

**PERSONAL INFORMATION BANK DIRECTORY
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PIB-1 Accession Control Register

Information is about	Private Citizens
Information is collected	Collected information pertains to donors of records to the Archives.
Information is disclosed to	City Employee (Archives Staff)
Purpose for collection	To manage the City of Vancouver Archives' private-sector holdings.
Types of Personal Information Collected	Information is used to identify ownership and provenance of the holdings; to identify copyright Other; Vital Statistics
Collection Code	FOIPPA s.26(c)

PIB-2 Account Write-off Records

Information is about	Private Citizens
Information is collected	Collected
Information is disclosed to	City Employees
Purpose for collection	To document money owed to the City for delinquent accounts which have been written off as uncollectable.
Types of Personal Information Collected	Finance
Collection Code	FOIPPA s.26(c)

PIB-202 ActiveNet

Information is about	Private Citizens
Information is collected	Collected
Information is disclosed to	City Employee
Purpose for collection	To administer on-line registration for recreational and educational programmes offered at Park Board sites and facilities.
Types of Personal Information Collected	Finance; Vital Statistics
Collection Code	FOIPPA s.26(c)

PIB-4 Agreements Index System (AIS)

Information is about	Other Public Sector Employees; Private Citizens; Private Sector Employees
Information is collected	Collected
Information is disclosed to	City Employee
Purpose for collection	To document legal agreements between the City and other parties. Index of agreements.
Types of Personal Information Collected	Education; Employment; Finance; Vital Statistics
Collection Code	FOIPPA s.26(c)

PIB-3 AM Finding Aids

Information is about	Private Citizens; Private Sector Employees; City Employee; Other Public Sector Employee
Information is collected	Collected
Information is disclosed to	Private Citizens; City Employees
Purpose for collection	To document the history of private individuals or organizations and their records that have been donated to the Archives. Used by archivists and researchers to provide access to records. Includes biographical and historical information compiled about private individuals and organizations.
Types of Personal Information Collected	Other; Information collected includes biographical information
Collection Code	FOIPPA s.26(c)

PIB-5 Apprenticeship, internship and co-op student records

Information is about	City Employees (Information relates to apprenticeship programme participants, interns and co-op students,
Information is disclosed to	City Employees
Purpose for collection	To document apprenticeship, internship and co-op programme and placement participation, performance ratings and completion of student requirements.
Types of Personal Information Collected	Education; Employment
Collection Code	FOIPPA s.26(c)

PIB-6 Arbitration Awards

Information is about	City Employee
Information is disclosed to	City Employees
Purpose for collection	Employee arbitration case files, contains personal information other than work contact info.
Types of Personal Information Collected	Civil / Criminal Matters
Collection Code	FOIPPA s.26(c)

PIB-7 Archives Description Databases

Information is about	Private Citizens; Private Sector Employees; City Employee; Other Public Sector Employee
Information is disclosed to	City Employee; Private Citizens
Purpose for collection	To document the history of private individuals or organizations and their records that have been donated to the Archives. To allow discovery of Archives' holdings.
Types of Personal Information Collected	Other: Includes biographical information compiled about public and private individuals and organizations.
Collection Code	FOIPPA s.26(c)

PIB-8 Archives Reproduction Ordering System

Information is about	Private Citizens
Information is disclosed to	City Employee
Purpose for collection	To manage ordering and payment of digital reproductions from the City Archives. Information is used to deliver the orders to the purchaser.
Types of Personal Information Collected	Vital Statistics: Names, addresses, contact information
Collection Code	FOIPPA s.26(c)

PIB-9 Attendance Management Case Files

Information is about	City Employee
Information is disclosed to	City Employee
Purpose for collection	To document and report on attendance issues, and to monitor absenteeism.
Types of Personal Information Collected	Employment
Collection Code	FOIPPA s.26(c)

PIB-10 Automated Emergency Call out

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To automate the employee “call out” in the event of an emergency.

Types of Personal Information Collected Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-11 Auxiliary Increments Database

Information is about City Employee
Information is disclosed to City Employee; Other Private Sector Employee

Purpose for collection To track hours worked at different paygrades by auxiliary employees to ensure that they receive pay increases as appropriate. Used to update SAP master records

Types of Personal Information Collected Employment; Finance

Collection Code FOIPPA s.26(c)

PIB-12 Bankruptcy case files

Information is about Private Citizens; Private Sector Employees
Information is disclosed to City Employee

Purpose for collection To record information relating to bankruptcy cases in which the City has a potential claim on the assets of the bankrupt party

Types of Personal Information Collected Civil / Criminal Matters; Finance

Collection Code 26 C

PIB-13 Benefits Coverage Confirmation Records

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To confirm employees’ benefits coverage, and to document their entitlement to benefits coverage other than life insurance under the City’s employment benefits plan.

Types of Personal Information Collected Health
Information collected includes records sent to the City by benefits carriers and by the provincial

Collection Code FOIPPA s.26(c)

PIB-14 Benefits Enrollment Forms

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To document City employees’ applications for coverage under the employee benefits programmes, including medical, dental and life insurance benefits.

Types of Personal Information Collected Health; Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-15 Benefits Recovery Records

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To document the recovery of health benefits paid by the City for an employee who is collecting disability benefits.

Types of Personal Information Collected Finance; Health

Collection Code FOIPPA s.26(c)

PIB-16 Building Services - Direct booking system - DISCONTINUED

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To allow building supervisors to schedule shifts for auxiliary building services staff via an online application.

Types of Personal Information Collected Employment; Vital Statistics

Collection Code 26 C

PIB-18 Burial permit register

Information is about Private Citizens
Information is disclosed to City Employee

Purpose for collection To document the register of burial permits. Used as a chronological index to access historical ownership and interment records (prior to June 2005). Required under Cremation, Interment and Funeral Services Act.

Types of Personal Information Collected Other; Permits / Licenses

Collection Code FOIPPA s.26(a)
FOIPPA s.26(c)

PIB-17 Burial permits

Information is about Private Citizens
Information is disclosed to City Employee; Private Citizens

Purpose for collection To document permits authorizing deceased to be buried in Mountain View cemetery (ownership and interments (historical and ongoing)).

Types of Personal Information Collected Health; Permits / Licenses; Vital Statistics

Collection Code FOIPPA s.26(a)
FOIPPA s.26(c)

PIB-20 Business Improvement Area (BIA) Program

Information is about Private Citizens
Information is disclosed to City Employee; Private Citizens

Purpose for collection To provide information (from the property tax database) about property owners within the geographic boundary of a Business Improvement Area (BIA) in order to document funding generated by Council-approved BIA property tax levies, and to provide the means for BIA management to

Types of Personal Information Collected Finance; Permits / Licences
Information collected includes property tax and assessment data and business license data

Collection Code FOIPPA s.26(c)

PIB-21 By-law Fines Refund Records

Information is about Private Citizens
Information is disclosed to City Employee

Purpose for collection To document refunds of fines paid for parking or other by-law infractions. Used to update SAP and to request that a refund cheque be issued.

Types of Personal Information Collected Finance

Collection Code FOIPPA s.26(c)

PIB-22 Candidate Statements of Disclosure

Information is about Private Citizens
Information is disclosed to City Employee; Private Citizens

Purpose for collection Signed financial disclosure statements from candidates indicating assets and liabilities including income and property ownership.

Types of Personal Information Collected Finance

Collection Code FOIPPA s.26(a) - Vancouver Charter s.44(2)(d)
FOIPPA s.26(c)

PIB-23 Card access and photo ID request forms

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection Application forms for City identification cards and access privileges.

Types of Personal Information Collected Employment

Collection Code FOIPPA s.26(c)

PIB-24 Caretakers

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To document employment information and the working history of caretakers living in fieldhouses in various Queen Elizabeth District parks.

Types of Personal Information Collected Employment; Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-25 Cemetery Deed Books

Information is about Private Citizens
Information is disclosed to City Employee

Purpose for collection To record the sale of cemetery plots or lots. Required under Cremation, Interment and Funeral Services Act

Types of Personal Information Collected Finance and Vital statistics: Permits / Licences

Collection Code FOIPPA s.26(a) - Cremation, Interment and Funeral Services Act
FOIPPA s.26(c)

PIB-26 Cemetery register index

Information is about Private Citizens
Information is disclosed to City Employee; Private Citizens
Purpose for collection To provide an index to the cemetery register.

