

DIRECTORY
Personal Information Bank
Municipal District of Peace No.135
August 2008

Title: Municipal Assessment Roll/Tax Roll

Location: Municipal District of Peace Office, Berwyn, Alberta

Information Maintained: Names and mailing addresses of landowners within the Municipal District
Some phone numbers of landowners
Legal descriptions, tax dollars owing, assessment valuations
Mortgage Company and mortgage number in certain cases

Individuals: Property owners of land located within the Municipal District

Use: To enable the municipality to levy property taxes

Legal Authority: Municipal Government Act
Bylaw No.4-96

Title: Personnel Files

Location: Municipal District of Peace Office, Berwyn, Alberta

Information Maintained: Names and mailing addresses, telephone numbers, birth dates, social insurance numbers of employees of the Municipality
Family members' names and some birth dates
Some medical/health history
Some employment information e.g.: - salary amounts
- courses taken
- performance reviews
- record of holidays taken
- record of sick days taken

Individuals: All permanent employees of the Municipal District of Peace No.135
Seasonal employees of the Municipal District
Current Councillors of the Municipal District

Use: To maintain payroll records
To maintain employee benefit records

Legal Authority: Employment Standards Code & Regulation

Page 2
DIRECTORY
Personal Information Bank
Municipal District of Peace No.135
August 2008

Title: Development Permits

Location: Municipal District of Peace Office, Berwyn, Alberta

Information Maintained: Names and mailing addresses of applicants and/or landowners
Phone numbers of applicants
Legal descriptions
Nature of permit request and dollar value of development

Individuals: Development permit applicants and/or landowners

Use: To manage land use within the Municipality

Legal Authority: Municipal Government Act
Land Use Bylaw No.1-98

Title: Water & Sewer Accounts

Location: Municipal District of Peace Office, Berwyn, Alberta

Information Maintained: Names, mailing addresses, telephone numbers
Legal descriptions
Dollars charged and paid/owing on water & sewer accounts in the Hamlet of Brownvale

Individuals: Renters and/or landowners of all properties within the Hamlet of Brownvale

Use: To levy water and sewer to the residents of the Hamlet of Brownvale and to contact them in case of emergency

Legal Authority: Municipal Government Act
Bylaw No.3-04

Page 3
DIRECTORY
Personal Information Bank
Municipal District of Peace No.135
August 2008

Title: Accounts Receivable

Location: Municipal District of Peace Office, Berwyn, Alberta

Information Maintained: Names, mailing addresses, some telephone numbers
Dollars charged and paid/owing on any invoices sent

Individuals: Municipal ratepayers or other companies/individuals purchasing a product or service from the Municipality

Use: To record invoices/payments for any accounts charged

Legal Authority: Municipal Government Act
Bylaw No.9-96

Title: Newsletter Mailing Lists

Location: Municipal District of Peace Office, Berwyn, Alberta

Information Maintained: Names, mailing addresses

Individuals: Landowners and/or renters within the Municipality

Use: To produce mailing labels/envelopes for the M.D. of Peace Newsletter. This newsletter provides pertinent information to ratepayers concerning the Municipality.

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

Page 4
DIRECTORY
Personal Information Bank
Municipal District of Peace No.135
August 2008

Title: Land Files

Location: Municipal District of Peace Office, Berwyn, Alberta

Information Maintained: Copies of Certificates of Title which include owners' names, mailing addresses, legal descriptions, often purchase price of the land. Correspondence or other paperwork which directly relates to the land involved (e.g. subdivision applications, developers' agreements, option to purchase agreements)

Individuals: Landowners of all lands within the Municipality

Use: To provide the Municipality with names and addresses and legal descriptions of all lands within the Municipality in order to create a tax roll and to keep the tax roll current for tax levy purposes. Also used for contacting landowners if any matter arises concerning their properties (e.g. land acquisition for road right of ways).

Legal Authority: Municipal Government Act

Title: Cemetery Maps, Index File, Register

Location: Municipal District of Peace Office, Berwyn, Alberta

Information Maintained: Names, birth and death dates, location of plot in cemetery

Individuals: Any individual buried in Berwyn, Brownvale or Griffin Creek Cemetery

Use: To provide a record of all burials in the Municipality's cemeteries.

Legal Authority: Cemeteries Act

Page 5
DIRECTORY
Personal Information Bank
Municipal District of Peace No.135
August 2008

Title: Shaftesbury Trail Emergency Contact List

Location: Municipal District of Peace Office, Berwyn, Alberta

Information Maintained: Names, phones numbers and River Lot Legal Description of Shaftesbury Trail residents

Individuals: All residents (landowners/renters) living along Shaftesbury Trail

Use: To provide an immediate phone record to warn Shaftesbury Trail residents of an impending disaster such as the river flooding

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

Title: Snowplow Agreements & Master List

Location: Municipal District of Peace Office, Berwyn, Alberta

Information Maintained: Names, mailing addresses and legal descriptions of residents requesting their driveways be snowplowed or bladed

Individuals: All residents who have requested that the Municipality snowplow or blade their driveway

Use: To provide the Municipality with liability protection in case of damage done when snowplowing or blading on private property

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