



# AGENDA

Municipal District #124 Committee of the Whole  
Thursday, August 28, 2025 - 1:00 PM - MD Council Chambers

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Page

## CALL TO ORDER

## ACCEPTANCE OF THE AGENDA

- 2.1 August 28, 2025, Committee of the Whole Meeting Agenda

*Proposed Motion: Move to accept the August 28, 2025, Committee of the Whole Meeting Agenda as presented.*

## ADOPTION OF MINUTES

- 3.1 August 13, 2025, Committee of the Whole Meeting Minutes 3 - 6

*Proposed Motion: Move to adopt the August 13, 2025, Committee of the Whole Meeting Minutes as presented.*

[08132025 DRAFT COW Minutes](#)

## BRIEFINGS & REPORTS

- 5.1 General Municipal Servicing Standards (GMSS) - Project Update 7 - 10

*Proposed Motion: Move that Council accepts the General Municipal Servicing Standards - Project Update as information.*

[GMSS Update - Council Briefing Aug 28](#)

[2025-08-14 GMSS Regional Document Meeting Minutes](#)

- 5.2 Bylaw Enforcement Policing Committees 11 - 29

*Proposed Motion: Move that Council accepts the Bylaw Enforcement Policing Committee briefing as information.*

[Enforcement and Policing Briefing Note July 28, 2025](#)

[Letter from Minister of Public Safety and Emergency Services re Municipal Policing Committees and FAQ Document](#)

[rcmp-policing-committee-member-handbook](#)

## CONFIDENTIAL ITEMS - CLOSED SESSION

- 4.1 CLOSED SESSION as per the following Sections 19,22, 29 of the Access to Information Act (ATIA)

- Delegate - Nichols Applied Management
- Old Town properties

*Proposed Motion: Move to go into Closed Session at \_\_\_\_\_ a.m.*

*Proposed Motion: Move to return to Opens Session at \_\_\_\_\_ a.m.*

## **CONSIDERATION OF BYLAWS & POLICIES**

- 6.1 Bylaw 2025-12 Retention and Disposal of Records 30 - 44

*Proposed Motion: Move to accept Bylaw 2025-12 Retention and Disposal of Records as information and bring back to Council Meeting on September 10, 2025.*

[20250827 Council Briefing Bylaw 2025-12 Retention and Disposal of Records](#)  
[Bylaw 2025-12 Retention and Disposal of Records](#)  
[SCHEDULE A - BYLAW 2025-12 - RECORDS RETENTION](#)

- 6.2 Municipal Records Management Framework 45 - 87

*Proposed Motion: Move to accept Municipal Records Management Framework as information and bring back to Council Meeting on September 10, 2025.*

[20250827 Council Briefing Municipal Records Management Framework](#)  
[ADM-12-33 Compliant Systems for Record Storage Policy](#)  
[ADM-12-34 Authorized Personnel for Record Destruction Policy](#)  
[ADM-12-35 Municipal Records Retention and Disposal Policy](#)  
[ADM-12-35.01 Record Retention and Disposition Procedure](#)  
[ADM-12-35.02 Digitization and Destruction of Hard Copies Procedure](#)  
[ADM-12-35.03 Email Management Procedure](#)  
[ADM-12-35.04 Metadata Tagging and Versioning of Digital Documents](#)  
[ADM-12-35.05 Secured Digital Destruction of Digital Documents](#)  
[ADM-12-35.06 Records Inventory and Indexing Procedure](#)  
[ADM-12-35.07 Secured on Site Destruction Procedure](#)  
[ADM-12-35.08 SharePoint and Laserfiche Procedure](#)  
[ADM-12-35.08.01 Schedule A Metadata Standards for Official Records](#)  
[ADM-12-35.08.02 Schedule B - Retention Code Legend](#)  
[ADM-12-35.08.03 Schedule C- Security Classification and Personal Information Indicator](#)

## **ITEMS FOR DISCUSSION**

- 7.1 Alberta Policing Committee Obligations

*Proposed Motion: Move to accept the discussion on Alberta Policing Committee Obligations as information.*

## **CONSENT AGENDA (CORRESPONDENCE, BOARD REPORTS)**

## **ADJOURNMENT**

# *MINUTES*

**Committee of the Whole Council Meeting  
Municipal District of Lesser Slave River No. 124  
August 13, 2025  
MD Council Chambers**

**MEMBERS PRESENT** Murray Kerik - Reeve  
Lana McCann - Deputy Reeve, Division 2  
Darren Fulmore - Division 1  
Brad Pearson - Division 2  
Sandra Melzer - Division 1  
Nancy Sand - Division 2  
Norm Seatter - Division 1

**MEMBERS ABSENT**

**IN ATTENDANCE** Barry Kolenosky - CAO, MDLSR  
Chris Valaire - Assistant Chief Administrative Officer, MDLSR  
Jeremy Dumaresque - Assistant Director of Utilities, MDLSR  
Sandra Rendle - Legislative Services, MDLSR  
Shari Spencer - Assistant Director of Field Services, MDLSR  
Janie Freckelton - Document Conveyance/Program Coordinator, MDLSR  
Nicky van Deventer - Human Resources Manager, MDLSR  
Molly Fyten - MD Contractor  
Joe McWilliams - Lakeside Leader  
Marilyn Gladue - Recording Secretary, MDLSR

**CALL TO ORDER** Reeve Kerik called the meeting to order at 10:00 a.m.

**ACCEPTANCE OF AGENDA**

**August 13, 2025, Committee of the Whole**

**MOTION COW 081-25**

Moved by Councillor Pearson to accept August 13, 2025, Committee of the Whole as amended:

Add: - Move items 6.8 & 6.9 items further up the agenda

**CARRIED**

**ADOPTION OF MINUTES**

**July 10, 2025, Committee of the Whole Meeting Minutes**

**MOTION COW 082-25**

Moved by Councillor Melzer to adopt the July 10, 2025, Committee of the Whole Meeting Minutes as presented.

