



DIRECTORY OF PERSONAL INFORMATION BANKS

Compiled by: Legislative Services – Corporate Records & Information Coordinator
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Chief Administrative Officer (CAO) Office (Includes Administration, Communications & Human Resources)

County of Grande Prairie No. 1 Council (Includes Committee Members)

Corporate Services (Includes Legislative Services, Finance, Procurement Services, Risk Management & Insurance, IT & GIS, Planning & Development, and Assessment)

Public Works (Includes Shop)

Community Services (Includes Fire, Enforcement, Family & Community Support Services, Parks & Recreation, and Agriculture)

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 County of Grande Prairie No. 1, 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., County of Grande Prairie No. 1) subject to limited and specific exceptions as set out in the Act;
- ✓ to control the manner in which the County of Grande Prairie No. 1 may collect personal information from individuals, to control the use that the County of Grande Prairie No. 1 may make of that information and to control the disclosure by the County of Grande Prairie No. 1 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 County of Grande Prairie No. 1;
- ✓ to allow individuals the right to request corrections to personal information about themselves held by the County of Grande Prairie No. 1; and
- ✓ to provide an independent review of decisions made by the County of Grande Prairie No. 1 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 County of Grande Prairie No. 1, 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 County of Grande Prairie No. 1 collects, uses, discloses and disposes of its records; and
- ✓ requires the County of Grande Prairie No. 1 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 County of Grande Prairie No. 1 are public and, with some exceptions, are to be as open and accessible as possible. The Act also views the County of Grande Prairie's records as being in the County's control and custody during their existence.

This will make the County of Grande Prairie No. 1 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, County of Grande Prairie No. 1 staff within all departments and members of the public as a method of determining the location of County of Grande Prairie No. 1 records within various departments. The County of Grande Prairie No. 1 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, County of Grande Prairie No. 1 at 10001 – 84th Avenue, Clairmont, AB, T0H 0W0 or by telephone at 780-532-9722.

Note:

Personal information collected by the County of Grande Prairie No. 1 may be disclosed in accordance with this Act.

FOIP Contacts

Contact	Telephone	Fax	Email
FOIP Coordinator Sherry Green 100001-84 th Avenue Clairmont, AB T0H 0W0	780-532-9722 Ext 1175	780-539-9880	sgreen@countygp.ab.ca
FOIP Head Bill (W) Rogan, CAO 100001-84 th Avenue Clairmont, AB T0H 0W0	780-532-9722	780-539-9880	brogan@countygp.ab.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 County of Grande Prairie No. 1. 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 Coordinator

An employee of the County of Grande Prairie No. 1 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

Personal information means recorded information about an identifiable individual, including:

- ✓ 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, 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.

Title **Resident Inquiry Bank**
Location Parks & Recreation Department
Individual Name, address and telephone number of callers with concerns and/or recommendations for staff regarding the County of Grande Prairie No. 1 facilities and operations including parks and recreation areas

Use Used to assist in responding to resident calls with respect with County 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 – County Administration Building
Individual Name, address and telephone number of callers with concerns and/or recommendations for staff, Reeve and County Council

Use Used to assist in responding to resident calls with respect with County 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 - County Administration Building
Individual Name, address and telephone number of callers with concerns and/or recommendations regarding property within the County of Grande Prairie No. 1

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 – County of Grande Prairie No. 1's Community 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: **Contacts – Outlook Address Book**
Location All County of Grande Prairie No. 1 Departments - All Facilities
Individual Name, address, telephone number and email address of staff members and various businesses

Use Contacts and daily business within the County of Grande Prairie No. 1
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Contact List for CAO and County Council**
Location Administration / Legislative Services – County of Grande Prairie No. 1 Administration Building
Individual Name, address, telephone number and email of business and political contacts for staff, CAO and County Council's use

Use Used by Legislative Services and Administration for Council business
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Contact List**
Location Administration / Legislative Services – County of Grande Prairie No. 1 Administration Building
Individual Name, address, telephone number and/or email of various 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 **CAO's Responses to Complaints**
Location Administration / Legislative Services – County of Grande Prairie No. 1 Administration Building
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 or Executive Assistant for action and follow-up
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title: **Photo/Video Release Form**
Location Communications Department – County of Grande Prairie No. 1 Administration Building
Individual Adult's name and signature, child's name and parent's signature

Use Used by Communications for photos or videos that may appear on the website, print materials and other mediums used for promotional and educational purposes with permission
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **County Council Committees and Boards**
Location Legislative Services - County of Grande Prairie No. 1 Administration Building
Individual Applicant's name, address, telephone number, email address, relevant employment and/or volunteer history and interview notes from the County Council interview panel

