



City of Belleville

Personal Information Bank Register Feb 2024

[Introduction](#)

The *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, Section 34(1) requires the City of Belleville to keep an updated Personal Information Bank (PIB) and to make it available for the public to view.

Personal Information Bank is defined in *MFIPPA* as "a collection of personal information that is organized and capable of being retrieved using an individual's name or an

identifying number or particular assigned to the individual." The Register includes a description of the Personal Information maintained to support each dept's programs and activities. For each Personal Information Bank, the following information is provided: the department maintaining the records; legal authority for collection; identifying data; how the information is used; who is authorized to use the information; and retention and disposition.

Corporate Services Personal Information Banks

	Bank Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified in PIB	Classification Code from Retention By- Law
	Correspondence Received	Municipal Act	Name, email, phone number, address	IT retains email back-ups and correspondence may be attached to agendas	Authorized City Staff	Public	
	Insurance Claims	Municipal Act, Insurance Act	Name, address, telephone number, witness(s), accident/incident reports; police, fire, ambulance report; vehicle driver's plate and licence; medical information, and photographs, gender	To administer claims filed against the City	Authorized City Staff; Auditors and insurance adjusters	Public	L02
	Licensing Information	Municipal Act	Name, address, home telephone number, previous address, place and date of birth, height, weight, build, hair and eye colour, social insurance number, driver's licence number, vehicle registration, photograph, driver's abstract, medical certificate, vehicle permit, safety standards certificate, insurance certificate, Canadian police clearance letter, copy of passport, copy of residency documents, copy of work permit	To provide protection to the public, for zoning control; to ensure compliance	Authorized City Staff	Public	P09
	Parking Permits	Municipal Act, Municipal Parking By-law	Name, address, telephone number, vehicle licence plate number, email address	To administer parking program	Authorized City Staff	Public	P11
	Access and Privacy	Municipal Freedom of Information and Protection of Privacy Act	Name, address, phone number, email address, content of requests	To communicate with requesters and/or complainants; to respond to Freedom of Information requests; to process access for information and personal information correction requests, as well as appeals filed with the Information and Privacy Commissioner of Ontario	Authorized City Staff	Employees; Public	A17
	Election Candidate Records and campaign finance records	Municipal Elections Act	Name and address where records are maintained and communications are sent, name and address of auditor and chief financial officer, name of persons who endorsed the candidate, name and address of official	To certify candidates and registered third party advertisers for municipal elections, and to post financial reporting documentation for the public	Authorized City Staff	Public	C07
	Election Workers Records and Administrative Records	Municipal Elections Act	Name, address, phone number, Social Insurance Number, payroll information	To hire and pay election workers for municipal elections	Authorized City Staff	Employees	C07
	Business and Lottery Licences	Municipal Act, Licensing By- laws	Owner/ licensee name, address, phone number, provincial business registration, police and credit checks (when applicable), residency status, photograph (when required), insurance certificate	To licence businesses and individuals	Authorized City Staff; Peel Health; and Police Agencies	Public	P09
	Citizen Appointments and applications	Municipal Act	Name, address, telephone number, e-mail address	To appoint citizens to various city boards and committees	Authorized City Staff; and Members of Council.	Public	C12
	Animal Licencing	Municipal Act, City By-laws.	Owner and animal name, address, telephone number	To licence dogs and cats	Authorized City Staff	Public	P09
	Marriage licence Applications	Municipal Act	Birth, marital status, divorce details (if applicable), religious denomination, present address, place of birth, father's name and place of birth, mother's birth name and place of birth.	To maintain statistics of marriages and to regulate their legality	Authorized City Staff; and the Registrar General of Ontario	Public	L12
	Parking Tickets	Municipal Act, Highway Traffic Act; Municipal By- Laws	Name, address, telephone number of registered vehicle owner, business owner, agent, trustee, birthdate of registered owner	To obtain evidence for potential court prosecution, first attendance, screening and hearings disputes; to allow for correspondence and mailings of past due notices or notices of trial; and to collect outstanding fines	Authorized City Staff; Regional Health Department; Regional Prosecutor; Court Clerks; Provincial Judges or Justice of the Peace; Ministry of Transportation; Police Agencies	Public	F19