Types of Personal Information Collected Other; Vital Statistics
Information collected includes names of deceased in alphabetical order, given reference number to
Collection Code FOIPPA s.26(a)

PIB-203 City Drivers' Files

Information is about City Employee
Information is disclosed to City Employee
Purpose for collection To track driver credentials for City of Vancouver employees

Types of Personal Information Collected Permits / Licenses
Collection Code 26 A; 26 C

PIB-27 City Vehicle Claims Case Files

Information is about City Employee
Information is disclosed to City Employee
Purpose for collection To document incidents involving use of City-owned and licensed vehicles. Information located in Claims Enterprise (PIB-029)

Types of Personal Information Collected Civil / Criminal Matters
Collection Code FOIPPA s.26(c)

PIB-28 Civic agency applications

Information is about Private Citizens
Information is disclosed to City Employee; Others
Purpose for collection To document information about applicants for appointment to civic agencies who submit personal information via a web interface.

Types of Personal Information Collected Vital Statistics
Collection Code FOIPPA s.26(c)

PIB-29 Claims Enterprise

Information is about Private Citizens; Private Sector Employees; Public Sector Employees (may include employee personal inform
Information is disclosed to City Employee
Purpose for collection To track liability claims made against the City.

Types of Personal Information Collected Civil / Criminal Matters; Finance; Health; Permits / Licences; Other
Collection Code FOIPPA s.26(c)

PIB-30 Coaching Files

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To document the coaching of Parking Enforcement personnel, including training courses and evaluations.

Types of Personal Information Collected Education; Employment; Other

Collection Code FOIPPA s.26(c)

PIB-32 Collections case files

Information is about Private Citizens; Private Sector Employees
Information is disclosed to City Employee

Purpose for collection To document information relating to the City's collection of debts from external parties.

Types of Personal Information Collected Finance

Collection Code 26 C

PIB-33 Community Garden Records

Information is about Private Citizens
Information is disclosed to City Employee

Purpose for collection To document the use of Park Board land by community groups and private individuals for gardening, including applications and subsequent granting of permission.

Types of Personal Information Collected Permits / Licenses

Collection Code FOIPPA s.26(c)

PIB-34 Compensation Authorization Forms (CAFs)

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To request the re-titling or reclassification of a position, a higher step within the pay grade, or a temporary adjustment to an employee's pay.

Types of Personal Information Collected Employment; Health

Collection Code FOIPPA s.26(c)

PIB-35 Complaints

Information is about Private Citizens
Information is disclosed to City Employee

Purpose for collection To document general complaints received by the City.

Types of Personal Information Collected Multiple locations - The extent of complaints records found in the City makes it impossible to
Other: Information may be of any type that an individual chooses to disclose in a complaint

Collection Code FOIPPA s.26(c)

PIB-31 Consent and Emergency Contact Forms

Information is about	Private Citizens
Information is disclosed to	City Employee
Purpose for collection	To document consent and emergency contact information completed by patrons to give consent for minors participating in programmes to leave the facility for field trips, etc
Types of Personal Information Collected	Vital Statistics
Collection Code	FOIPPA s.26(c)

PIB-36 Contractor Clearance Records

Information is about	City Employees
Information is disclosed to	City Employees
Purpose for collection	To document the clearance process for current and prospective contractors of the City of Vancouver requiring access to security restricted areas and/or emergency response data.
Types of Personal Information Collected	Civil / Criminal Matters; Education; Employment; Finance
Collection Code	FOIPPA s.26(c)

PIB-38 Correspondence database

Information is about	Private Citizens; Private Sector Employees
Information is disclosed to	City Employee
Purpose for collection	To document complaints made in regards to parking violations, and to capture vital information from any correspondence sent to the department in order to issue responses using prescribed criteria, including name, ticket number, and address.
Types of Personal Information Collected	Bylaw Enforcement; Vital Statistics
Collection Code	FOIPPA s.26(b) FOIPPA s.26(c)

PIB-39 Councillor Support Case Files

Information is about	Other Information collected is about elected officials.
Information is disclosed to	City Employees
Purpose for collection	To document information pertaining to City Councillors to facilitate office administration.
Types of Personal Information Collected	Employment; Finance; Health; Vital Statistics
Collection Code	FOIPPA s.26(c)

PIB-40 Criminal Records Checks

Information is about	City Employee; Private Citizens
Information is disclosed to	City Employee
Purpose for collection	To document the consent and application to perform a criminal record check through local police authorities on prospective City employees, and to document the results of these checks.
Types of Personal Information Collected	Civil / Criminal Matters
Collection Code	FOIPPA s.26(c)

PIB-206 Development and Building Application Submissions

Information is about Private Sector Employees; Private Citizens

Information is disclosed to City Employee

Purpose for collection To prepare, submit, and process development and building application submissions. Located in Archistar Platform, deployed in Amazon Web Services.

Types of Personal Information Collected Permits / Licenses

Collection Code FOIPPA s.26(c)

PIB-41 Development Permit Application Tracker Database

Information is about Public Sector Employee; Private Citizens; Private Sector Employees

Information is disclosed to City Employee

Purpose for collection To track the status of development permit applications.

Types of Personal Information Collected Permits / Licenses

Collection Code FOIPPA s.26(c)

PIB-42 Direct deposit forms

Information is about City Employee

Information is disclosed to City Employee

Purpose for collection To provide Payroll Services with the necessary information to set up and authorize the deposit of paycheques directly into employees' bank accounts.

Types of Personal Information Collected Finance

Collection Code FOIPPA s.26(c)

PIB-19 Disposition Permits

Information is about Private Citizens

Information is disclosed to City Employee

Purpose for collection To document the registration of death obtained from Vital Statistics in order to proceed with burial. (Detailed records of interments and ownership (prior to 1964). Required under Cremation, Interment and Funeral Services Act.

Types of Personal Information Collected Vital Statistics; Bylaw Enforcement

Collection Code FOIPPA s.26(a)
FOIPPA s.26(c)

PIB-43 Dog license renewals system - DISCONTINUED

Information is about Other Information is about dog owners.

Information is disclosed to City Employee

Purpose for collection To provide contact information for dog owners in order to notify them about renewal of licenses and to identify owners of lost dogs. The system also allows dog owners to renew their licenses via the internet.

Types of Personal Information Collected Finance; Permits / Licenses

Collection Code 26 C

PIB-44 Electronic Parking Ticket Management System

Information is about	Private Citizens
Information is disclosed to	City Employee
Purpose for collection	To document information about parking by-law violations received from parking enforcement officers in the field who use hand-held computers to issue parking tickets. To ensure compliance with the parking By-laws by levying a financial penalty,
Types of Personal Information Collected	Bylaw Enforcement
Collection Code	FOIPPA s.26(b) FOIPPA s.26(c)

PIB-37 EM Pro

Information is about	Private Citizens; City Employees; Private Sector Employees; Public Sector Employees
Information is disclosed to	City Employee
Purpose for collection	Correspondence sent to the City by private citizens and directed to the Mayor and Councillors. Used to enable Council and City staff to review and respond.
Types of Personal Information Collected	Other: Personal information may be of any type that a citizen chooses to disclose in correspondence.
Collection Code	FOIPPA s.26(c)

PIB-45 Emergency Plan Volunteers

Information is about	Other Information relates to volunteers with the City's Emergency Social Services programme
Information is disclosed to	City Employee
Purpose for collection	To document community volunteer information for the Emergency Social Services programme, Vector Volunteers, and NEPP trainers.
Types of Personal Information Collected	Vital Statistics
Collection Code	FOIPPA s.26(c)

PIB-48 Employee Files

Information is about	City Employee
Information is disclosed to	City Employee
Purpose for collection	To document City employee employment information and work histories.
Types of Personal Information Collected	Civil / Criminal Matters; Education; Employment; Health; Permits / Licences; Vital Statistics
Collection Code	FOIPPA s.26(c)

PIB-46 Employment Contracts

Information is about	City Employee
Information is disclosed to	City Employee
Purpose for collection	To outline the terms and conditions of employment for some positions at the City. This includes those positions tied to the municipal election year and some high-level management positions.
Types of Personal Information Collected	Employment
Collection Code	FOIPPA s.26(c)

PIB-49 Enforce database

Information is about Private Citizens; Private Sector Employees

Information is disclosed to City Employee

Purpose for collection To track the enforcement of permits on street usage for sidewalk cafés , produce and flower displays, vending, entertainment, furniture, signs, and pedicabs.

Types of Personal Information Collected Bylaw Enforcement

Collection Code FOIPPA s.26(b)
FOIPPA s.26(c)

PIB-50 Enhanced Reliability Status files - VPD

Information is about City Employee

Information is disclosed to City Employee

Purpose for collection To document the Vancouver Police Department (VPD) Enhanced Reliability Status (ERS) clearance process for current and prospective employees of the City of Vancouver, including its Boards, for employees requiring access to security restricted areas within VPD facilities, VPD data, personnel

Types of Personal Information Collected Civil / Criminal Matters; Employment; Finance

Collection Code FOIPPA s.26(c)

PIB-52 Executive Recruitment Case Files

Information is about Public Sector Employees; Private Citizens; Private Sector Employees

Information is disclosed to City Employee

Purpose for collection To document negotiations about position requirements and compensation pertaining to the recruitment of executive managers.

