

BLACKFALDS

A L B E R T A

DIRECTORY OF PERSONAL INFORMATION BANKS

Compiled by Records Management & FOIP Coordinator
Updated as of June 2024

Introduction

The *Freedom of Information and Protection of Privacy Act* (FOIP) came into force for local government bodies on October 1, 1999. The FOIP 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 or under the control of public bodies.

Within the Town of Blackfalds, all departments, committees, boards, and commissions fall under FOIP.

Purpose of the *Freedom of Information and Protection of Privacy Act* (FOIP)

The purpose of FOIP is to make public bodies accountable to the public by providing access to records and, at the same time, protecting the personal privacy of individuals. The Act is built on 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. Town of Blackfalds) subject to limited and specific exceptions as set out in the Act;
- to control the manner in which the Town of Blackfalds may collect personal information from individuals, to control the use that the Town of Blackfalds may make of that information and to control the disclosure of that information by the Town of Blackfalds;
- to allow individuals, subject to limited and specific exceptions as set out in the Act, a right of access to personal information about themselves that is held by the Town of Blackfalds;
- to allow individuals the right to request corrections to personal information, about themselves, that is held by the Town of Blackfalds; and
- to provide an independent review of decisions made by the Town of Blackfalds, and resolution of complaints, under the Act.

The FOIP Act:

- applies to all records in the custody or under the control of the Town of Blackfalds, 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 Town of Blackfalds collects, uses, discloses, and disposes of its records; and
- requires the Town of Blackfalds to make available to the public, manuals used in operation and decision-making.

The Directory of Personal Information Banks is intended for use by the FOIP Head, the Records Management & FOIP Coordinator, Town of Blackfalds staff within all departments and members of the public as a method of determining the nature of personal information held by the Town of Blackfalds and the location of that information, within various departments.

The Town of Blackfalds recommends that inquiries regarding a record be directed to the department that has custody or control of the record.

Individuals wishing to make a formal request for information under the provisions of the FOIP Act, should complete an Access to Information form and submit it to the Records Management & FOIP Coordinator.

Note: Personal information collected by the Town of Blackfalds may be disclosed in accordance with the FOIP Act.

FOIP Contacts

FOIP Head

Chief Administrative Officer

Kim Isaak

Box 220

5018 Waghorn Street

Blackfalds, AB T0M 0J0

Phone 403-885-6255

Fax 403-885-4610

kisaak@blackfalds.ca

Records Management & FOIP Coordinator

Brad McKenzie

Box 220

5018 Waghorn Street

Blackfalds, AB T0M 0J0

Phone 403-885-6370

Fax 403-885-4610

foip@blackfalds.ca

Glossary of Terms

Employee	Any person who performs a service for the Town of Blackfalds as an appointee, volunteer, or student or under a contract or agency relationship.
Exception to Disclosure	A provision of the Act, which requires or permits refusal of the right of access to records or personal information in the custody or under the control of the Town of Blackfalds.
Next-of-kin	A person's closest living relative or relatives.
Personal Information	Recorded information about an individual, including: <ul style="list-style-type: none">• the individual's name, home or business address, home or business telephone number,• 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 opinion about the individual, and• the individual's personal views and opinions, except if they are about someone else.
Personal Information Bank	A collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to the individual.
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.
Records Management & FOIP Coordinator	Town of Blackfalds employee delegated the responsibility of processing requests for information under the <i>Freedom of Information and Protection of Privacy Act</i> .
Resident	An individual who lives in the Town of Blackfalds.

GENERAL

Title **Email Correspondence**

Location Various Departments
Information Name, address, telephone number, email address
Individuals Residents and/or third parties who contact the Town via email; employees of the Town of Blackfalds
Use To facilitate contact, follow-up and daily business within the Town of Blackfalds
Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33 (c); Bylaws and Policies*

Title **Interoffice Staff/Council Directory**

Location Reception
Information Name, business telephone number, cellular phone number, email address
Individuals Council; employees of the Town of Blackfalds
Use To facilitate contact and daily business within the Town of Blackfalds
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Outlook – Email Contacts**

Location Various Departments
Information Name, address, telephone number, email address
Individuals Personal and business contacts; employees of the Town of Blackfalds
Use To facilitate contact and daily business within the Town of Blackfalds
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

COMMUNITY SERVICES (ABBAY MASTER BUILDERS CENTRE)

Title **Abbey Centre Membership Benefit**

Location Abbey Centre
Information Name, signature
Individuals Employees of the Town of Blackfalds
Use To facilitate purchase of annual memberships by Town staff
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Adult Fitness Orientation**

Location Abbey Centre
Information Name, address, telephone number, email address, date of birth, emergency contact information, signature
Individuals Adult facility users
Use To facilitate education regarding use of facility
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Aquatics Volunteer Form**

Location Abbey Centre
Information Name, mailing address, telephone number, cellular phone number, email address, parent and emergency contact information, references, signature
Individuals Residents wishing to volunteer for aquatic programs
Use To facilitate contact, screening, and placement of volunteers
Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Aquatics Registration Form**

Location Abbey Centre
Information Participant name, date of birth, gender, address, telephone number, cellular phone number, email address, medical conditions, emergency contact information, parent/guardian contact information, signature
Individuals Program participants; parents/guardians
Use To facilitate participation in aquatic programs
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

COMMUNITY SERVICES (ABBAY MASTER BUILDERS CENTRE)

Title **Bike Safety Rodeo Registration Form**

Location Abbey Centre
Information Participant name, address, telephone number, cellular phone number, email address, medical conditions, date of birth, emergency contact information, parent/guardian name, signature
Individuals Program participants; parents/guardians
Use To facilitate enrollment in the Bike Safety Rodeo
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Booking Checklist**

Location Abbey Centre
Information Name, mailing address, telephone number, cellular phone number, email address, child names and ages
Individuals User groups; designated contacts
Use To facilitate booking of functions at Town facilities
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Camp Curious Hot Lunch Order Form**

Location Abbey Centre
Information Name
Individuals Children enrolled in program
Use To facilitate provision of hot, diet appropriate meals
Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Camp Curious Medication Administration & Permission Form**

Location Abbey Centre
Information Child name, parent/guardian name, signature
Individuals Program participants; parents/guardians
Use To obtain consent for administration of medication
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

COMMUNITY SERVICES (ABBAY MASTER BUILDERS CENTRE)

Title **Camp Curious Registration Form**

Location Abbey Centre
Information Child name, dob, allergies, dietary needs, medical conditions, parent/guardian name, mailing address, telephone number, cellular phone number, email address, emergency contact information, authorized pickup information, signature
Individuals Program participants; parents/guardians
Use To facilitate registration of minor children
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Camp Curious Sign-In/Out Register**