**CARRIED**

**CLOSED SESSION**

**MOTION COW 083-25**

Moved by Councillor Sand to go into Closed Session at 10:03 a.m. as per the following sections of the ATIA Act with CAO Kolenosky, Assistant CAO Valaire, Assistant Director of Field Services Spencer, Assistant Director of Utility Dumaresque and Recording Secretary Gladue in attendance.

- Section 19 – Disclosure harmful to a business interest of a third party
- Section 20 – Disclosure harmful to personal privacy
- Section 22 – Confidential Evaluations
- Section 29 – Advice from Officials

Dumaresque entered at 10:05 a.m.

- Water Investigation Procedure Issue

**CARRIED**

**MOTION COW 084-25**

Moved by Councillor Seatter to return to Open Session at 10:28 a.m.

**CARRIED**

**CONSIDERATION OF BYLAWS  
AND POLICIES**

**WAT-41-06 Water Supply Investigation Policy**

**MOTION COW 085-25**

Moved by Councillor Pearson that Council direct Administration to bring forward Policy WAT-41-06 Water Supply Investigation to the August 20, 2025, Regular Meeting of Council for approval as amended.

**CARRIED**

Reeve Kerik exited at 11:11 a.m.  
Reeve Kerik returned at 11:13 a.m.  
Councillor Fulmore exited at 11:14 a.m.  
Councillor Fulmore returned at 11:16 a.m.  
Councillor Seatter exited at 11:25 a.m.  
Councillor Seatter returned at 11:27 a.m.  
Councillor Pearson exited at 11:32 a.m.  
Councillor Pearson returned at 11:34 a.m.  
Councillor Melzer exited at 11:48 a.m.  
Councillor Melzer returned at 11:51 a.m.  
Councillor Sand exited at 11:51 a.m.  
Councillor Sand returned at 11:53 a.m.

**BRIEFING AND  
REPORTS**

**Alternatives for Unfunded Grant Projects in 2025 Budget**

**MOTION COW 086-25**

Moved by Councillor Pearson to accept the Alternative for Unfunded Grant Projects in the 2025 Budget as information.

**CARRIED**

Spencer/Dumaresque exited at 12:05 p.m.

**Chisholm Regional Drainage**

**MOTION COW 087-25**

Moved by Councillor Melzer that Council accepts the Chisholm Regional Drainage briefing as information.

**CARRIED**

**RECESS  
RECONVENE**

12:17 p.m.

12:53 p.m.

**FRIAA FireSmart Coordinator**

**MOTION COW 088-25**

Moved by Deputy Reeve McCann that Council accepts the FRIAA FireSmart Coordinator briefing as information from previously carried MOTION 223-25 on May 14, 2025.

**CARRIED**

Freckleton/van Deventer entered at 1:00 p.m.

**Payment Pathway**

**MOTION COW 089-25**

Moved by Councillor Fulmore that Council accepts the Payment Pathway briefing as information.

**CARRIED**

**CONSIDERATION OF  
BYLAWS & POLICIES**

**Reformatting K7 Existing Policy onto new Policy Template**

**MOTION COW 090-25**

Moved by Councillor Melzer that Council accept the Reformatting K7 Existing Policy as information and bring back to the Regular Council on August 20, 2025, for approval.

**CARRIED**

Fyten entered at 1:23 p.m.

**Reformatting K8 Existing Policy onto new Policy Template**

**MOTION COW 091-25**

Moved by Councillor Sand that Council accept the Reformatting K8 Existing Policy as information and bring back to the Regular Council on August 20, 2025, for approval.

**CARRIED**

**Reformatting K22 Existing Policy onto new Policy Template**

**MOTION COW 092-25**

Moved by Councillor Pearson that Council accept the Reformatting K22 Existing Policy as information and bring back to the Regular Council on August 20, 2025, for approval.

**CARRIED**

**Bylaw 2025-04 Animal Control Bylaw**

**MOTION COW 093-25**

Moved by Deputy Reeve McCann that Council moves to direct Administration to bring forward the draft Animal Control Bylaw 2025-04, to August 20, 2025, Regular Council Meeting for the third and final readings.

**CARRIED**

**Bylaw 2025-06 Municipal Development Plan Bylaw**

**MOTION COW 094-25**

Moved by Councillor Pearson that Council moves to direct Administration to bring forward the draft Municipal Development Plan Bylaw 2025-06, to August 20, 2025, Regular Council Meeting for the third and final readings.

**CARRIED**

**Bylaw 2025-07 Land Use Bylaw**

**MOTION COW 095-25**

Moved by Councillor Pearson that Council moves to direct Administration to bring forward the draft Land Use Bylaw 2025-07, to August 20, 2025, Regular Council Meeting for the third and final readings.

**CARRIED**

Rendle entered at 1:52 p.m.

**Bylaw 2025-11 Voting Stations**

**MOTION COW 096-25**

Moved by Councillor Melzer that Council accept Bylaw 2025-11 Voting Stations as presented and direct Administration to bring forward to the August 14, 2025, Regular Meeting of Council for adoption.

**CARRIED**

Rendle exited at 2:22 p.m.  
Freckelton/van Deventer entered at 2:23 p.m.  
Councillor Pearson exited at 2:28 p.m.  
Councillor Pearson returned at 2:30 p.m.

**Enhancing Planning and Development Content Management & Resident Access**

**MOTION COW 097-25**

Moved by Councillor Pearson to inform Council of ongoing efforts to improve the clarity, accessibility, and agility of municipal bylaw content and planning-related resources through digital enhancements and user-focused design.

**CARRIED**

Freckelton/van Deventer exited at 2:51 p.m.