Types of Personal Information Collected Employment

Collection Code FOIPPA s.26(c)

PIB-53 Exempt position case files

Information is about City Employee

Information is disclosed to City Employee

Purpose for collection To document the history of exempt positions in the City.

Types of Personal Information Collected Employment; Finance

Collection Code FOIPPA s.26(c)

PIB-54 Exposure Records

Information is about City Employee

Information is disclosed to City Employee

Purpose for collection To document employee exposure to hazardous materials and machinery, including liquid asphalt, asphalt release agents and radioactive materials, in the course of their regular duties.

Types of Personal Information Collected Health

Collection Code FOIPPA s.26(a) - Nuclear Safety and Control Act s.27; Workers Compensation Act chapter 1
FOIPPA s.26(c)

PIB-55 Facility Rentals

Information is about Private Citizens
Information is disclosed to City Employee

Purpose for collection To document the revenue received by the Park Board from the rental or lease of any facility.

Types of Personal Information Collected Finance
Collection Code FOIPPA s.26(c)

PIB-56 Financial Disclosures

Information is about Other - Information collected is about elected officials.
Information is disclosed to City Employee; Private Citizens

Purpose for collection To provide personal financial disclosures for each elected member of Council.

Types of Personal Information Collected Finance
Collection Code FOIPPA s.26(a) - Financial Disclosure Act s.4

PIB-57 Fire Investigation Records

Information is about City Employee; Private Citizens
Information is disclosed to City Employee; Private citizens; Private sector employees

Purpose for collection To document an incident under investigation by VFRS.
Information is stored as the record of operations.

Types of Personal Information Collected Other -
Information collected includes details of incidents such as causes of a fire, extent of damage, and

Collection Code FOIPPA s.26(c)

PIB-58 Fire Only Database (POSSE)

Information is about Private Citizens; Private Sector Employees
Information is disclosed to City Employee

Purpose for collection To document the issuance of permits for blasting, open air burning, and the sale, use, and transport of fireworks or explosives.

Types of Personal Information Collected Permits / Licenses
Collection Code FOIPPA s.26(c)

PIB-59 Fire Permits

Information is about Private Citizens
Information is disclosed to City Employee

Purpose for collection Permits contain name and contact information for applicant. Records are filed in Posse.
Grant firework purchase permits to public online. All permit applicants are required to read the

Types of Personal Information Collected Education; Employment; Vital Statistics
Collection Code FOIPPA s.26(c)

PIB-60 Fire Recruitment System (FRS)

Information is about	Private Citizens
Information is disclosed to	City Employee (Limited to the Recruitment team and Exempt Leadership team only)
Purpose for collection	Recruitment documentation, including names, addresses, etc. for those seeking employment with VFRS.
Types of Personal Information Collected	Education; Employment; Vital Statistics; Other
Collection Code	FOIPPA s.26(c)

PIB-61 First Aid Records

Information is about	City Employee
Information is disclosed to	City Employee
Purpose for collection	To document employee injury or illness occurring at a worksite during the employee's working hours, and any treatment provided at the time of the incident.
Types of Personal Information Collected	Health; Vital Statistics
Collection Code	FOIPPA s.26(a) - Workers Compensation Act Part 2; Occupational Health and Safety Regulation s3.19

PIB-62 Fit City Incentives Tracking Application

Information is about	City Employee
Information is disclosed to	City Employee
Purpose for collection	Information is used to administer the Fit City program. Incentive points tracking system for OHS Fit City program. Used by Fit City reps and Fit City coordinator to record participant point levels and prize awarded dates, and to document employee achievements in the Fit City programme in order to
Types of Personal Information Collected	Other: Information collected includes employee name, date of achievement, and a list of activities in which the employee has participated.
Collection Code	FOIPPA s.26(c)

PIB-63 Flexi-pass Application Binders

Information is about	Private Citizens
Information is disclosed to	City Employee
Purpose for collection	To document applications from the public for Flexi-passes, which provide access to Park Board facilities.
Types of Personal Information Collected	Vital Statistics
Collection Code	FOIPPA s.26(c)

PIB-64 FOI Request Database

Information is about	City Employees; Public Sector Employees; Private Citizens; Private Sector Employees
Information is disclosed to	City Employee
Purpose for collection	To index Freedom of Information (FOI) requests for access to City records and to track the progress of these requests.
Types of Personal Information Collected	Other - Information collected may include anything related to the nature of the request.
Collection Code	FOIPPA s.26(c)

PIB-65 Fundraising Records

Information is about Private Citizens
Information is disclosed to City Employee

Purpose for collection To provide tax receipts for donations.

Types of Personal Information Collected Financial; Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-66 Gardening permits - streets

Information is about Private Citizens
Information is disclosed to City Employee

Purpose for collection To document the permit process for gardening on City streets, and to monitor maintenance, applications and wait lists.

Types of Personal Information Collected Permits / Licenses

Collection Code FOIPPA s.26(c)

PIB-47 Gear Tracking Software (GTS)

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To document the outfitting of emergency services staff with individually-sized personal safety equipment and uniforms.

Types of Personal Information Collected Health; Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-67 Gift for Parks Programme Records

Information is about Private Citizens
Information is disclosed to City Employee

Purpose for collection A donor database used to enter information such as name, contact information, and type or amount of gift.

Types of Personal Information Collected Finance; Other; Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-68 Grave space records

Information is about Private Citizens
Information is disclosed to City Employee

Purpose for collection To document cemetery interments. Required under Cremation, Interment and Funeral Services Act.

Types of Personal Information Collected Other; Permits / Licences; Vital Statistics

Collection Code FOIPPA s.26(a)
FOIPPA s.26(c)

PIB-69 Green Streets Programme Records

Information is about	Private Citizens
Information is disclosed to	City Employee
Purpose for collection	To document all aspects of the Green Streets programme, in which City residents have the opportunity to become volunteer street gardeners in their neighbourhoods.
Types of Personal Information Collected	Other - Information collected includes applications from residents and contact information for the managing
Collection Code	FOIPPA s.26(c)

PIB-70 Grievance Case Files - Classification

Information is about	City Employee
Information is disclosed to	City Employee
Purpose for collection	Employee information, including home contact info, related to grievances filed by the Union or an individual against the decision in a classification issue.
Types of Personal Information Collected	Civil / Criminal Matters; Employment
Collection Code	FOIPPA s.26(c)

PIB-72 Grievance Case Files - Policy

Information is about	City Employee
Information is disclosed to	City Employee
Purpose for collection	Employee information, including home contact info, related to grievances filed by the Union against a City policy (i.e. the City's practice or interpretation of the Collective Agreement).
Types of Personal Information Collected	Employment
Collection Code	FOIPPA s.26(c)

PIB-71 Grievance Case files - Individual

Information is about	City Employee
Information is disclosed to	City Employees
Purpose for collection	To document grievances related to the discipline, suspension, or dismissal of an employee, the use of an employee's sick-leave time for injury or illness related to a compensation claim, or any other grievance involving the employer and an individual.
Types of Personal Information Collected	Employment; Finance; Health
Collection Code	FOIPPA s.26(c)

PIB-74 Habitual problem parkers case files

Information is about	Private Citizens; Private Sector Employees
Information is disclosed to	City Employee
Purpose for collection	To document repeat parking offenders. To ensure compliance with the parking By-laws by levying a financial penalty
Types of Personal Information Collected	Bylaw Enforcement; Other
Collection Code	FOIPPA s.26(b) FOIPPA s.26(c)

PIB-75 Hansen - Service Requests

Information is about City Employee; Private Citizens

Information is disclosed to City Employee

Purpose for collection To document service requests received and the resulting work effort by Engineering Services.

Types of Personal Information Collected Other

Collection Code FOIPPA s.26(c)

PIB-77 HR Grievance Management System

Information is about City Employee

Information is disclosed to City Employee

Purpose for collection Also known as GMS, an in-house "tracking and management system" that records the progress of all grievances filed in the City.

Types of Personal Information Collected Employment

Collection Code FOIPPA s.26(c)

PIB-78 Human Rights Complaints Case Files

Information is about City Employee; Private Citizens

Information is disclosed to Public Sector Employees

Purpose for collection To document complaints filed by City staff and members of the public regarding alleged violations of employment standards or human rights legislation.

