

Directory of Personal Information Banks (PIB)

PIB Name	Location (Department)	Personal Information Maintained	Who the Information is about	Purpose of Collection and Use/Disclosure	Legal Authority to Collect Info	Format Electronic	Format Hardcopy
Adopt-A-Trail/Roadway	Community Services	Name, email, phone number, address	Volunteers	Register for program	FOIP Act, Section 33(c)	x	x
Alberta Blue Cross Listing	Regional Emergency Services	Name, group number, coverage number, birthdae	Clients	Invoicing of ambulance invoices	FOIP Act, Section 33(c)	x	
Alberta Culture Days Attendance Sheet	Community Services	Name, email address	Participants who are coordinating the yearly Culture Days Weekend	To ensure accurate minutes and correct contact information to communicate meetings, activities, etc.	FOIP Act, Section 33(c)	x	x
Amazing Waste Race	Community Services	Name, address, phone number	Contact person of school	Contact information and points tracking	FOIP Act, Section 33(c)	x	
Artist in Residence Call to Artists	Community Services	Name, phone number, email, mailing address, and website (if applicable)	Artists applying to participate in program	To contact prospective participants, set up interviews and liaise	FOIP Act, Section 33(c)	x	x
Artist in Residency Key Contact List	Community Services	Name, email, phone number	Stakeholders for the program including facility contacts, artists, gallery contact	To ensure that we are able to maintain communication during the program	FOIP Act, Section 33(c)	x	
AS400 - A/R Module	Financial Services	Name, address, date of birth, phone number, health care number, incident number	Customers who use ambulance services	Billing	FOIP Act, Section 33(c)	x	
AS400 - UT Module	Financial Services	Name, address, email, phone number, account number	Utility account holders	Billing	FOIP Act, Section 33(c)	x	
Auction Files	Assessment and Taxation	Name, account number, formal letters from city, relevant legal documents, payment arrangement details	Citizens with liens on their property	For the collection of property taxes	Possessory Liens Act (Alberta); MGA		x
Bankruptcy Files	Financial Services	Name, account number, formal letters from city, relevant legal documents, payment arrangement details	Citizens who have filed bankruptcy and have listed the RWMB as a debtor	Payment of debt	Canada Bankruptcy Act		x
Billing Information - Dangerous Good Spills/Clean-up	Regional Emergency Services	Name, address, phone number	Individual responsible for spill	Billing purposes - cost recovery re: clean-up	FOIP Act, Section 33(c)	x	x
Billing Information - MVC Billings	Regional Emergency Services	Name, address, phone number, driver's licence, insurance information,	Individuals involved in motor vehicle collisions on Alberta Numbered Highways with the FMFD Response Jurisdiction	Billing purposes to invoice Alberta Provincial Alberta Government re: cost recovery for MWC's	FOIP Act, Section 33(c)	x	x
Boards and Committees	Legal and Legislative Services	Name, contact information	Board and Committee members and candidates	To contact members and candidates	FOIP Act, Section 33(c)	x	
Building Permit/Trade Permits (Plumbing, Electrical, Gas, Annual Electrical and Ventilation	Planning and Development	Name, address, email, phone number, signature	Applicant/contractor	To issue a building permit and to be able to contact the applicant/contractor	FOIP, Safety Codes 96/016	x	x
Business Licenses	Planning and Development	Name, address, email, phone number, signature	Applicant	To issue a valid municipal business license	FOIP, Business Bylaw 01/031		x
Bylaw Enforcement System	Bylaw Services	Complainants' and Offenders' names, addresses, phone numbers, driver license #'s, other applicable personal information	Complainants and Offenders of Municipal Bylaws	To enforce municipal bylaws	FOIP Act, Section 33(c)		
Call out list	Public Works	Name, phone number	Employees	Contact information for call out	FOIP Act, Section 33(c)	x	x
Cemetery Records	Public Works	Name, telephone, address, plot allocations, sex, date of birth, place of birth, date of death	Citizens	To plot allocations, plot reservations, reservations, payments, and information of the deceased	FOIP Act, Section 33(c)	x	x