Location Abbey Centre
Information Child name, authorized drop off name, authorized pick-up name
Individuals Program participants; parents/guardians
Use To facilitate tracking of program attendees
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Camp Curious Volunteer Form**

Location Abbey Centre
Information Name, mailing address, telephone number, cellular phone number, email address, emergency contact information, date of birth, references, signature
Individuals Residents wishing to volunteer as camp staff
Use To facilitate contact, screening, and placement of volunteers
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Camp Curious Volunteer Hours**

Location Abbey Centre
Information Name
Individuals Residents who volunteer as camp staff
Use To facilitate tracking of hours worked
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

COMMUNITY SERVICES (ABBAY MASTER BUILDERS CENTRE)

Title **Camp Curious Walk Home Alone Permission Form**

Location Abbey Centre
Information Child name, parent/guardian name, parent/guardian signature
Individuals Program participants; parents/guardians
Use To secure permission for Camp Curious attendees to walk home
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **C'amped Registration Form**

Location Abbey Centre
Information Child name, dob, allergies, dietary needs, medical conditions, parent/guardian name, mailing address, telephone number, cellular phone number, email address, emergency contact information, authorized pickup information, signature
Individuals Program participants; parents/guardians
Use To facilitate registration of minor children
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **C'amped Sign-In/Out Register**

Location Abbey Centre
Information Child name, authorized pick-up name
Individuals Program participants; parents/guardians
Use To facilitate tracking of program attendees
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Charitable Donation Records (Community Care)**

Location Abbey Centre
Information Name, address
Individuals Donors who request charitable donation receipts
Use To facilitate issuance of charitable donation receipts
Authority *Freedom of Information and Protection of Privacy Act, Section 33(c)*

COMMUNITY SERVICES (ABBAY MASTER BUILDERS CENTRE)

Title **Child Minding Services Offsite Form**

Location Abbey Centre
Information Child name, date of birth, parent/guardian name, address, telephone number, cellular phone number, emergency contact information, medical conditions, authorized pick-up information, signature
Individuals Children in the care of Abbey Centre staff; parents/guardians
Use To facilitate parent/guardian contact and provision of childcare services at the facility
Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Child Minding Request Sheet**

Location Abbey Centre
Information Child name, age, parent/guardian name
Individuals Children in the care of Abbey Centre staff; parents/guardians
Use To facilitate parent/guardian contact and provision of childcare services at the facility
Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Child Minding Sign-In/Out Register**

Location Abbey Centre
Information Child name, age, allergies, medical information, parent name, telephone number, cellular phone number, location
Individuals Children in the care of Abbey Centre staff; parents/guardians
Use To facilitate tracking of children in care
Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Complaint Form**

Location Abbey Centre
Information Name, address, telephone number, email address, signature
Individuals Facility users
Use To facilitate complaint reporting and resolution
Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

COMMUNITY SERVICES (ABBAY MASTER BUILDERS CENTRE)

Title **Credit Card Authorization Form**

Location Abbey Centre

Information Name, credit card number, expiry date, mailing address, email address, initial, signature

Individuals Facility users

Use To facilitate single charge credit card payments

Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **EFT Credit Card Agreement**

Location Abbey Centre

Information Name, mailing address, initial, signature

Individuals Facility users

Use To facilitate electronic payments

Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Emergency Medical Services (EMS) Refusal**

Location Abbey Centre

Information Name, address, telephone number, signature

Individuals Facility users; parents/guardians; facility staff

Use To document refusal of emergency medical services

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

Title **External Personal Trainer Agreement**

Location Abbey Centre

Information Name, business name, signature

Individuals Personal trainers, not employed by the Town, who wish to provide services within the facility

Use To facilitate placement and approval of external personal trainers

Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

COMMUNITY SERVICES (ABBAY MASTER BUILDERS CENTRE)

Title External Trainer Registration Form

Location Abbey Centre
Information Name, business/team name, address, telephone number, cellular phone number, email address
Individuals Personal trainers, not employed by the Town, who wish to provide services within the facility
Use To facilitate contact, placement, and approval of external personal trainers
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title Facility Cancellation Request

Location Abbey Centre
Information Name, address, telephone number, cellular phone number, signature
Individuals User groups; designated contacts
Use To facilitate cancellation of functions booked at Town facilities
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title Feedback Card

Location Abbey Centre
Information Name, telephone number, cellular phone number, email address
Individuals Facility users
Use To facilitate contact and tracking of feedback from facility users
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title Fitness Training Form

Location Abbey Centre
Information Name, telephone number, date of birth, emergency contact information, medical conditions, signature
Individuals Adult facility users
Use To facilitate provision of appropriate fitness training/programming
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

COMMUNITY SERVICES (ABBAY MASTER BUILDERS CENTRE)

Title **Full Field House Booking Checklist**

Location Abbey Centre

Information Group/company name, contact name, address, telephone number, cellular phone number, email address

Individuals User groups; designated contacts

Use To facilitate booking of the entire field house

Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Guest Services Statement**

Location Abbey Centre

Information Name, address, telephone number, position, signature

Individuals Guest Services staff

Use To document and facilitate resolution of incidents involving Guest Services staff members

Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Incident Report**

Location Abbey Centre

Information Name, address, telephone number, cellular phone number

Individuals Facility users; facility staff

Use To facilitate contact, tracking and resolution of incidents occurring within the facility

Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Independent Fitness Contract Instructor Agreement**

Location Abbey Centre

Information Name, address, telephone number, cellular phone number, email address, signature

Individuals Fitness instructors employed on a contract basis

Use To facilitate placement of instructors for fitness classes/programs

Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

COMMUNITY SERVICES (ABBAY MASTER BUILDERS CENTRE)

Title **Lock Rental Sign Out**

Location Abbey Centre
Information Surname, membership number, telephone number, cellular phone number
Individuals Facility users
Use To facilitate rental of padlocks
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Major First Aid Form**

Location Abbey Centre
Information Name, address, telephone number, cellular phone number, age, gender, medical history, medical conditions, signature
Individuals Facility users; parents/guardians; rescuers; facility staff
Use To facilitate contact, documentation, and tracking of incidents that require provision of major first aid
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Membership Enrollment Form**

Location Abbey Centre
Information Name, address, telephone number, cellular phone number, email address, medical conditions, emergency contact information, membership number, child name, child date of birth, signature, parent/guardian signature
Individuals Facility users
Use To facilitate membership and/or enrollment in classes/programming
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Membership Hold Request**

