



DIRECTORY OF PERSONAL INFORMATION BANKS

Compiled by: Legislative Services
Updated as of January 2012

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Introduction

The *Freedom of Information and Protection of Privacy Act* (the Act), often referred to as FOIP, came into force for local government bodies on October 1, 1999. The Act governs the collection, use and disclosure of personal information by public bodies as well as providing for access to information in the custody of and under the control of public bodies.

Within the City of Airdrie, all departments, committees, boards and commissions fall under FOIP.

Purpose of the Act

The purpose of FOIP is to make public bodies accountable to the public by providing access to records and by protecting personal privacy of individuals. The Act is built upon the following principles:

- to allow any person a right of access to records in the custody or under the control of a public body (e.g., City of Airdrie) subject to limited and specific exceptions as set out in the Act;
- to control the manner in which the City of Airdrie may collect personal information from individuals, to control the use that the City of Airdrie may make of that information and to control the disclosure by the City of Airdrie of that information;
- to allow individuals, subject to limited and specific exceptions as set out in this Act, a right of access to personal information about themselves that is held by the City of Airdrie;
- to allow individuals the right to request corrections to personal information about themselves held by the City of Airdrie; and
- to provide an independent review of decisions made by the City of Airdrie under this Act and resolution of complaints under this Act.

Impact of the Act

FOIP:

- applies to all records in the custody or under the control of the City of Airdrie, regardless of media or location with limited and specific exceptions such as quasi-judicial decisions, questions used in an interview, archival material, a personal or constituency record of an elected official, etc.;
- governs the way the City of Airdrie collects, uses, discloses and disposes of its records; and
- requires the City of Airdrie to make available to the public, manuals used in operation and decision-making.

The Act is based on the assumption that the records of the City of Airdrie are public and, with some exceptions, are to be as open and accessible as possible. The Act also views the City of Airdrie's records as being in the City's control and custody during their existence.

Introduction - continued

This will make the City of Airdrie accountable for its records and information management practices concerning access to information and privacy protection to an external authority, the Information and Privacy Commissioner.

The Directory of Personal Information Banks is intended for use by the FOIP Head, FOIP Coordinator, City of Airdrie staff within all departments and members of the public as a method of determining the location of City of Airdrie records within various departments. The City of Airdrie recommends that any inquiries about a record be directed to the department that has custody or control of the record. Formal written requests for information under FOIP are to be directed to the FOIP Coordinator, City of Airdrie at 400 Main Street SE, Airdrie, AB, T4B 3C3 or by telephone at 403-948-8816.

Note: Personal information collected by the City of Airdrie may be disclosed in accordance with this Act.

FOIP Contacts

| Contact | Telephone | Fax | Email |
|---|--------------|--------------|--|
| FOIP Coordinator Ms. Monica Soukoreff 400 Main Street SE Airdrie, AB T4B 3C3 | 403-948-8816 | 403-948-6567 | legislative.services@airdrie.ca |
| FOIP Head Ms. Sharon Pollyck 400 Main Street SE Airdrie, AB T4B 3C3 | 403-948-8816 | 403-948-6567 | legislative.services@airdrie.ca |

Directory of Terms

| | |
|----------------------------------|---|
| Exceptions to Disclosure | Exceptions to Disclosure are a provision of the Act, which either require or permit refusal of the right of access to records or personal information in the custody or under the control of the City of Airdrie. The Act specifies limited and specific exceptions where disclosure would result in harm to government or a third party. These exceptions are set out in Sections 16 to 29 of the Act. |
| FOIP Head / Coordinator | An employee of the City of Airdrie delegated the responsibility of processing FOIP requests. |
| Personal Information Bank | A collection of personal information that is organized or retrievable by the name of the individual or by an identifying number, symbol or other particular assigned to an individual. |
| Personal Information | <p>Personal information means recorded information about an identifiable individual, including:</p> <ul style="list-style-type: none">• the individual's name, home or business address or home or business telephone,• the individual's race, national or ethnic origin, colour or religious or political beliefs or associations,• the individual's age, sex, marital status or family status,• an identifying number, symbol, or other particular assigned to the individual,• the individual's fingerprints, other biometric information, blood type, genetic information or inheritable characteristics,• information about the individual's health and health care history, including information about a physical or mental disability,• information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given,• anyone else's opinions about the individual, and• the individual's personal views or opinions, except if they are about someone else. |
| Record | A record is information in any form and includes notes, images, audiovisual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records. |

General Inquiries and Resident Concerns

Location: 400 Main Street SE, Airdrie, AB T4B 3C3

Title **Resident Inquiry Bank**
Location Parks Department - Parks/Public Works

Individual Name, address and telephone number of callers with concerns and/or recommendations for staff regarding the City of Airdrie parks

Use Used to assist in responding to resident calls with respect with City facilities and operations
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Resident Inquiry Bank**
Location Legislative Services - City Hall

Individual Name, address and telephone number of callers with concerns and/or recommendations for staff, Mayor and City Council

Use Used to assist in responding to resident calls with respect with City facilities and operations
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Resident Inquiry Bank**
Location Planning Department - City Hall

Individual Name, address and telephone number of callers with concerns and/or recommendations regarding property within the City of Airdrie

Use Used to assist in responding to resident calls with respect to Land Use Bylaw infractions
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Inquiry Bank**
Location Municipal Enforcement - Airdrie Emergency Services Building

Individual Name, address and telephone number of residents with concerns and/or recommendations regarding bylaw enforcement

Use Used to assist in responding to resident calls with respect to various bylaws
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Outlook Address Book**
Location: All City Facilities

Title: **Contacts**
Location All City Departments - All Facilities

Individual Name, address, telephone number and email address of staff members and various businesses

Use Contacts and daily business within the City of Airdrie
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Contact List for Mayor and City Council

Location: 400 Main Street SE, Airdrie, AB T4B 3C3

Title **Contact List**

Location Legislative Services - City Hall

Individual Name, address, telephone number and email of business and political contacts for staff, Mayor and City Council's use

Use Used by Legislative Services for Council business

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Contact List**

Location Legislative Services - City Hall

Individual Name, address, telephone number and/or email of various religious leaders within the community and/or area

Use Used by Legislative Services for Council business

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Mayor Responses to Complaints**

Location Legislative Services - City Hall

Individual Complainant's name, address if available, telephone number, email address, original email and response, Department or Team Leader, referred to, request for action or action promised

