

<b>PIB # 1</b>	<b>General Correspondence</b>
Information is about	General letters of appreciation, complaint, condolence, congratulation, invitation, criticism, etc.
Information is disclosed to	Municipal staff
Purpose for collection	Communication, service, investigation, action
Types of personal information collected	Complaints (filed in subject matter, or bylaw enforcement)
Collection Code	FOIPPA s.26(b); FOIPPA s.26(c)
<b>PIB # 2</b>	<b>Associations, Clubs and Societies</b>
Information is about	Correspondence, proceedings, minutes, annual reports, financial statements, membership fees related to these organizations.
Information is disclosed to	Municipal staff
Purpose for collection	Engagement with these types of groups
Types of personal information collected	Name, contact, member information, professional qualifications, references
Collection Code	FOIPPA s.26 (c)
<b>PIB # 3</b>	<b>Authorities, Boards, Commissions and related agencies</b>
Information is about	Correspondence, proceedings, minutes, annual reports, financial statements, membership fees related to these organizations.
Information is disclosed to	Municipal staff, authority, board, commission staff
Purpose for collection	Engagement with these types of groups
Types of personal information collected	Name, contact information, professional qualifications, references
Collection Code	FOIPPA s.26 (c)
<b>PIB # 4</b>	<b>Awards</b>
Information is about	Records relating to the presentation of awards or the receipt of awards by the Township
Information is disclosed to	Municipal staff
Purpose for collection	Facilitating the nomination and selection of potential recipients
Types of personal information collected	Name, contact information, professional qualifications, references
Collection Code	FOIPPA s.26 (c)
<b>PIB # 5</b>	<b>Committees and Commissions</b>
Information is about	Agendas, notices, minutes, reports and other records
Information is disclosed to	Municipal staff, committee & commission staff
Purpose for collection	Establishment, organization, functions of external boards, commissions, committees, councils, groups, panels, subcommittees, task forces, working groups
Types of personal information collected	Name, contact information, professional qualifications, references
Collection Code	FOIPPA s.26 (c)
<b>PIB # 6</b>	<b>Capital Regional District</b>
Information is about	Capital Regional District departments and standing committees
Information is disclosed to	Municipal staff, CRD staff
Purpose for collection	Engagement with CRD
Types of personal information collected	Name, contact information, professional qualifications, references
Collection Code	FOIPPA s.26 (c)

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<b>PIB # 7</b>	<b>Council committees</b>
Information is about	Establishment, organization, and functions of committees of Council
Information is disclosed to	Municipal staff, Council & committee staff
Purpose for collection	Establishment, organization, functions of committees of Council
Types of personal information collected	names, contact information, resumes
Collection Code	FOIPPA s.26 (c)
<b>PIB # 8</b>	<b>Council meeting records in Granicus meeting management software</b>
Information is about	Records of the meetings of Council
Information is disclosed to	Public
Purpose for collection	Documenting Council activities
Types of personal information collected	Name, address
Collection Code	FOIPPA s.26 (c)
<b>PIB # 9</b>	<b>In Camera Council Meetings</b>
Information is about	Records of the meetings of Council
Information is disclosed to	Municipal staff, council
Purpose for collection	Documenting Council activities
Types of personal information collected	Name, address
Collection Code	FOIPPA s.26 (c)
<b>PIB # 10</b>	<b>Freedom of Information Access Requests</b>
Information is about	Administration and management of information and privacy issues and requests for information to the Township
Information is disclosed to	Municipal staff, information request applicant(s)
Purpose for collection	Responding to access to information requests
Types of personal information collected	Name, address, contact details, and location information, government processes, actions and decisions
Collection Code	FOIPPA s.26 (c)
<b>PIB # 11</b>	<b>Protection of Privacy Requests</b>
Information is about	Administration and management of information and privacy issues and requests for information made to the Township
Information is disclosed to	Municipal staff, request applicant(s)
Purpose for collection	Administration and management of information and privacy issues
Types of personal information collected	Name, address, age, gender, professional performance, health, financial information
Collection Code	FOIPPA s.26 (c)