Types of Personal Information Collected Other

Collection Code FOIPPA s.26(a) - Human Rights Code, R.S.B.C. 1996, c. 210

PIB-79 HUSAR Deployment System

Information is about City Employee

Information is disclosed to City Employee

Purpose for collection To collect contact information on individual firefighter/emergency services personnel for emergency deployment.

Types of Personal Information Collected Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-80 ICBC Non-Recovery Records

Information is about City Employee

Information is disclosed to City Employees; Public Sector Employees

Purpose for collection To document wage or time loss for employees who are unable to work due to injury that is subject to an ICBC claim, where the employee is not entitled to sick leave or vacation benefits.

Types of Personal Information Collected Finance; Health

Collection Code FOIPPA s.26(c)

PIB-81 ICBC Third Party Recovery Records

Information is about	City Employee
Information is disclosed to	City Employee
Purpose for collection	To document the recovery of an employee's wages from ICBC when the employee is being paid sick or vacation time due to an injury that is subject to an ICBC claim. Records include name and contact information
Types of Personal Information Collected	Employment; Health
Collection Code	FOIPPA s.26(c)

PIB-82 Incident Investigation Records

Information is about	City Employee
Information is disclosed to	City Employee; Public Sector Employees
Purpose for collection	To document investigations into incidents at City work sites involving the safety and well-being of employees.
Types of Personal Information Collected	Health; Other
Collection Code	FOIPPA s.26(a) - Workers Compensation Act s.70 to s.72

PIB-83 Incident Reports

Information is about	Private Citizens
Information is disclosed to	City Employee
Purpose for collection	To document incidents in City facilities or on City property, including parks and community centres, that resulted in personal injury to visitors or damage to personal property, including incidents alleged to have been caused by City assets or negligence of City employees.
Types of Personal Information Collected	Health; Employment; Financial; Law Enforcement; Civil/Criminal matters; Permits/Licences; Other
Collection Code	FOIPPA s.26(c)

PIB-84 Instructors' Records

Information is about	Private Citizens
Information is disclosed to	City Employee
Purpose for collection	To document the delivery of lessons and instruction for skilled activities such as swimming, skating and other sporting activities.
Types of Personal Information Collected	Other; Vital Statistics
Collection Code	FOIPPA s.26(c)

PIB-85 Intervention and Training Request Case Files

Information is about	City Employee
Information is disclosed to	City Employee
Purpose for collection	To document interventions by HR practitioners in City business units to provide advice and assistance in resolving various human resource issues.
Types of Personal Information Collected	Employment Information includes documentation of underperforming employees, dysfunctional work groups, and
Collection Code	FOIPPA s.26(c)

PIB-86 Iris Database - DISCONTINUED

Information is about Private Citizens
Information is disclosed to City Employee

Purpose for collection To administer on-line registration for recreational and educational programmes offered at Park Board sites and facilities. [Replaced by ActiveNet]

Types of Personal Information Collected Family; Vital Statistics

Collection Code 26 C

PIB-87 IT Cybersecurity Investigations Case Files

Information is about City Employee
Information is disclosed to City Employees

Purpose for collection To document investigations into inappropriate use of City computer resources, including email, the Internet, confidential data, software Licences, and computer hardware.

Types of Personal Information Collected Bylaw Enforcement; Civil / Criminal Matters; Other

Collection Code FOIPPA s.26(c)

PIB-88 IT Cybersecurity Security Logs

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To monitor usage of City computer terminals and the network, including firewall activity, unauthorized attempts to access the network, and workstation activity, including accessing inappropriate or restricted websites.

Types of Personal Information Collected Other - Information collected relates to documentation of City IT system usage.

Collection Code FOIPPA s.26(c)

PIB-89 Keyscan Aurora Electronic Access Control

Information is about City Employees; Private Sector Employees
Information is disclosed to City Employees; Private Sector Employee (Security)

Purpose for collection Database contains names of employees, individual contractors, and contractor companies. Information from the Card Access and Photo ID Request Forms are used to populate the entries in this database and to create the access levels.

Types of Personal Information Collected Employment

Collection Code FOIPPA s.26(c)

PIB-90 Labour case files

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To track the City's involvement in litigation and other legal proceedings that are chiefly a matter of labour law

Types of Personal Information Collected Civil / Criminal Matters; Employment

Collection Code FOIPPA s.26(c)

PIB-91 Labour Files

Information is about City Employee

Information is disclosed to City Employee

Purpose for collection To collect information resulting from enquiries concerning specific employee relations issues.

Types of Personal Information Collected Employment

Collection Code FOIPPA s.26(c)

PIB-92 LAFC Certification Records

Information is about City Employee

Information is disclosed to City Employee

Purpose for collection To document the appointment of Local Assistants by the Fire Commissioner.

Work done in VFRS's Records Management System (FDM)

Types of Personal Information Collected Education; Other

Collection Code FOIPPA s.26(c)

PIB-95 Lagan - Payments

Information is about Private Citizens; Private Sector Employees

Information is disclosed to City Employee

Purpose for collection To document payment for services or charges receivable from Private Citizens or Businesses.

Types of Personal Information Collected Finance

Collection Code FOIPPA s.26(c)

PIB-94 Lagan - Service Requests

Information is about City Employee; Private Citizens

Information is disclosed to City Employee; Other Public Sector Employee

Purpose for collection To collect interactions information, enable agent work-flow and information presentation for all supported call types; and to create work cases which are then passed on to various CoV service providers.

Types of Personal Information Collected Other

Collection Code FOIPPA s.26(c)

PIB-93 Legal case files database

Information is about Other; Private Citizens

Information is disclosed to City Employee

Purpose for collection Database is a computerized index system of all of Legal Service's files. It also contains electronic copies of documents prepared on these files (word processing documents) which could include agreements, correspondence, contact information, court documents, etc.

Types of Personal Information Collected Civil / Criminal Matters

Collection Code FOIPPA s.26(c)

PIB-73 Leisure Access Applications Records - DISCONTINUED

Information is about Private Citizens Subjects are applicants for leisure access cards

Information is disclosed to City Employee

Purpose for collection To document applications for and issuance of leisure access cards (LACs) entitling residents to reduced fees for some programmes and services offered by the Park Board. [Previously known as GuardCard]

Types of Personal Information Collected Employment; Finance; Vital Statistics

Collection Code 26 C

PIB-96 Leisure Access Card Records

Information is about Private Citizens

Information is disclosed to City Employee

Purpose for collection To document applications for and issuance of leisure access cards (LACs) entitling residents to reduced fees for some programmes and services offered by the Park Board.

Types of Personal Information Collected Employment; Finance; Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-97 Life insurance claims - in-service deaths

Information is about City Employee

Information is disclosed to City Employee

Purpose for collection To document claims against an employee life insurance policy for eligible employees who died while actively employed by the City.

Types of Personal Information Collected Family; Health; Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-98 Life insurance claims - retired employees

Information is about City Employee

Information is disclosed to City Employee

Purpose for collection To document claims against an employee life insurance policy for eligible City employees who died after retirement.

Types of Personal Information Collected Family; Health; Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-99 Life Insurance Coverage Confirmation Records

Information is about City Employee

Information is disclosed to City Employee

Purpose for collection Records indicate life insurance coverage, beneficiary cards, and any supplementary insurance for all COV employees. Personal information includes employee contact information, beneficiary name and contact information, etc.

Types of Personal Information Collected Employment; Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-100 Litigation case files

Information is about Private Citizens; Private Sector Employees

Information is disclosed to City Employee

Purpose for collection To document the City's involvement in litigation, including breach of contract, injunctions, personal injury, property damage, and other matters before the courts.

Types of Personal Information Collected Civil / Criminal Matters

Collection Code FOIPPA s.26(c)

PIB-101 Litter Receptacle Correspondence

Information is about Private Citizens

Information is disclosed to City Employee

Purpose for collection To record information about citizens' requests for the placement of litter receptacles throughout the City. Information maintained in Hansen.

Types of Personal Information Collected Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-102 Local improvements billing records

Information is about Private Citizens

Information is disclosed to City Employee

Purpose for collection Information includes name, property and mailing addresses, etc. of individuals charged for local improvements in their neighbourhoods.

Types of Personal Information Collected Finance

Collection Code FOIPPA s.26(c)

PIB-103 Long Term Disability Case Files

Information is about City Employee

Information is disclosed to City Employee

Purpose for collection To manage City employees who are off work due to injury or illness and who may require a return-to-work programme to facilitate their return to active employment.

Types of Personal Information Collected Finance; Health

Collection Code FOIPPA s.26(c)

PIB-104 Mail Log - Parks

Information is about Private Citizens

Information is disclosed to City Employee

Purpose for collection To track correspondence sent to Parks and Recreation by private citizens.