Payroll Records	Municipal Act, Income Tax Act, Employment Insurance Act, Pension Act, Collective Agreements	Name, address, telephone number, banking information, benefits, earnings, social insurance number; deductions may include union dues, garnishee, worker compensation payments, pension and income	To process payroll and T-4 summaries	Authorized City Staff; Auditors and Regulatory Agencies	Employees; and Members of Council	F16
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Finance Personal Information Banks

Bank Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified in PIB	Classification Code from Retention By- Law
Burn Permit	Municipal Act	Address and phone number	To administer burn permits	Authorized City Staff	Public	P11
Tax Roll	Municipal Act, Assessment Act	Name, address of property owners, tax amounts	To administer tax collection process	Authorized City Staff; Auditors and Regulatory Agencies	Public	F22
Assessment Roll	Municipal Act	Name, address, tax sale and power of sale procedures and property owners.	To calculate taxes; to distribute lists; to conduct research regarding designation of historical and/or architectural significant structures; to research legal	Authorized City Staff	Public	F22
Revenue Collections	Municipal Act, Assessment Act, Harmonized Sales Tax Act, Provincial Offences Act	Name, address, payment history, telephone number, banking information, driver's licence, plate numbers, credit checks	To administer receivables and collect payments for property tax, water, transit fares, subsidies, grants, trusts, permits, licensing, parking tickets, provincial offences court orders, and facility rental purposes	Authorized City Staff; Auditors and Regulatory Agencies	Public	F02
Property Tax Accounts	Municipal Act, Assessment Act	Name, address of tax account holder	To administer property tax accounts, including billing, payments, statements and delinquent accounts	Authorized City Staff	Public	F22
Sanitation Permits- Bulky Items and Bag Tag	Municipal Act	Name, address, telephone number, email address	To administer truck locations and contact users if the delivery schedule has changed.	Authorized City Staff	Public	F19
Applications for Tax Relief	Municipal Act	Name, address, telephone number, financial status of persons requesting relief	To determine eligibility for tax relief	Authorized City Staff; and Auditors	Public	F22
Accounting Records	Municipal Act, Fuel Tax Act, Harmonized Sales Tax Act	Name, address, telephone number, credit card number, banking information, credit checks (where applicable)	To process financial transactions	Authorized City Staff; Auditors; Regulatory Agencies; and Financial Institutions	Public; Employees; and Members of Council	F15
Expense Accounts	Municipal Act, Insurance Act	Name, address, telephone number, credit card statements, expenses or mileage claims and banking information	To reimburse staff and members of council for travelling and business expenses incurred	Authorized City Staff; and Auditors	Employees; and Members of Council	F09
Accounts Payable	Municipal Act, Fuel Tax Act, Excise Tax Act	Name, address, telephone number, credit card number, banking information, credit checks (where applicable), SIN # (where applicable)	To process financial transactions	Authorized City Staff; Auditors; Financial Institutions; and Regulatory Agencies	Public	F01
Purchasing Credit Card	Municipal Act, Customs Act, Harmonized Sales Tax Act.	Name, number, City credit card number, banking information	To process payment of goods	Authorized City Staff; Auditors; Financial Institutions	Employees	F17

Community Services Personal Information Banks

Bank Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified in PIB	Classification Code from Retention By- Law
Facility Bookings	Municipal Act	Customer name, address, telephone number, cheque, debit, or credit card payment information. May include medical details in case of an emergency, insurance details and liability release forms	To book facilities for rental purposes	Authorized City Staff and Auditors.	Public	A21
Recreation Membership and Program Registration and Refunds	Municipal Act	Participant and/or parent/ guardian name, address, email address, phone number, birth date, attendance log sheets, sign-in forms, cheque, cash, debit or credit card payment information, health card number, emergency contact information, waiver forms, special medical needs or assistance requirements	To process program registrations, refunds, memberships; to advise participants of upcoming events	Authorized City Staff; Auditors; and other government agencies such as Children's Aid Society etc.	Public.	R06
Events, Surveys and Contests	Municipal Act	Name, address, telephone number, email address	To collect feedback on events (talent/ promotion, etc.); to engage residents to participate at the upcoming event	Authorized City Staff and Auditors.	Public.	M02