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<b>PIB # 12</b>	<b>Canada's Anti-Spam Law (CASL) Complaints</b>
Information is about	Administration & compliance with CASL regarding anti-spam message, anti-spyware/malware and private casue of action. Corporate compliance policies & procedures, complaint-handling system and corrective (disciplinary) measures
Information is disclosed to	Municipal staff
Purpose for collection	Used as evidence to establish a due diligence defence in the event of violation of CASL.
Types of personal information collected	Commercial electronic message policies, consent logs, message scripts, subscribe and unsubscribe requests, campaign records, staff training documents.
Collection Code	FOIPPA s.26(b); FOIPPA s.26(c)
<b>PIB # 13</b>	<b>Canada's Anti-Spam Law (CASL) Discipline</b>
Information is about	Administration & compliance with CASL regarding anti-spam message, anti-spyware/malware and private casue of action. Corporate compliance policies & procedures, complaint-handling system and corrective (disciplinary) measures
Information is disclosed to	Municipal staff, federal government staff
Purpose for collection	Used as evidence to establish a due diligence defence in the event of violation of CASL.
Types of personal information collected	Commercial electronic message policies, consent logs, message scripts, subscribe and unsubscribe requests, campaign records, staff training documents, business procedures and other financial records
Collection Code	FOIPPA s.26(b); FOIPPA s.26(c)
<b>PIB # 14</b>	<b>Office of the Ombudsperson Complaints</b>
Information is about	Investigations by the Office of the Ombudsperson under BC Ombudsperson Act
Information is disclosed to	Municipal staff, Office of the Ombudsperson staff, complainant(s)
Purpose for collection	Investigate complaints from the BC Office of the Ombudsperson
Types of personal information collected	All records relating to the investigations
Collection Code	FOIPPA s.26(b); FOIPPA s.26(c)
<b>PIB # 15</b>	<b>Security records</b>
Information is about	Personnel, information and physical security issues
Information is disclosed to	Municipal staff, FOI applicant(s)
Purpose for collection	Administration and management of personnel, information and physical security issues and procedures
Types of personal information collected	Name, contact details, age, gender, job functions, staff policy and procedures
Collection Code	FOIPPA s.26(c)

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<b>PIB # 16</b>	<b>Building key cards management system</b>
Information is about	Employees, elected officials and service providers
Information is disclosed to	Municipal staff
Purpose for collection	To administer secure building access
Types of personal information collected	Name, employment/role, digital headshot
Collection Code	FOIPPA s.26 (c)
<b>PIB # 17</b>	<b>Public Relations - releases and waivers</b>
Information is about	General administration of public relations, media and government relations programs, press releases, radio and television broadcasts, etc.
Information is disclosed to	Municipal staff, public, media and other governments
Purpose for collection	General administration of public relations, media and government relations programs, press releases, radio and television broadcasts, etc.
Types of personal information collected	Name, contact details, disclosures, approvals, signatures
Collection Code	FOIPPA s.26(c)
<b>PIB # 18</b>	<b>Donations and bequests</b>
Information is about	Donations and bequests to the Township and donations and bequests made by the Township including correspondence and particulars
Information is disclosed to	Municipal staff, donors, recipients
Purpose for collection	Administration and management of donations and bequests to and from the local government
Types of personal information collected	Name, contact details, and donation amounts
Collection Code	FOIPPA s.26(c)
<b>PIB # 19</b>	<b>HRISMyWay Human Resources Database</b>
Information is about	Payment of employees, calculations, deductions and adjustments to pay including regular and overtime pay and benefit records
Information is disclosed to	Municipal employees, Municipal Finance and Payroll staff
Purpose for collection	Employee payment
Types of personal information collected	Calculations, deductions and adjustments to pay including regular and overtime pay and benefit records
Collection Code	FOIPPA s.26(c)
<b>PIB # 20</b>	<b>Litigation Case files</b>
Information is about	Records of litigation instigated by or against the local government
Information is disclosed to	Municipal staff, Legal staff, BC Government Court(s) of Law
Purpose for collection	Investigate, administer, manage and disclose information related to litigation cases
Types of personal information collected	Any and all records related to the litigation issue
Collection Code	FOIPPA s.26(c)