Use Used by Legislative Services (Mayor's assistant) for action and follow-up

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

City Council Boards and Commissions

Location: 400 Main Street SE, Airdrie, AB T4B 3C3

| | |
|-----------------|---|
| Title | City Council Board and Commission Volunteer Bank |
| Location | Legislative Services - City Hall |
| Individual | Applicant's name, address, telephone number, email address, relevant employment and/or volunteer history and interview notes from the City Council interview panel |
| Use | Contact information is used by staff representatives to contact volunteers regarding meetings and meeting agendas. Interview information is used by City Council members to find suitable candidates for their Boards and Commissions |
| Legal Authority | Section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i> |

Public Works and Parks Departments

Location: 15 East Lake Hill NE, Airdrie, AB T4A 2K3

Title **Complaint Worksheet**

Location Public Works and Parks Departments - Parks/Public Works Building

Individual Complainant's name, address, telephone number; property address, legal description; property owner's name, mailing address; description of complaint; department referred to; action comments on the complaint

Use For action and follow up on issues related to City parks

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Planning

Location: 400 Main Street SE, Airdrie, AB T4B 3C3

Title **Development Permit**

Location Planning Department - City Hall

Individual Applicant's name, mailing address, telephone number; registered land owner (if applicant is not the registered owner), mailing address, telephone number; sign company (if other than the applicant), mailing address, telephone number; legal description and registered plan number; address of site; permit number; receipt number; original letter of authorization from the registered landowner; an up to date Certificate of Title; copy of Certificate of Title; and an original letter of authorization from the registered landowner

Use To process a development permit and also used by Planning, Economic Development and Assessment/Taxation departments
Legal Authority Section 2-1 (1) of *Land Use Bylaw B-09/2005* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Development Permit (Signs)**

Location Planning Department - City Hall

Individual Applicant's name, mailing address, telephone number; registered land owner (if applicant is not the registered owner), mailing address, telephone number; sign company (if other than the applicant), mailing address, telephone number; legal description and registered plan number; permit number; receipt number; original letter of authorization from the registered landowner; and an up to date Certificate of Title

Use To process sign permits
Legal Authority Section 3-4(1), (5), (6), (16)(a) and (17) of *Land Use Bylaw B-09/2005* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Development Permit (Residential Occupation)**

Location Planning Department - City Hall

Individual Applicant's name, business name, mailing address, telephone number; registered land owner (if applicant is not the owner), mailing address, telephone number; legal description and registered plan number; address of site; permit number; receipt number; letters of support from adjacent landowners; and original letter of authorization from the registered landowner (if other than the applicant)

Use To process a residential occupancy permit and also used by Planning, Economic Development and Assessment/Taxation departments
Legal Authority Section 4-1(13) of *Land Use Bylaw B-09/2005* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Planning

Location: 400 Main Street SE, Airdrie, AB T4B 3C3

Title **Development Permit (Variance/Relaxation Permit)**

Location Planning Department - City Hall

Individual Applicant's name, mailing address, telephone number; registered land owner (if applicant is not the registered owner), mailing address, telephone number; legal description and registered plan number; address of site; variance/relaxation request; permit number; receipt number; letters of support from adjacent landowners; original letter of authorization from the registered landowner; updated Certificate of Title and site plan or real property report

Use To process variance/relaxation permits

Legal Authority Section 2-1(1) and 2-3(3)(c) of *Land Use Bylaw B-09/2005* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Development Permit (Tenancy Permit)**

Location Planning Department - City Hall

Individual Applicant's name, business name, mailing address, telephone number; registered land owner (if applicant is not the registered owner), mailing address, telephone number; legal description and registered plan number; address of the proposed site; existing use of the land/building and proposed use of the land/building; permit number; receipt number; copy of the floor and site plan; original letter of authorization from the registered landowner, up to date Certificate of Title, permit approvals from governing agencies (if applicable); and a brief description of the business

Use To process tenancy permits

Legal Authority Section 2-4(3)(a) of *Land Use Bylaw B-09/2005* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Complaint Worksheet**

Location Planning Department - City Hall

Individual Reference number; date received; complainant's name, address, telephone number; property address, legal description, property owner's name, mailing address; description of complaint; department referred to; action comments on the complaint

Use To investigate potential Land Use Bylaw infractions

Legal Authority Various sections of *Land Use Bylaw B-09/2005* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Planning

Location: 400 Main Street SE, Airdrie, AB T4B 3C3

Title **Development Permit (Stripping and Grading)**

Location Planning Department - City Hall

Individual Applicant's name, mailing address, telephone number; registered land owner (if applicant is not the owner), mailing address, telephone number; legal description and registered plan number; address of the proposed site; existing use of the land/building and proposed use of the land/building; permit number; receipt number; details of securities; indemnification agreement including Certificate of Insurance; site plans; securities; original letter of authorization from the registered landowner; up to date Certificate of Title; erosion & sediment control plan; traffic accomodation plan (if applicable)

Use To process stripping and rough grading permits

Legal Authority Section 2-1(3)(b)(x) of *Land Use Bylaw No. B-09/2005* Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Request for Property Information**

Location Planning Department - City Hall

Individual Property owner's name, address, telephone number or name of requester who has provided written permission from the registered owner; address, telephone number and signature of applicant

Use To fulfill requests for property information

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Subdivision Applications**

Location Planning Department - City Hall

Individual Application number; file and receipt number; applicant name, address, telephone number, email address and signature; property owner name, address, telephone number and email address; legal description, registered plan number, municipal address (if applicable); Certificate of Title; letter of authorization from registered land owner; copy of tentative plan

Use Administration of the subdivision application process

Legal Authority Section 4(1) and (2) of the *Subdivision and Development Regulation (AR 43/2002)*, Section 1 of the *Subdivision and Development Forms Regulation (AR 44/2002)*, Section 653(1) and (2) of the *Municipal Government Act* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Planning

Location: 400 Main Street SE, Airdrie, AB T4B 3C3

Title **Amendment to the Land Use Bylaw / Land Use Map Application**

Location Planning Department - City Hall

Individual Application number; file and receipt number; applicant name, address, telephone number, email address and signature; property owner name, address, telephone number and email address; legal description, registered plan number, municipal address (if applicable); Certificate of Title; letter of authorization from registered land owner

Use Administration of amendment request applications

Legal Authority Section 2-7 of *Land Use Bylaw No. B-09/2005* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Appeal Notice Subdivision and Development Appeal Board**

Location City Clerk's Unit and Planning Department

Individual Name, address, telephone number and signature of the appellant; grounds for appeal and legal description of the subject property