Location Abbey Centre
Information Name, address, telephone number, cellular phone number, email address, signature, staff name, staff signature
Individuals Facility users; facility staff
Use To facilitate temporary stoppages in facility use and or classes/programming
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

COMMUNITY SERVICES (ABBAY MASTER BUILDERS CENTRE)

Title **Minor First Aid Report**

Location Abbey Centre
Information Name, age, parent/guardian contact information
Individuals Facility users; parents/guardians
Use To facilitate contact, documentation, and tracking of incidents that require provision of minor first aid
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **New Online Account Setup Form**

Location Abbey Centre
Information Name, address, telephone number, cellular phone number, email address, numeric password, child name, child date of birth
Individuals Facility users
Use To facilitate establishment of online user accounts
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Program Registration Form**

Location Abbey Centre
Information Participant name, address, telephone number, cellular phone number, email address, date of birth, medical conditions, emergency contact information, parent/guardian name, signature
Individuals Program participants; parents/guardians
Use To facilitate enrollment in classes/programming offered by the Town
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Staff Incident Report**

Location Abbey Centre
Information Name, address, telephone number
Individuals Facility staff
Use To facilitate contact, tracking and resolution of incidents involving facility staff
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

COMMUNITY SERVICES (ABBAY MASTER BUILDERS CENTRE)

Title **Staff Statement**

Location Abbey Centre
Information Name, address, telephone number, signature
Individuals Facility staff
Use To facilitate contact, fact gathering and investigation of incidents
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **System Failure Booking/Registration Inquiries**

Location Abbey Centre
Information Name, telephone number, cellular phone number
Individuals Residents
Use To facilitate contact and tracking of inquiries that occur while electronic systems are inaccessible
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Team Registration Form**

Location Abbey Centre
Information Name, mailing address, telephone number, cellular phone number, email address, date of birth, parent/guardian name, signature
Individuals Program participants; parents/guardians
Use To facilitate participation in team sports within the town of Blackfalds
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Theft Report**

Location Abbey Centre
Information Name, address, telephone number, cellular phone number, staff contact information
Individuals Facility users; facility staff
Use To facilitate contact, tracking and follow-up of theft occurrences
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

COMMUNITY SERVICES (ABBAY MASTER BUILDERS CENTRE)

Title **Visitor Log-In/Out**

Location Abbey Centre
Information Name, telephone number, cellular phone number
Individuals Facility users
Use To facilitate tracking of facility users
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Wait List (Facility Bookings & Child Minding)**

Location Abbey Centre
Information Name, telephone number, cellular phone number
Individuals Residents wishing to book Town facilities or child-minding services
Use To facilitate contact and tracking of inquiries
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Witness Statement**

Location Abbey Centre
Information Name, address, telephone number, cellular phone number, signature
Individuals Facility users who witness incidents within the facility
Use To facilitate contact, fact gathering and investigation of incidents
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Youth Fitness Orientation Waiver (12-13 yrs.)**

Location Abbey Centre
Information Youth name, date of birth, parent/guardian contact information, emergency contact information, parent/guardian signature
Individuals Resident youths 12-13 years of age
Use To facilitate education regarding facility use
Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

COMMUNITY SERVICES (ABBAY MASTER BUILDERS CENTRE)

Title **Youth Fitness Orientation Waiver (14-17 yrs.)**

Location Abbey Centre

Information Youth name, date of birth, parent/guardian contact information, emergency contact information, parent/guardian signature

Individuals Resident youths 14-17 years of age

Use To facilitate education regarding facility use

Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Youth Fitness Training (12-13 yrs.)**

Location Abbey Centre

Information Youth name, date of birth, telephone number, cellular phone number, medical conditions, parent/guardian contact information, parent/guardian signature

Individuals Resident youths 12-13 years of age

Use To facilitate provision of age-appropriate fitness training/programming

Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

Title **Youth Fitness Training (14-17 yrs.)**

Location Abbey Centre

Information Youth name, date of birth, telephone number, cellular phone number, medical conditions, parent/guardian contact information, parent/guardian signature

Individuals Resident youths 14-17 years of age

Use To facilitate provision of age-appropriate fitness training/programming

Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c)*

CORPORATE SERVICES

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

Location Finance
Information Name, address, home telephone number, work telephone number
Individuals Residents who have applied for an animal license
Use To facilitate contact and collection of fees owed for licensing of household animals
Legal Authority *Municipal Government Act, Sections 7 & 8; Freedom of Information and Protection of Privacy Act, Section 33 (c); Animal Control Bylaw 1148/12*

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

Location Finance
Information Business name, address, telephone number
Individuals Companies that are located, or conduct business, in the town of Blackfalds
Use To facilitate contact and collection of fees owed for licensing of businesses
Authority *Municipal Government Act, Sections 7 & 8; Freedom of Information and Protection of Privacy Act, Section 33 (c); Business License Bylaw 1109/10*

Title **Animal License Application**

Location Finance
Information Name, mailing/street address, telephone number, email address
Individuals Residents who apply for an animal license
Use To collect information for establishment of customer account in Accounts Receivable Database (Animal License Billing)
Authority *Municipal Government Act, Sections 7 & 8; Freedom of Information and Protection of Privacy Act, Section 33 (c); Animal Control Bylaw 1148/12*

Title **Assessment Roll**

Location Finance; Town of Blackfalds website
Information Street address, legal land description, tax roll number, assessment value
Individuals Citizens who own property(s) in the town of Blackfalds
Use To help determine the typical market value of properties in the Town of Blackfalds
Authority *Municipal Government Act, Sections 302(1) & 303; Freedom of Information and Protection of Privacy Act, Section 33 (c)*

CORPORATE SERVICES

Title **Burial Application & Permit**

Location Finance
Information Name of decedent, date of death, applicant's name, address, telephone number, email address, signature
Individuals Applicants; decedents' next of kin
Use To authorize burial at the Town of Blackfalds cemetery
Authority *Cemeteries Act; Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Burial Plot Application**

Location Finance
Information Name, address, telephone number, email address, signature
Individuals Applicants; decedents' next of kin
Use To facilitate assignment of plots at the Town of Blackfalds cemetery
Authority *Cemeteries Act; Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Cheque Pick Up List**

Location Finance
Information Paid to name, pick up name, initial/signature, driver's license number
Individuals Vendors or residents that are paid for provision of goods and/or services; Town Employees
Use To facilitate tracking of cheques issued by the Town of Blackfalds
Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Cheque Requisition**

Location Finance
Information Name, address, telephone number
Individuals Vendors or residents that are paid for provision of goods and/or service
Use To facilitate production of manual payment (cheques)
Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