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<b>PIB # 21</b>	<b>WCB Hearing Test Files</b>
Information is about	Employee accidents, personal injuries as a result of work duties and claims with the Workers' Compensation Board (WCB)
Information is disclosed to	Municipal staff, WCB staff
Purpose for collection	Municipal staff safety policy and procedures
Types of personal information collected	Municipal staff hearing tests results
Collection Code	FOIPPA s.26(c) ; FOIPPA s.26(a) - Workers Compensation Act s.71; Workers Compensation Act s. 72; Workers Compensation Act s.21
<b>PIB # 22</b>	<b>First aid Records</b>
Information is about	Employee first aid accidents and personal injuries as a result of work duties and claims with the Workers' Compensation Board (WCB)
Information is disclosed to	Municipal staff, WCB staff
Purpose for collection	Municipal staff safety policy and procedures
Types of personal information collected	Municipal staff first aid records
Collection Code	FOIPPA s.26(c) ; FOIPPA s.26(a) - Workers Compensation Act s.71; Workers Compensation Act s. 72; Workers Compensation Act s.21
<b>PIB # 23</b>	<b>WCB Claim Case Files</b>
Information is about	Employee accidents and personal injuries as a direct result of work duties and claims with the Workers' Compensation Board (WCB) including investigations, hazards, symptoms, corrective actions, cytotoxic drugs, radiation surveys.
Information is disclosed to	Municipal staff, WCB staff
Purpose for collection	Municipal staff safety policy and procedures
Types of personal information collected	Municipal staff WCB claim records
Collection Code	FOIPPA s.26(c) ; FOIPPA s.26(a) - Workers Compensation Act s.71; Workers Compensation Act s. 72; Workers Compensation Act s.21
<b>PIB # 24</b>	<b>Employee Awards and Honours</b>
Information is about	Awards, honours, decorations and commendations given to staff
Information is disclosed to	Municipal staff
Purpose for collection	Awards, honours, decorations and commendations to staff
Types of personal information collected	Name, work performance, work history
Collection Code	FOIPPA s.26(c)
<b>PIB # 25</b>	<b>Employment Files</b>
Information is about	Master record on individual employees
Information is disclosed to	Municipal staff
Purpose for collection	Employee hiring, training, work history, work performance, termination includes resignation, retirement, dismissal, layoff, etc.
Types of personal information collected	Personal data, resume, appraisals, evaluations, training, commendations, discipline, health examinations
Collection Code	FOIPPA s.26(c)