Use Contact information is used by staff representatives to contact volunteers regarding meetings and meeting agendas. Interview information is used by County Council members to find suitable candidates for their Boards and Commissions
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Complaint Worksheet**
Location Public Works and Parks Departments - Public Works Building / Community Services 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 County parks and public works
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Email Database Regarding Complaints**
Location Public Works and Parks Departments - Public Works Building / Community Services 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 County parks and public works
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Cemetery Contract**
Location Parks & Recreation Department – Community Services Building
Individual Name, address, phone numbers, alternate contact, cemetery location, deceased's info, funeral home contact info, invoice requisitions, payment, credit card info and cheques

Use Administration of burial and cemetery location program
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Key Sign Out Sheet**
Location Public Works and Parks Departments - Public Works Building / Community Services Building
Individual Name, phone number and email address

Use Administration of parks use by outside users
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Lease Agreements**
Location Legislative Services / Public Works and Planning Departments - County of Grande Prairie No. 1 Administration Building
Individual Name, address, phone number, email address, description and location of agreement

Use Administration of leases, including Road Allowance, Grazing, Right of Way,
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Sport Field Application Booking Form**
Location Parks Department – Community Services Building
Individual Name, address, phone number, email address, location and time required for use

Use Administration of parks use by outside users
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Lost and Found Worksheet**
Location Parks Department – Community Services Building
Individual Name, address, phone number, email address, description of what is lost

Use Administration of parks use by outside users
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Application for Access to Public Land**
Location Parks Department – Community Services Building
Individual Name, address, phone number, email address, type of work getting done (including diagram)

Use Administration of parks use by outside users
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Development Permit**
Location Planning Department - County of Grande Prairie No. 1 Administration Building
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 Land Use Bylaw 2680, Section 2(3) and 2(7) and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Development Permit (Signs)**
Location Planning Department – County of Grande Prairie No. 1 Administration Building
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 Land Use Bylaw 2680, Section 2(3) and 2(7) and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Development Permit (Residential)**
Location Planning Department - County of Grande Prairie No. 1 Administration Building
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 Land Use Bylaw 2680, Section 2(3) and 2(7)and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Development Permit (Variance/Relaxation Permit)**
Location Planning Department - County of Grande Prairie No. 1 Administration Building
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 Land Use Bylaw 2680, Section 2(3) and 2(7)and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Development Permit (Tenancy Permit)**
Location Planning Department - County of Grande Prairie No. 1 Administration Building
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 Land Use Bylaw 2680, Section 2(3) and 2(7)and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Complaint Worksheet**
Location Planning Department - County of Grande Prairie No. 1 Administration Building
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 Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title	Development Permit (Stripping and Grading)
Location	Planning Department - County of Grande Prairie No. 1 Administration Building
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 accommodation plan (if applicable)
Use	To process stripping and rough grading permits
Legal Authority	Land Use Bylaw 2680, Section 2(3) and 2(7) and Section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i>

Title	Request for Property Information
Location	Planning Department - County of Grande Prairie No. 1 Administration Building
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 <i>Freedom of Information and Protection of Privacy Act</i>

Title	Subdivision Applications
Location	Planning Department - County of Grande Prairie No. 1 Administration Building
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 <i>Subdivision and Development Regulation (AR 43/2002)</i> , Section 1 of the <i>Subdivision and Development Forms Regulation (AR 44/2002)</i> , Section 653(1) and (2) of the <i>Municipal Government Act</i> and Section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i>

Title	Amendment to the Land Use Bylaw / Land Use Map Application
Location	Legislative Services / Planning Department - County of Grande Prairie No. 1 Administration Building
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	Land Use Bylaw 2680, Section 2(3) and 2(19) and Section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i>

Title	Appeal Notice Subdivision and Development Appeal Board
Location	Legislative Services and Planning Department - County of Grande Prairie No. 1 Administration Building
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 <i>Freedom of Information and Protection of Privacy Act</i>

Title	Fire ground Tactical Worksheet and Fire Data Management Software
Location	Fire Department - Community Services Building
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 <i>Freedom of Information and Protection of Privacy Act</i>

Title	Alberta Infrastructure (Firecall and Rescue Information)
Location	Emergency Services - Community Services Building
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 County of Grande Prairie No. 1 for billing purposes. County of Grande Prairie No. 1 Fire Services has temporary custody of these records.
Legal Authority	<i>Health Information Act</i> and Section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i>