Use To process an appeal to the Subdivision and Development Appeal Board

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Municipal Enforcement

Location: 805 Main Street SW, Airdrie, AB T4B 3G1

Title **Voluntary Payment Ticket - Dog Control**

Location Municipal Enforcement Department

Individual File & ticket number; penalty; summons information, offence date & time, dog license number; dog name, breed, sex, owner's name, address, telephone number, date of birth; issuer's signature

Use To process infractions under Bylaw No. 788

Legal Authority Bylaw No. 788 and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Voluntary Payment Ticket - Traffic**

Location Municipal Enforcement Department

Individual File & ticket number; penalty; summons information; offence date and time; description of vehicle; license plate or VIN #, registered owner's name, address, telephone number, date of birth and driver's license number & MVIDd; issuer's signature

Use To process infractions under Bylaw 803

Legal Authority Bylaw 803 and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Voluntary Payment Ticket - Business Licensing**

Location Municipal Enforcement Department

Individual File number; penalty; summons information; offence date and time; name, address and telephone number of the accused; issuer's signature; name of company, address and telephone number

Use To process infractions of operating a business without a valid business license

Legal Authority Bylaw No. B-52/2005 and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Violation Ticket - Various Provincial Acts and Regulations**

Location Municipal Enforcement Department

Individual Ticket number; name, address, date of birth and driver's license number of the accused; place and time of offense; vehicle license number, vehicle make, colour, model and year of the vehicle; Officer's signature and badge number; adjudication information

Use To process infractions on various Provincial Acts and Regulations listed on the violation ticket

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Municipal Enforcement

Location: 805 Main Street SW, Airdrie, AB T4B 3G1

Title **Ticket Transfer Log**

Location Municipal Enforcement Department

Individual Ticket number; name of accused; signature of Clerk of the Court

Use An update to date record of current tickets

Legal Authority Alberta Justice Court Services and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Lost and Found Dog/Cat Record**

Location Municipal Enforcement Department

Individual Date of report; name of caller, home telephone and/or work telephone; tattoo/collar/chip/tag number of dog or cat

Use To assist in locating lost or found dogs and cats

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Officer's Note Book**

Location Municipal Enforcement Department

Individual Notes made by Bylaw and Peace Officers on scene or by phone regarding complaints and violations

Use To assist Officers with investigations

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Permit to Parade**

Location Municipal Enforcement Department

Individual Applicant name and address; nature of the parade/procession; name of insurance company, policy number; signature of applicant and deposit cheque with account information

Use Relating to the administration of the Parade Permit Program

Legal Authority Bylaw No. B-803 and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Municipal Enforcement

Location: 805 Main Street SW, Airdrie, AB T4B 3G1

Title **Application for Permit to Hold a Neighbourhood "Block" Party**

Location Municipal Enforcement Department

Individual Name, address, telephone number and signature of the applicant; details of the block party; cheque information (held for deposit)

Use Relating to the administration of the Block Party Program

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Neighbourhood Consent Form for Neighbourhood "Block" Party**

Location Municipal Enforcement Department

Individual Name, address, telephone number and signature of the neighbours consenting to the block party

Use Relating to the administration of the Block Party Program

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Participant Risk Acknowledgement, Release, Waiver of Claim and Assumption of Risk for Program (Element of High Risk)**

Location Municipal Enforcement Department

Individual Child's name, parent's signature (if child is under the age of 18 years) and witness' signature

Use Administration of the Bike Festival program

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Photo Release Form - Bike Festival**

Location Municipal Enforcement Department

Individual Child's name and parent's signature

Use Used by Airdrie Bike Festival organizers to determine which child's photo will be used for promotional purposes with permission

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Municipal Enforcement

Location: 805 Main Street SW, Airdrie, AB T4B 3G1

Title **Unlicensed Dog List**

Location Municipal Enforcement Department

Individual Name, address and telephone number of listed dog owner; dog tag number and listed dog owner's dwelling status

Use Provided to administrative staff on a monthly basis to track unlicensed dogs

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Traffic Advisory Committee (TAC) Correspondence**

Location Municipal Enforcement Department

Individual Name, address, telephone number and email address of residents requesting action by the Traffic Advisory Committee

Use Used by administrative staff to contact residents regarding TAC requests

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Disbursement Report**

Location Municipal Enforcement Department

Individual Name and address of the accused; amount of the violation ticket and whether the penalty has been paid

Use Used by administrative staff to track violation ticket status

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Outstanding Warrant Report**

Location Municipal Enforcement Department

Individual Name of accused, last known address, date of birth and ticket number

Use Used by administrative staff to track outstanding warrants

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Municipal Enforcement

Location: 805 Main Street SW, Airdrie, AB T4B 3G1

Title **Alberta Justice Report**
Location Municipal Enforcement Department

Individual Name of accused; docket number; action taken and charges

Use Used by Alberta Justice staff at court house and status of tickets
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Notice of Seizure - Immobilization - Removal**
Location Municipal Enforcement Department

Individual Name of driver, gender, date of birth, operator's licence number, address, telephone number; motor vehicle identification number; registered owner information (if different from the driver's information) including name, gender, date of birth, operator's licence number, address, telephone number and motor vehicle identification number; vehicle information including licence plate number, province of issue, vehicle identification number, year of vehicle, make and model of vehicle; reason for seizure, immobilization or removal; name of company, address and telephone number of vehicle impoundment area; name of towing company and signature of representative; police file number; regimental number

Use To track seized vehicles by administrative staff and officers
Legal Authority *Traffic Safety Act* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Prosecutor Information Sheet**
Location Municipal Enforcement Department

Individual Investigator's name; accused name and address; offense, offense date and offense location, circumstances of the offense; and witness' name

Use A trial file for the Prosecutor
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Correspondence - Failure to Comply with Summons or Voluntary Program**
Location Municipal Enforcement Department

Individual Name and address of the accused; signature of Peace Officer

Use Used to contact the accused regarding a warrant
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Municipal Enforcement

Location: 805 Main Street SW, Airdrie, AB T4B 3G1

Title **Information On Behalf of Her Majesty The Queen**

Location Municipal Enforcement Department

Individual Name, address and occupation of informant; name of accused, date of birth; signature of Peace Officer

Use Used to describe what the warrant is for

Legal Authority *Sections 506 and 788 of the Criminal Code of Canada* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Request for Justice of the Peace Services Fax Cover Sheet**

Location Municipal Enforcement Department

Individual Police file number; Crown Prosecutor or Presiding Officer's name and telephone number; accused name and location of accused at agency; process information, judicial interim release hearing, telewarrant and apprehension details; fax operator's name and telephone number