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Chauffeur Licencing	Assessment and Taxation	Name, address, date of birth, phone number, years lived in Fort McMurray, driver's licence number, height, weight, hair colour, require glasses, criminal record check, fingerprints, driver abstract, defensive driver's course, passport or birth certificate	Chauffeurs	To licence chauffeurs, shre list with Bylaw enforcement	FOIP, Bylaw 03/021 Taxi Bylaw	x	x
Communities in Bloom - Nominate your Neighbour	Community Services	Name, email, phone number, address	Nominees	To recognize residents for their front yard display	FOIP Act, Section 33(c)	x	
Community Clean Up	Community Services	Name, email, phone number, address	Volunteers	Register for event	FOIP Act, Section 33(c)	x	
Community Guide Directory	Community Services	Name, phone number	Contact person of community organizations	Community Resource	FOIP Act, Section 33(c)	x	x
Construction Hotline	Engineering	Name, address, phone number	Residents	Contact information for follow up with residents on issues of concern	FOIP Act, Section 33(c)	x	
Contacts (Microsoft Outlook)	All Departments	Name, job title, phone number, addresses, email addresses		Finding aid to email and call fellow employees	FOIP Act, Section 33(c)		
Culture Calls Sign Up Sheet	Community Services	Email addresses	Citizens	Sign up for Culture Calls Electronic Newsletter	FOIP Act, Section 33(c)		x
Culture Network Attendance	Community Services	Name and email addresses	Citizens	Register for events	FOIP Act, Section 33(c)		x
Development Permit	Planning and Development	Name, address, email, phone number, signature	Applicants	To issue a development permit and to be able to contact the applicant	FOIP, Bylaw 99/059 Land Use Bylaw	x	x
Dispatch Report	Transit	Name, daily issues	Passengers - reasons for cancellation	Track cancellations	FOIP Act, Section 33(c)	x	
Edmonton Excursion	WBRS	Name, phone number	WBRS member and guest	Registration	FOIP Act, Section 33(c)	x	x
Education Information	Regional Emergency Services	Name, date hired, education	Employees	Edcuation Reimbursement Program	FOIP; Collective Agreement	x	x
Election Workers	Legal and Legislative Services	Name,contact information, positions worked	Election workers	To contact election workers	FOIP Act, Section 33(c)	x	
Employee Medical Assessment	Regional Emergency Services	Name, hire date, tests conducted, medical information	Employees	To track medical	FOIP Act, Section 33(c)	x	x
EnviroMENTOR program	Community Services	Name, address, email, phone number	Volunteers	Contact information	FOIP Act, Section 33(c)	x	x
Expense Report	Regional Emergency Services	Name	Employees	Expense Tracking	FOIP Act, Section 33(c)		x
Family and Community Support Services (FCSS) Counselling Services Client Files	Community Services	Names, address, phone number, family members, ages, work place, behavioural and psychological observations and testing	Clients and family	To register for counselling and to record observations and outcomes	FOIP Act, Section 33(c)		x
FDM	Regional Emergency Services	Name, address, phone numbers, emergency contact, birthdate, drivers licence number	Employees	Contact information, emergency contact	FOIP Act, Section 33(c)	x	
Fire Extinguisher Training	Regional Emergency Services	Name, address	Requestors	Scheduling and reproducing certificates of attendance to meet OH&S regulations of customers	FOIP Act, Section 33(c)	x	x