**ADJOURNMENT**

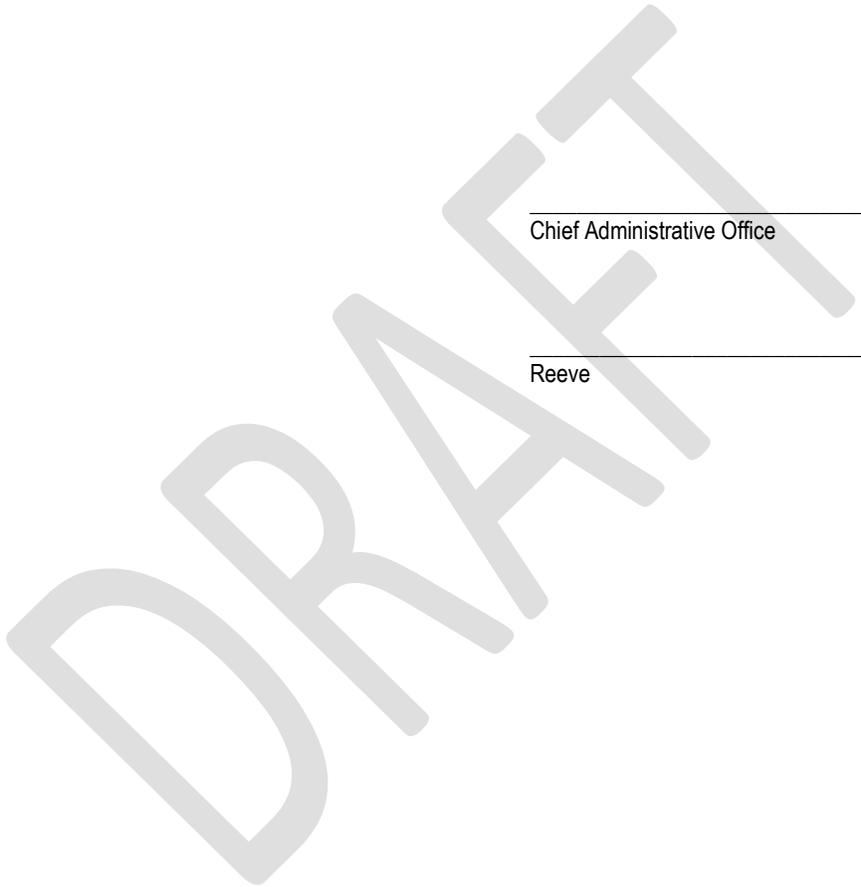
**MOTION COW 098-25**

Moved by Councillor Fulmore to adjourn at 2:53 p.m.

**CARRIED**

\_\_\_\_\_  
Chief Administrative Office

\_\_\_\_\_  
Reeve





**Lesser Slave River**

**Council Briefing**

|               |  |
|---------------|--|
| Title:        | <b>General Municipal Servicing Standards (GMSS) – Project Update</b> |
| Date:         | 8/28/2025  |
| Presented By: | Chris Valaire, ACAO  |
| Attachments:  | Urban Systems Meeting Notes  |

|                                    |   |
|------------------------------------|---|
| Proposed Motion                    | <i>Council accepts the General Municipal Servicing Standards – Project Update as information.</i> |
| Administration’s Recommendation(s) | <i>As above</i>   |

**BACKGROUND:**

The General Municipal Servicing Standards (GMSS) was last revised in 2014. Since then, there has been significant development in both the Town of Slave Lake (TOSL) and MD of MD Lesser Slave River no. 124 (MD) in general.

The MD and TOSL applied and were successful in obtaining an Alberta Community Partnership (ACP) grant for \$200,000 to align servicing standard documentation, update design drawings, and provide more defined details for respective developers and also ensure infrastructure is adequate for EMS purposes. The MD utilized Urban Systems for this contract work, and TOSL utilized Associated Engineering for their portion of the project. A work plan was created to allocate the work between the two engineering firms to ensure there was no duplication of effort.

The upcoming dates of significance are:

August 29th

- Urban Systems will upload tables of front end and engineered drawing comparisons / regional recommendations
- Clients at the MD / TOSL will be engaged to review documents and provide comments after the preliminary technical review has been completed.

September 15th – Meeting with MD/TOSL to discuss any questions about the draft recommendations

September 19th – Review comments from Town/ AE and MD to be returned.

October 17th – Final documents to be completed (drawing and front end).

**BENEFITS/RISKS:**

AS the MD and TOSL collaborate on many lands related projects, its reasonable and prudent to align municipal serving standards for planning consistency, reduce design modifications due to non-similar infrastructure, and plan for future development that benefits both organizations.

## **STRATEGIC ALIGNMENT:**

This alignment of the GMSS is a priority of the Administration as developers continue to expand in the MD/TOSL. The infrastructure needs match to ensure consistent service delivery of water and sewer. The result of the GMSS project will have to be compiled to satisfy the deliverables of the ACP grant.

## **COMMUNICATION STRATEGY:**

Once the GMSS is finalized and accepted by both the TOSL and MD, this will be posted on each respective website under the planning and development sectors.

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Prepared By: Chris Valaire, ACAO  
Reviewed By: Marilyn Gladue, Executive Assistant  
Approved By: Barry Kolenosky, CAO

## URBAN Notes

S Y S T E M S

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SUBJECT: General Municipal Servicing Standards Updates – Regional Document  
 DATE: August 12, 2025  
 MEETING DATE: August 14, 2025  
 TIME: 2:00 pm  
 LOCATION: Virtually  
 FILE: 2535.0006.01

### INVITEES

Chris Valarie\*  
 Molly Fyten  
 Kush Patel  
 Chris Parfitt  
 Amie McGowan  
 Breanne Roszko  
 \*Absent

### COMPANY

MDLSR  
 MDLSR  
 Town of Slave Lake  
 Associated Engineering  
 Urban Systems  
 Urban Systems

### EMAIL

chris.valaire@mdlsr.ca  
 molly.fyten@mdlsr.ca  
 kush.patel@slavelake.ca  
 parfittc@ae.ca  
 AMcGowan@urbansystems.ca  
 BRoszko@urbansystems.ca

### **Previous Action Items:**

- ~~Town / MD to determine timing of the engagement session. **Complete**~~
  - Public engagement component is satisfied through the collaboration between the Town and the MD. General public will not create meaningful engagement, and relevant developers are unknown until a project materializes.
- ~~Urban/ Associated to identify areas for updates/ revisions in front end/ drawings. **Ongoing**~~
- ~~Emails authorizing information to be shared between Urban and Associated to be sent. **Complete**~~

### ITEM

1.0

### DISCUSSION

#### **Regional Standards Creation– Expected Urban and Associated Activities**

Urban has been completing a review of the front-end content.

