US, USA or United States of America	City of Toronto for Toronto locations. Canada Post for others. ISO 3166 for value domain.

## Information Management Standard - Common Data Elements for City Forms

### Address Information

This section includes: Address elements for Canada, US, & International countries, Electronic Communication and Municipal location address for City of Toronto locations. Note: Data elements 1 to 3 are common to all address types.

ID	Common Data Element	Definition	Examples	Reference Source
29	PO Box Number	The post office box identifier for the Mailing Address.	PO Box 4001	
30	Station Designator and Name	Indicates that it is a station and identifies the specific postal installation or specific value for that station.	Station A	
31	Rural Route Designator and Number	Indicates that it is a rural route and the specific value assigned to it.	RR 47	

### International Postal Address

- Common Data Elements 29 through 33 are International Address identifiers.

29	line 1 of form	First line of text.	Placeholder	
30	line 2 of form	Second line of text.	Placeholder	
31	line 3 of form	Third line of text.	Placeholder	
32	line 4 of form	Fourth line of text.	Placeholder	
33	Country	What a country is called.	Canada, Spain. <b>Note:</b> Valid country names for Mailing Addresses are defined by City of Toronto and Canada Post (based on ISO 3166)	City of Toronto for Toronto locations. Canada Post for others. ISO 3166 for value domain.

### email Address

- Common Data Elements 34 through 35 are email Address identifiers.
- Electronic mail, most commonly referred to as email, is a method of exchanging messages from an author to one or more recipients, operating across the Internet or other computer networks.

34	email usage	Indicates the purpose of the address.	Personal email, business email	
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## Information Management Standard - Common Data Elements for City Forms

### Address Information

This section includes: Address elements for Canada, US, & International countries, Electronic Communication and Municipal location address for City of Toronto locations. Note: Data elements 1 to 3 are common to all address types.

ID	Common Data Element	Definition	Examples	Reference Source
35	email	Indicates the unique value of an email address.	jennifer.carrera@gmail.com, GClooney@toronto.ca, etc.	
<b>Telephone within North America</b> <ul style="list-style-type: none"> <li>Common Data Elements 36 through 38 are telephone identifiers.</li> <li>The telephone number can be logically related to fax, modem, point of sale, alarm system, etc. It is not device specific. For example, the data element #1 "Address Usage" will indicate whether it is used as a fax.</li> </ul>				
36	Area Code	<p>The 3-digit Numbering Plan Area (NPA) code of the telephone number used in North American countries as defined by NANPA (North American Numbering Plan Administration).</p> <p>NPA code is commonly known as "Area Code". All North American telephone numbers are in the format: (NPA) NXX-XXXX. NPA is in the format NXX. N can be any digit from 1-9 inclusive; X can be any digit from 0-9 inclusive.</p>	<u>416-392-4820</u>	NANPA (North American Numbering Plan Administration).
37	Telephone Number	The specific telephone number to be dialed, not including dialing prefixes.	416- <u>392-4820</u>	
38	Telephone Extension	A number that must be dialed or asked for (if there is a live receptionist)	2-4820	There is no Standard for extension

## Information Management Standard - Common Data Elements for City Forms

### Address Information

This section includes: Address elements for Canada, US, & International countries, Electronic Communication and Municipal location address for City of Toronto locations. Note: Data elements 1 to 3 are common to all address types.

ID	Common Data Element	Definition	Examples	Reference Source
		after dialing the telephone number and being connected.		numbers. It can be 1, 2, 3, etc... digits long.
<b>Telephone International</b> <ul style="list-style-type: none"> <li>• Unique Common Data Elements 39 through 42 are international telephone identifiers.</li> <li>• <b>Note:</b> International Telecommunications Union (ITU) recommendation E.164 sets a maximum of 15 digits for the entire International Telephone Number, including TELECOM COUNTRY CODE, INTERNATIONAL AREA CODE ITU. <a href="http://www.itu.int/rec/T-REC-E.123-200102-l/en">http://www.itu.int/rec/T-REC-E.123-200102-l/en</a>.</li> </ul>				
39	Overseas Code	The code used within many telephone systems to route the call outside of Canada and U.S.	"011" from Canada	NANPA
40	Country Code	The code used within many telephone systems to route calls to a particular country.	91: India, 246: Barbados, 44: U.K.	ITU <a href="http://www.itu.int/rec/T-REC-E.123-200102-l/en">http://www.itu.int/rec/T-REC-E.123-200102-l/en</a>
41	Telephone Number	The specific telephone number to be dialed. Includes any area codes as applicable.	Country specific; not device specific	Governed by each country's government "ministry"
42	Telephone Extension	A number that must be dialed or asked for (if there is a live receptionist) after dialing the telephone number and being connected.		There is no Standard for extension numbers.