	Recreation Services' Incidents and Accidents	Municipal Act	Name, address, telephone number, incident reports & response, and other identifying information as required based on the incident	To record incidents that may be of an emergency nature and could result in a claim against the City	Authorized City Staff	Employees; Public	P05
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Public Works Personal Information Banks

Bank Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified in PIB	Classification Code from Retention By- Law
Permit – Road Closure – Special Events	Municipal Act.	Name, address, phone number, email address	To apply for a road closure regarding a special event i.e.) parade, street party etc.	Authorized City Staff	Public	P11
Cemetery Records	Municipal Act, Cemeteries Act.	Deceased and family members name, address, phone number; deceased cause of death, date of birth and death; payment information	To administer cemetery plot ownership, burial permits, purchase markers and monuments and retain ancestry records	Authorized City Staff	Public	S09
Insurance Incident Report Equipment/ Vehicle Incident/ Accident Reports	Municipal Act	Name, address, driver licence and plate number, witness(s), incident description	To record incidents that may result in a claim against the City; to update the employee record	Authorized City Staff	Employees; Public	P05

Engineering and Development Services Personal Information Banks

Bank Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified in PIB	Classification Code from Retention By- Law
Building Code & Zoning Enforcement Administration & Application Documents	Ontario Building Code, Municipal Act, Building By-Law, Zoning By-Law, Provincial Offences Act, Pool Enclosure By-law	Name, address, email address, telephone number, company names, building code identification number, prosecution records	To track all processes/workflows involved in the enforcement of Ontario Building Code (permit issuance, inspections, order tracking, prosecutions); to facilitate compliance requests, zoning infraction notices, pool enclosure permits, two unit registration, and mobile signs.	Authorized City Staff; Municipal Property Assessment Corporation; Statistics Canada; Canadian Mortgage and Housing Corporation, TARION	Public	P10
Applications for Permits, site plans, subdivision, amendments, secondary plans, site plan waivers	Ontario Building Code, Municipal Act, Building By-Law, Zoning By-Law, Provincial Offences Act, Planning Act-Bill 139	Name, address, email address, telephone number, company names, building code identification number	To track all processes/workflows involved in the enforcement of The Planning Act and Ontario Building Code	Authorized City Staff, Municipal Property Assessment Corporation; Statistics Canada; Canadian Mortgage and Housing Corporation, TARION	Public	P10
Public consultation meetings specifically for planning/ building matters	Planning Act	Name, address, email address, telephone number, company names.	To allow the public to comment	Authorized City Staff; Municipal Property Assessment Corporation; Statistics Canada; Canadian Mortgage and Housing Corporation.	Public	C06
Animal Control Infractions	Municipal Act, Dog Owners' Liability Act, Protection of Livestock & Poultry from Dogs Act, City By-laws.	Owner, animal and witness name, address, telephone number, photographs and animal medical record, complaints	To investigate incidents	Authorized City Staff; Peel Health; and Police	Public	P14
Clothing & Equipment Issue Log	Occupational Health and Safety Act, Ministry of Labour	Name, employee number, year of service, physical attributes	to document the clothing issued each year	Authorized City Staff	Employees	H03
Animal Incidents	Municipal Act, City By-laws.	Owner and animal name, address, telephone number	To investigate complaints or non-issue incidents	Authorized City Staff; and Regulatory Agencies.	Public	P05
By-Law Enforcement	Municipal Act	Name, address, email address, telephone number, company names.	To investigate complaints and ensure compliance with by-laws	Authorized City Staff	Public	P01
Part Lot Exemptions	Planning Act	Name, address, email address, telephone number, company names, building code identification number	To regulate the transfer or sale of part of a lot or block within a registered plan of subdivision	Authorized City Staff	Public	P10