Title	Voluntary Payment Ticket - Dog Control
Location	Enforcement Services – Community Services Building
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. 2310
Legal Authority	Bylaw No. 2310 and Section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i>

Title	Voluntary Payment Ticket - Traffic
Location	Enforcement Services – Community Services Building
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 & MVID; issuer's signature
Use	To process infractions.
Legal Authority	Section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i>

Title **Voluntary Payment Ticket - Business Licensing**
Location Enforcement Services – Community Services Building
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 Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Violation Ticket - Various Provincial Acts and Regulations**
Location Enforcement Services – Community Services Building
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, color, 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*

Title **Ticket Transfer Log**
Location Enforcement Services – Community Services Building
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 Record**
Location Enforcement Services – Community Services Building
Individual Date of report; name of caller, home telephone and/or work telephone; tattoo/collar/chip/tag number of dog

Use To assist in locating lost or found dogs
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Officer's Note Book**
Location Enforcement Services – Community Services Building
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 **Unlicensed Dog List**
Location Enforcement Services – Community Services Building
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 **Outstanding Warrant Report**
Location Enforcement Services – Community Services Building
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*

Title **Notice of Seizure - Immobilization - Removal**
Location Enforcement Services – Community Services Building
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 **Correspondence - Failure to Comply with Summons or Voluntary Program**
Location Enforcement Services – Community Services Building
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*

Title **Information On Behalf of Her Majesty The Queen**
Location Enforcement Services – Community Services Building
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 **Notice to Owner (Community Standards Bylaw)**
Location Enforcement Services – Community Services Building
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 County of Grande Prairie No. 1 Unsightly Premises Bylaw 2509 and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Order**
Location Enforcement Services – Community Services Building
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 County of Grande Prairie No. 1's Unsightly Premises Policy
Legal Authority County of Grande Prairie No. 1 Unsightly Premises Policy and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Appeal Notice to Unsightly Order**
Location Legislative Services / Enforcement Services
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 County of Grande Prairie No. 1 Unsightly Premises Policy and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Electronic Complaint Reports - Complaint Database**
Location Enforcement Services – Community Services Building
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 County bylaws, Provincial Acts or Regulations
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Electronic Complaints Reports - Business Contacts**
Location Enforcement Services – Community Services Building
Individual Business name, address and telephone number

Use To process resident's concerns and any infractions of County 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 Enforcement Services – Community Services Building
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 County 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 Enforcement Services – Community Services Building
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 Enforcement Services – Community Services Building
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 County bylaws and provincial acts and regulations

Use To process resident's concerns and any infractions of County bylaws, Provincial Acts or Regulations
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Electronic Complaint Reports - Supplements Database**
Location Enforcement Services – Community Services Building
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 Enforcement Services – Community Services Building
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*

Title **Building Inspections Permit Application - Residential Alteration/Improvement/Accessory**
Location Planning Department - County of Grande Prairie No. 1 Administration Building
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 **Building Inspections Permit Application - Residential New Construction**
Location Planning Department - County of Grande Prairie No. 1 Administration Building
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 **Building Inspections Permit Application - Commercial/Industrial/ Institutional/ Mixed Use**
Location Planning Department - County of Grande Prairie No. 1 Administration Building
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 Planning Department - County of Grande Prairie No. 1 Administration Building
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 Planning Department - County of Grande Prairie No. 1 Administration Building
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 **County of Grande Prairie No. 1 Complaint Form**
Location Planning Department - County of Grande Prairie No. 1 Administration Building
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 **Home Owner Declaration**
Location Planning Department - County of Grande Prairie No. 1 Administration Building
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 **Arena Rental Database**
Location County Sportsplex / Parks & Recreation Department – Community Services Building
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*

Title **Facility Rental Contract / Permit**
Location County Sportsplex / Parks & Recreation Department – Community Services Building
Individual Contact number; renter's name, address, telephone number; notes regarding the event and staff user ID

Use A contract between the County and renters of the facility
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Waiver Release**
Location County Sportsplex / Parks & Recreation Department – Community Services Building
Individual Participant's name and signature; witness' name and signature

Use Administration of personal training at
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Public Incident Investigation Report**
Location County Sportsplex / Parks & Recreation Department – Community Services Building
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
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Major Accident Report**
Location County Sportsplex / Parks & Recreation Department – Community Services Building
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 accident reporting
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Corporate Properties (Leases)**
Location Legislative Services - County of Grande Prairie No. 1 Administration Building
Individual Information on the parties involved in the lease of County facilities including name, telephone number, mailing address and financial information