Use To request Justice of the Peace Services from the Department of Alberta Justice

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Promise to Appear**

Location Municipal Enforcement Department

Individual Name, address, occupation, signature and date of birth of the accused; substance of the offence; court date, time and location of court; signature of Justice and Releasing Officer in Charge or Peace Officer

Use For trial purposes

Legal Authority Section 498 and 499 of the *Criminal Code of Canada*

Title **Summons to A Person Charged with An Offence**

Location Municipal Enforcement Department

Individual Name and address of the accused; substance of the offence; court date, time and location of court; signature of Officer and Commissioner of Oaths

Use For trial purposes

Legal Authority Section 507, 508, 509 and 512 of the *Criminal Code of Canada*

Municipal Enforcement

Location: 805 Main Street SW, Airdrie, AB T4B 3G1

Title **Notice to Owner (Unightly Premises)**

Location Municipal Enforcement Department

Individual File number; name and address of registered owner; description of untidy or unsightly premises and signature of Community Peace Officer

Use To provide written notice to a land owner regarding unsightly property

Legal Authority City of Airdrie Unightly Premises Policy and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Order**

Location Municipal Enforcement Department

Individual File number; name and address of registered owner; description of untidy or unsightly premises and signature of Community Peace Officer

Use To process a written Order under the City of Airdrie's Unightly Premises Policy

Legal Authority City of Airdrie Unightly Premises Policy and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Appeal Notice to Unightly Order**

Location Legislative Services and Municipal Enforcement Department

Individual Subject property address; grounds for appeal; name, address and telephone number of the appellant

Use To process an appeal for an unsightly property order

Legal Authority City of Airdrie Unightly Premises Policy and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Electronic Complaint Reports - Complaint Database**

Location Municipal Enforcement Department

Individual Case number; report synopsis/overview; location of incident; full name; date of birth; address; telephone number; driver's license number; province of issue and motor vehicle identification. This bank could include either one of the following: accused name, pet owner's name, complainant's name, registered owner's name, vehicle owner's name, driver of vehicle's name, family of accused, family of complainant's name, business owner's name, renter's name, witness' name

Use To process resident's concerns and any infractions of City bylaws, Provincial Acts or Regulations

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Municipal Enforcement

Location: 805 Main Street SW, Airdrie, AB T4B 3G1

Title **Electronic Complaints Reports - Business Contacts**

Location Municipal Enforcement Department

Individual Business name, address and telephone number

Use To process resident's concerns and any infractions of City bylaws, Provincial Acts or Regulations

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Electronic Complaint Reports - Agency Representative Contact Database**

Location Municipal Enforcement Department

Individual Name; title and badge number (if applicable) of RCMP member, SPCA representative or provincial Sherriff

Use To process resident's concerns and any infractions of City bylaws, Provincial Acts or Regulations

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Electronic Complaint Reports - Animal Complaint Database**

Location Municipal Enforcement Department

Individual Dog owner's name and actions taken by Bylaw Officer against the owner contravening the Animal Control Bylaw

Use Used by Municipal Enforcement staff to process violation tickets or court files.

Legal Authority Animal Control Bylaw No. 788 and section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Electronic Complaint Reports - Motor Vehicle Database**

Location Municipal Enforcement Department

Individual Registered owner's name; license plate number and province of issue; vehicle identification number; make, model, colour and year of vehicle; insurance company, insurance policy number and expiry date; notes on the file with regard to violation of various City bylaws and provincial acts and regulations

Use To process resident's concerns and any infractions of City bylaws, Provincial Acts or Regulations

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Municipal Enforcement

Location: 805 Main Street SW, Airdrie, AB T4B 3G1

Title **Electronic Complaint Reports - Supplements Database**
Location Municipal Enforcement Department

Individual Searching engine for reports through officer last name or badge number

Use To assist with follow-up on investigations
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Electronic Complaint Reports - Report Tasks Database**
Location Municipal Enforcement Department

Individual Listing of outstanding follow-up by date; address and/or file number

Use To assist to follow-up on investigations
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Airdrie Fire Department

Location: 805 Main Street SE, Airdrie, AB T4B 1M7

Title **Fireground Tactical Worksheet and Fire Data Management Software**

Location Airdrie Fire Department

Individual Incident number; location of incident, description of incident and actions taken; type of call; name, address and telephone number of owner; name, address and telephone number of occupant; make, model, year of vehicle; insurance company and policy number; driver's license number; incident commander's name;
Motor Vehicle Crash Information: driver name, address, driver's license number; insurance company name, agent's name, telephone number, insurance policy number; RCMP detachment member file number; vehicle identification number

Use Used for billing purposes

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Patient Care Report (Ground) **Province took over in July 2010 - will retain until Alberta Health Services collects**

Location Airdrie Emergency Services (through Alberta Health and Wellness)

Individual Date of service; incident/invoice number; primary attendants; patient name, address, telephone number, gender, date of birth, age, weight and personal directive choice, patient personal health care number, allergies/medic alert information, next of kin name, Alberta Blue Cross group number and ID number; complaint or reason for ambulance request, treatment given and name of personal authorizing treatment; air ambulance dispatch number; family physician or sending physician name; receiving physician and ER Chart number;

Use Used for ambulance service billing

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Alberta Infrastructure (Firecall and Rescue Information)**

Location Airdrie Fire Department

Individual Date of service; call type; incident number; location of incident; name of attendant; patient name, address, telephone number (home and business) of driver/owner; registered owner/insurance company agent name and policy number

Use Information is collected on behalf of Alberta Health and Wellness and used by the City of Airdrie for billing purposes. Airdrie Fire Department has temporary custody of these records.