- A summary table is being compiled; for each design criteria the existing Town Standard and MD Standards are summarized, and a regional standard to adopt is recommended.
- The table will be uploaded to the sharepoint. The Town / AE will review and comment on any design standard that requires further discussion.
- Any new design information that needs to be included will be added as a new row.

The Town/ AE has completed a preliminary review of their existing standards and noted areas for revisions/ updates.

- This information will be added by the Town/ AE to the table.

Urban has completed a table reviewing the existing Town drawings

- Comments will be provided indicating if revisions/ additional information is needed on the drawings for the MD's interests.
- This table will be uploaded to the sharepoint.

## URBAN SYSTEMS MEETING NOTES

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DATE: August 12, 2025 FILE: 2535.0006.01  
SUBJECT: General Municipal Servicing Standards Updates – Regional Document

PAGE: 2 of 2

- The Town's current drawings will form the template for the regional drawings.

### 2.0 Document Format

The drawings will be named and organized by infrastructure (i.e. roadway section, water section).

There is lots of integration and overlap between the Town and MD standards.

- Entirely separate urban and rural sections of the document are not required (would be largely duplicated).
- Document will have consolidated regional standards, and then special provisions sections that separates out considerations for Town and MD specifics.

### 2.0 Confirm Project Timelines

- **August 29<sup>th</sup>** - Urban to upload tables of front end and drawing comparisons/ regional recommendations (email will be sent notifying all parties of upload).
  - Barry (MD CAO) / Town CAO / others will be engaged to review documents and provide comments after preliminary technical review has been completed.
- **Week of September 15<sup>th</sup>** – Meeting with all to discuss any questions about the draft recommendations
- **September 19<sup>th</sup>** – Review comments from Town/ AE and MD to be returned.
- **October 17<sup>th</sup>** – Final documents to be completed (drawing and front end).

URBAN SYSTEMS LTD.

Breanne Roszko, E.I.T.  
Water Resources Engineer

cc: Amie McGowan P.Eng, Urban Systems

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\\us1.urbansystems.com\projects\Projects\_EDM\2535\0006\01\M-Meeting-Notes\2025-08-14 GMSS Regional Document Meeting Minutes.docx

200 - 10345 105 Street NW, Edmonton, AB T5J 1E8 | T: 780.430.4041

[urbansystems.ca](http://urbansystems.ca)



**Lesser Slave River**

**Council Briefing**

|               |  |
|---------------|--|
| Title:        | Bylaw Enforcement<br>Policing Committees   |
| Date:         | August 28, 2025  |
| Presented By: | Chris Valaire, A CAO   |
| Attachments:  | RCMP Policing Committee Handbook<br>Letter from the Minister to Alberta Municipalities Association |

|                                    |   |
|------------------------------------|---|
| Proposed Motion:                   | <i>Council Approve this Briefing as Information</i> |
| Administrations Recommendation(s): | <i>As above</i>                                     |

**Background Information**

**Bylaw Enforcement**

Occasionally there are complaints brought forth to Council directly and to Administration (Peace Officer and Development Officer respectively). This also includes complaints that are lodged by the public related to development permits approved by the Planning and Development department.

A procedure and policy will need to be developed to standardize and ensure consistency with the Solicitor General audits and Bylaw enforcement under the *Municipal Government Act*. For transparency, the new policy and procedure will be followed by MD Administration and Council to demonstrate fair and justifiable enforcement of Bylaws.

On a case-by-case basis, and by ratepayer complaint, the Peace Officer makes the determination if the issue warrants bylaw enforcement or other enforcement action in conjunction with the RCMP. If warranted, an investigation is conducted and depending on the severity and frequency of the offence, this can be moved to penalty assessment (ie. Fines) as part of the Bylaw enforcement. Following up and communicating the outcome of an investigation to Council will be part of the new policy and procedure to ensure there are no outstanding investigations or commitments.

**Provincial Policing Committees**

The provincial government passed Bill 6, the *Police Amendment Act (PAA)*, in 2022. The PAA was intended to increase police transparency and enhance public trust in the RCMP. The legislation requires the formation of civilian governance bodies for all municipalities in Alberta, so communities can participate in setting policing priorities and performance metrics in relation to regional law enforcement.

There has been confusion about what the mandate and objectives of these committees will be responsible for. To date, most rural municipalities are waiting for additional information from the Minister of Public Safety and Emergency Services. This general confusion and skepticism are in response to Municipalities providing additional funding for the Municipal Police Service Agreement (MPSA) but not observing higher levels of law enforcement.

## Regional Policing Committees

According to PAA, Communities with a population of under 5,000 (such as the MD) policed by the RCMP with a Municipal Police Service Agreement (MPSA) will be represented by Provincial Police Advisory Board.

- Costs for the Provincial Police Advisory Board will be borne by the province.
- The Provincial Police Advisory Board will be operational by March 1, 2025.

## Interests

The MD certainly needs to comply with provincial legislation; however, it is incumbent on Alberta Public Safety and Emergency Services to provide clarification on overall objectives and mandate of these committees in relation to MPSA. In addition, little or no information has been provided about who will be part of this Provincial Police Advisory Board.

## Alternatives

The Administration will need to gather more information and interest from regional stakeholders; however there seems to be little interest in this from adjacent municipalities. For example, Big Lakes County is not a part of this as their Council saw little value in being a part of the Provincial Police Advisory Board.

## Analysis

The Town of Slave Lake has communicated with the MD Administration they have not implemented and were unaware of establishing any policing committees by March 1<sup>st</sup>, 2025.