Use To process lease agreements for County owned facilities
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Special Event Volunteer Database**
Location Depends on Department
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 *Freedom of Information and Protection of Privacy Act*

Title **Insurance Claims**
Location Corporate Services - County of Grande Prairie No. 1 Administration Building
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 Corporate Services - County of Grande Prairie No. 1 Administration Building
Individual Name of renter, address, telephone number, email address, specific details about the function to be held at County facility

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

Title **Insurance Benefits for Council Members**
Location Finance Department - Payroll - County of Grande Prairie No. 1 Administration Building
Individual Name of insured, name of beneficiary, relationship and signature

Use Administration of insurance program
Legal Authority 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 - County of Grande Prairie No. 1 Administration Building
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 Department and Assessment Department - County of Grande Prairie No. 1 Administration Building
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*

Title **Assessment Roll**
Location Assessment Department - County of Grande Prairie No. 1 Administration Building
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 County of Grande Prairie No. 1
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 - County of Grande Prairie No. 1 Administration Building
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; lessee 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 rolls
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 Financial Services – Taxation - County of Grande Prairie No. 1 Administration Building
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*

Title **Property Assessment Complaint Form**
Location Legislative Services and Assessment Department - County of Grande Prairie No. 1 Administration Building
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*

Title **Accounts Receivable Database (Dog License Billing)**
Location Animal Licensing Department – Community Services Building
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. 2310

Title **Accounts Receivable Database (Business License Billing)**
Location Finance - County of Grande Prairie No. 1 Administration Building
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*

Title **Business License Application (Commercial or Industrial)**
Location Planning and Development - County of Grande Prairie No. 1 Administration Building
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 *Freedom of Information and Protection of Privacy Act*

Title **Business License Application (Home Based)**
Location Planning & Development - County of Grande Prairie No. 1 Administration Building
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 *Freedom of Information and Protection of Privacy Act*

Title **Contractor Registration Sheet or Business License Application**
Location Planning & Development - County of Grande Prairie No. 1 Administration Building
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 *Freedom of Information and Protection of Privacy Act*

Title **Employee Competition Files**
Location Human Resource Department - County of Grande Prairie No. 1 Administration Building
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 County of Grande Prairie No. 1
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Employee Photos**
Location Human Resource Department - County of Grande Prairie No. 1 Administration Building
Individual Photos of employees during special events and celebrations and for Employee IDs.

Use For employee picture board and special internal events
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title	Exit Interview Notes
Location	Human Resource Department - County of Grande Prairie No. 1 Administration Building
Individual	Interviewee name
Use	To gather exiting employee's feedback as part of the Human Resource program
Legal Authority	Section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i>
Title	Workers Compensation Board Claim Forms (Employer's Report)
Location	Health & Safety Department / Human Resources / Payroll - County of Grande Prairie No. 1 Administration Building
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	<i>Worker's Compensation Act</i> and Section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i>
Title	Workers Compensation Board Forms (Worker Physical Demands Analysis)
Location	Health & Safety Department - County of Grande Prairie No. 1 Administration Building
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	<i>Worker's Compensation Act</i> and Section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i>
Title	Workers Compensation Board Tracking Database
Location	Health & Safety Department - County of Grande Prairie No. 1 Administration Building
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 <i>Freedom of Information and Protection of Privacy Act</i>
Title	Incident Reporting/Evaluation Forms
Location	Health & Safety Department - County of Grande Prairie No. 1 Administration Building
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 County of Grande Prairie No. 1's Health and Safety Program
Legal Authority	<i>Alberta Occupational Health and Safety Act</i> and Section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i>

Title **Workers Compensation Board Claim Forms (Worker's Report)**
Location Human Resources/Health & Safety Department - County of Grande Prairie No. 1 Administration Building
Individual Claim number; name, address, telephone number, email address, social insurance number, Alberta Health Care number, date of birth, 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*

Title **Workers Compensation Board - Cheque Total Received Database**
Location Finance Department - County of Grande Prairie No. 1 Administration Building
Individual Name of employee, claim number, department, payment start and end date, payment amount.
Use To administer the Health and Safety program and provide WCB reporting on cheque amounts received to Finance and departments
Legal Authority *Worker's Compensation Act* and Section 33 (c) of the *Freedom of Information and Protection of Privacy Act*