Types of Personal Information Collected Other
Consists of DocsOpen application containing a log of mail received by the Parks Board. A synopsis of

Collection Code FOIPPA s.26(c)

PIB-205 Marina Agreements

Information is about Private Citizens
Information is disclosed to City Employees
Purpose for collection To document agreements to rent marina berths.

Types of Personal Information Collected Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-105 Mayor's draft response database

Information is about Private Citizens
Information is disclosed to City Employee
Purpose for collection To manage and track the status of time-sensitive correspondence.

Types of Personal Information Collected Other

Collection Code FOIPPA s.26(c)

PIB-106 Mayor's Letters A - Z

Information is about Private Citizens; Private Sector Employees
Information is disclosed to City Employee
Purpose for collection To capture all public correspondence addressed to the Mayor and the Mayor's replies

Types of Personal Information Collected Other
Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-107 Meter Theft Records

Information is about Private Citizens
Information is disclosed to City Employee
Purpose for collection To document all thefts from parking meters and to capture information on offenders (used to identify prolific offenders and trend analysis).

Types of Personal Information Collected Civil / Criminal Matters

Collection Code FOIPPA s.26(b)

PIB-108 Nomination Records

Information is about Private Citizens
Information is disclosed to City Employees; Private Citizens
Purpose for collection To capture information related to all candidates running in the municipal election, including nomination forms and solemn declarations.

Types of Personal Information Collected Other; Vital Statistics

Collection Code FOIPPA s.26(a) - Vancouver Charter s.44; Vancouver Charter s.122(3)

PIB-109 Oaths of Office

Information is about	City Employee
Information is disclosed to	City Employee
Purpose for collection	To document oaths taken by members of Council.
Types of Personal Information Collected	Authorization for the collection of personal information is dictated by Section 140 of the Vancouver Charter Other Information is an oath of office.
Collection Code	FOIPPA s.26(a) - Vancouver Charter s.140

PIB-110 One Card

Information is about	Private Citizens
Information is disclosed to	City Employee
Purpose for collection	To administer paid access to recreational and educational programmes offered system wide at all Park Board sites and facilities.
Types of Personal Information Collected	Finance; Vital Statistics
Collection Code	FOIPPA s.26(c)

PIB-111 Overdue Permits and Licences Accounts Records

Information is about	Private Citizens
Information is disclosed to	City Employee
Purpose for collection	To document payments owed to the City that are past due.
Types of Personal Information Collected	Finance; Permits / Licences
Collection Code	FOIPPA s.26(c) -

PIB-112 Pack Out Service Records

Information is about	Private Citizens
Information is disclosed to	City Employee
Purpose for collection	To determine eligibility for specialized services for collection of solid waste for the elderly and disabled. Information maintained in Hansen. Used to coordinate the collection of waste, recycling, abandoned garbage, and Industrial Commercial Institutional (ICI) waste, from residential areas and
Types of Personal Information Collected	Health: Includes the locations of specialized collection service for the elderly and disabled (pack outs),
Collection Code	FOIPPA s.26(c)

PIB-114 Park Board ADT Security Gate Opening system

Information is about	Private Citizens
Information is disclosed to	City Employee
Purpose for collection	To allow boat owners access to the Heather Marina. Card operated system opens a gate to secured areas.
Types of Personal Information Collected	Vital Statistics
Collection Code	FOIPPA s.26(c)

PIB-115 Park Board Canadian Parking Security Gate Opening System

Information is about Private Citizens
Information is disclosed to City Employee

Purpose for collection To allow boat owners access to the Burrard marina (Used at Burrard Marina to control opening of security gate). Card operated system opens a gate to secured areas.

Types of Personal Information Collected Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-117 Park Board Marina Information System

Information is about Private Citizens (Marina Tenants)
Information is disclosed to City Employee

Purpose for collection To manage the operations of the City's marinas. Information used for billing and contract management purposes for marina customers.

Types of Personal Information Collected Vital Statistics -
Information collected includes name, address, boat name/number, and contract number.

Collection Code FOIPPA s.26(c)

PIB-116 Park Board Photo ID system

Information is about Private Citizens
Information is disclosed to City Employee

Purpose for collection To produce photo ID cards for Flexipass users and Leisure Access card holders for usage at Park Board fitness centres, rinks, and pools.

Types of Personal Information Collected Finance; Other; Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-118 Park Board Training Tracking System

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To track employee training in order to ensure compliance with WCB requirements.

Types of Personal Information Collected Education; Permits / Licenses

Collection Code FOIPPA s.26(c)

PIB-119 Parking enforcement database - DISCONTINUED

Information is about City Employee; Private Citizens; Private Sector Employees
Information is disclosed to City Employee

Purpose for collection To document parking enforcement and employee information. Replaced by TEMPEST

Types of Personal Information Collected Bylaw Enforcement; Employment

Collection Code 26 B; 26 C

PIB-120 Parking exemption decals

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To document parking exemption permits issued to staff or other personnel to facilitate the carrying out of their duties.

Types of Personal Information Collected By-law Enforcement
Information collected includes employee name, licence plate number, decal number, lane card

Collection Code FOIPPA s.26(c)

PIB-122 Parking permit application forms

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To document employee requests for permits to park at civic facilities.

Types of Personal Information Collected Permits / Licenses; Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-121 Parking permits

Information is about Private Citizens
Information is disclosed to City Employee

Purpose for collection To document the issuance of parking permits that provide an exemption from certain parking requirements or restrict parking in certain zones, and regulate parking on City streets where meters are not feasible.

Types of Personal Information Collected By-law Enforcement; Health; Permits / Licences; Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-123 Parking ticket customer services records

Information is about Private Citizens; Private Sector Employees
Information is disclosed to City Employee

Purpose for collection To document complaints regarding parking tickets, to monitor enquiries, to identify parking ticket dispute records, and to ensure compliance with the parking By-laws by levying a financial penalty. Records are stored in TEMPEST.

Types of Personal Information Collected Bylaw Enforcement
Includes telephone logs, written complaints, and replies.

Collection Code FOIPPA s.26(b)

PIB-76 Parklane Incident Investigation Database (HR)

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To track accident investigations relating to WCB claims or Serious Near Miss situations, in order that follow-up corrective actions may be implemented to minimize the risk of re-occurrence.

Types of Personal Information Collected Employment; Health

Collection Code FOIPPA s.26(a) - Workers Compensation Act s.70 to s.72
FOIPPA s.26(c)

PIB-113 Parklane Incident Investigation Database (Park Board)

Information is about	City Employee
Information is disclosed to	City Employee
Purpose for collection	To document all Park Board employee injuries in a given year. PB Supervisors access this database to input WorksafeBC incident investigations for people that have
Types of Personal Information Collected	Employment; Health
Collection Code	FOIPPA s.26(a) - Workers Compensation Act s.70 to s.72

PIB-124 Pavement Condition Complaints

Information is about	Private Citizens
Information is disclosed to	City Employee
Purpose for collection	To track and respond to complaints regarding pavement condition.
Types of Personal Information Collected	Vital Statistics - Information collected includes name and contact information of complainants reporting pavement
Collection Code	FOIPPA s.26(c)

PIB-125 Payroll cards system

Information is about	City Employee
Information is disclosed to	City Employee
Purpose for collection	To provide information on changes to City employees' pay prior to 1999 in order to make adjustments to pensionable earnings, and adjustments after a new collective agreement has been signed.
Types of Personal Information Collected	Finance; Vital Statistics
Collection Code	FOIPPA s.26(c)

PIB-126 Payroll Deductions - Compulsory

Information is about	City Employee
Information is disclosed to	City Employee
Purpose for collection	To document compulsory deductions made from City employee pay, such as Income Tax or Employment Insurance deductions. Electronic copy retained in employee folder on network. Master record in SAP updated.
Types of Personal Information Collected	Employment; Finance
Collection Code	FOIPPA s.26(a) - Employment Standards Act s.28; Canada Pension Plan Act s.24; Employment Insurance Act s.87; Income Tax Act s.230

PIB-127 Payroll Deductions - Optional

Information is about	City Employee
Information is disclosed to	City Employee
Purpose for collection	To document optional deductions made from City employee pay, such as saving plans or benefits. Electronic copy retained in employee folder on network. Master record in SAP updated.
Types of Personal Information Collected	Employment; Finance
Collection Code	FOIPPA s.26(a) - Employment Standards Act s.28; Income Tax Act s.230 FOIPPA s.26(c)

PIB-128 Pension buy-back records

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To document the Pensions BC buy-back programme, which allows employees to purchase pensionable services for periods where they were not making full contributions.