CORPORATE SERVICES

Title Corporate Property (Real Estate)

Location Finance
Information Name, address, telephone number, fax number, financial information, signature
Individuals Parties involved in the sale or purchase of Town owned properties
Use To process the sale or purchase of properties by the Town
Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title Corporate Sponsorship Contract (Copy)

Location Finance
Information Name, signature, financial commitment
Individuals Companies that are located, or conduct business, in the town of Blackfalds
Use To facilitate contact and billing of corporate sponsors
Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title Customer Account Database

Location Finance
Information Name, spousal name, address, telephone number
Individuals Residents or companies that are located, or conduct business, in the town of Blackfalds
Use To facilitate Accounts Receivable administration
Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title EFT Form

Location Finance
Information Name, address, title/position, telephone number, email address, banking information, signature
Individuals Vendors or residents that are paid for provision of goods and/or services
Use To facilitate payment of vendors and/or residents
Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

CORPORATE SERVICES

Title **Employee Payroll File**

Location Payroll
Information Name, email address, social insurance number, signature
Individuals Employees of the Town of Blackfalds
Use To facilitate tracking of special requests that fall outside of HRISMyWay and the Payroll Database
Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Expense Claim**

Location Finance
Information Name, mailing address, title/position, signature
Individuals Employees of the Town of Blackfalds
Use To facilitate reimbursement of expenses incurred by Town employees
Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **FOIP Request**

Location Office of the Records Management & FOIP Coordinator
Information Name, street address, mailing address, telephone number, fax number, email address, banking information, correspondence, copies of requested records
Individuals Persons submitting requests for information under the FOIP Act, or their representatives
Use To facilitate response to, and processing of, requests for information
Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c); Access to Information Bylaw 1242.20*

Title **Food Cyclor Program (Pilot)**

Location Finance
Information Name, address, telephone number, cellular phone number, email address
Individuals Residents who participate in the Food Cyclor Program
Use To facilitate contact and invoicing
Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

CORPORATE SERVICES

Title **HRISMyWay**

Location Payroll
Information Name, Employee ID, email address, T4, earnings, deductions
Individuals Employees of the Town of Blackfalds
Use To facilitate time reporting for Town employees
Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Insurance Claim**

Location Finance
Information Name, address, telephone number, email address, claim details, photographs, witness statements, claim and file numbers, property/vehicle details, license plate numbers
Individuals Claimants; third parties; witnesses
Use To facilitate administration of the corporate insurance program
Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Invoicing File**

Location Finance
Information Name, mailing address, amounts owed
Individuals Residents or companies that are located, or conduct business, in the town of Blackfalds
Use To facilitate tracking of invoices sent to collect funds owing to the Town
Authority *Municipal Government Act, Sections 7 & 8; Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Land Title**

Location Finance
Information Name, address, legal land description, payment information, faith declaration, signature
Individuals Citizens who own commercial or residential property(s) in the town of Blackfalds
Use To facilitate collection of property taxes
Authority *Municipal Government Act, Sections 328 & 329; Freedom of Information and Protection of Privacy Act, Section 33 (c)*

CORPORATE SERVICES

Title **Lease Agreement**

Location Finance
Information Name, address, telephone number, fax number, rate, term, signature
Individuals Companies that are located, or conduct business, in the town of Blackfalds
Use To facilitate contact and billing for leased properties
Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Monument Application & Permit**

Location Finance
Information Name of decedent, applicant's name, address, telephone number, signature, name of requesting company, address, telephone number, name of representative, signature of representative, name of installer, address, telephone number, signature of installer
Individuals Plot owners; funeral services; monument installers
Use To facilitate installation of monuments at the Town of Blackfalds cemetery
Authority *Cemeteries Act; Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Payroll Database**

Location Payroll
Information Name, Employee ID, address, email address, telephone number, date of birth, social insurance number, current/historical salary, earnings, deductions, time off entitlement, benefits, banking information, income tax information
Individuals Employees of the Town of Blackfalds
Use To facilitate the administration of payroll for Town of Blackfalds employees
Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

CORPORATE SERVICES

Title **Property Assessment Complaint File**

Location Finance
Information Name, address, legal land description, telephone number, fax number, email address, assessment value, complaint details, signature
Individuals Citizens who own commercial or residential property(s) in the town of Blackfalds
Use To facilitate processing of appeals against property assessments
Authority *Municipal Government Act, Section 460; Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Summary of Credit Card Transactions**

Location Finance
Information Name, signature, transaction details
Individuals Employees of the Town of Blackfalds
Use To facilitate reconciliation of credit card expenses
Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Taxation PAD Agreement**

Location Finance
Information Name, address, tax roll number, telephone number, banking information, signature
Individuals Citizens who own commercial or residential property(s) in the town of Blackfalds
Use To set up pre-authorized payment for property taxes
Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Tax Roll Database**

Location Finance
Information Name, address, telephone number, tax roll number, land title information
Individuals Citizens who own commercial or residential property(s) in the town of Blackfalds
Use To facilitate production of the annual assessment roll for the Town of Blackfalds and to facilitate production of tax notices for property owners
Authority *Municipal Government Act, Sections 328 & 329; Freedom of Information and Protection of Privacy Act, Section 33 (c)*

CORPORATE SERVICES

Title **Utility Account Maintenance (Move In/Move Out)**

Location Finance

Information Name, address, telephone number

Individuals Utility customers (property owners or tenants)

Use To establish or terminate utility services and update Utility Database

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

Title **Utility Database**

Location Finance

Information Name, address, telephone number, email address, Customer ID, historical data

Individuals Utility customers (property owners or tenants)

Use To facilitate contact and billing for utility services

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

Title **Utility PAD Agreement**

Location Finance

Information Name, address, account number, telephone number, banking information, signature

Individuals Utility customers (property owners or tenants)

Use To set up pre-authorized payment for utility services

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

Title **Vendor Account Maintenance**

Location Finance

Information Name, address, telephone number, fax number, email address, banking information

Individuals Vendors or residents that are paid for provision of goods and/or services

Use To facilitate payment of vendors and/or residents

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

CORPORATE SERVICES

Title	Vendor File
Location	Finance
Information	Name, address, telephone number
Individuals	Vendors or residents that are paid for provision of goods and/or services
Use	To facilitate Accounts Payable administration
Authority	<i>Freedom of Information and Protection of Privacy Act, Section 33 (c)</i>

Title	Visitor Log
Location	Reception
Information	Name, staff contact, time in/out, initials
Individuals	Civic Centre visitors that have a requirement to pass beyond the reception area
Use	To facilitate COVID-19 contact tracing as well as tracking of visitor passes and visitors in the event of evacuation or emergency
Authority	<i>Freedom of Information and Protection of Privacy Act, Section 33 (c)</i>