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Fire Incident Investigations	Regional Emergency Services	Contact information	Public	Investigation of fire incidents	Alberta Safety Codes Act	x	x
Flexsuit	Assessment and Taxation	Name, address, phone numbers, banking information, payments	Property owners or leasees'	Property Tax Base, Tax Roll Reporting, Assessment, School Support Declarations (Individual and Corporate), Agent Authorization Forms	Municipal Government Act	x	x
Fort Chipewyan Senior's Birthday List	Community Services	Name, date of birth, phone number	Seniors who registered	To publish senior's birthdays in the community newsletter	FOIP Act, Section 33(c)		x
Games Legacy Grant	Community Services	Name, age, address, birth date, phone number, email	Applicants of the Games Legacy Grant	Group list, contact information	FOIP Act, Section 33(c)	x	x
Golf Tournament	WBRS	Name	WBRS members	Registration	FOIP Act, Section 33(c)	x	x
Green Teen Summit	Community Services	Name, address, email, phone number	Student participants	Contact and registration information	FOIP Act, Section 33(c)	x	
Hansen	Public Works	Name, address, phone number	Public	Contact information	FOIP Act, Section 33(c)	x	
Health & Welfare Canada	Regional Emergency Services	Name, date of birth, identification number, band number, Alberta Health Care number	Clients	Invoicing of ambulance invoices	AB Health Care Insurance Act	x	
Health, Safety, and Training Records	Public Works	Name, training history, education, testing dates and results, address, driver's license number, certificate numbers, vaccinations	Employees	To track Parks employees training, education, and health history	FOIP Act, Section 33(c)		x
Industry Emergency Response Plan (ERP)	Regional Emergency Services	Name, contact information	Numerous industry staff who are integral to their industry Emergency Response Plans (ERP)	For use during major emergency incident responses where the RMWB is impacted or likely to be impacted	Emergency Management Act	x	
Kid's Christmas Party	WBRS	Name, phone number, gender, age, year of birth	WBRS members and children	Party registration for gift and food.	FOIP Act, Section 33(c)	x	x
Mayor's Advisory Council on Youth (MACOY) - Application Form	Community Services	Name, age, grade, school, address, phone number, email	MACOY members	To Maintain a group list, contact information	FOIP Act, Section 33(c)	x	x
Mayor's Advisory Council on Youth (MACOY) - Photo Release Form	Community Services	Name, signature, age, legal guardian's name, signature	MACOY members	Photo release form	FOIP Act, Section 33(c)	x	x
Noise Bylaw (Letter of Request)	Planning and Development	Name, business name, address, phone number	Applicant	To issue a letter of request	FOIP, Bylaw 83/24		
Oversize Load Address Book	Public Works	Name, emails	Public	Contact information	FOIP Act, Section 33(c)	x	
Paramedic Customer Inquiry & Maintenance	Regional Emergency Services	Name, address	Client	Invoicing of ambulance invoices	AB Health Care Insurance Act	x	
Payroll Maintenance	Financial Services	Name, SIN, Date of Birth, next of kin, address, phone number, spouse, dependants, garnishments, deductions, salary, benefits, employment history, banking information, tax information, severance, retirement or termination details	Employees	Payroll processing and maintenance	FOIP, Federal Income Tax Act		x
Penhorwood Condominiums	Community Services	Name, phone number	Tenants and Owners evacuated from Penhorwood Condominiums	To register evacuees	FOIP Act, Section 33(c)	x	x

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Permits Issued	Regional Emergency Services	Name, professional credentials of permit holder, phone number, address, payment information	Permit holders	Information pertaining to Regulated activities or operations conducted under the Alberta Safety Codes Act	Alberta Safety Codes Act	x	x
Personal Care Record	Financial Services	Name, address, date of birth, health care number, incident details	Customers who use ambulance services	Billing	AB Health Care Insurance Act		x
Personnel Files	Regional Emergency Services	Name, address, phone number, emergency contact, birthdate, driver licence number	Employees	To track employee life cycle	FOIP Act, Section 33(c)		x
Personnel Credit Card/Travel Information	Regional Emergency Services	Name, address, phone number, credit card information, travel plan numbers	Employees	To make travel and hotel accommodations on behalf of the employee for business purpose	FOIP Act, Section 33(c)	x	x
Personnel File	Human Resources	Offer letters, name, address, phone number, dependants, disciplinary letters, education and employment history	Employees	To track the employee life cycle	FOIP Act, Section 33(c)		x
Phone List	Regional Emergency Services	Name, phone number	Employees	Overtime call in	FOIP Act, Section 33(c)	x	x
Pick and Click Photo Contest	Community Services	Name, email, phone number, address	Participants	To submit photo into contest	FOIP Act, Section 33(c)	x	x
Pothole Reporting Website	Public Works	Name, phone number, email address	Public	Contact information to respond to pothole complaints or seek clarification	FOIP Act, Section 33(c)		
Pre-Authorized Utility Payment Plan (PUPP)	Financial Services	Name, account number, address, banking information	Utility account holders	Billing	FOIP Act, Section 33(c)		x
Property Files	Regional Emergency Services	Name, phone number	Development Permit applicants	Track structures or developments that require safety inspections under the Safety Codes Act and the RMWB Quality Management Plan	Alberta Safety Codes Act; Municipal Government Act	x	x
Public Education Requests	Regional Emergency Services	Name, phone number	Public education requestors	Scheduling and tracking of public education requests	FOIP Act, Section 33(c)	x	x
Pulse Wood Buffalo - Call Line & PingStreet App	Communications and Stakeholder Relations	Name, phone number, email address	Public	Contact information to reply to questions and resolve complaints	FOIP Act, Section 33(c)		
Regional Emergency Operations Centre (REOC) Contact list (External Partners)	Regional Emergency Services	Name, address, phone number	Emergency Management Partners	Contact list for response to major emergency incidents, for notification of incident situational awareness where it might affect the RMWB	Emergency Management Act	x	x
Regional Emergency Operations Centre (REOC) Contact list (Internal)	Regional Emergency Services	Name, address, phone number	Employees	Contact list for response to major emergency incidents, for notification of incident situational awareness where it might affect the RMWB	Emergency Management Act	x	x
Roots of Empathy	Community Services	Name, address, email, phone number	Parents and infants	To register in program, and contact information	FOIP Act, Section 33(c)	x	x
Route and Haul Permits	Planning and Development	Name, organization, phone number, email, address, vehicle details	Applicant	To issue a route and haul permit	FOIP, Bylaw 02/079		x
Rural On-Call Paid	Regional Emergency Services	Name, phone number, address, email	Rural Fire Department members	Contact information	FOIP Act, Section 33(c)	x	x