Title **Safety Training Matrix Database**
Location Health & Safety Department - County of Grande Prairie No. 1 Administration Building
Individual Name, job title, employee number, department, status, hire date, orientation date and courses taken, date and expiry dates
Use Administration of the Health and Safety program, record keeping of required and taken employee training
Legal Authority *Alberta Occupational Health and Safety Act* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Payroll Updates - WCB Database**
Location Finance - County of Grande Prairie No. 1 Administration Building
Individual Name, department, status, coding, continue benefits/pension while off
Use To administer the Health and Safety program, provide payroll with coding and hours for people on WCB claims per pay period
Legal Authority *Alberta Occupational Health and Safety Act* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Payroll Database**
Location Payroll Department - County of Grande Prairie No. 1 Administration Building
Individual Employee name, employee ID, address, telephone number, date of birth, social insurance number; current and historical salary; rate of pay; benefits; exception reporting and time entry; earnings and deductions; banking information; email address; tax information
Use Administration of the County's payroll program
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Utility Database**
Location Utilities Department
Individual Property owner name, address and/or telephone, utility account number, historical utility billing data including consumption, connection/disconnection dates, customer ID, notes on customer activity and banking information for the payment plans

Use To produce monthly utility invoices for the property owner
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Employee Directories/County of Grande Prairie Phone Directory**
Location Website, Various offices of the Public Body
Information Name, office and cell phone numbers, office name and address, e-mail address, position title.

Use Employees of the public body.
Legal Authority Public Service Act, Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Accounts Payable, Database and Files**
Location Finance - County of Grande Prairie No. 1 Administration Building
Information Name, address, phone number of individuals and companies that the County owes money.

Use: Companies and or individuals that the County owes money to.
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Accounts Receivable/Utilities Database and Files**
Location Finance - County of Grande Prairie No. 1 Administration Building
Information Name, address, phone number of individuals and companies that the County is to receive money from, including water and sewer.

Use Companies or individuals that owe money to the County.
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Assessment Appeal - Complaints**
Location Legislative Services - County of Grande Prairie No. 1 Administration Building
Information Name, address, phone number of property owner submitting complaint.

Use Owner of assessed property complaining on assessment.
Legal Authority The Municipal Government Act

Title **Assessment – School Declarations**
Location Tax Roll Clerk- County of Grande Prairie No. 1 Administration Building
Information Name, address, school declaration.

Use Owners of assess property.
Legal Authority The Municipal Government Act, School Act.

Title **Case Records – School Liaison – Family & Community Support Services (F.C.S.S.)**

Location FCSS – Community Services Building
Information Name, nature of case.
Use Students attending schools located in the County of Grande Prairie boundaries and operated by Peace Wapiti Regional School Division No. 33.
Legal Authority The Freedom of Information and Protection of Privacy Act Sec 33 (c).

Title Cash Receipts Database
Location Finance - County of Grande Prairie No. 1 Administration Building
Information Name, address, phone number of individuals and companies that the County receives money from
Use Companies and individuals that pay the County money for either services or products.
Legal Authority The Freedom of Information and Protection of Privacy Act Section 33 (c).

Title Cemetery Records and Database File
Location Parks & Recreation – Community Services Building
Information Burial information and reserved cemetery plot information, which includes names, age, date of death and paid.
Use Deceased persons and individuals who have reserved plots.
Legal Authority Cemeteries Act.

Title Employee Database - Electronic
Location Finance (Payroll and Benefits) - County of Grande Prairie No. 1 Administration Building
Information Employee name, address, birth date, employment commencement date, termination date, rehire date, gender, phone number, social insurance number, salary grid placement.
Use Keep a record of all employees of the County of Grande Prairie No. 1
Legal Authority The Freedom of Information and Protection of Privacy Act Section 33 (c).

Title Employee Files
Location Payroll and Benefits/Human Resources - County of Grande Prairie No. 1 Administration Building
Information 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, driver's abstract and criminal record history (if required), employee emergency contact information, next of kin, dependent 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.
Individuals - All employees of the County of Grande Prairie No.1
Legal Authority The Freedom of Information and Protection of Privacy Act Section 33 (c).

Title Fire and Emergency Services Reports and Files
Location Fire Department – Community Services Building
Information Name, address, phone number, gender and age if fatality had occurred, description of incident.
Use Individuals involved in Fire & Emergency Response Incidents.
Legal Authority Safety Codes Act. Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Freedom of Information and the Protection of Privacy Act (FOIP) Requests**
Location Legislative Services - County of Grande Prairie No. 1 Administration Building
Information Name, address, telephone number, description of the information being requested to be corrected, correspondence, copies of requested records.
Use Individuals/companies making FOIP requests.
Legal Authority The Freedom of Information and Protection of Privacy Act Section 33 (c)

Title **Home Support Case Records – Family & Community Support Services (F.C.S.S.)**
Location FCSS Director – Community Services Building
Information Name, address, phone number, financial status, medical information, marital information, gender. Legal land description, date of birth, contact notes and updates, school information
Use Residents of the County of Grande Prairie who are making application for homemaker services.
Legal Authority The Freedom of Information and Protection of Privacy Act Section 33 (c).