ECONOMIC DEVELOPMENT

Title **Business License Application**

Location Economic Development
Information Operating name, name, address, telephone number, email address, website, business license number, signature
Individuals Persons or businesses that wish to conduct business within the town of Blackfalds
Use To facilitate contact, tracking and production of the Business License Database
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Business License Database**

Location Economic Development
Information Operating name, name, address, telephone number, website, email address
Individuals Owners and managers of organizations that conduct business within the town of Blackfalds
Use To facilitate contact, tracking and generation of demographic data
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Email Correspondence**

Location Economic Development
Information Name, address, telephone number, email address, third party contact information, land details, property values
Individuals Entrepreneurs and/or business owners looking to conduct business within the town of Blackfalds
Use To facilitate contact and tracking
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

EMERGENCY MANAGEMENT & PROTECTIVE SERVICES

Title **Call Sheets**

Location Emergency Management & Protective Services
Information Name, address, telephone number, cellular phone number
Individuals Residents, home or business owners who have required response by the Fire Department
Use To facilitate timely response, tracking and reporting
Legal Authority *Freedom of Information and Protection of Privacy Act*, Section 33 (c); *Safety Codes Act*; Fire Protection Bylaw 1187.15

Title **Community Peace Officer (CPO) Notebooks**

Location Emergency Management & Protective Services
Information Name, address, telephone number, cellular phone number, date of birth, physical characteristics, drivers license number, license plate number, vehicle particulars, Vehicle Identification Number (VIN)
Individuals Property owner; driver; passenger; complainant; witness; accused party
Use To facilitate recollection, establish identification of accused parties and to support court processes
Legal Authority *Freedom of Information and Protection of Privacy Act*, Section 33 (c); Municipal Emergency Management Bylaw 1252.20; *Peace Officer Act*; Peace Officer Ministerial Regulation, Sections 14-16; *Traffic Safety Act*; Traffic Bylaw 1232.19; *Transportation of Dangerous Goods Act*; Commercial Vehicle Safety Regulation

Title **Drivers Abstracts**

Location Emergency Management & Protective Services
Information Name, address, drivers license number
Individuals Volunteer firefighters; employees of the Town of Blackfalds
Use To ensure compliance with Policy HR-EP 18:00
Legal Authority *Freedom of Information and Protection of Privacy Act*, Section 33 (c); *Commercial Vehicle Safety Regulation*; Policy HR-EP 18:00

EMERGENCY MANAGEMENT & PROTECTIVE SERVICES

Title **Firefighter Contact List**

Location Emergency Management & Protective Services
Information Name, telephone number, cellular phone number, email address
Individuals Fire Chief; Deputy Fire Chief; Volunteer firefighters
Use To facilitate contact
Legal Authority *Freedom of Information and Protection of Privacy Act*, Section 33 (c)

Title **Fire Inspections**

Location Emergency Management & Protective Services
Information Name, business address, business telephone number, owner contact information
Individuals Businesses where inspections occur
Use To ensure and document compliance with established fire safety regulations
Legal Authority *Freedom of Information and Protection of Privacy Act*, Section 33 (c); *Safety Codes Act*; Quality Management Plan

Title **Fire Permits**

Location Emergency Management & Protective Services
Information Name, address, legal land description, telephone number, cellular phone number
Individuals Residents and/or companies who receive authorization for fire use
Use To document approval for fires on properties within the Town
Legal Authority *Freedom of Information and Protection of Privacy Act*, Section 33 (c); *Safety Codes Act*; Fire Protection Bylaw 1187.15

Title **FirePro2 Database**

Location Emergency Management & Protective Services
Information Name, address, legal land description, telephone number, cellular phone number, witness contact information, insurance details, drivers license number
Individuals Residents, home or business owners who have required response by the Fire Department
Use To facilitate billing of fire services
Legal Authority *Freedom of Information and Protection of Privacy Act*, Section 33 (c); *Safety Codes Act*; Fire Protection Bylaw 1187.15

EMERGENCY MANAGEMENT & PROTECTIVE SERVICES

Title **Form 1244**

Location Emergency Management & Protective Services
Information Name, address, legal land description, telephone number, cellular phone number, witness contact information, insurance details, drivers license number
Individuals Residents, home or business owners who have required response by the Fire Department
Use To facilitate mandated incident reporting to the Government of Alberta
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c); Safety Codes Act; Fire Protection Bylaw 1187.15*

Title **Incident Reports**

Location Emergency Management & Protective Services
Information Name, address, legal land description, telephone number, cellular phone number, insurance details, drivers license number
Individuals Residents, home or business owners who have required response by the Fire Department
Use To document events that require response by the Fire Department
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c); Safety Codes Act; Fire Protection Bylaw 1187.15*

Title **Public Complaints**

Location Emergency Management & Protective Services
Information Name, address, telephone number, cellular phone number, email address, officer name(s)
Individuals Residents who register complaints against a Community Peace Officer
Use To facilitate contact, follow-up and mandated reporting to the Solicitor General
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c); Municipal Emergency Management Bylaw 1252.20; Peace Officer Act; Peace Officer Ministerial Regulation, Sections 14-16*

EMERGENCY MANAGEMENT & PROTECTIVE SERVICES

Title **Report Exec Database**

Location Information Emergency Management & Protective Services
Name, address, telephone number, cellular phone number, email address, date of birth, age, race, gender, physical characteristics, spousal information, drivers license number, license plate number, vehicle particulars, Vehicle Identification Number (VIN), witness information

Individuals Use Property owner; driver; passenger; complainant; witness; accused party
To facilitate contact, incident reporting and tracking

Legal Authority *Freedom of Information and Protection of Privacy Act*, Section 33 (c); Municipal Emergency Management Bylaw 1252.20; *Peace Officer Act*; Peace Officer Ministerial Regulation, Sections 14-16; *Traffic Safety Act*; Traffic Bylaw 1232.19; *Transportation of Dangerous Goods Act*; Commercial Vehicle Safety Regulation

Title **Smart Squad Application**

Location Information Emergency Management & Protective Services
Name, address, telephone number, cellular phone number, date of birth, drivers license number, license plate number, vehicle particulars, Vehicle Identification Number (VIN), address of occurrence

Individuals Use Property owner; driver; passenger; complainant; witness; accused party
To facilitate contact and issuance of warnings and violation tickets

