

The City of Cranbrook is required under Section 69(6) of the *Freedom of Information and Protection of Privacy Act* to make available for inspection and copying by the public a Personal Information Directory. The City of Cranbrook holds the following information Banks that may contain personal information.

Records Management System Database

Title and Location:

The City of Cranbrook Records Management System is based on the LGMA Records Management Manual – File Classification and Retention Schedule. Hardcopy and electronic records are classified using assigned file numbers and associated retention periods. The locations of all physical paper records are recorded in a database that resides on the City of Cranbrook computer network located at City Hall. Electronic files are also stored on the City's computer network drives.

Based on the City's Records Management System individual databases recording tertiary descriptors and tracking information have been created for the following classifications. These databases reside on the City of Cranbrook computer network located at City Hall:

- Master Agreement Listing
- Development and Subdivision Applications
- Freedom of Information Requests
- Board of Variance Applications

Description:

All of the databases contain information about corporate files created and maintained according to the corporate Records Management System. File descriptions may contain individual's names and addresses.

Authority:

Section 26(c) of the *Freedom of Information and Protection of Privacy Act* (operating program or activity of the public body and community planning and land use regulation information).

Purposes:

The personal information is compiled and used for locating and tracking corporate records / files throughout the City of Cranbrook operations.

Use:

City of Cranbrook Staff.

City Works

Title and Location:

CityWorks. An electronic database that resides on the City of Cranbrook computer network located at City Hall.

Description:

CityWorks is a computer platform to help manage the municipality's physical infrastructure and enhance land-focused development planning. Using Geographic Information System (GIS), CityWorks is a high-tech mapping tool that enables in-depth planning and monitoring of Cranbrook's growth and development.

CityWorks is primarily an internal tool for supporting the work of engineering, planning and public works. The PLL module (permits, licensing and land) of CityWorks was initiated July 2014 and is being tested.

Authority:

Section 26(c) of the *Freedom of Information and Protection of Privacy Act* (operating program or activity of the public body).

Purposes:

CityWorks is used throughout the City's Departments. Use includes storage of ICBC/Motor Vehicle information use by the City's Bylaw Services as well as work orders and complaints, which are used by the Engineering and Public Works Departments.

Use:

City of Cranbrook Staff.

C.L.A.S.S. Software

Title and Location:

Class Software. An electronic database that resides on the City of Cranbrook computer network located at City Hall.

Description:

Recreation Program Management Software used by the City of Cranbrook Leisure Services Department to manage facilities and programs centrally.

Authority:

Section 26(c) of the *Freedom of Information and Protection of Privacy Act* (operating program or activity of the public body).

Purposes:

The Class Software is used by the City of Cranbrook's Leisure Services Department to manage recreation facilities and programs centrally. Functions include facility scheduling, point of sale, equipment and locker rental, program registration, swim admissions and memberships.

Use:

City of Cranbrook Staff.

FDM

Title and Location:

Flexible Data Management (FDM) Software. An electronic database that resides on the City of Cranbrook computer network located at Fire Hall.

Description:

Software used by the City of Cranbrook Fire and Emergency Services Department for Records Management (RMS), Computer-Aided Dispatch (CAD), mapping and analysis solutions. Information contained is for several other Fire Departments in the RDEK area.

Authority:

Section 26(c) of the *Freedom of Information and Protection of Privacy Act* (operating program or activity of the public body).
Fire Services Act (to provide Fire Protection for the City and RDEK)

Purposes:

The FDM Software is used for Records Management (RMS), Computer-Aided Dispatch (CAD), mapping and analysis solutions.

Use:

City of Cranbrook Staff.

MAIS

Title and Location:

Municipal Accounting Information System (MAIS). An electronic accounting system that resides on the City of Cranbrook computer network and servers located at City Hall.

Description:

Municipal accounting software. See "purposes" below.

Authority:

Section 26(c) of the *Freedom of Information and Protection of Privacy Act* (operating program or activity of the public body).

Purposes:

Municipal accounting software to manage general ledger, accounts payable, accounts receivable, reporting tools, purchase orders, inventory control, payroll, property tax and information management, pre-authorized payments, utility billing, business licences management, point of sale cash receipting, work order management, building permits management and animal licence management.

Personal information is collected in the MAIS accounting system for a variety of uses as follows:

- Management of General Ledger
- Accounts Payable and Accounts Receivable
- Reporting tools
- Purchase Orders
- Inventory Control
- Payroll
- Property Tax and Information Management
- Pre-Authorized Payments
- Utility Billing
- Business Licences Management
- Point of Sale Cash Receipting
- Work Order Management
- Building Permits Management
- Animal Licence Management

Use:

City of Cranbrook Staff.

Orange Digital

Title and Location:

Orange Digital Systems EMPulse Series software. An electronic database that resides on the City of Cranbrook computer network located at City Hall.