Title **Weed Inspection Notices/Predator Control Database**
Location Agriculture Department – Community Services Building
Information Name, mailing address, phone number and legal land description.
Use To ensure landowners, land renters, etc. are in compliance with agreement with the County of Grande Prairie.
Legal Authority Agricultural Pests Act, Soil Conservation Act, Weed Control Act.

Title **Playschool Case Records – Family & Community Support Services (F.C.S.S.)**
Location FCSS – Community Services Building
Information Name, address, phone number, emergency contact information, other personal information relating to medical, allergies, likes and dislikes, report cards.
Use Playschool participants, parents, and emergency contact individuals.
Legal Authority The Freedom of Information and Protection of Privacy Act Section 33 (c).

Title **Residential Snowplowing Program**
Location County of Grande Prairie No. 1,
Information Individual's name, mailing and residential address, phone number, description of special needs or senior status.
Individuals Those with special needs or senior citizens or County staff for whom access is necessary in the performance of their duties.
Use To provide services under the Residential Snowplowing Program.
Legal Authority The Freedom of Information and Protection of Privacy Act Section 33 (c)

Title **Taxation & Assessment Database and Files**
Location Tax Roll Clerk/Assessment Department
Information Name, address, phone number, school support declaration, owners of assessed property.
Use
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and the Municipal Government Act.

Title **Taxation Installment Agreements**
Location Assessment Department (Taxation) - County of Grande Prairie No. 1 Administration Building
Information Name, address, phone number, banking information.

Use Owners of assessed property in the County, who have signed a tax installment agreement.
Legal Authority The Municipal Government Act. Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Occurrences Database – Regional Enforcement Services**
Location Enforcement Services – Community Services Building
Information Name, address, phone number, date of birth, driver’s license, motor vehicle ID, description of persons, criminal records, court records, court orders, warrants, tow forms, exhibit reports, drivers record, vehicle and license plate information, police record.

Use Individuals, complainants and witnesses subject to a law enforcement complaint or investigation.
Legal Authority Municipal Government Act, Traffic Safety Act and Regulations, Gaming and Liquor Act and Regulations, Highways Development and Protection Act, Environmental Protection and Enhancement Act, Provincial Offences Procedures Act and Regulation, Dangerous Dogs Act, Petty Trespass Act, Animal Protection Act, Criminal Code of Canada, Peace Officer Act and Regulations, Transportation of Dangerous Goods Handling Act, Freedom of Information and Protection of Privacy Act Section 33 (b)

Title **Violation Ticket Database – Regional Enforcement Services**
Location Enforcement Services - Community Services Building
Information Name, address, phone number, date of birth, driver’s license, motor vehicle ID, description of persons, criminal records, drivers record, police record, court records, court orders, warrants, tow forms, vehicle and license plate information, exhibit reports, description of charges, disposition of courts – fines, suspensions or jail terms.

Use Individuals, complainants and witnesses subject to law enforcement.
Legal Authority Municipal Government Act, Traffic Safety Act and Regulations, Gaming and Liquor Act and Regulations, Highways Development and Protection Act, Environmental Protection and Enhancement Act, Provincial Offences Procedures Act and Regulation, Dangerous Dogs Act, Petty Trespass Act, Animal Protection Act, Criminal Code of Canada, Peace Officer Act and Regulations, Transportation of Dangerous Goods Handling Act, Freedom of Information and Privacy Act Section 33 (b)

Title **Dog License Database – Regional Enforcement Services**
Location Enforcement Services – Community Services Building
Information Name, address, phone number

Use Record of dog owners within the County of Grande Prairie.
Legal Authority The Municipal Government Act. Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Home Support Client Files**
Location Family and Community Support Services – Community Services Building
Information Name, address, legal land description, phone, alternate contact, date of birth, income and expenses, health information, payment agreement.

Use Administration of home support program.
Legal Authority Freedom of Information and Protection of Privacy Act Section 33 (c).

Title **Community School Liaison Client Files**
Location Family and Community Support Services – Community Services Building
Information Name, parent/guardian name, address, legal land description, phone, alternate contact, date of birth, contact notes and updates, school information.

Use Administration of Community School Liaison Program.
Legal Authority Freedom of Information and Protection of Privacy Act Section 33 (c).