Legal Authority *Health Information Act*

Building Inspections

Location: 400 Main Street SE, Airdrie, AB T4B 3C3

Title **Building Inspections Permit Application**

Location Building Inspections Department - City Hall

Individual Property owner name, signature, property address, telephone number; legal description; applicant name, address, telephone number (if different from the subject address and property owner); permit number; name of sub-contractors used; credit card information for payment of permits

Use Administration of the Building Inspections Program

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and the *Safety Codes Act*

Title **Demolition Permit Application**

Location Building Inspections Department - City Hall

Individual Property owner name, property address, telephone number; legal description of the property; applicant name, address, telephone number (if different from the subject address and property owner); permit number; credit card information for payment of permits

Use Administration of the Building Inspections program

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and the *Safety Codes Act*

Title **Home Owner Declaration**

Location Building Inspections Department - City Hall

Individual Applicant name, signature, telephone number; homeowner address; project address; name and qualifications of persons performing electrical, plumbing and gas related work; witness name and signature

Use Administration of the Building Inspections Program

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and the *Safety Codes Act*

Title **Grade Permit Application**

Location Building Inspections Department - City Hall

Individual Applicant name, signature, address, telephone number; property owner name; address and telephone number (if different from the applicant); credit card information for payment of permits

Use Administration of the Grade Permit Program

Legal Authority Bylaw No. B-34/2007 and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Building Inspections

Location: 400 Main Street SE, Airdrie, AB T4B 3C3

Title **Application for Occupancy**

Location Building Inspections Department - City Hall

Individual Property owner name, property address, telephone number; legal description of the property; applicant name, address, telephone number (if different from the subject address and property owner); permit number; credit card information for payment of permits

Use Administration of the Building Inspections Program

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and the *Safety Codes Act*

Title **Permission to Start Work (Foundation Only) for Commercial**

Location Building Inspections Department - City Hall

Individual Applicant name, property address, legal description of the property, fax number, credit card information for payments or permits

Use Administration of the Building Inspections Program

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and the *Safety Codes Act*

Title **City of Airdrie Complaint Form**

Location Building Inspections Department - City Hall

Individual Complainant's name, phone numbers (home and business) mailing address, subject property

Use Administration of the Building Inspections Program

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and the *Safety Codes Act*

Title **Declaration of Construction Cost**

Location Building Inspections Department - City Hall

Individual Applicant name, project address, legal description, signature

Use Administration of the Building Inspections Program

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and the *Safety Codes Act*

Building Inspections

Location: 400 Main Street SE, Airdrie, AB T4B 3C3

Title **Plot Plan Release Form**

Location Building Inspections Department - City Hall

Individual Applicant name, civic address, legal description, signature

Use Administration of the Building Inspections Program

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and the *Safety Codes Act*

Title **Permission to Start Work**

Location Building Inspections Department - City Hall

Individual Applicant name, project address, legal description, signature

Use Administration of the Building Inspections Program

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and the *Safety Codes Act*

Ron Ebbeson and Plainsmen Arenas

Location: 800 East Lake Boulevard NE, Airdrie, AB T4A 2K9

Title **Arena Rental Database**

Location Ron Ebbesen and Plainsmen Arenas

Individual Name, address, telephone number (home, work and/or cell) and email address of facility users

Use Contact list of users of the arenas for billing and business purposes

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

East Lake Athletic Park

Location: 800 East Lake Boulevard NE, Airdrie, AB T4A 2K9

Title **East Lake Athletic Park Rental Database**

Location Genesis Place

Individual Name, address, telephone number (home, work and/or cell) and email address of facility users

Use Contact list of users of the East Lake Athletic Park for billing and business purposes

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Genesis Place

Location: 800 East Lake Boulevard NE, Airdrie, AB T4A 2K9

Title Facility Rental Contract / Permit

Location Genesis Place

Individual Contact number; renter's name, address, telephone number; notes regarding the event and staff user ID

Use A contract between Genesis Place and renters of the facility

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title Kids Connection - Child Attendance Record (Sign In/Out Sheet)

Location Genesis Place

Individual Child's name, date of birth, daily time in and time out of program; parent's signature and room or group name

Use Administration of the Kids Connection Program and to verify attendance

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title Kids Connection - Payment Plan Application

Location Genesis Place

Individual Participant's name; parent name, mailing address, telephone number, email address; payment information (information from a cheque or credit card)

Use Administration of the payment plan for the Kids Connection Program

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title Kids Connection - Incident/Accident Report

Location Genesis Place

Individual Child's name, date of birth, parent or emergency contact name; date and time of accident/incident, name of staff member notified of the incident/accident, details of the accident/incident, name of person who observed the accident, name of first aider, name of person who observed the incident; staff member's signature and parent's signature

Use Administration of the safety program of the Kids Connection Program

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Genesis Place

Location: 800 East Lake Boulevard NE, Airdrie, AB T4A 2K9

Title Kids Connection - Emergency Contact Cards

Location Genesis Place

Individual Child's name, age, address, telephone number, allergies and medical information, Alberta Health Care number; physician's name, address and telephone number; parent or guardian's name, address (home and work), telephone numbers; emergency contact name, relationship to the child, telephone number and address (home and work)

Use Emergency contact information for children in the Kids Connection Program

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title Kids Connection - Volunteer Program

Location Genesis Place

Individual Parent's name, telephone number, child's name and name of class the child is attending

Use Administration of Kids Connection volunteer programming for Genesis Place

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title Kids Connection - Volunteer Agreement

Location Genesis Place

Individual Volunteer's name, signature and telephone number

Use Administration of Kids Connection volunteer programming for Genesis Place

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title Kids Connection - Confidentiality Agreement

Location Genesis Place

Individual Volunteer name and signature

Use Administration of Kids Connection volunteer programming for Genesis Place

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Genesis Place

Location: 800 East Lake Boulevard NE, Airdrie, AB T4A 2K9

Title **Client Fitness Appraisal Form**

Location Genesis Place

Individual Client's name; health related information for the assessment of the applicant; signature of parent (if applicable) and witness' name

Use To develop an exercise program for the client

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Winter Meltdown Challenge Client Information Sheet**

Location Genesis Place

Individual Client's name and signature, date of birth, address, telephone number (home and work), email address, fax number and occupation; emergency contact name and telephone number; witness' name and signature and health/fitness information of the client

Use To provide personal training to clients

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Winter Meltdown Challenge Payment Plan Application**

Location Genesis Place

Individual Client name and signature, address, telephone number (home and work), email address, and payment information (from a cheque or credit card)

Use To provide personal training to clients

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Genesis Place Waiver Release**

Location Genesis Place

Individual Participant's name and signature; witness' name and signature

Use Administration of personal training at Genesis Place

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Genesis Place

Location: 800 East Lake Boulevard NE, Airdrie, AB T4A 2K9

Title **Dryland Training Forms**

Location Genesis Place

Individual Client's name, date of birth, address, telephone number (home and work), email address, fax number and occupation; emergency contact name and telephone number; witness' name; health/fitness information of the client

Use Administration of personal training at Genesis Place

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Day Camp Participation Information Form**

Location Genesis Place

Individual Participant's name, age, medical conditions and/or medications, allergies, Alberta Health Care number; parent or guardian name, relationship to participant, telephone number; emergency contact name, relationship to participant and telephone number; parent or guardian signature