Types of Personal Information Collected Finance

Collection Code FOIPPA s.26(c)

PIB-129 Pension enrollment forms

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To document City employees' requests for enrollment in the employee pension programme.

Types of Personal Information Collected Employment; Finance

Collection Code FOIPPA s.26(c)

PIB-130 Perpetual Care Contracts

Information is about Private Citizens
Information is disclosed to City Employees; Private Citizens - Cemetery staff/next of kin upon request

Purpose for collection To document contracts made by the City to provide perpetual care for grave sites. Historical record of contract purchaser and corresponding site(s).

Types of Personal Information Collected Civil / Criminal Matters; Finance;

Collection Code FOIPPA s.26(a) - Cremation, Interment and Funeral Services Act
FOIPPA s.26(c)

PIB-131 Perspective Incident Management System

Information is about Private Citizens City Employees
Information is disclosed to City Employees; Law enforcement

Purpose for collection To track, document and investigate security incidents and concerns, and to provide information to staff about alarms, security, and safety related incidents.

Types of Personal Information Collected Civil / Criminal Matters; Education; Employment; Vital Statistics

Collection Code FOIPPA s.26(b)
FOIPPA s.26(c)

PIB-132 Photo Database

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To retain digital photographs of all City employees in order to generate security access cards.

Types of Personal Information Collected Employment; Other -
Information collected includes photographs of all City employees

Collection Code FOIPPA s.26(c)

PIB-133 Photographer listing

Information is about	Private Citizens; Private Sector Employees; City Employee; Other Public Sector Employee
Information is disclosed to	City Employee
Purpose for collection	A listing of photographers in the two major collections of photos in the Archives, the JSM and CVA Collections. This information is available on-line and in the Archives.
Types of Personal Information Collected	Other Information about all photographic works in the Archives' holdings, listed by photographer.
Collection Code	26 C

PIB-134 Poster and Sign Removal Records

Information is about	Private sector workers (contractors); Private Citizens
Information is disclosed to	City Employee
Purpose for collection	To document the placement of signs and posters in public spaces and removal of signs from City property.
Types of Personal Information Collected	By-law Enforcement
Collection Code	FOIPPA s26(b)

PIB-135 Power of attorney records

Information is about	Private Citizens; Private Sector Employees
Information is disclosed to	City Employee
Purpose for collection	To document power of attorney granted by a property owner to a third party for matters related to property taxes. Records are stored in TEMPEST
Types of Personal Information Collected	Civil / Criminal Matters Information relates to the granting of power of attorney.
Collection Code	FOIPPA s.26(c)

PIB-136 Private Records Case Files

Information is about	Private Citizens; Private Sector Employees; City Employees; Public Sector Employees
Information is disclosed to	City Employees
Purpose for collection	To establish legal ownership of and manage Archives' private-sector holdings, to administer access to restricted archival records, and for statistical purposes.
Types of Personal Information Collected	Education; Employment; Family; Other; Vital Statistics
Collection Code	FOIPPA s.26(c)

PIB-137 Property tax letters

Information is about	Private Citizens; City Employee
Information is disclosed to	City Employee
Purpose for collection	To document enquiries and payment histories related to property tax payments. Records are collected by the Customer Services department. Information maintained in Tempest.
Types of Personal Information Collected	Finance; Vital Statistics
Collection Code	FOIPPA s.26(c)

PIB-138 Property tax refund records

Information is about Private Citizens
Information is disclosed to City Employee

Purpose for collection To issue cheques for property tax account credit balances. Information is maintained in Tempest.

Types of Personal Information Collected Finance

Collection Code FOIPPA s.26(c)

PIB-139 Public Art Registry

Information is about Private citizens Information pertains to exhibiting artists.
Information is disclosed to Private Citizens; Information is provided for the public in the online Public Art Registry

Purpose for collection To provide information about artists exhibiting public art works throughout the City (name, additional "contact" info such as websites, etc.). The City of Vancouver's public art collection features artworks commissioned through the City's civic and private sector programs and, for this

Types of Personal Information Collected Education; Employment; Vital Statistics; Biographical Information

Collection Code FOIPPA s.26(c)

PIB-140 Purchasing Card Statements

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To reconcile purchases made on corporate purchasing cards (corporate credit cards) against monthly statements.

Types of Personal Information Collected Finance

Collection Code FOIPPA s.26(c)

PIB-141 Pyrotechnician Records

Information is about Private Sector Employees
Information is disclosed to City Employee

Purpose for collection To document the qualifications, certification, and licensing of pyrotechnicians working in the City. Includes a complete history of jobs and permits issued by the Fire Protection Office.

Types of Personal Information Collected Education; Employment; Permits / Licenses

Collection Code FOIPPA s.26(c)

PIB-142 Record of Employment (ROE) forms

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To document and summarize an employee's Employment Insurance eligible earnings and deductions, upon temporary suspension or termination.

Types of Personal Information Collected Employment; Finance; Vital Statistics

Collection Code FOIPPA s.26(a) - Employment Standards Act s.28; Employment Insurance Act s.87
FOIPPA s.26(c)

PIB-143 Recruitment Management System

Information is about City Employee; Private Citizens

Information is disclosed to City Employee

Purpose for collection To track employment competitions and to provide contact information for applicants.

Types of Personal Information Collected Employment; Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-144 RecWare Pro database - DISCONTINUED

Information is about Private Citizens

Information is disclosed to City Employee

Purpose for collection To administer on-line registration for recreational and educational programmes offered at Park Board sites and facilities. [Replaced by ActiveNet]

Types of Personal Information Collected Finance; Vital Statistics

Collection Code 26 C

PIB-145 Rental Agreements

Information is about City Employees; Public Sector Employees; Private Sector Employees; Private Citizens

Information is disclosed to City Employees; Private Citizens (Permitee)

Purpose for collection To document agreements to rent Park Board facilities, sites, and sports fields to private groups and individuals for on-going activities. Records issued and maintained in ActiveNet.

Types of Personal Information Collected Permits / Licences; Civil / Criminal Matters

Collection Code FOIPPA s.26(c)

PIB-146 Rental Permits

Information is about City Employees; Public Sector Employees; Private Sector Employees; Private Citizens

Information is disclosed to City Employees; Private Citizens (Permitee)

Purpose for collection To document the rental of Park Board facilities, parks, and sports fields to outside groups for special events, filming, outdoor recreation, or short-term use. Records issued and maintained in ActiveNet.

Types of Personal Information Collected Permits / Licences; Civil / Criminal Matters

Collection Code FOIPPA s.26(c)

PIB-147 Rental properties system

Information is about Private Citizens

Information is disclosed to City Employee

Purpose for collection To document tenant information about City-owned properties in order to collect and track rental payments. Rental Billing System stored in SAP

Types of Personal Information Collected Finance

Collection Code FOIPPA s.26(c)

PIB-148 Researcher Case Files

Information is about Private Citizens; Private Sector Employees

Information is disclosed to City Employee

Purpose for collection To document researchers' projects and relationships with Archives staff, in order to provide background information to aid staff in assisting researchers. To serve as evidence of past behavior.

Types of Personal Information Collected Vital Statistics: Information collected includes transcripts of conversations, correspondence, and narrative descriptions as well as any incident details.

Collection Code FOIPPA s.26(c)

PIB-149 Researcher Registration Database

Information is about City Employees; Public Sector Employees; Private Citizens; Private Sector Employees

Information is disclosed to City Employee

Purpose for collection To administer access to the Archives' holdings and for statistical purposes.

Used to confirm the identity of Archives researchers, and to ensure the safety of Archives

Types of Personal Information Collected Education; Employment; Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-150 Researcher Registration Forms

Information is about City Employees; Public Sector Employees; Private Citizens; Private Sector Employees

Information is disclosed to City Employee

Purpose for collection To administer access to the Archives' holdings and for statistical purposes. Used to confirm the identity of Archives researchers, and to ensure the safety of Archives researchers and staff and the security of archival materials. Information may also be anonymized and used for statistical purposes

Types of Personal Information Collected Employment; Other; Vital Statistics: Information collected includes names, addresses, contact information, research interests.

Collection Code FOIPPA s.26(c)

PIB-151 Residency Certifications

Information is about City Employees; Private Citizens

Information is disclosed to City Employee

Purpose for collection To document certification of residency in the City.

Types of Personal Information Collected Other; Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-152 Retirement case files

Information is about City Employee

Information is disclosed to City Employee

Purpose for collection To document and address any issues with an employee's retirement or pension.