Emergency Services Personal Information Banks

	Bank Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified in PIB	Classification Code from Retention By- Law
	Alarm Response Reports	Municipal Act, Fire Protection and Prevention Act, Ontario Fire Code, Ontario Building Code, Forest Fire Prevention Act, City By laws	Name, address, phone number, police and witness information, first aid treatment, medical assist report and cause of incident	To document and investigate emergency and fire incidents	Authorized City Staff; Office of the Fire Marshal; and Police Agencies.	Employees; Public	P06
	Clothing & Equipment Issue Log	Occupational Health and Safety Act, Ministry of Labour, Ontario Fire Code Act, Fire Prevention and Protection Act	Name, employee number, year of service, physical attributes	to document the clothing and protective gear issued each year	Authorized City Staff	Employees	P06
	Fire Prevention and Inspection Reports	Municipal Act, Fire Protection and Prevention Act, Fire Code, Ontario Building Code, Forest Fire Prevention Act, City By- laws.	Name, address, telephone number, tenant name if applicable, orders to comply and complaints	To investigate and identify fire safety hazards	Authorized City Staff; the Office of the Fire Marshal; and Police Agencies.	Public.	P06
	Emergency and dispatching Call Records	Municipal Act	Name, address, telephone number and occurrence number	To record information for the purpose of dispatching trucks	Authorized City Staff; and the Office of the Fire Marshal	Public	P16

Human Resources Personal Information Banks

	Bank Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified in PIB	Classification Code from Retention By- Law
	Applications for Employment	Municipal Act	Name, address, telephone number, email address, application or resume, education, employment history	To facilitate recruitment	Authorized City Staff.	Public	H03
	Employee Claims	Municipal Act, Occupational Health & Safety Act, Workplace Safety and Insurance Board Act, Insurance Act and City Policy	Employee name, address, telephone number, work location, incident, doctor's notes and functional abilities	To process short and long-term disability claims, Workplace Safety Insurance Boars (WSIB) claims and provide workplace accommodations	Authorized City Staff; Insurance Provider and Workplace Safety Insurance Board staff	Employees.	H13
	Employee File of Record	Municipal Act	Name, address, social insurance and health card number, sex, telephone number, benefits, credit record (job specific), date of birth, disciplinary and commendation letters, driver's licence/operator permit (where applicable), education,	To administer employee work history, benefits, and training courses	Authorized City Staff; Audit and Regulatory Agencies	Employees	H03
	Employee Files	Municipal Act	Meeting notes, disciplinary notes/ letters, vacation requests, performance management agreements, etc.	To manage staff within each department	Authorized City Staff	Employees	H03
	Grievances/ Arbitration	Municipal Act, Collective Agreement	Employee name and number, grievance issues, orders and decisions.	To process union grievances	Authorized City Staff; and the Ontario Grievance Board	Employees	H13
	Job Evaluations	Municipal Act	Name, work location, title, telephone number, job information questionnaire, scoring	To determine appropriate job grade	Authorized City Staff	Employees	H06
	Employee Medical Records	Municipal Act, Occupational Health and Safety Act, Workplace Safety and Insurance Board Act, Insurance Act and City Policy, Personal Health Information Protection Act,	Employee name, address, telephone number, work location, health card and medical information	To process medical claims and provide workplace accommodation and attendance management	Authorized City Staff and Workplace Safety and Insurance Board	Employees	H04
	Pay Equity	Municipal Act, Pay Equity Act	Employee name, position, title, telephone number, work location, pay rate	To administer equal opportunity, equity and fair wage issues.	Authorized City Staff	Employees.	H14

	Recruitment Files	Municipal Act	Name, address, telephone number, application or resume, education, employment history, reference and criminal check, credit check (when required) and driver's abstract (when required)	To facilitate recruitment	Authorized City Staff.	Employees; Public	H11
	Workplace Harassment	Municipal Act, Human Rights Act	Employee and complainant's name, address, work location, complaint, decision order	To investigate workplace harassment complaints and resolve issues	Authorized City Staff	Employees.	H14
	Occupational, Health & Safety Investigations	Occupational Health and Safety Act, Joint Health & Safety Committee Terms of Reference	Employee name, work location, occupation, address and telephone number, employee number	To notify Ontario Ministry of Labour (when required) and Joint Health & Safety Committee; to identify root causes and corrective actions to ensure safety of the employees	Authorized City Staff	Employees.	H13
	Employee Benefits	Municipal Act	Name, payroll number, dependant coverage, deduction amounts, policy and division numbers, benefit carrier billings, benefit booklets	To track and maintain records for billing discrepancies	Authorized City Staff.	Employees.	H02