Description:

Software and database system used for City workforce management related to automated payroll processes, database of employee information and transactions, records of employment and time and attendance records.

Authority:

Section 26(a) of the *Freedom of Information and Protection of Privacy Act (Income Tax Act)*
Section 26(c) of the *Freedom of Information and Protection of Privacy Act* (employment program).

Purposes:

Software used for City workforce management related to automated payroll processes, database of employee information and transactions, Records of Employment and time and attendance records.

Use:

City of Cranbrook Staff.

Stone Orchard

Title and Location:

Stone Orchard. Printed records are maintained by the Engineering Services Department in the filing system and electronic files and data are stored on the City's Computer Network drives located at City Hall.

Description:

Cemetery Management System for the City's Cemeteries:

1. Westlawn Cemetery
2. New General Cemetery
3. Old General Cemetery
4. New Roman Catholic Cemetery
5. Old Roman Catholic Cemetery
6. Mausoleum
7. Columbarium (2)

Authority:

Cremation, Interment and Funeral Services Act
Cremation, Interment and Funeral Services Regulations
Section 26(c) of the *Freedom of Information and Protection of Privacy Act*

Purposes:

To maintain accurate cemetery records for the cemeteries in the City of Cranbrook. The software is a cemetery management system used to record and maintain accurate, accessible cemetery records.

Use:

City of Cranbrook Staff.

Theatre Manager / Artsman

Title and Location:

Arts Manager. The web listener and main server is located at City Hall.

Description:

Theatre Manager provides a database for patrons and events to sell and print tickets to each event including Kootenay Ice patrons.

Authority:

Section 26(c) of the *Freedom of Information and Protection of Privacy Act* (operating program or activity of the public body).

Purposes:

To conduct event and concert ticket sales including the emailing to VIP members about upcoming events. Offers the opportunity to purchase tickets online. Creates reports used to work with promoters and agents to evaluate and reconcile events.

Use:

City of Cranbrook Staff.

Email

Title and Location:

Exchange Server – Dag Unit located at City Hall

Description:

A medium used to correspond electronically both internally and externally. Information stored and shared in email can often be identified as City records and can also form part of an application process

Authority:

Section 26(c) of the *Freedom of Information and Protection of Privacy Act*

Purposes:

A means to communicate with City staff, general public and City business associates with regards to inquiries, complaints and requests.

Use:

City of Cranbrook Staff.

Geodatabase (Landbase)

Title and Location:

Geodatabase contains parcel fabric spatial boundaries with ownership information. Geodatabase is store on a server (GIS-DATA-01) located at City Hall.

Description:

Geodatabase is a data storage and management framework accessible by ArcGIS, City Works and Geocortex. It contains spatial data.

Authority:

Section 26(c) of the *Freedom of Information and Protection of Privacy Act* (operating program or activity of the public body).

Purposes:

The Geodatabase provides ease of access to parcel information such as zoning, legal description and property ownership information.

Use:

City of Cranbrook Staff.

Sun Life Financial – Group Benefits

Title and Location:

Sun Life Financial – www.sunlife.ca Personal information is entered and stored at the Sun Life Financial website.

Description:

Sun Life Financial provides group health benefits to the City of Cranbrook Employees and their families.

Authority:

Section 26(c) of the *Freedom of Information and Protection of Privacy Act* (operating program or activity of the public body).

Purposes:

The City of Cranbrook maintains records with Sun Life through an online program for benefits enrolment. Information contained in the web-based program includes personal information, employment information, spousal/family information, benefits eligibility and beneficiary information.

Use:

City of Cranbrook Staff.

Municipal Pension Plan

Title and Location:

Municipal Pension Plan – www.pensionsbc.ca Personal information is entered and stored at the Municipal Pension Plan website.

Description:

Municipal Pension Plan for active, inactive and retired employees (plan members).

Authority:

Section 26(c) of the *Freedom of Information and Protection of Privacy Act* (operating program or activity of the public body).

Purposes:

Eligible employees of the City of Cranbrook are enrolled in the Municipal Pension Plan for the provision of pension benefits. Information contained in the web-based program includes personal information, employment information, spousal/family information, benefits eligibility and beneficiary information.

Use:

City of Cranbrook Staff.

WIN-PAK

Title and Location:

Honeywell Access Control Systems. Win-Pak Integrated Security Software. An electronic database that resides on the City of Cranbrook computer network located at City hall.

Description:

Software that provides keyless access control to various city-owned buildings. The system controls the electronic door lock system at City Hall as well as other buildings. Employees use a fob to activate the door lock.

Authority:

Section 26(c) of the *Freedom of Information and Protection of Privacy Act* (operating program or activity of the public body).

Purposes:

Allows keyless access to City Hall and other City-owned buildings. Fobs are provided to City of Cranbrook staff as required to gain access to facilities. Each fob is programmed to allow prescribed access as necessary.

Use:

City of Cranbrook Staff.