Types of Personal Information Collected Employment; Other
Records include information about the employee's specific pension plan and their beneficiaries, and

Collection Code 26 C

PIB-153 Risk Management collections system

Information is about	Private Citizens
Information is disclosed to	City Employee
Purpose for collection	To record and track damage to City property in order to recover damages through an insurance claim or directly from the party involved. Information now maintained in iVOS.
Types of Personal Information Collected	Civil / Criminal Matters; Finance; Permits / Licenses; health, employment, financial, law enforcement, family,
Collection Code	26 C

PIB-154 Safari database - ARCHIVED

Information is about	Private Citizens
Information is disclosed to	City Employee
Purpose for collection	To administer on-line registration for recreational and educational programmes offered at Park Board sites and facilities.
Types of Personal Information Collected	Finance; Vital Statistics
Collection Code	26 C

PIB-155 Safety and driver training system - ENG & PB

Information is about	City Employee
Information is disclosed to	City Employee
Purpose for collection	To track licensing and training information for Parks Board and Engineering drivers and equipment operators. Drivers license abstract information is collected in order to comply with requirements stipulated by National Safety Code Standard 7: Carrier and Driver Profiles.
Types of Personal Information Collected	Permits / Licences; Civil / Criminal Matters; Vital Statistics; Employment
Collection Code	FOIPPA s.26(a) - National Safety Code Standard 7: Carrier and Driver Profiles FOIPPA s.26(c)

PIB-156 Safety and driver training system -City

Information is about	City Employee Volunteers
Information is disclosed to	City Employee
Purpose for collection	To track licensing and training information for drivers and equipment operators associated with City of Vancouver operations. Drivers license abstract information is collected in order to comply with requirements stipulated by National Safety Code Standard 7: Carrier and Driver Profiles.
Types of Personal Information Collected	Civil / Criminal Matters; Permits / Licenses; Vital Statistics
Collection Code	FOIPPA s.26(a) - National Safety Code Standard 7: Carrier and Driver Profiles

PIB-175 Scheduling Lite

Information is about	City Employee; Private Sector Employees
Information is disclosed to	City Employee
Purpose for collection	Booking system is a scheduling tool for all individuals who are currently members of the City's temp pool. System contains names and contact information, as well as work history while a member of the temp pool. Outside public bodies, such as Board of Variance and Park Board have used this
Types of Personal Information Collected	Education; Employment; Vital Statistics
Collection Code	FOIPPA s.26(c)

PIB-157 Security issues records - DISCONTINUED

Information is about	Private Citizens
Information is disclosed to	City Employee
Purpose for collection	To document security incidents and concerns to provide background information to staff about ongoing issues. Information now maintained in Perspective Incident Management System.
Types of Personal Information Collected	Civil / Criminal Matters; Education; Employment; Vital Statistics
Collection Code	26 B; 26 C

PIB-158 Security Logs

Information is about	City Employees; Public Sector Employees; Private Citizens; Private Sector Employees
Information is disclosed to	City Employee
Purpose for collection	To track the entry and exit of people, including City employees, from various offices. Used in some offices for security purposes to record who is in the office at a given time, including staff members who are in the office outside of regular work hours.
Types of Personal Information Collected	Other: Information collected includes locations of individuals in a building.
Collection Code	FOIPPA s.26(c)

PIB-160 Sewer unstop bills

Information is about	Private Citizens
Information is disclosed to	City Employee
Purpose for collection	To record reimbursements to residents for the cost of plumbing services in the event that sewer pipes become blocked due to City tree roots. Used to document any investigation into the complaint and to request that a reimbursement cheque be issued. Also used to flag the location for future
Types of Personal Information Collected	Finance; Vital Statistics
Collection Code	FOIPPA s.26(c)

PIB-201 Short Term Rental Records

Information is about	Private Citizens
Information is disclosed to	City Employees; Private Sector Employee
Purpose for collection	To confirm compliance with by-law requirements for short term rentals including information on proof of principal residency and proof of landlord and strata authorization.
Types of Personal Information Collected	By-law Enforcement; Financial; Vital Statistics
Collection Code	FOIPPA s.26(c)

PIB-161 Sidewalk Patio Permits

Information is about	Private Sector Employees
Information is disclosed to	City Employee
Purpose for collection	Personal information includes name and contact information of permit holders.
Types of Personal Information Collected	Permits / Licences; Vital Statistics
Collection Code	FOIPPA s.26(c)

PIB-162 Special relief records

Information is about Private Citizens
Information is disclosed to City Employee

Purpose for collection Information includes name, property and mailing addresses, etc. of residential property owners charged for local improvements in higher zoned neighbourhoods (e.g. commercial or industrial), which are charged more for local improvements as they are done to higher standards (e.g. thicker

Types of Personal Information Collected Finance

Collection Code 26 C

PIB-159 Staff action forms (SAFs)

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To document information about City employees that affects their pay. Used as supporting documentation for entering or adjusting employee information in SAP.

Types of Personal Information Collected Employment; Finance; Vital Statistics

Collection Code FOIPPA s.26(a) - Employment Standards Act s.28

PIB-164 Street use inspection reports

Information is about Private Citizens; Private Sector Employees
Information is disclosed to City Employee

Purpose for collection To track the enforcement of permits on street usage for sidewalk cafes, produce and flower displays, vending, entertainment, furniture, signs, and pedicabs.

Types of Personal Information Collected Bylaw Enforcement

Collection Code FOIPPA s.26(c)

PIB-165 Street Use Permit Database

Information is about Public Sector Employees; Private Citizens; Private Sector Employees
Information is disclosed to City Employee

Purpose for collection To document the issuance and tracking of permits.

Types of Personal Information Collected Permits / Licences
Information includes street use, permit number and date.

Collection Code FOIPPA s.26(c)

PIB-166 Streets Equipment Activity Manager (SEAM) - DISCONTINUED

Information is about City Employee; Private Sector Employees
Information is disclosed to City Employee

Purpose for collection To manage the assignment of employees to vehicles and into crews

Types of Personal Information Collected Employment; Finance; Permits / Licenses

Collection Code 26 C

PIB-167 T4 slips

Information is about	City Employee
Information is disclosed to	City Employee
Purpose for collection	To document the annual gross and net incomes of each City employee, as required by the Canada Revenue Agency.
Types of Personal Information Collected	Employment; Finance; Vital Statistics
Collection Code	FOIPPA s.26(a) - Income Tax Act s.230

PIB-168 Tax certificates

Information is about	Private Citizens; Business Entities
Information is disclosed to	City Employees; Private Citizens; Private Sector Employees
Purpose for collection	A detailed statement of a tax account, a public document that is available for a fee via Tempest. It details tax balances, metered utility balances, whether a property is registered in TIPP (Tax Instalment Payment Plan), etc. Generally requested by lawyers/notaries during conveyance process.
Types of Personal Information Collected	Finance; Vital Statistics
Collection Code	FOIPPA s.26(a) - Vancouver Charter s.401 FOIPPA s.26(c)

PIB-169 Tax Exemption (TD1) Forms - Basic

Information is about	City Employee
Information is disclosed to	City Employee
Purpose for collection	To document the basic personal tax exemption of City employees. Information updated into employee master data.
Types of Personal Information Collected	Finance
Collection Code	FOIPPA s.26(c)

PIB-170 Tax Instalment Prepayment Plan Documents

Information is about	Private Citizens; Business Entities
Information is disclosed to	City Employee
Purpose for collection	Tempest database used to confirm a property owner's pre-authorized withdrawal agreement for payment of property taxes.
Types of Personal Information Collected	Finance; Vital Statistics
Collection Code	FOIPPA s.26(c)

PIB-171 Tax sale records

Information is about	Private Citizens; Business Entities
Information is disclosed to	City Employee
Purpose for collection	Name and contact information maintained in Tempest for purchasers and registered property owners involved in the City's annual Tax Sale.
Types of Personal Information Collected	Finance; Vital Statistics;
Collection Code	FOIPPA s.26(a) - Vancouver Charter s.401

PIB-172 TEAM System

Information is about City Employees; Private Citizens
Information is disclosed to City Employee

Purpose for collection Information includes the level of staff training and deployment. Used to provide assistance during an emergency.

Types of Personal Information Collected Civil / Criminal Matters; Education; Employment; Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-173 Tee Time Reservation System Database

Information is about Private Citizens; Private Sector Employees
Information is disclosed to City Employee

Purpose for collection To register tee time reservations at City golf courses. Fairway Tee Time booking and POS system used by 3 golf courses.

Types of Personal Information Collected Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-174 Telecomm Telephone Bill

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To track the history of telephone usage (including cellular and pager usage) in order to review and approve charges.

Types of Personal Information Collected Other

Collection Code FOIPPA s.26(c)

PIB-163 TELESTAFF

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To capture Vancouver Fire and Rescue Services staff contact, training, movement, and vacation information that is outside the scope of the SAP system.