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<b>PIB # 26</b>	<b>Reports of workplace bullying and harassment (Case Files)</b>
Information is about	Administration and compliance with WorkSafeBC guidelines
Information is disclosed to	Municipal staff, WorkSafeBC
Purpose for collection	Investigate and respond to employee complaints
Types of personal information collected	Reports of workplace bullying and harassment
Collection Code	FOIPPA s.26(c) ; FOIPPA 26(a) - Workers Compensation Act s.21
<b>PIB # 27</b>	<b>Workplace bullying and harassment (Investigations and findings)</b>
Information is about	Administration and compliance with WorkSafeBC guidelines
Information is disclosed to	Municipal staff, WorkSafeBC
Purpose for collection	Policy statement and investigation procedures reviewed annually
Types of personal information collected	Investigation of workplace bullying or harassment complaint reports and findings
Collection Code	FOIPPA s.26(c) ; FOIPPA s.26(a) - Workers Compensation Act s.71; Workers Compensation Act s. 72; Workers Compensation Act s.21
<b>PIB # 28</b>	<b>Health &amp; Safety for Firefighters - Case Files</b>
Information is about	Programs associated with firefighters' occupational disease
Information is disclosed to	Municipal staff, WorkSafeBC
Purpose for collection	Administration and compliance with WorkSafeBC guidelines
Types of personal information collected	Employee work health records
Collection Code	FOIPPA s.26(c) ; FOIPPA s.26(a) - Workers Compensation Act s.21
<b>PIB # 29</b>	<b>Labour Relations Grievance Files</b>
Information is about	Policies, methods and procedures for handling grievances and complaints of employees
Information is disclosed to	Municipal staff, CUPE staff
Purpose for collection	Investigate and respond to employee complaints
Types of personal information collected	Employee work history, performance, evaluations, training, issues resolutions
Collection Code	FOIPPA s.26(c)
<b>PIB # 30</b>	<b>Employment Application Files</b>
Information is about	Receipt of applications for employment, unsolicited offers of service, resumes
Information is disclosed to	Municipal staff
Purpose for collection	Hiring Municipal staff
Types of personal information collected	Name, address, contact details, professional qualifications, professional history and references
Collection Code	FOIPPA s.26(c)
<b>PIB # 31</b>	<b>Staff Training and Development - course registrations</b>
Information is about	Staff training courses, types of courses, course content
Information is disclosed to	Municipal staff
Purpose for collection	Attendance records, evaluation reports for all forms of staff training
Types of personal information collected	Courses enrolled and taken for Municipal work
Collection Code	FOIPPA s.26(c)

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<b>PIB # 32</b>	<b>Staff Training and Development - course attendance</b>
Information is about	Attendance at staff training courses
Information is disclosed to	Municipal staff
Purpose for collection	Monitor staff training and plan for future initiatives
Types of personal information collected	Staff name, position, attendance record for work training courses
Collection Code	FOIPPA s.26(c)
<b>PIB # 33</b>	<b>Volunteer Case Files (current)</b>
Information is about	Persons providing volunteer services to the local government, services provided and the requirements and conditions of the voluntary service
Information is disclosed to	Municipal staff, volunteers
Purpose for collection	Administration and management of volunteers
Types of personal information collected	Name, contact information, volunteer credentials, voluntary service provided
Collection Code	FOIPPA s.26(c)
<b>PIB # 34</b>	<b>Land management in Tempest software</b>
Information is about	Land management, permits, planning, development and code enforcement for efficient community development
Information is disclosed to	Municipal staff, property owners, property developers
Purpose for collection	Administering land management within the Township
Types of personal information collected	Property ownership, development application contact information, municipal staff contact information, property development details
Collection Code	FOIPPA s.26(c)
<b>PIB # 35</b>	<b>Property Files by individual address</b>
Information is about	Development, zoning, dwelling and other pertinent information on all lands within the local government area. May constitute the master property records for all properties within the local government area.
Information is disclosed to	Municipal staff, property owners, property developers
Purpose for collection	History and maintenance records of individual properties within the local government area
Types of personal information collected	Property owner, property zoning and development, property dwelling information
Collection Code	FOIPPA s.26(c)
<b>PIB # 36</b>	<b>Zoning and Rezoning Records</b>
Information is about	Application and process for zoning and rezoning properties within the local government area
Information is disclosed to	Municipal staff, property owners, property developers, FOI request applicants
Purpose for collection	History and maintenance records of individual properties within the local government area
Types of personal information collected	Property owner(s), property permit(s), property zoning and development history
Collection Code	FOIPPA s.26(c)