## Next Steps / Recommendations

1. Chris Valaire, Assistant Chief Administrative Officer, will be compiling a bylaw enforcement policy and procedure in collaboration with MD Peace Officer Paul Mulholland and Development Officer Ann Holden and this will be brought forth to the Council in a future Request for Decision.
2. Administration will submit a letter requesting information on the Provincial Police Advisory Board structure, mandate, and overall objectives in relation to the MD of Lesser Slave River no. 124.

## Communication

If approved by Council, there will be communication posted on the website and posted in the Lakeside Leader for interested person to soliciting interest in these committees.

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|              |   |
|--------------|---|
| Prepared by: | Chris Valaire, Assistant Chief Administrative Officer |
| Reviewed by: | Marilyn Gladue, Executive Assistant                   |
| Approved by: | Barry Kolenosky, Chief Administrative Officer         |



ALBERTA  
PUBLIC SAFETY AND EMERGENCY SERVICES

*Office of the Minister  
Deputy Premier of Alberta  
MLA, Calgary-West*



AR 29969

November 20, 2024

Mr. Tyler Gandam  
His Worship  
Association of Alberta Municipalities  
300, 8616 - 51 Avenue  
Edmonton AB T6E 6E6

Dear Mr. Gandam:

As a respected partner in the field of police governance in Alberta, I am writing to highlight how recently proclaimed legislative changes may affect your community.

The Government of Alberta is enhancing civilian governance of the Royal Canadian Mounted Police (RCMP) by proclaiming sections of the *Police Amendment Act, 2022*, and creating the Police Governance Regulation and Police Governance (Ministerial) Regulation. These amendments will ensure communities policed by the RCMP have a voice in setting local and province-wide policing priorities and performance goals by creating municipal and regional policing committees, as well as a Provincial Police Advisory Board.

These changes will take effect on March 1, 2025, after a transition period to allow municipalities to pass and implement relevant bylaws. Every community in Alberta served by the RCMP will be required to be represented by one of the following types of governance bodies, depending on their population size and type of police service agreement.

**Communities with a population of 15,000 or greater, policed under a Municipal Police Service Agreement**

- These communities are required to establish a Municipal Policing Committee (MPC), through bylaws, by March 1, 2025.
- MPCs will consist of between three and seven members appointed by the municipality's council.
- The Minister may also appoint committee members based on the size of the committee.

.../2

- 2 -

## **Communities with a population of less than 15,000, policed under a Municipal Police Service Agreement**

- These communities are required to establish a Regional Policing Committee, through bylaws, by March 1, 2025.
- Each RCMP district is a region (e.g., South, Central, East, and West), and each region contains five to 10 municipalities required to work with other communities in the same RCMP district to form a Regional Policing Committee (RPC).
- RPCs will consist of at least one member appointed by each municipality represented.
- Communities may opt out of a RPC in favour of establishing their own municipal committee, or a joint committee with another municipality, with ministerial approval.

## **Communities policed under the Provincial Police Service Agreement**

- Small and rural communities policed under the Provincial Police Service Agreement, including municipalities with a population under 5,000, municipal districts and counties, and Metis Settlements, will be represented by the Provincial Police Advisory Board.
- The province will appoint up to 15 members to the Provincial Police Advisory Board, including representation from First Nations, Métis communities, Rural Municipalities of Alberta, Alberta Municipalities, and all four provincial RCMP districts.
- Costs for the Provincial Police Advisory Board will be borne by the province.
- The Provincial Police Advisory Board will be operational by March 1, 2025.

Attached for further reference is a Frequently Asked Questions document with more information about the new requirements for RCMP local governance bodies. You can also find the Police Governance (Order in Council) Regulation, the Police Governance (Ministerial) Regulation, and the proclamation of the *Police Act* sections establishing these governance bodies on the Alberta.ca website at [www.alberta.ca/alberta-kings-printer](http://www.alberta.ca/alberta-kings-printer).

Please note that in the next few weeks your administration will receive communication from department representatives with details about planned information sessions regarding these governance bodies. If you have any questions or require support in the set-up of these governance bodies, please contact the department at: [AlbertaPoliceGovernance@gov.ab.ca](mailto:AlbertaPoliceGovernance@gov.ab.ca).

Thank you for everything you do to help ensure Albertans can live, work, and raise families in safe and secure communities.

Sincerely,



Honourable Mike Ellis  
Deputy Premier of Alberta  
Minister of Public Safety and Emergency Services

Attachment

404 Legislature Building, Edmonton, Alberta T5K 2B6 Canada Telephone 780-415-9550  
Unit 234, 333 Aspen Glen Landing SW Calgary, AB T3H 0N6 Canada Telephone 403-216-5439 Fax 403-216-5441

## Frequently Asked Questions:

### RCMP civilian governance

Alberta's government is enhancing civilian governance of RCMP policed communities to ensure they have a voice in setting local and province-wide policing priorities and performance goals by creating municipal and regional policing committees, as well as a Provincial Police Advisory Board.

This document provides answers to questions about the establishment and operation of RCMP civilian governance bodies.

Why is the government mandating civilian governance bodies for RCMP-policed communities?

Creation of these new civilian governance bodies responds to a long-standing desire of communities to have more say in how they are policed by the RCMP.

By establishing municipal and regional governance committees and the Provincial Police Advisory Board, we are giving communities the opportunity to provide input on both local and provincial policing priorities and RCMP service delivery while increasing police accountability.

Civilian governance bodies support a paradigm shift that sees local police as an extension and a reflection of the communities they serve.

What will the function of the municipal police committees be?

Municipal policing committees will enhance civilian governance of local policing by:

- Overseeing the administration of the municipality's police service agreement;
- Representing public interests and concerns to local RCMP leadership and collaborating with local detachments to plan yearly priorities and strategies for municipal policing and community safety; and
- Regularly reporting on the implementation of programs and services that support police service priorities.

What will the function of the regional police committees be?

Regional policing committees will help ensure Alberta's small rural communities have a voice in how they are policed.

- Regional committee's roles and responsibilities will be similar to their municipal counterparts, advocating for the priorities and concerns of smaller communities while also supporting integrated community safety planning for RCMP policed municipalities in the region.
- The boundaries of the four new regional policing committee zones correspond to Alberta's four RCMP districts, to ensure local policing priorities are accurately reflected in service delivery.