Types of Personal Information Collected Education; Employment; Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-176 Temporary employment placement records

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To document the placement of temporary employees with business units in the City.

Types of Personal Information Collected Employment

Collection Code FOIPPA s.26(c)

PIB-177 Temporary Foreign Worker Permit Application

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To document the City of Vancouver application for a work permit for a Foreign Worker this includes a Labour Market Impact Assessment (LMIA).

Types of Personal Information Collected Employment

Collection Code FOIPPA s.26(c)

PIB-178 Temporary Foreign Worker permits

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To document the possession of a work permit by a Foreign Worker.

Types of Personal Information Collected Employment

Collection Code FOIPPA s.26(c)

PIB-179 Ticket Verification and Management Update Database

Information is about Private Citizens
Information is disclosed to City Employee

Purpose for collection To download information from the "Ticket verification and management update system" in order to conduct parking ticket and police-issued by-law violation ticket queries.

Types of Personal Information Collected By-law Enforcement; Finance; Vital Statistics

Collection Code FOIPPA s.26(b)
; FOIPPA s.26(c)

PIB-180 Ticket Verification and Management Update System

Information is about Private Citizens
Information is disclosed to City Employee

Purpose for collection To capture information related to parking tickets and police-issued by-laws, including payment, incident and registered owner information.

Types of Personal Information Collected Bylaw Enforcement; Finance; Vital Statistics

Collection Code FOIPPA s.26(b); FOIPPA s.26(c)

PIB-181 Time entry records

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To document the hours worked by City employees in any given business unit.

Types of Personal Information Collected Physical time entry records are approved and retained by Departments. Payroll only sees the time
Employment; Vital Statistics

Collection Code FOIPPA s.26(a) - Employment Standards Act s.28; FOIPPA s.26(c)

PIB-182 Time entry reporting records

Information is about City Employee
Information is disclosed to City Employee
Purpose for collection To summarize and verify time entry information for City employees.

Types of Personal Information Collected Employment; Vital Statistics
Collection Code FOIPPA s.26(a) - Employment Standards Act s.28

PIB-51 Ungerboeck Event Software

Information is about Public Sector Employees; Private Citizens; Private Sector Employees
Information is disclosed to City Employee
Purpose for collection To document the rental of Civic Theatre spaces for performances, meetings, or other events. Also used to monitor and review shows held at these facilities.

Types of Personal Information Collected Employment; Finance; Permits/Licences
Collection Code FOIPPA s.26(c)

PIB-183 Union position review case files

Information is about City Employee
Information is disclosed to City Employee
Purpose for collection To document job evaluations of a union position or group of positions in order to assess whether the current classification is appropriate.

Types of Personal Information Collected Employment
Collection Code FOIPPA s.26(c)

PIB-204 UPAWS (Utilities Pre-Authorized Withdrawals)

Information is about Private Citizens Business Entities
Information is disclosed to City Employees
Purpose for collection Tempest database used to confirm a property owner's pre-authorized withdrawal agreement for payment of utility billings.

Types of Personal Information Collected Finance
Collection Code FOIPPA s.26(c)

PIB-184 Utilities Refund Records

Information is about Private Citizens; Business Entities
Information is disclosed to City Employee
Purpose for collection To issue cheques for utility account credit amounts. Information maintained in Tempest.

Types of Personal Information Collected Finance
Collection Code FOIPPA s.26(c)

PIB-185 Vancouver Fire and Rescue Services (VFRS) Recruitment Case Files

Information is about Private Citizens
Information is disclosed to City Employee

Purpose for collection To document the recruitment of Vancouver Fire and Rescue Services staff.

Types of Personal Information Collected Education; Employment; Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-186 VanTree

Information is about Private Citizens
Information is disclosed to City Employee

Purpose for collection Database contains the entire street tree inventory of each tree in the City including the condition, and work that has been performed or scheduled, etc. Database also includes complaints from the public including the complainant's contact information, and follow-up to the complaint. Street tree

Types of Personal Information Collected Vital Statistics - Information collected includes the phone number and name of the individual who contacted the Park

Collection Code FOIPPA s.26(c)

PIB-188 VFRS Training Certification records

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To ensure regulatory compliance if applicable (i.e. WHIMIS training) and to track promotional requirements and completion of required training. Records series contains documents which include personal information.

Types of Personal Information Collected Education; Employment; Permits / Licenses

Collection Code FOIPPA s.26(c)

PIB-187 VFRS Training Session records

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To ensure regulatory compliance if applicable (i.e. WHIMIS training) and to track promotional requirements and completion of required training. Records series contains documents which include personal information. Records stored in internal Learning Management (LMS) and Records

Types of Personal Information Collected Education; Employment

Collection Code FOIPPA s.26(c)

PIB-189 Volunteer case files

Information is about Private Citizens - Subjects are volunteers at the City.
Information is disclosed to City Employee

Purpose for collection To document the working history of individuals volunteering for the City.

Types of Personal Information Collected Education; Employment; Other

Collection Code FOIPPA s.26(c)

PIB-190 Voter Registrations

Information is about	Private Citizens
Information is disclosed to	City Employees; Private Citizens; Public Sector Employees
Purpose for collection	To document information about applicants for registration as electors. Sections 24 and 28 of the Vancouver Charter stipulate the information that must be collected from resident and non-resident property electors.
Types of Personal Information Collected	Vital Statistics
Collection Code	FOIPPA s.26(a) - Vancouver Charter s.24 and s.28; Election Act s.12 and s.35 ; FOIPPA s.26(c)

PIB-191 Voter's List

Information is about	Private Citizens
Information is disclosed to	City Employees; Private Contractors
Purpose for collection	To list all voters eligible to participate in the City's general local election or by-election.
Types of Personal Information Collected	Vital Statistics
Collection Code	FOIPPA s.26(a) - Vancouver Charter s.35(2); FOIPPA s.26(c)

PIB-192 Voting Books and Voter Declarations

Information is about	Private Citizens
Information is disclosed to	City Employees; Private Citizens
Purpose for collection	Books signed by registered voters to indicate they have received a ballot.
Types of Personal Information Collected	Vital Statistics
Collection Code	FOIPPA s.26(a) - Vancouver Charter s.87

PIB-193 Voting Place Staffing Records

Information is about	City Employee
Information is disclosed to	City Employee
Purpose for collection	To document all staff working for the municipal election.
Types of Personal Information Collected	Employment
Collection Code	FOIPPA s.26(c)

PIB-194 Waivers - minors

Information is about	Private Citizens
Information is disclosed to	City Employee
Purpose for collection	To document the release of the City from liability in relation to public participation of minors in activities or events run by the Park Board or other City departments.
Types of Personal Information Collected	Civil / Criminal Matters
Collection Code	FOIPPA s.26(c)

PIB-195 Waivers - of age

Information is about Private Citizens
Information is disclosed to City Employee

Purpose for collection To document the release of the City from liability, in relation to public participation in activities or events run by the Park Board or other City departments.

Types of Personal Information Collected Civil / Criminal Matters

Collection Code FOIPPA s.26(c)

PIB-196 WCB claims appeals files

Information is about City Employee
Information is disclosed to City Employees; Public Sector Employees; Private Sector Employees

Purpose for collection To document appeals of Worker's Compensation Board claims decisions, either by the claimant or by the City as the employer. Information may be disclosed to third party providers acting on behalf of the City for WCB appeals purposes.

Types of Personal Information Collected Employment; Health; Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-197 WCB claims case files

Information is about City Employee
Information is disclosed to City Employees; Public Sector Employees; Private Sector Employees

Purpose for collection To document claims for compensation to the Worker's Compensation Board (WCB) by City employees. Information may be disclosed to third party providers acting on behalf of the City for WCB appeals purposes.

Types of Personal Information Collected Family; Health; Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-198 WCB claims transaction reports

Information is about City Employee
Information is disclosed to City Employee

Purpose for collection To document claims submitted to the Workers Compensation Board for reporting and reference purposes.

Types of Personal Information Collected Civil / Criminal Matters; Health

Collection Code FOIPPA s.26(c)

PIB-199 Weigh scale tickets

Information is about Private Citizens; Private Sector Employees
Information is disclosed to City Employee

Purpose for collection Weigh scale tickets issued to all paying customers at Vancouver's Sanitary Landfill.

Types of Personal Information Collected Finance; Vital Statistics

Collection Code FOIPPA s.26(c)

PIB-200 Youth outreach records

Information is about Private Citizens
Information is disclosed to City Employees; Private Sector Employees
Purpose for collection To document outreach programmes offered by the Park Board to youth.
Types of Personal Information Collected Other; Vital Statistics
Collection Code FOIPPA s.26(c)