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<b>PIB # 37</b>	<b>Bylaw and Building Regulation in Tempest software</b>
Information is about	Bylaw management and building regulation and administration
Information is disclosed to	Municipal staff, permit holders
Purpose for collection	The management of legislative and regulatory matters
Types of personal information collected	Property information, property ownership, complaints, calls for service information, building plans, internal floorplans
Collection Code	FOIPPA s.26 (c)
<b>PIB # 38</b>	<b>Bylaw Complaints</b>
Information is about	Bylaw enforcement complaints
Information is disclosed to	Municipal staff, public, external agencies
Purpose for collection	Enforce Esquimalt Bylaws
Types of personal information collected	Property address, property owner/resident contact details, initial complaint, investigation notes, referrals with external agencies
Collection Code	FOIPPA s.26(b)
<b>PIB # 39</b>	<b>Election Ballots and other records</b>
Information is about	Conduct of elections, referenda, alternative approvals, voter registration, polls, nominations, financial disclosures, results. May also contain advertising, candidates, voting places, staff, equipment and supplies, training, advance voter registration and special voting opportunities
Information is disclosed to	Municipal Elections staff
Purpose for collection	Conducting local government elections and by-elections
Types of personal information collected	Provincial Voter registration, candidate names and contact information, mail ballot registrations, elections staff names and contact information, suppliers information and contracts.
Collection Code	FOIPPA s.26(a) - Local Government Act s.66; Local Government Act s.70, Local Government Act s.59
<b>PIB # 40</b>	<b>Elector Response Form (Alternative Approval Process)</b>
Information is about	Elector response forms
Information is disclosed to	Municipal staff, Municipal election staff, Elections BC staff
Purpose for collection	Conduct of elector response forms
Types of personal information collected	Name, street address, telephone number, signature
Collection Code	FOIPPA s.26(a) - Local Government Act s.59
<b>PIB # 41</b>	<b>Election Nomination Materials</b>
Information is about	Persons nominated for election, persons endorsing nominated candidates
Information is disclosed to	Municipal staff, Municipal election staff, Elections BC staff, public
Purpose for collection	Conduct of local elections, candidate selection,
Types of personal information collected	Candidate nominations and endorsements, candidate professional qualifications, nominator name and details
Collection Code	FOIPPA s.26(a) - Local Government Act s.88; Local Government Act s.160(3)



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<b>PIB # 42</b>	<b>Tempest - Licence management software</b>
Information is about	Issuing specific licenses and their regulation by the Township.
Information is disclosed to	Municipal staff, licensees
Purpose for collection	Regulation of businesses, commercial vehicles, dog, taxis, liquor, cannabis stores and special events within the local government area
Types of personal information collected	Licensee name, address, contact details
Collection Code	FOIPPA s.26(c)
<b>PIB # 43</b>	<b>Flexible Data Management (FDM) Database</b>
Information is about	Data capturing and report generation for fire calls
Information is disclosed to	Municipal Staff
Purpose for collection	Assisting Fire services to document and manage fire calls and reports
Types of personal information collected	Details of incidents such as causes, extent of damage and property particulars including contact details of owners and tenants
Collection Code	FOIPPA s.26 (c)
<b>PIB # 44</b>	<b>Police Services records of crime - pre-VicPD</b>
Information is about	Private Citizens
Information is disclosed to	Municipal Staff
Purpose for collection	To assist with law enforcement
Types of personal information collected	Vital statistics; details of the incident
Collection Code	FOIPPA s.26 (c)
<b>PIB # 45</b>	<b>Archives donor management system</b>
Information is about	Donations and bequests to the Township archives including correspondence and particulars
Information is disclosed to	Municipal staff, donors
Purpose for collection	Administration and management of donations and bequests to the archives
Types of personal information collected	Name, contact details, and donation details
Collection Code	FOIPPA s.26(c)
<b>PIB # 46</b>	<b>PerfectMind</b>
Information is about	Private citizens for recreation membership management
Information is disclosed to	Municipal staff
Purpose for collection	To administer on-line registration for recreational programmes offered at Parks & Recreation facilities
Types of personal information collected	Name, address, phone number, email address, age, gender, emergency contact information, program schedule information
Collection Code	FOIPPA s.26 (c)