Use Administration of seasonal and summer day camp programming for Genesis Place

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Day Camp Participant Acknowledge, Release, Waiver of Claim and Assumption of Risk for Programs**

Location Genesis Place

Individual Participant's name; signature of guardian (if applicable); witness signature

Use Administration of seasonal and summer day camp programming for Genesis Place

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Photo Release Forms**

Location Genesis Place

Individual Child's name and parent's signature

Use Administration of seasonal and summer day camp programming for Genesis Place

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Genesis Place

Location: 800 East Lake Boulevard NE, Airdrie, AB T4A 2K9

Title **Personal Training Client Information Sheet**

Location Genesis Place

Individual Client's name, date of birth, address, telephone number (home and work), email address, fax number, occupation, health/fitness information; emergency contact name and telephone number; witness' name

Use Administration of personal training at Genesis Place

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Body Sculpting Client Information Sheet**

Location Genesis Place

Individual Client's name, date of birth, address, telephone number (home and work), email address, fax number, occupation, health/fitness information; emergency contact name and telephone number; witness name

Use To provide personal training at Genesis Place

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Nutrition Coaching Client Information Sheet**

Location Genesis Place

Individual Client's name, date of birth, address, telephone number (home and work), email address, fax number, occupation, current medications; emergency contact name and telephone number

Use To provide nutrition coaching at Genesis Place

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Child Care Sign In/Out Sheet**

Location Genesis Place

Individual Visitor's badge number; parent's name; child's name, age, allergy alert and daily time in/out of program

Use To provide a security and safety within the child care program

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Genesis Place

Location: 800 East Lake Boulevard NE, Airdrie, AB T4A 2K9

Title Annual Pass Payment Plan

Location Genesis Place

Individual Applicant's name, address, telephone number, email address; information from credit card or cheque for payment; applicant signature; name, date of birth and gender of those utilizing the Genesis Place annual pass

Use Administration of annual pass program at Genesis Place

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title City of Airdrie Employee Membership Application

Location Genesis Place

Individual Employee's name, address, telephone number, email address; information from a credit card or cheque for payment; employee's signature; name, date of birth and gender of those utilizing the Genesis Place annual pass

Use Administration of annual pass program at Genesis Place

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title Executive Membership Pass Contract

Location Genesis Place

Individual Membership pass card number and signature of participant

Use Administration of the executive membership program at Genesis Place

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title Corporate Membership Discount Contract

Location Genesis Place

Individual Business name, contact person, address, telephone number, fax number, and email address; business designate authorized name and signature; employee and business name, address, telephone number, email address; information from a credit card or cheque; date of birth and gender of those utilizing the Genesis Place pass

Use Administration of the corporate membership discount program for Genesis Place

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Genesis Place

Location: 800 East Lake Boulevard NE, Airdrie, AB T4A 2K9

Title **Participant Support Program Application**

Location Genesis Place

Individual Participant's name, signature, address, telephone number, email address; documentation to support social program eligibility; payment information including credit card information; name, date of birth and gender of individuals using the Genesis Place pass; name and signature of individual assisting with the application, their relationship to the applicant, position/agency name, telephone number and staff member who verified the income amount

Use Administration of programming for Genesis Place

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Public Incident Investigation Report**

Location Genesis Place

Individual Patron's name, address, telephone number, age, date of birth; time of incident, location of incident, name of employee advised of the incident, date and time the incident was reported, description of incident, type of treatment provided; next of kin name and telephone number; witness' name, age, address, telephone number, relationship to patron involved in the incident; name of person submitting the incident report; date submitted and team leader signature

Use Administration of programming for Genesis Place

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Major Accident Report**

Location Genesis Place

Individual Name of patron, address, telephone number, gender; name of parent or guardian, address and telephone number; medical history of the patron; description of injury sustained by the patron; responder's treatment; family doctor's name; witness to accident's name, signature and telephone number; signature of lifeguard on duty; date, time, location and cause of accident

Use Administration of programming for Genesis Place

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Genesis Place

Location: 800 East Lake Boulevard NE, Airdrie, AB T4A 2K9

| | |
|-----------------|--|
| Title | Sign-In Sheet - Child Care |
| Location | Genesis Place |
| Individual | Child's name and age; parent or guardian's name and telephone number |
| Use | Administration of the child care program for Genesis Place |
| Legal Authority | Section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i> |

| | |
|-----------------|---|
| Title | Airdrie Receipt |
| Location | Genesis Place |
| Individual | Staff user name, login ID and password; receipt number; participant name, address, telephone number |
| Use | Administration of programming for Genesis Place |
| Legal Authority | Section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i> |

Transit

Location: 400 Main Street SE, Airdrie, AB T4B 3C3

Title **Access Airdrie**

Location Community Services Department - City Hall

Individual Name, address, telephone number, email address, date of birth, gender, disability or health condition and mobility limitations of the applicant; emergency contact name and telephone number; physician's name, address and telephone number

Use To determine eligibility for Special Needs Transit

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Transit Rider Subsidy Program**

Location Community Services Department - City Hall

Individual Name, address, telephone number, date of birth, income support documentation and email address of the applicant; name, address, telephone and/or fax number of the person assisting the applicant with their application (where applicable)

Use To determine eligibility for the Transit Rider Subsidy Program

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Corporate Properties and Airdrie Main Street Square

Location: 400 Main Street SE, Airdrie, AB T4B 3C3

Title **Corporate Properties (Leases)**

Location Airdrie Main Street Square and Corporate Properties Department - City Hall

Individual Information on the parties involved in the lease of City facilities including name, telephone number, mailing address and financial information

Use To process lease agreements for City owned facilities

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Corporate Properties (Real Estate)**

Location Corporate Properties Department - City Hall

Individual Information on the parties involved in the purchase or sale of City owned properties including name, telephone number, mailing address and financial information

Use To process the sale of City owned property

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Social Planning and Community Services

Location: 400 Main Street SE, Airdrie, AB T4B 3C3

Title **English Language Study Tour Student Information Summary**

Location Community Services Department - City Hall

Individual Student name, date of birth, gender, personal health problems, religion, medical insurance provider and plan number; parent or guardian name and occupation, home address, telephone number, email address and/or fax number; name of person(s) assisting with the application

Use To administer the English Language Study Tour Program

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **English Language Study Tour Chaperone Information Summary and Chaperone Conduct Contract**

Location Community Services Department - City Hall

Individual Chaperone name, address, telephone number, email address and/fax number, date of birth, gender, occupation, religion, medical insurance provider and plan number, personal health problems, spouse's name, children's names, emergency contact person and phone number