Legal Authority *Freedom of Information and Protection of Privacy Act*, Section 33 (c); Municipal Emergency Management Bylaw 1252.20; *Peace Officer Act*; Peace Officer Ministerial Regulation, Sections 14-16; *Traffic Safety Act*; Traffic Bylaw 1232.19; *Transportation of Dangerous Goods Act*; Commercial Vehicle Safety Regulation

Title **Vehicle Seizure File**

Location Information Emergency Management & Protective Services
Name, license plate number, vehicle particulars, Vehicle Identification Number (VIN)

Individuals Use Residents who have vehicles towed and/or impounded
To facilitate contact and follow-up

Legal Authority *Freedom of Information and Protection of Privacy Act*, Section 33 (c); Vehicle Seizure and Removal Regulation

EMERGENCY MANAGEMENT & PROTECTIVE SERVICES

Title	Video Footage
Location	Emergency Management & Protective Services
Information	Images, voice recordings
Individuals	Accused parties; complainants; witnesses; passers by; Community Peace Officers
Use	To facilitate officer and public safety and to serve in gathering of evidence
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i> , Section 33 (c); Municipal Emergency Management Bylaw 1252.20; <i>Peace Officer Act</i> ; Peace Officer Ministerial Regulation, Sections 14-16; <i>Traffic Safety Act</i> ; Traffic Bylaw 1232.19; <i>Transportation of Dangerous Goods Act</i> ; Commercial Vehicle Safety Regulation

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

Title **Back to School Program**

Location Family & Community Support Services
Information Name, address, telephone number, email address, date of birth, family composition, signature, proof of income, health care number(s)
Individuals Program participants; parents/guardians
Use To facilitate contact, tracking, program administration and to determine program eligibility
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Blackfalds Youth Crew Registration Form**

Location Family & Community Support Services
Information Name, date of birth, school information, gender, allergies, medical conditions, parent and emergency contact information
Individuals Program participants; parents/guardians
Use To facilitate contact, tracking and program participation
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Blackfalds Youth Crew Offsite Trip Form**

Location Family & Community Support Services
Information Name, address, telephone number, cellular phone number, date of birth, email address, allergies, medical conditions, emergency contacts
Individuals Program participants; parents/guardians
Use To facilitate contact, program administration and to act as a reference document during offsite trips
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Board/Committee Online Form**

Location Family & Community Support Services
Information Name, address, telephone number, cellular phone number, email address, area of interest, order of preference, reference comments
Individuals Citizens who express an interest in serving on a board or committee
Use To facilitate contact, tracking and placement of board/committee members
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

Title **BOLT Transit Ticket Information**

Location Family & Community Support Services
Information Name, date, reason for ticket request
Individuals Citizens in need of access to the BOLT transit system
Use To facilitate tracking of issued passes (maximum 2 per month)
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Charitable Donation Receipt Requests (Winter Warmth Fundraiser)**

Location Family & Community Support Services
Information Name, address
Individuals Event attendees who request charitable donation receipts
Use To facilitate issuance of charitable donation receipts
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Christmas Bureau Program**

Location Family & Community Support Services
Information Name, address, telephone number, email address, date of birth, family composition, signature, proof of income, health care number(s)
Individuals Program participants; parents/guardians
Use To facilitate contact, tracking, program administration and to determine program eligibility
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Criminal Record Check**

Location Family & Community Support Services
Information Name, address, date of birth, gender
Individuals Citizens wishing to fill volunteer positions
Use To facilitate screening of volunteer applicants
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

Title **Fireworks Certificate Database**

Location Family & Community Support Services
Information Name, certificate details
Individuals Citizens who volunteer to serve on the Town of Blackfalds Pyro Crew
Use To facilitate screening of volunteer applicants
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Food Bank Form**

Location Family & Community Support Services
Information Name, address, telephone number, email address, dependent health care number(s)
Individuals Residents wishing to utilize services offered by the Blackfalds Food Bank
Use To facilitate contact and registration for services
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Friendly Caller Program Volunteer Tracking Information**

Location Family & Community Support Services
Information Name, telephone number, assigned resident name, assigned resident telephone number
Individuals Citizens who serve as volunteers for the Friendly Caller program
Use To facilitate contact and tracking
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Fresh Air Art**

Location Family & Community Support Services
Information Name, telephone number, cellular phone number, email address, allergies, medical conditions, date of birth, parent and emergency contact information
Individuals Program participants; parents/guardians
Use To facilitate contact and program administration
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

Title **Good Food Box Information**

Location Family & Community Support Services
Information Name, telephone number
Individuals Citizens who wish to purchase, sponsor, or receive a Good Food Box
Use To facilitate contact and issue program reminders
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Intergenerational Pen Pal Program Volunteer Tracking Information**

Location Family & Community Support Services
Information Name, telephone number, assigned resident name, assigned resident telephone number
Individuals Citizens who serve as volunteers for the Intergenerational Pen Pal program
Use To facilitate contact and tracking
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Leisure Access Program (LAP)**

Location Family & Community Support Services
Information Name, address, telephone number, email address, date of birth, family composition, signature, proof of income, health care number(s)
Individuals Program participants; parents/guardians
Use To facilitate contact, tracking, program administration and to determine program eligibility
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Reference Check**

Location Family & Community Support Services
Information Name, telephone number, reference questions and comments
Individuals Citizens wishing to fill volunteer positions and those providing reference information
Use To facilitate screening of volunteer applicants
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

Title **Resident Application Form**

Location Family & Community Support Services
Information Name, address, telephone number, cellular phone number, email address, emergency contact, signature
Individuals Residents wishing to participate in the Friendly Caller program, the Intergenerational Pen Pal program or the Snow Angel program
Use To facilitate contact and placement of volunteers
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **RSVP List – Seniors, Multi-Cultural and Family Programming**

Location Family & Community Support Services
Information Name, telephone number, email address
Individuals Residents who wish to participate or receive program information
Use To facilitate contact, program registration and issuance of program information
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Snow Angel Database**

Location Family & Community Support Services
Information Name, address, telephone number, cellular phone number, email address
Individuals Citizens assigned to fill volunteer positions and residents requiring snow removal
Use To facilitate contact and tracking
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Snow Angel Program Volunteer Tracking Information**

Location Family & Community Support Services
Information Name, telephone number, assigned resident name, assigned resident telephone number
Individuals Citizens who serve as volunteers for the Snow Angel program
Use To facilitate contact and tracking
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

Title Volunteer Application Database

Location Family & Community Support Services
Information Name, address, telephone number, cellular phone number, email address, allergies, media consent, correspondence, areas of interest
Individuals Citizens wishing to fill volunteer positions
Use To facilitate contact, tracking and placement of volunteers
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title Volunteer Application Form