Transit Services Personal Information Banks

	Bank Title	Legal Authority	Information Maintained	Uses		Individuals Identified in PIB	Classification Code from Retention By- Law
	Driver Safety and Training Records	Municipal Act	Name, address and telephone number driver licence, work location	To administer staff licencing and training courses	Authorized City Staff.	Employees	H12
	Clothing & Equipment Issue Log	Occupational Health and Safety Act, Ministry of Labour	Name, employee number, year of service, physical attributes	to document the clothing issued each year	Authorized City Staff	Employees	H03
	Inquiries, Complaints and Commendation	Municipal Act	Name, address, contact information of the complaint / requestor	To document and investigate complaints and commendations from the public.	Authorized City Staff.	Public	M04

Office of the Chief Administrative Officer

	Bank Title	Legal Authority	Information Maintained	Uses		Individuals Identified in PIB	Classification Code from Retention By- Law
	City of Belleville Photo Release	Municipal Act	Name, Phone Number and picture	To obtain explicit consent for use of individuals image in videos and pictures	Authorized City Staff.	Public	M07
	Student & volunteers	Municipal Act	Name, Email Address, name of secondary institution details	To manage student and volunteer programs	Authorized City Staff.	Employees; Public	H00
	Contests/ Draws	Municipal Act	Names, address, contact information, consent of individual.	To administer a contest; to obtain consent to participate	Authorized City Staff.	Public	H00
	Inquiries, Complaints and Commendation	Municipal Act	Records relating to the exchange of communication regarding Strategic Development initiatives. Names, address, contact information of the complaint / requestor	To document and investigate complaints and commendations from the public	Authorized City Staff.	Public	M04

Appendix – Legislative Authority

Provincial Laws are listed below:

- [Municipal Act, 2001, S.O. 2001, c. 25](#)
- [Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56](#)
- [Income Tax Act, R.S.O. 1990, c. 12](#)
- [Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sched. A](#)
- [Provincial Offences Act, R.S.O. 1990, c. P.33](#)
- [Fuel Tax Act, R.S.O. 1990, c. F.35](#)
- [Insurance Act, R.S.O. 1990, c. 1.8](#)
- [Highway Traffic Act, R.S.O. 1990, c. H.8](#)
- [Real Property Limitations Act, R.S.O. 1990, c. L.15](#)
- [Registry Act, R.S.O. 1990, c. R.20](#)
- [Land Titles Act, R.S.O. 1990, c. L.5](#)
- [Planning Act, R.S.O. 1990, c. P.13](#)
- [Occupiers' Liability Act, R.S.O. 1990, c. O.2](#)
- [Dog Owners' Liability Act, R.S.O. 1990, c. D.16](#)
- [Protection of Livestock and Poultry from Dogs Act, R.S.O. 1990, c. L.24](#)
- [O. Reg. 332/12: BUILDING CODE](#)
- [Cemeteries Act \(Revised\), R.S.O. 1990, c. C.4](#)
- [Forest Fires Prevention Act, R.S.O. 1990, c. F.24](#)
- [O. Reg. 213/07: FIRE CODE](#)
- [Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4](#)
- [Human Rights Code, R.S.O. 1990, c. H.19](#) – [Employment Insurance Act \(S.C. 1996, c. 23\)](#)
- [Pension Act \(R.S.C., 1985, c. P-6\)](#)
- [Excise Tax Act \(R.S.C., 1985, c. E-15\)](#)
- [Customs Act \(R.S.C., 1985, c. 1 \(2nd Supp.\)\)](#)
- [Civil Marriage Act \(S.C. 2005, c. 33\)](#)