Title **Special Needs Snowplowing**
Location Family and Community Support Services - Community Services Building
Information Name, address, legal land description, phone, date of birth, health information, Doctors Letter.

Use Administration of Special Needs Snowplowing.
Legal Authority Freedom of Information and Protection of Privacy Act Section 33 (c).

Title **Grant Information**
Location Parks and Recreation - Community Services Building
Information Name, Phone Number, Mailing Address, Email Address of Clubs and Organizations.

Use To determine eligibility for grant funding, to collect follow up documentation and provide funding.
Legal Authority Freedom of Information and Protection of Privacy Act Section 33 (c).

Title **Campground Statistics**
Location Parks and Recreation - Community Services Building
Information Name, Mailing Address, Phone Number, License Plate Number.

Use Record of visitors to County campgrounds.
Legal Authority Freedom of Information and Protection of Privacy Act Section 33 (c).

Title **BBQ Booking**
Location Parks and Recreation – Community Services Building
Information Contact person name, Phone Number, Email Address.

Use Record of individuals renting the county BBQ.
Legal Authority Freedom of Information and Protection of Privacy Act Section 33 (c).

Title **Emerson Trail Plot Bookings**
Location Parks and Recreation - Community Services Building
Information Name, Phone Number, Mailing Address, Name of Deceased.

Use Records relating to cemetery plot bookings.
Legal Authority Freedom of Information and Protection of Privacy Act Section 33 (c).

Title **Old Bezanson Group Bookings**
Location Parks and Recreation - Community Services Building
Information Name, phone number.

Use For follow up with individuals prior to or following rental of facility.
Legal Authority Freedom of Information and Protection of Privacy Act Section 33 (c).

Title **AG Complaints**
Location Agriculture Services - Community Services Building
Information Name, Phone, Address, Legal Land Description, E-mail Address.

Use Record of complaints filed with the Agriculture department.
Legal Authority Freedom of Information and Protection of Privacy Act Section 33 (c).

Title **Altalis**
Location Corporate Services (GIS Services) - County of Grande Prairie No. 1 Administration Building
Information Name, Address.

Use Land parcels for use in the GIS and in the Enterprise Web Map.
Legal Authority Freedom of Information and Protection of Privacy Act Section 33 (c).

Title **Census 2012**
Location Legislative Services - County of Grande Prairie No. 1 Administration Building
Information Name, Age, Address.

Use To determine growth in the county
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and the *Municipal Government Act*

Title **Change of Address Form**
Location Finance - County of Grande Prairie No. 1 Administration Building
Information Name, Phone, Address, Email.

Use To update mailing information of individuals or companies doing business with the County of Grande Prairie.
Legal Authority Freedom of Information and Protection of Privacy Act Section 33 (c).

Title **Solid Waste Facility Access Tag Residential Application**
Location Clairmont Landfill - Community Services Building
Information Name, address, phone number, email address, legal land description.

Use To provide access tags to Clairmont Landfill for County of Grande Prairie residents.
Legal Authority Freedom of Information and Protection of Privacy Act Section 33 (c).