Location Family & Community Support Services
Information Name, address, telephone number, cellular phone number, email address, date of birth, emergency contacts, allergies, signature, media consent, areas of interest, time available, past/present volunteer activity, references, correspondence
Individuals Residents wishing to fill volunteer positions
Use To facilitate contact, screening, and placement of volunteers
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title Volunteer Award Address of Nominee Database

Location Family & Community Support Services
Information Name, address, email address
Individuals Volunteer award nominators; award nominees
Use To facilitate contact, issuance of letters from Council and tracking of attendance for recognition events
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title Volunteer Award Nomination Database

Location Family & Community Support Services
Information Name, address, telephone number, cellular phone number, email address, signature, media consent, relationship to nominee
Individuals Volunteer award nominators; award nominees
Use To facilitate evaluation and selection of award winners
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

Title **Volunteer Database**

Location Family & Community Support Services
Information Name, address, telephone number, cellular phone number, email address, volunteer hours completed
Individuals Citizens who serve as volunteers
Use To facilitate contact and tracking
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Volunteer Newsletter Database**

Location Family & Community Support Services
Information Name, email address
Individuals Citizens who register for the FCSS Volunteer Newsletter
Use To facilitate access to the FCSS Volunteer Newsletter
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Volunteer Sign-up Database**

Location Family & Community Support Services
Information Name, address, telephone number, cellular phone number, email address, allergies, media consent, volunteer activity
Individuals Residents who serve as volunteers
Use To facilitate tracking of volunteer opportunities and hours completed as well as to act as a reference document during events
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Winter Coat Program**

Location Family & Community Support Services
Information Name, address, telephone number, email address, date of birth, family composition, signature, proof of income, health care number(s)
Individuals Program participants; parents/guardians
Use To facilitate contact, tracking, program administration and to determine program eligibility
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

Title	Youth Night Out
Location	Family & Community Support Services
Information	Name, telephone number, cellular phone number, email address, allergies, medical conditions, date of birth, parent and emergency contact information
Individuals	Program participants; parents/guardians
Use	To facilitate contact and program administration
Legal Authority	<i>Freedom of Information and Protection of Privacy Act, Section 33 (c)</i>

HUMAN RESOURCES

Title **AUMA Benefit Enrollment Form**

Location Human Resources
Information Name, address, telephone number, GroupSource ID number, date of birth, coverage information, costs, taxable benefits, beneficiary information
Individuals Current and former employees of the Town of Blackfalds
Use To facilitate transition of benefit coverage to GroupSource (through AUMA)
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Employee File**

Location Human Resources
Information Name, employee number, mailing address, telephone number, date of birth, social insurance number, resume, references, offer letter, salary information, performance reviews, disciplinary information, training records, benefit and beneficiary information, pension records, next of kin/emergency contact(s), drivers abstract, criminal record check, vulnerable sector check, termination information
Individuals Employees of the Town of Blackfalds
Use To facilitate recordkeeping for the life cycle of current and former employees of the Town of Blackfalds
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Employee Medical File**

Location Human Resources
Information Name, address, employee number, date of birth, Alberta health care number, salary information, medical reports, Workers Compensation Board documentation, return to work plans, limitations, restrictions, short-term and long-term disability information, ergonomic assessments, benefit coverage details, audiometric test results, correspondence
Individuals Employees of the Town of Blackfalds
Use To facilitate contact with insurance/service providers and support of employees who experience medical issues
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

HUMAN RESOURCES

Title **Investigation File**

Location Human Resources
Information Name, title, address, signature, interview notes, confidentiality agreement
Individuals Employees of the Town of Blackfalds; third parties (complainant, respondent, witness)
Use To facilitate resolution of incidents or concerns that involve employees of the Town of Blackfalds
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c); Workers' Compensation Act; Occupational Health and Safety Act*

Title **Recruitment File**

Location Human Resources
Information Name, address, telephone number, email address, resume, reference information, interview guides, correspondence
Individuals Citizens who apply for employment with the Town of Blackfalds
Use To facilitate hiring of new staff and fulfillment of the Town's staff complement
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Trakstar Perform Application**

Location Human Resources
Information Name, title, employee number, email address, reporting structure, performance reviews, notes
Individuals Employees of the Town of Blackfalds
Use To facilitate the appraisal and monitoring of employee job performance
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

INFRASTRUCTURE & PROPERTY SERVICES

Title Alarm Permit Database

Location Infrastructure & Property Services
Information Name, address, legal land description, permit number
Individuals Residents and/or businesses who apply for an alarm system permit
Use To facilitate contact, tracking and issuance of permits for alarm systems
Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title Citizen Request Portal

Location Infrastructure & Property Services
Information Name, address, email address, telephone number, location (address of issue)
Individuals Residents who express infrastructure-related concerns regarding various, non-emergency items within the Town of Blackfalds
Use To facilitate contact and resolve concerns
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title Commercial / Individual Mailing List

Location Infrastructure & Property Services
Information Name, address, property address
Individuals Citizens who own commercial or residential property(s) in the town of Blackfalds
Use To facilitate contact and issuance of correspondence
Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title Compliance Letter

Location Infrastructure & Property Services
Information Address, legal land description
Individuals Citizens who own commercial or residential property(s) that are granted concessions in regard to conditions set out in the Land Use Bylaw
Use To facilitate compliance with the Land Use Bylaw
Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33 (c); Land Use Bylaw*

INFRASTRUCTURE & PROPERTY SERVICES

Title **Development Register**

Location Infrastructure & Property Services
Information Name, address, legal land description, zoning, development details
Individuals Citizens and/or property owners who have applied for a Building Permit or Development Permit
Use To facilitate contact, tracking and issuance of permits
Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33 (c); Land Use Bylaw*

Title **Enforcement Letter**

Location Infrastructure & Property Services
Information Name, address, legal land description, permit number
Individuals Citizens and/or property owners who are in violation of Town of Blackfalds bylaws.
Use To facilitate correction of bylaw violations and ensure compliance
Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33 (c); Bylaws*

Title **False Alarm Notification Letter**

Location Infrastructure & Property Services
Information Name, address, legal land description
Individuals Citizens and/or property owners who are in violation of the Town's False Alarm Bylaw
Use To facilitate correction of bylaw violations and ensure compliance
Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33 (c); False Alarm Bylaw*

Title **Property File Database**

Location Infrastructure & Property Services
Information Name, address, legal land description, real property reports, caveats, land titles, permits, compliance letters, enforcement letters
Individuals Present and past owners of specific property(s) within the town of Blackfalds.
Use To facilitate documentation of property history and provide record of ownership
Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33 (c)*