Use To administer the English Language Study Tour Program

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **English Language Study Tour Informed Consent**

Location Community Services Department

Individual Parent or guardian signature; child's name; witness name

Use To administer the English Language Study Tour Program

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **English Language Study Tour Home Stay Information Summary Form**

Location Community Services Department - City Hall

Individual Family name; parent or guardian name, occupation, home address, home telephone number, email address or fax number, emergency contact number; name and phone number of two references

Use To administer the English Language Study Tour Program

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Social Planning and Community Services

Location: 400 Main Street SE, Airdrie, AB T4B 3C3

Title **English Language Study Tour Consent to Travel Form - **Stopped collecting in September 2011 - will retain until retention period expires**
Location Community Services Department - City Hall
Individual Parent or guardian name; child's name, date of birth, place of birth, passport information; name of person accompanying the child and their passport information; name, address and telephone number of home stay family; name of witness
Use To administer the English Language Study Tour Program
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **English Language Study Tour Assumption of Risk Waiver of Claims and Indemnity Agreement**
Location Community Services Department - City Hall ****Stopped collecting in September 2011 - will retain until retention period expires**
Individual Child's name; parent or guardian name and address; witness of parent or guardian signature
Use To administer the English Language Study Tour Program
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Hyjinx Airdrie Youth Council**
Location Community Services Department - City Hall
Individual Name, address and telephone number of Youth Council members including their emergency contact information
Use Used to contact members for special events and meetings and for emergency purposes when attending City functions
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Airdrie Centennial Committee **Stopped collecting in January 2010 - will retain until retention period expires**
Location Community Services Department - City Hall
Individual Name, address and telephone number of Airdrie Centennial Committee members
Use Used to contact members for special events and Committee meetings
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Social Planning and Community Services

Location: 400 Main Street SE, Airdrie, AB T4B 3C3

| | |
|-----------------|---|
| Title | Special Event Volunteer Database |
| Location | Community Services Department - City Hall |
| Individual | Name, address and telephone number of individuals interested in assisting with special events |
| Use | Used to contact volunteers for special events and meetings |
| Legal Authority | Section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i> |

Insurance

Location: 400 Main Street SE, Airdrie, AB T4B 3C3

Title **Insurance Claims**

Location Legislative Services - City Hall

Individual

Name of claimant or third party, address, telephone number, email address, specific details about the claim (property or personal injury), photos of the site; witness statements; claim and file numbers; property details or vehicle details (including license plate numbers)

Use Administration of the insurance program

Legal Authority Section 33 (c) of the *Freedom of Information and Protection of Privacy Act*

Title **Facility User Group Insurance Application**

Location Legislative Services - City Hall

Individual

Name of renter, address, telephone number, email address, specific details about the function to be held at City facility

Use Administration of insurance program

Legal Authority Section 33 (c) of the *Freedom of Information and Protection of Privacy Act*

Security

Location: 400 Main Street SE, Airdrie, AB T4B 3C3

| | |
|-----------------|---|
| Title | Lenell Security System |
| Location | Legislative Services - City Hall |
| Individual | Employee name, photo and parking pass number; security badge number; security access levels; access dates and times by badge number |
| Use | Administration of the security program for City facilities |
| Legal Authority | Section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i> |

Legislative Services

Location: 400 Main Street SE, Airdrie, AB T4B 3C3

Title **Appeal Notice to Unsightly Order**
Location Legislative Services and Municipal Enforcement Department

Individual Subject property address; grounds for appeal; name, address and telephone number of the appellant

Use To process an appeal for an unsightly property order
Legal Authority City of Airdrie Unsightly Premises Policy and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Appeal Notice Subdivision and Development Appeal Board**
Location Legislative Services and Planning Department

Individual Name, address, telephone number and signature of the appellant; grounds for appeal and legal description of the subject property

Use To process an appeal to the Subdivision and Development Appeal Board
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Property Assessment Complaint Form**
Location Legislative Services Unit and Assessment Department

Individual Roll number; subject property address; registered owner's name and signature (if applicable); agency contact information (if applicable) and signature of agent or representative; reasons for appeal

Use To process an appeal against an assessment to the Assessment Review Board
Legal Authority Section 460 of the *Municipal Government Act* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Assessment and Taxation

Location: 400 Main Street SE, Airdrie, AB T4B 3C3

Title **Assessment Roll**

Location Assessment Department

Individual Roll number, legal description, municipal address of each property (vacant and improved parcel), type of improvement on the parcel, assessment class, liability code, linear property information, taxable status and school declaration of the home owner

Use To produce the annual assessment roll for the City of Airdrie

Legal Authority Section 302(1) and 303 of the *Municipal Government Act* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Assessment Roll Database**

Location Assessment Department - City Hall

Individual Property owner name, mailing address and/or telephone number; assessment roll number; use of land; land title changes including property owner name, address; sale price of the property; lease information on commercial and industrial properties including the owner name and telephone number; leasee name; rates paid for the lease

Use To help determine the typical market value of commercial and industrial properties and to produce the annual assessment roll

Legal Authority Section 295, Section 302(1) and Section 303 of the *Municipal Government Act* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Tax Roll Database**

Location Taxation Department - City Hall

Individual Legal description; assessment of property; property owner name, address and/or telephone number; tax roll number; customer ID; notes on customer activity and banking information for the Monthly Tax Payment Plan; land title information; mortgage numbers; school support declaration

Use To produce a tax notice for property owners

Legal Authority Section 328 and 329 of the *Municipal Government Act* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Assessment and Taxation

Location: 400 Main Street SE, Airdrie, AB T4B 3C3

Title **Property Assessment Complaint Form**

Location Legislative Services and Assessment Department

Individual Roll number; subject property address; registered owner's name and signature (if applicable); agency contact information (if applicable) and signature of agent or representative; reasons for appeal

Use To process an appeal against an assessment to the Assessment Review Board

Legal Authority Section 460 of the *Municipal Government Act* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Accounts Receivable

Location: 400 Main Street SE, Airdrie, AB T4B 3C3

Title **Ambulance Billing Database (Ambulance Billing) ** Stopped invoicing July 1, 2010 - Records retained until retention period expires**

Location Accounts Receivable Department - City Hall

Individual Patient name, address, telephone number (home and work), date of birth, next of kin, Alberta Health Care number, Blue Cross ID; spouse name; social services ID; Band ID; Treaty ID; family doctor's name

Use For the purposes of billing for emergency services

Legal Authority Section 7 and Section 8 of the *Municipal Government Act*, Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and Bylaw B-52/2005

Title **Accounts Receivable Database (Dog License Billing)**

Location Animal Licensing Department - City Hall

Individual Owner name, address, and telephone number (home and work)

Use Administration of the licensing and regulation of dog licensing

Legal Authority Section 7 and Section 8 of the *Municipal Government Act*, Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and Dog Control Bylaw No. 788

Title **Accounts Receivable Database (Business License Billing)**

Location Business Licensing Department - City Hall

Individual Owner name, address, and telephone number

Use Administration of the licensing and regulation of business licensing

Legal Authority Section 7 and Section 8 of the *Municipal Government Act*, Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and Bylaw B-52/2005.