How many different civilian governance bodies will be established?

Four regional policing committees will be established to align with the four RCMP districts in Alberta.

The number of municipal policing committees will depend on whether individual communities decide to either participate in one of the four regional boards, form joint municipal policing committees with neighbouring communities, or form their own municipal policing committee. It is recognized that some communities already have a committee similar in nature to what is envisioned.

How will the civilian governance body for a community be determined?

Communities with a population over 15,000 that are policed by the RCMP will be required to establish municipal policing committees.

RCMP policed communities with a population between 5,000 and 15,000 will be represented by regional policing committees but can apply to opt out and form their own municipal policing committee.

Communities with a population under 5,000 that are served by the RCMP under the Provincial Police Service Agreement will be represented by the Provincial Police Advisory Board. The board will make recommendations on province-wide policing priorities and other aspects of RCMP service delivery.

What is the timeline for these governance bodies to be established?

The amendments and new regulations will come into force on March 1, 2025.

A transitional period, between November 2024 and February 2025, will allow municipalities to pass relevant bylaws and make other preparations for implementation.

This transition period also allows municipalities that already have civilian governance bodies time to adapt those bodies to the new statutory requirements.

What is the process for communities that want to opt out of a regional committee and establish their own municipal or joint policing committee?

Communities seeking to opt out of a regional committee in favour of establishing their own municipal committee (or a joint committee with another municipality) must have a formal process in place to do so, consistent with how other municipal committees are established and aligned with the *Police Act* and Police Governance Regulation.

- Municipalities will also need ministerial approval in order to opt out of a regional committee and/or form a joint municipal committee.
- Any municipality can be part of a joint municipal policing committee, as long as it meets the definition of municipality in the *Police Act*.

To initiate the process of obtaining ministerial approval, a municipality can contact the Ministry of Public Safety and Emergency Services at [AlbertaPoliceGovernance@gov.ab.ca](mailto:AlbertaPoliceGovernance@gov.ab.ca).

What are the requirements for the composition of the municipal and regional policing committees?

Municipal policing committees will consist of between three and seven members, appointed by the municipality's council, for terms of two to three years. The municipality's chief elected officer is not eligible to be elected as chair or vice-chair of a municipal policing committee.

Regional policing committees will consist of at least one member appointed by each municipality represented for terms of two to three years.

- Regional policing committees can include additional members appointed by the municipalities with the agreement of all the municipalities in the region. Both municipal and regional policing committees may also include provincial members appointed by the minister.

Will committee positions be voluntary or paid?

Municipalities can choose whether to establish remuneration for their policing committee (municipal or regional) members through their respective bylaws.

Will the municipalities have to pay for the setup and administration of the governance bodies

Municipalities are responsible for the costs of establishing, administering, and sustaining membership of municipal and regional policing committees.

If a municipality cannot afford these costs, they have the option of utilizing a portion of their annual Police Support Grant, which allows funds to be used for governance and local police oversight.

Communities with populations between 5,000 and 15,000 may also take the opportunity to share costs related to RCMP governance by becoming part of a regional policing committee.

What is the role of the Provincial Police Advisory Board?

The Provincial Police Advisory Board will serve as an advisory body for about 275 small rural municipalities, such as municipal districts and counties, as well as eight Metis Settlements policed by the RCMP under the Provincial Police Service Agreement. The board will support the alignment of local and provincial priorities across the province.

The PPAB will be responsible for developing and maintaining communication between the Alberta RCMP, the provincial government, and the small and rural communities it represents.

The PPAB will help advance the interests of RCMP-policed communities by

- Advising and supporting collaboration between the RCMP, communities, and community agencies on integrated community safety planning;
- Representing the interests of communities served by the RCMP under a provincial police service agreement;
- Reporting annually on progress related to provincial police service priorities, provincial police service resourcing, and related initiatives; and
- Working with the RCMP and the Ministry of Public Safety and Emergency Services to communicate with municipalities about provincial priorities, resourcing, and community specific challenges.

How will the government ensure alignment between provincial and municipal policing priorities?

Both municipal and regional policing committees are required to consider provincial policing priorities when setting local ones.

The Provincial Police Advisory Board will provide advice on behalf of small and rural communities policed by the RCMP, to support overall alignment of local and provincial policing priorities.

Who will pay administration costs associated with the Provincial Police Advisory Board?

Costs for the Provincial Police Advisory Board will be the responsibility of the province.

Can the government appoint provincial members to these policing committees or to the board?

Yes. The government is responsible for ensuring adequate and effective policing across the province, and provincial appointees help the government fulfill that obligation.

The Minister of Public Safety and Emergency Services appoints all members of the Provincial Police Advisory Board and can appoint a small number of members to municipal, joint municipal, or regional policing committees based on size.

Who can municipalities contact with questions about the new civilian governance bodies?

Municipalities can contact the Ministry of Public Safety and Emergency Services at [AlbertaPoliceGovernance@gov.ab.ca](mailto:AlbertaPoliceGovernance@gov.ab.ca) with questions and/or support in setting up these new governance bodies.

More information on RCMP civilian governance bodies can be found in the *Police Act* and in the Police Governance Regulations, found at Alberta King's Printer.

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## Alberta RCMP Policing Committee Handbook

The Ministry of Justice & Solicitor General (JSG), in partnership with the Alberta Association of Police Governance (AAPG), has assembled this handbook in order to assist you in your new role on the local RCMP policing committee. Thank you for accepting the appointment to the committee; we appreciate the interest and commitment you have shown by undertaking this role on behalf of your community. Committee members who follow the advice in this handbook can be assured that they are successfully meeting their responsibilities to the community.