INFRASTRUCTURE & PROPERTY SERVICES

Title **Property File**

Location Infrastructure & Property Services
Information Name, address, legal land description, real property reports, caveats, land titles, permits, compliance letters, enforcement letters
Individuals Present and past owners of specific property(s) within the town of Blackfalds
Use To facilitate documentation of property history and provide record of ownership
Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Property Search Requests**

Location Infrastructure & Property Services
Information Name, address, legal land description, telephone number, cellular phone number, email address
Individuals Owners of specific property(s) within the town of Blackfalds or their agents
Use To facilitate contact, payment of related fees, and fulfill requests
Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Solid Waste Concern Database**

Location Infrastructure & Property Services
Information Name, address, telephone number, cellular phone number, email address
Individuals Residents who express concerns with solid waste and/or recycling services within the town of Blackfalds
Use To facilitate contact and resolution of concerns
Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33 (c); Solid Waste Management Bylaw*

Title **Taxi License File**

Location Infrastructure & Property Services
Information Name, address, telephone number, cellular phone number, drivers license, license class, drivers abstract, criminal record check, vulnerable sector check, date of birth, signature
Individuals Persons who apply for a taxi license in the town of Blackfalds
Use To facilitate contact and issuance of taxi licenses
Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33 (c); Taxi Bylaw*

Title **Urban Hen Program**

Location Infrastructure & Property Services

Information Name, address, legal land description, telephone number, cellular phone number, email address, Premises ID#, temporary caregiver contact information

Individuals Residents who participate in the Urban Hen Program

Use To facilitate contact, tracking, and statistical reporting

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

Title **Visitor Log**

Location Infrastructure & Property Services

Information Name, staff contact, time in/out, initials

Individuals Visitors to the Planning & Development department that have a requirement to pass beyond the front counter

Use To facilitate COVID-19 contact tracing and tracking of visitors in the event of evacuation or emergency

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

MARKETING & COMMUNICATIONS

Title **Blackfalds Connect**

Location Marketing & Communications
Information Name, address, telephone number, cellular phone number, email address
Individuals Residents wishing to receive push notifications
Use To facilitate contact and distribution of push notifications
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Community Garden Plot Repository**

Location Marketing & Communications
Information Name, address, telephone number, email address, payment information, signature
Individuals Residents wishing to participate in the Town's Community Garden Plot
Use To facilitate contact and program registration
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Constant Contact Application**

Location Marketing & Communications
Information Name, address, telephone number, email address, date of birth, company name, title, website
Individuals General public; stakeholders; volunteers; employees of the Town of Blackfalds
Use To facilitate contact, engagement and issuance of newsletters and promotional materials
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Electronic Signage Advertising Applications**

Location Marketing & Communications
Information Name, telephone number, cellular phone number, email address
Individuals Residents and/or organizations wishing to advertise on the Town's electronic sign(s)
Use To facilitate contact
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

MARKETING & COMMUNICATIONS

Title **Security Identification Card Spreadsheet**

Location Marketing & Communications

Information Name, title

Individuals Employees of the Town of Blackfalds

Use To facilitate issuance of Town of Blackfalds employee identification

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

Title **Subscribers List**

Location Marketing & Communications

Information Name, email address

Individuals Newsletter subscribers

Use To facilitate contact

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

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Title **Campaign Disclosure Statement & Financial Statement**

Location Office of the Chief Administrative Officer

Information Name, address, contribution information, campaign revenue and expenditures, signature

Individuals Candidates who participate in municipal elections and campaign contributors

Use To facilitate tracking of campaign revenue and expenditures

Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33 (c); Election Act*

Title **Campaign Worker Proof of Identification**

Location Office of the Chief Administrative Officer

Information Name, address, signature

Individuals Campaign staff

Use To validate the identities of citizens appointed as campaign workers

Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33 (c); Election Act*

Title **Census Enumerator Repository**

Location Office of the Chief Administrative Officer

Information Name, address, telephone number, email address, employment history, references

Individuals Contract staff

Use To facilitate hiring of temporary staff for municipal census

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

Title **Election Worker Repository**

Location Office of the Chief Administrative Officer

Information Name, address, telephone number, email address, employment history, references

Individuals Contract staff

Use To facilitate hiring of temporary staff for municipal elections

Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33 (c); Election Act*

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Title **Mayor's Blog**

Location Office of the Chief Administrative Officer
Information Name, email address, comments
Individuals Visitors to the Town of Blackfalds website
Use To facilitate contact and/or follow-up
Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33 (c); Bylaws and Policies*

Title **Mayor for a Day Initiative**

Location Office of the Chief Administrative Officer
Information Name, address, telephone number, cellular phone number, age, teacher's name and email address, guardian's name and signature
Individuals Students who apply to be Mayor for a Day
Use To facilitate contact and participant tracking
Legal Authority *Freedom of Information and Protection of Privacy Act, Section 33 (c)*

Title **Nomination and Candidate Acceptance - Mayor**

Location Office of the Chief Administrative Officer
Information Name, address, email address, signature
Individuals Candidates nominated to run for Mayor; electors
Use To facilitate the official nomination process for mayoral candidates
Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33 (c); Election Act*

Title **Nomination and Candidate Acceptance – Councillor**

Location Office of the Chief Administrative Officer
Information Name, address, email address, signature
Individuals Candidates nominated to run for Municipal Council; electors
Use To facilitate the official nomination process for Municipal Councillors
Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33 (c); Election Act*

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Title **Notice of Intent to Become a Candidate**

Location Office of the Chief Administrative Officer
Information Name, address, banking information, signature
Individuals Candidates nominated to run for mayor or Municipal Council
Use To facilitate designation of official candidates for Mayor and/or Municipal Council
Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33 (c); Election Act*

Title **Release of Candidate Information**

Location Office of the Chief Administrative Officer
Information Name, cellular phone number, email address, website address, signature
Individuals Candidates who have been elected Mayor and/or Municipal Council
Use To facilitate contact of elected officials
Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33 (c); Election Act*

Title **Release of Official Agent Information**

Location Office of the Chief Administrative Officer
Information Name, address, telephone number, email address, signature
Individuals Parties authorized to act on behalf of candidates for Mayor and/or Municipal Council
Use To facilitate contact with authorized representatives
Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33 (c); Election Act*

Title **Self Funded Campaign Statement**

Location Office of the Chief Administrative Officer
Information Name, signature
Individuals Candidates who participate in municipal elections
Use To facilitate tracking of campaign contributions made by candidates
Legal Authority *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33 (c); Election Act*