## Information Management Standard - Common Data Elements for City Forms

<b>Organization Information</b>				
This section includes common data elements for organization.				
ID	Common Data Element	Definition	Examples	Reference Source
<b>Organization</b> <ul style="list-style-type: none"> <li>• Common Data Elements 43 through 47 are organizational identifiers.</li> <li>• <b>Note:</b> Organizations include legally constituted bodies, informally constituted groups, and the hierarchy of administrative units of an Organization. Examples: a corporation, a sole proprietorship, a non-profit association, a family, a committee, a ministry, or a division.</li> </ul>				
43	Organization Name Type	Classifies organization name.	Legal, operating, or common usage.	
44	Organization Name	What an organization is called.	China Court Express, IBM Canada Ltd.	
45	Organization Type	Classifies the organization based on a classification scheme.	Corporation, informal, or partnership.	Canada Revenue Agency
46	Ontario Business Number	When an Organization is registered with the Ministry of Consumer and Business Services to do business in Ontario, the ministry provides this number to the organization. This is also known as BIN or Establishment Identification Number.	<b>Note:</b> A Formal Organization may have multiple Ontario Business Registrations with ESTABLISHMENT TYPE CODE = AN or PN. These are extra operating names for a corporation or partnership respectively. Other than these, a Formal Organization has zero or one Ontario Business Registration.	ONBIS System within the province of Ontario.
47	Federal Business Number	Also known as registration number of BN, or registration number, it is a 9-digit business identifier used in Canada to which businesses can register program accounts with the	<b>Note:</b> This is NOT the Ontario business number, which are also 9 digits.	Canada Revenue Agency

## Information Management Standard - Common Data Elements for City Forms

### Organization Information

This section includes common data elements for organization.

ID	Common Data Element	Definition	Examples	Reference Source
		Canada Revenue Agency (CRA).		
<b>Individual</b>				
<ul style="list-style-type: none"> <li>Common Data Element 48 is for an Individual.</li> </ul>				
48	Position Title	A person's position title within a specific organization.	Manager, Director, Minister, Owner, Resident, Tenant, Lawyer, Architect, Agent.	

### Date and Time Information

This section includes common data elements for Date and Time.

Note: This Standard adopts ISO 8601 Data elements and interchange formats – Information interchange – Representation of dates and times. ISO 8601 uses the Gregorian calendar, which serves as an international Standard for civil use.

ID	Common Data Element	Definition	Examples	Reference Source
49	Day Of The Week	The name of the day of the week.	Monday, Tuesday, etc.	ISO 8601
50	Day	Numeric day of the month.	DD (example: 01, first day of month)	ISO 8601
51	Month	Name of the calendar month.	MM (example: 03 – Month of March)	ISO 8601
52	Year	Numeric calendar year.	YYYY (example: 2016)	ISO 8601
53	Hour	Indicates numeric value of a 24 hour clock.	hh (example: 09:00 for 9AM or 15:00 for 3PM)	ISO 8601
54	Minutes	Indicates numeric value of minutes past the hour.	mm (example: 10 for 10 minutes past the hour)	ISO 8601
55	Seconds	Indicates numeric value of seconds between minutes	ss (example: 40 seconds into a minute)	ISO 8601

### Specific Dates

- Common Data Elements 56 through 77 are specific date indicators.

## Information Management Standard - Common Data Elements for City Forms

### Date and Time Information

This section includes common data elements for Date and Time.

Note: This Standard adopts ISO 8601 Data elements and interchange formats – Information interchange – Representation of dates and times. ISO 8601 uses the Gregorian calendar, which serves as an international Standard for civil use.