### Introduction

Effective policing in your community hinges on the maintenance of a proper balance between the independence and authority of the RCMP and accountability to the public and civilian authority. The role of the policing committee is to help maintain that balance by:

- Improving community input and guidance
- Assisting in dealing with local complaints and concerns
- Increasing transparency regarding the operations of the RCMP in the community
- Removing the pressures associated with the appearance (perception or reality) of political interference

In Alberta, urban municipalities with populations of more than 5,000 persons must provide for their own municipal policing. In this respect, they have the option of contracting with Canada for the services of the RCMP. If a municipality chooses to contract its municipal service as the RCMP, it signs a Municipal Police Service Agreement (MPSA) with the federal government, which provides the services of the RCMP. Under this agreement, the cost of policing is shared between the municipality and the federal government (70/30 percent respectively, until a population threshold of 15,000 is reached at which point the cost share moves to 90/10). The operations of the RCMP are governed by the *RCMP Act* and are subject to the contractual agreements between the various levels of government.

Policing committees do have a voice and a responsibility to represent their communities, and many have established excellent working relationships with local RCMP Detachments and their staff. These efforts are to be commended and encouraged.

### 1. Participate in the *Roles and Responsibilities of Policing Oversight Committee Members*

#### Training

JSG offers orientation training, at no cost, that covers the key duties of committee members and encourage all new members to attend within the first year of tenure. The training highlights:

- the history of governance and oversight in Canada;
- a governance model;
- the roles and responsibilities of a policing committee and its members;
- an overview of policing in the province; and
- a review of key legislation influencing the policing committee.

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Costs to the participant for orientation training are travel, accommodation and meals which may be covered by your policing committee. This learning opportunity will be advertised in the AAPG newsletter and the quarterly newsletter from JSG. For additional information contact the Manager of Policing Oversight and Funding Programs with JSG. Contact information is provided at the end of this handbook.

## 2. Review the Alberta *Police Act* and your local Policing Committee Bylaw

Sections 23(14) and 28.1(1-3) of Alberta's *Police Act* refer to policing committees (see key sections in Appendix A). The policing committee shall, with respect to the municipality for which it is established:

- (a) oversee the administration of the municipal police service agreement made with the federal government for services from the RCMP;
- (b) assist in selecting the officer in charge (OIC)<sup>1</sup>;
- (c) represent the interests of the council to the OIC;
- (d) in consultation with the OIC, develop a yearly plan of priorities and strategies for municipal policing;
- (e) issue instructions to the OIC respecting the implementation and operation of the yearly plan<sup>2</sup>;
- (f) represent the interests and concerns of the public to the OIC;
- (g) assist the OIC in resolving public complaints; and
- (h) appoint a Public Complaint Director.

**Note:** As long as a policing committee and its members act according to their legislated authority, municipal council will indemnify the policing committee.

The *Police Act* states that a council that establishes a policing committee shall prescribe the rules governing its operation, as well as select and appoint its members. The process generally used to establish the policing committee is for council to move or resolve to form a policing committee. The resolution is then enacted by creating a corresponding bylaw. The bylaw must be in accordance with the *Police Act* and will be tailored to the individual nature of the municipality. A policing committee policy manual will further establish the "rules" by which the policing committee operates.

**Note:** While the *Police Act* pertains strictly to policing, some policing committees also work with municipal enforcement or peace officers. The formal or informal reporting

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<sup>1</sup> OIC refers to the Officer in Charge of the municipal RCMP Detachment. This individual could be a non-commissioned officer (a sergeant or staff sergeant) or a commissioned officer (inspector or superintendent). Currently, municipalities can participate in structured interviews for municipal detachment commanders at the staff sergeant level. The municipal must request interviews and have the discretion to appoint a panel member.

<sup>2</sup> "Issue instructions" refers to the ability for policing committees to work collaboratively with the OIC on the yearly plan. The manner in which day to day operations of a detachment are conducted remains the responsibility of the OIC of the police service.

relationship between the committee and municipal enforcement should be clarified for the benefit of all parties in the bylaw. For example, does the committee have the authority to provide direction to the peace officers or do they report through the CAO? Even if municipal enforcement does not report through the policing committee, it can be valuable to include municipal enforcement in the strategic planning process. It can also be useful to determine exactly what information the committee would like to receive from municipal enforcement in order to better understand the broader law enforcement dynamic, the interaction between agencies, and the best use of law enforcement resources within its community.

### **3. Create and Continually Update your Policing Committee Policy Manual**

Every policing committee should have a policy manual that delineates the general structure and function of the organization. Such policy will help ensure the committee is operating in an ethical, informed, transparent and timely manner.

A sample policy manual template has been developed by JSG and is available electronically upon request. The policy manual will clarify such things as:

- Selection and appointment of policing committee members;
- Policing committee responsibilities;
- How and when policy should be reviewed;
- Expected policing committee member conduct;
- Dealing with conflict of interest;
- How the committee works to orient and train new members;
- Roles and responsibilities of the Chair and Vice-Chair;
- Role of the local Public Complaint Director and the role of the committee regarding complaints against the police;
- The nature and frequency of committee meetings and who attends;
- How information is communicated internally and externally; and
- The expectations of the Policing Committee's Annual Plan.

Committee members are advised to pay attention to the sections on behavioral expectations for committee members and conflict of interest (see Appendix B).

### **4. Represent the Interests of the Community**

In order for a policing committee to perform its function effectively, it must continually represent the interests of the community. Committee members must ensure that the community is at the heart of the mission, vision and values of your policing committee and any action proposed or undertaken. To this end, committee members must create as many opportunities as possible for two-way communication with a cross-section of the community they represent. There are many ways to accomplish this, such as:

- Policing committee meetings advertised and open to the public;
- Private and published mailing address and phone number;
- Contact information for the Chair and the Public Complaint Director;
- Members representing the policing committee at public/community events;

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- Information pamphlets on policing priorities and the public complaint process;
- Citizen surveys; and
- Hosting or sponsoring community events related to public safety.

## **5. Contribute to the RCMP Annual Plans and Priorities Document**

As directed by the Municipal Police Service Agreement, the Chief Executive Officer (Mayor or other head of the municipality, however designated) may set objectives, priorities and goals for the Municipal Police Service which are not inconsistent with those of the provincial Minister for policing in the Province. Where a policing committee has been established, it will work with the officer in charge (OIC) to determine the annual plans and priorities for policing in the community. The Chair of the policing committee together with the OIC presents the annual plans and priorities to mayor and council.