Accounts Receivable

Location: 400 Main Street SE, Airdrie, AB T4B 3C3

| | |
|-----------------|--|
| Title | Business License Application (Commercial or Industrial) |
| Location | Business Licensing Department - City Hall |
| Individual | Name of primary contact for business, phone number and email address; name of secondary contact for business, telephone number and email address; two contact names of individuals with access to the business in the event of an emergency or disaster; Calgary Health Region number and/or tenancy number (where applicable) |
| Use | Administration of the licensing and regulation of business licensing |
| Legal Authority | Section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i> |

| | |
|-----------------|---|
| Title | Business License Application (Home Based) |
| Location | Business Licensing Department - City Hall |
| Individual | Name of primary contact for business, phone number and email address; name of secondary contact for business, telephone number and email address; Calgary Health Region number and/or residential occupation permit number (where applicable) |
| Use | Administration of the licensing and regulation of business licensing |
| Legal Authority | Section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i> |

| | |
|-----------------|---|
| Title | Contractor Registration Sheet or Business License Application |
| Location | Business Licensing Department - City Hall |
| Individual | Business name, address, telephone, fax number, email address; master electrical number and copy of certificate; plumbing certification number and copy of certificate; gas certification number and copy of certificate; owner of company and telephone number; Site Supervisor's name and telephone number; contact name and telephone number for office |
| Use | Administration of the licensing and regulation of business licensing |
| Legal Authority | Section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i> |

Human Resources

Location: 400 Main Street SE, Airdrie, AB T4B 3C3

Title **Employee Database**

Location Human Resource Department - City Hall

Individual Employee name, employee number, mailing address, telephone number, date of birth, social insurance number; performance reviews; training session history information; employee history and years of service; retirement / LAPP service; salary and vacation entitlement information; exit interview notes; driver's abstract (if required); criminal record history; employee emergency contact information, next of kin; dependant names and date of birth for each child; registered retirement savings plan information

Use Record keeping of current and former employees to administer health benefits, salary increments, pension program and RRSP contributions

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Incident Reporting/Evaluation Forms**

Location Human Resource Department - City Hall

Individual Date, time and location of the incident; name of person and department the incident was reported by; name of the person who the incident was reported to; name, address, telephone number of person involved in the incident including witnesses and property owner name; conditions and description at the time of the incident; driver history information (if applicable) including name, driver's license number, number of years driving experience and number of collisions in the past three years; particulars of injured person including name, address and telephone number; name of person who administered first aid; name of person who transported the injured to medical aid; name of person investigating the incident; name of person responsible for implementing actions

Use Administration of the City of Airdrie's Health and Safety Program

Legal Authority *Alberta Occupational Health and Safety Act* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Workers Compensation Board Claim Forms (Worker's Report)**

Location Human Resource Department - City Hall

Individual Claim number; name, address, telephone number, email address, social insurance number, Alberta Health Care number, date of birth, and gender of injured employee; date and time of injury; name and telephone number of the person notified of the injury; description of what occurred to cause the injury; list of persons who witnessed the accident; return to work information including pre-accident rate of pay; wage information including date of hire; rate of pay at the time of the accident

Use To determine entitlement to compensation and for determining employers' premium rates

Legal Authority *Worker's Compensation Act* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Human Resources

Location: 400 Main Street SE, Airdrie, AB T4B 3C3

Title **Workers Compensation Board Claim Forms (Employer's Report)**

Location Human Resource Department - City Hall

Individual Claim number and type; name, address, telephone number, email address, social insurance number, Alberta Health Care number, date of birth, gender of injured employee; employer information including Worker's Compensation Board (WCB) account number; date and time of injury; name and telephone number of the person notified of the injury; description of what occurred to cause the injury; time lost and return to work information including pre-accident rate of pay; wage information including date of hire; rate of pay at the time of the accident; earnings information contact name and telephone number

Use To determine entitlement to compensation and for determining employers' premium rates

Legal Authority *Worker's Compensation Act* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Workers Compensation Board Forms (Worker Physical Demands Analysis)**

Location Human Resource Department - City Hall

Individual Claim number; employee name; employer contact information, telephone number and activity to be undertaken

Use To determine entitlement to compensation and for determining employer premiums

Legal Authority *Worker's Compensation Act* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Workers Compensation Board Tracking Database**

Location Human Resource Department - City Hall

Individual Name of injured employee; department; type of injury; month of injury; lost time days; whether claim was accepted or not

Use To determine entitlement to compensation and for determining employers' premium rates

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **First Aid Report Forms *Stopped collecting Jan 2011 - will retain until retention period expires**

Location Human Resource Department - City Hall

Individual Date of injury or illness and date reported; name of injured worker; description of illness or injury; signature of person completing the First Aid Report

Use To administer the Health and Safety Program and subsequent Worker's Compensation Board reporting

Legal Authority *Alberta Occupational Health and Safety Act*, the *Worker's Compensation Act* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Human Resources

Location: 400 Main Street SE, Airdrie, AB T4B 3C3

Title **Employee Competition Files**

Location Human Resource Department - City Hall

Individual Applicant's name, address, phone number, email address; resume, reference name, address, telephone number; interview notes; questions and answers; reference information collected and driver's abstract

Use To find suitable candidates for various positions with the City of Airdrie

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Employee Photos**

Location Human Resource Department - City Hall

Individual Photos of employees during special events and celebrations

Use For employee picture board and special internal events

Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Payroll Department

Location: 400 Main Street SE, Airdrie, AB T4B 3C3

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|-----------------|--|
| Title | Payroll Database |
| Location | Payroll Department - City Hall |
| Individual | Employee name, employee ID, address, telephone number, date of birth, social insurance number; current and historical salary; rate of pay; benefits; exception reporting; earnings and deductions; banking information; email address; tax information |
| Use | Administration of the City's payroll program |
| Legal Authority | Section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i> |