Title **Corporate Registry Files**
Location Assessment - County of Grande Prairie No. 1 Administration Building
Information Name/Shareholder Names, Address.
Use To associate company owner with rate payer names.
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Emergency Training Registry**
Location Protective Services - Community Services Building
Information Name, Phone, Address.
Use County Employee information used by Grande Prairie Regional Emergency Preparedness (GPREP) Committee in the planning for and implementation of emergency incident responses in the region.
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Enterprise Internal Version**
Location GIS Services - County of Grande Prairie No. 1 Administration Building
Information Owners Names, address, tax and assessment information
Use To display maps to staff. Links to information in the County's Tax Database (Bellamy) and to the Assessment Database (CAMALot).
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Fire Incidents**
Location Fire Services - Community Services Building
Information Name, Address.
Use To keep a record of fire incidents in the County of Grande Prairie.
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Fire Permits**
Location Fire Services - Community Services Building
Information Name, Phone, Address.
Use Record of individuals issued a fire permit within the County of Grande Prairie.
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Fire Inspections**
Location Fire Services - Community Services Building
Information Name, business address, phone, email.
Use Record of fire inspections within the County of Grande Prairie.
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **MF_Camalot**
Location GIS Services - County of Grande Prairie No. 1 Administration Building
Information Data copies from assessments in Camalot system. Includes property owner names, address, tax and assessment information.
Use A copy of select CAMALot (used / maintained by Assessment). GIS links to this to attach assessment data to the land parcels displayed in the GIS and the Enterprise Web Map.
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **MF_Taxes**
Location GIS Services - County of Grande Prairie No. 1 Administration Building
Information Data copied from Bellamy, includes property owner names, address, and tax information.
Use A copy of select Bellamy (tax database used/maintained by Finance) tables. GIS links to this to attach tax and owner data (name and address) to the land parcels displayed in the GIS and the Enterprise Web Map.
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Ownership Map**
Location GIS Services - County of Grande Prairie No. 1 Administration Building
Information Name and land location for properties larger than 25 acres.
Use A map sold by GIS to the public showing owner names. A non-searchable PDF version is available for purchase from our web store.
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Planning Building Permits**
Location Planning & Development - County of Grande Prairie No. 1 Administration Building
Information Name/Company Name, Address, Fax, Email.
Use Individuals with building permits within the County of Grande Prairie.
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Road Use Notification**
Location Public Works – Public Works Building
Information Name, phone, employer.
Use To notify persons of road use
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Active Directory**
Location Information Systems - County of Grande Prairie No. 1 Administration Building
Information Employee names, phone numbers, email addresses, position held.
Use Records pertaining to County of Grande Prairie Employees.
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Computer List**
Location Information Systems - County of Grande Prairie No. 1 Administration Building
Information Employee names, location of systems and departments.
Use Record of employees computers and locations.
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Telus – Subscriber List**
Location Information Systems - County of Grande Prairie No. 1 Administration Building
Information Employee names and company cell phone numbers.
Use Record of employees' company cell phone numbers.
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Internet Towers**
Location Finance/Information Systems - County of Grande Prairie No. 1 Administration Building
Information Name, Land Description, Contact Information.
Use Contact information for internet towers located within the County of Grande Prairie.
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Kantech**
Location Information Systems - County of Grande Prairie No. 1 Administration Building
Information Public (Contractor), Employees, Position, Entry Times.
Use Record of employees and those contracted to work for the County.
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Lan Sweeper**
Location Information Systems - County of Grande Prairie No. 1 Administration Building
Information Employee names, usernames, computer names and software licensing access to active directory.
Use Record of employees' computer information and software licensing.
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Blackberry Administration System**
Location Information Systems - County of Grande Prairie No. 1 Administration Building
Information Employee names, cell phone numbers, email addresses.
Use Connecting and managing company Blackberry smartphones. Connected to the Active Directory.
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **NEC Univerge**
Location Information Systems - County of Grande Prairie No. 1 Administration Building
Information Employee names, extensions, voicemail from external and internal sources.
Use Record of employees company contact information.
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Web Pro**
Location Information Systems - County of Grande Prairie No. 1 Administration Building
Information Employee Names and extensions.
Use Record of employees' phone contact information.
Legal Authority Freedom of Information and Protection of Privacy Act Section 33 (c)

Title **Email**
Location All Departments
Information Public Names, Employee Names, Contact Information, Addresses.
Use Employees and those involved in communications/business with the County.
Legal Authority Freedom of Information and Protection of Privacy Act Section 33 (c)

Title **Application for Roadway Dust Suppression Strip**
Location Public Works Department Public Works Building
Information Name, address, phone number, legal land description.
Use Record of individuals requesting roadway dust suppression.
Legal Authority Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title **Senior Citizens Application for Snowplowing Services**
Location Public Works Department - Public Works Building
Information Name, address, phone number, legal land description, Driver's License, Birth Date.
Use Senior County residents requiring snowplowing services.
Legal Authority Freedom of Information and Protection of Privacy Act Section 33 (c)

Title **Approach Extension – Policy #N16**
Location Public Works Department - Public Works Building
Information Name, address, phone number, legal land description.
Use Records of requests related to supply of access to land from a developed road.
Legal Authority Freedom of Information and Protection of Privacy Act Section 33 (c)

Title **West Aqua – Water Line Application**
Location Public Works Department - Public Works Building
Information Name, address, phone number, legal land description, mailing address.
Use Record relating to water line applications.
Legal Authority Freedom of Information and Protection of Privacy Act Section 33 (c)

Title **Acquisition of Land for Road Widening**
Location Public Works Department - Public Works Building
Information Name, address, legal land description, mailing address.
Use For use when acquiring land needed for road widening
Legal Authority Freedom of Information and Protection of Privacy Act Section 33 (c)

Title **Fire Fighters**
Location Fire Services – Community Services Building
Information Name, Phone, Address.
Use Firefighters with the County of Grande Prairie.
Legal Authority Freedom of Information and Protection of Privacy Act Section 33 (c)