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SAP	Human Resources	Benefits, name, address, phone number, work history	Employees	Benefits admission, organization management (reporting structure), personnel administration	FOIP Act, Section 33(c)	x	
SAP Time Entry	Financial Services	Name, benefits, hours worked, deductions, leave, overtime	Employees	Payroll processing and maintenance	FOIP, Federal Income Tax Act	x	
Service Request Database	Public Works	Name, address, telephone number, opinions/views	Citizens	To contact citizens regarding requests/complaints	FOIP Act, Section 33(c)	x	x
Snow Angels	Community Services	Name, address, phone number, age	Seniors who registered, volunteers, and parent contact information for students	To register in program, and contact information	FOIP Act, Section 33(c)	x	x
Snow Ball	WBRS	Name, email	WBRS members	Party registration	FOIP Act, Section 33(c)	x	x
Snow Dump	Public Works	Name, address, phone number	Public	Contact information	FOIP Act, Section 33(c)		x
Specialized Transportation Drivers	Transit	Name, date of birth, phone number, qualifications	Drivers of S.M.A.R.T. buses	Hire drivers	FOIP Act, Section 33(c)		x
Special Events	Planning and Development	Name, Sponsoring Group, Organization, phone number, email, signature	Sponsoring Group/Applicant	To issue a special event permit on municipal land	FOIP, Special Event Bylaw 02/031	x	x
Specialized Transportation Driver Overtime Tracker	Transit	Name	Drivers of S.M.A.R.T. buses	Tracking overtime	FOIP Act, Section 33(c)	x	
Specialized Transportation Passengers	Transit	Name, gender, date of birth, address, phone number, emergency contact information, category, medical information, mobility aids, required service, supporting documents, medical personnel signature	Applicant	Registering passengers and determining eligibility for specialized transportation use	FOIP Act, Section 33(c)	x	x
Specialized Transportation Pickup Schedule	Transit	Name, pickup location, drop off location, mobility aids, payment	Passengers	To schedule daily transportation	FOIP Act, Section 33(c)	x	x
Summer Student Hiring Excel Tracking Sheet	Human Resources	Name, address, phone number, interviews, and positions considered for	Summer Student Applicants	Contact information and recruitment	FOIP Act, Section 33(c)	x	
Sump pump sensor/flow monitoring program	Engineering	Name, address, and phone number	Residents	For residents interested in installation of sump pump sensor	FOIP Act, Section 33(c)	x	
Taleo	Human Resources	Resume, work history, positions applicant has applied for	Applicants	To track applicants, and recruitment	FOIP Act, Section 33(c)	x	
Taxi Licencing Vehicle	Assessment and Taxation	Vehicle owner name, address, company employed by	Taxi owners	To licence taxi vehicles	FOIP, Bylaw 03/021 Taxi Bylaw	x	x
TeleStaff	Regional Emergency Services	Name, phone numbers	Employees	Contact information	FOIP Act, Section 33(c)	x	
TIPPS	Assessment and Taxation	Name, address, banking information, telephone number	Homeowners	Monthly payment of taxes	Municipal Government Act	x	x
Training Records	Regional Emergency Services	Name, address, phone number, training, certifications, rank	Employees	To track training	FOIP; Collective Agreement	x	
Tubing Event	WBRS	Name, phone number	WBRS members	Registration	FOIP Act, Section 33(c)	x	x
Vendor list	Regional Emergency Services	Name, address, phone number	Vendors	Payments	FOIP Act, Section 33(c)	x	x

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Words in Motion poetry submission form	Community Services	Name, email	Citizens	Contact information, and identifying writer	FOIP Act, Section 33(c)	x	