ID	Common Data Element	Definition	Examples	Reference Source
56	Date of Birth	As noted on birth certificate.	YYYY-MM-DD	ISO 8601
57	Date of Death	As noted on death certificate.	YYYY-MM-DD	ISO 8601
58	Renewal Date		YYYY-MM-DD	ISO 8601
59	Effective Date		YYYY-MM-DD	ISO 8601
60	Expiry Date		YYYY-MM-DD	ISO 8601
61	Open Date		YYYY-MM-DD	ISO 8601
62	Close Date		YYYY-MM-DD	ISO 8601
63	Cancellation Date		YYYY-MM-DD	ISO 8601
64	Start Date		YYYY-MM-DD	ISO 8601
65	End Date		YYYY-MM-DD	ISO 8601
66	From Date		YYYY-MM-DD	ISO 8601
67	To Date		YYYY-MM-DD	ISO 8601
68	Approved Date		YYYY-MM-DD	ISO 8601
69	Rejected Date		YYYY-MM-DD	ISO 8601
70	Registration Date		YYYY-MM-DD	ISO 8601
71	Request Date		YYYY-MM-DD	ISO 8601
72	Application Date		YYYY-MM-DD	ISO 8601
73	Received Date		YYYY-MM-DD	ISO 8601
74	Complaint Date		YYYY-MM-DD	ISO 8601
75	Marriage Date		YYYY-MM-DD	ISO 8601
76	Issued Date		YYYY-MM-DD	ISO 8601
77	< Name of the event> Date or Date/Time	<name of the event>: The label will include the name of the specific occurrence, which the date is related to. Note: Date is the calendar date and will follow the format as described above.	Reservation Requested Date, Appeal Received Date/Time	



## Information Management Standard - Common Data Elements for City Forms

### Demographic Information

This section includes common data elements for demographics.

ID	Common Data Element	Definition	Examples	Reference Source
78	Date of Birth	See Date Category.		
79	Age Range: From	Starting value of the age range (inclusive).	0, 5, 15, >65, <18	National Census
80	Age Range: To	Ending value of the age range (Inclusive).	5, 14, 65	National Census
81	Income Earner	The person or group of people or organization whose income is recorded.	Individual, family, household, ABC company	Statistics Canada
82	Income Type	Whether the income is gross or net.		Statistics Canada
83	Income Period	Over what time frame the income is recorded.	Annual, Monthly, Weekly	Statistics Canada
84	Income	Dollar value of earnings.		Statistics Canada
85	Income Range: From	Starting value of income (inclusive).	To add Stats Canada examples of range	Statistics Canada
86	Income Range: To	Ending value of income (inclusive).		Statistics Canada
87	Eligible to work in Canada	Legal right to work in Canada.	Yes, No	
88	Highest Level of Education	The formal degree or certification for a person that is hierarchically at the top. Note: Educational attainment includes a hierarchy of educational credentials, however, in a number of instances, the levels are not entirely hierarchical when comparing programs across different types of institutions.	Master's Degree in Computer Science, Secondary Education, CEGEP	Statistics Canada
89	Preferred Language	The language most often spoken at home.	English, German, Hindi	
90	Official Language	Language of choice between the official Canadian languages.	English or French	

### Demographic Information

This section includes common data elements for demographics.

ID	Common Data Element	Definition	Examples	Reference Source
91	Gender	Gender refers to the personal sexual identity of an individual, regardless of the person's biological and outward sex.	Male, Female	

## 9. Bibliography

### City of Toronto Resources

- [City of Toronto Act, 2006](#)
- [Descriptive Metadata Standard, 2009](#)
- [City Forms Policy, 2010](#)
- [Information Management Framework, 2013](#)
- [MPAC](#)
- [Municipal Freedom of Information and Protection of Privacy Act, 1990](#)
- [One Address Repository](#)
- [Open Data Policy, 2011](#)
- [Personal Health Information Protection Act, 2004](#)
- [Records Management Metadata Standard](#)

### External Resources

- [Canada Post Standards](#)
- [Canada Revenue Agency](#)
- [CGSB Forms Management Standard, CAN/CGSB-6.2-2009](#)
- [International Telecommunication Union Standard](#)
- [ISO 8601:2004 Data elements and interchange formats -- Information interchange -- Representation of dates and times](#)
- [ISO 15489-1-2001 Information and documentation -- Records management -- Part 1: General](#)
- [Modified GO-ITS 71.01 Standard for Business Registration](#)
- [North American Numbering Plan Administration Standard](#)
- [Ontario Business Information System](#)
- [Statistics Canada - Census](#)