Good governance has been described as “nose in / fingers out”, meaning that it is appropriate for committee members to seek answers to questions about how well police are serving the community while leaving the day-to-day management of the police service to the OIC.

The annual planning process should be collaborative between the policing committee and the RCMP Detachment. This provides more structure and focus to the expectations of both. It also allows for future planning (i.e. industrial expansion) and provides a vehicle for evaluation. The following are examples of the types of governance questions that could be a part of developing and reviewing the police service annual plan and priorities for policing:

- Does the annual plan serve the community well?
- What more does the community need from police?
- What are the community policing strengths, weaknesses, opportunities, threats?
- Was the previous annual plan followed; were targets met and, if not, why not?
- What systemic management or personnel issues need to be addressed?
- What other resources does the OIC require?
- How well is the OIC collaborating with other agencies in order to get best results for the community?
- What efficiencies can be achieved, e.g. through technology, contracting services, training?
- What urgent needs have arisen that were not considered in the budget?
- How can the community tap into other resources for policing, e.g. grants for crime prevention?
- What has the OIC done to identify, assess, prioritize, manage, and monitor risk?
- What resources does the OIC need in order to better manage risk in the future?

## **6. Prepare and Review the Policing Committee Annual Plan**

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Similar to the police service annual plan, policing committees should prepare a plan outlining their own activities and objectives for the year. As the policing committee is responsible to the public, the policing committee's annual plan must be created with input from its stakeholders and the committee must report at least annually to the public on the committee's progress and achievements as set out in the annual plan.

## **7. Be Prepared for and Participate in Committee Meetings**

In order to meet legislated responsibilities, a committee must meet regularly on its own, with the OIC, and with other stakeholders to address issues and/or priorities related to policing in the community.

For regular meetings, pre-reading material should be sent to members well in advance of committee meetings in order for members to be prepared to discuss the information during the meeting. As a result of informed discussion, a committee will then determine what course of action is appropriate in order to accomplish its goals and then take steps to effect those goals.

Effective policing committees will meet with council and other community leaders, police agencies, peace officers, and special interest groups, and will garner perspective by reviewing research, reports from police, reports from external agencies, benchmarking with other municipalities, and surveys.

## **8. Appoint and Support a Public Complaint Director**

Two of the committee responsibilities set out in the *Police Act* are to appoint a Public Complaint Director (PCD) and to assist the OIC in resolving public complaints.

Before appointing a PCD, the committee should consider how their PCD can best serve the community and what skills and training the PCD needs in order to perform that function well.

**Note:** JSG provides PCD-specific training as well as PCD meetings at least twice a year to share experiences, best practices, etc.

The PCD is best served by an independent citizen, however, it may be a municipal employee whose role is limited to providing an avenue of information for the public regarding the process of filing a complaint against the police service. If comfortable in the role and with the support of the OIC, the PCD could informally resolve complaints that are at the low end of the spectrum.

As many small communities receive a low number of complaints, these communities may wish to consider appointing a regional PCD that serves more than one community, (*Police Act* Section 28.2)

Once a PCD is appointed, the committee will also need to consider a communications plan – informing the public on the role of the PCD and how to file a complaint against the police service.

Committees should receive regular reports from the PCD on the number of complaints received (identifying/personal information may not be shared with the committee due to confidentiality) and what trends, if any, are being observed from these complaints.

With respect to very minor complaints that can be resolved informally, the committee should discuss with the OIC what was learned in the complaints process. For complaints that must be referred to the Commission for Public Complaints about the RCMP, the PCD should follow-up on the result of the investigation and report to the committee on how it was resolved. For all complaints, the committee may request the OIC determine what systemic problems, if any, were identified and prepare a plan to correct those problems, as appropriate.

## 9. Seek out More and Relevant Information

- Read up on board governance to become a more effective committee member
- Read your RCMP Municipal Police Service Agreement
- Talk to policing committee members in other communities
- Talk to members of your community
- Visit recommended websites regarding governance, oversight and the RCMP
  - [https://www.solgps.alberta.ca/programs\\_and\\_services/public\\_security/law\\_enforcement\\_oversight/policing\\_oversight\\_complaints/Pages/default.aspx](https://www.solgps.alberta.ca/programs_and_services/public_security/law_enforcement_oversight/policing_oversight_complaints/Pages/default.aspx)
  - <http://www.cacole.ca/home-accueil-eng.shtml>
  - <http://www.capb.ca/Home>
  - <http://www.nacole.org/>
- Stay in tune with local/provincial news reports regarding policing incidents
- Review *the Alberta Police Act*
  - <http://www.canlii.org/en/ab/laws/stat/rsa-2000-c-p-17/latest/rsa-2000-c-p-17.html>
- Look at the *RCMP Act*
  - <http://laws.justice.gc.ca/en/R-10/index.html>
- Review the Solicitor General and Public Security website
  - <http://justice.alberta.ca/jsg/Pages/default.aspx>

## 10. Attend Additional Training and Events

- Become a member of and participate in the Alberta Association of Police Governance
  - <http://www.aapg.ca/AAPG/Home.html>
  - Attend the annual AGM and Conference held each spring
  - Become involved in the direction of the provincial organization
  - Submit one or more resolution for consideration

- Seek out other training opportunities
  - Suggest training topics to JSG and AAPG
  - Watch for training announcements in AAPG and JSG newsletters
  - Seek relevant training in the community (e.g. Community Spirit Volunteer Sessions, tour the RCMP detachment and local court)

## Contact Information

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780-415-8333 (office)  
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Executive Director  
Alberta Association of Police Governance  
587-888-0386  
[admin@aapg.ca](mailto:admin@aapg.ca)

## APPENDIX A

### Alberta Police Act – Key Sections Pertaining to RCMP Policing Committees

#### Policing committees

23(1) In this section, “officer in charge” means the officer in charge of the unit of the police service that is providing policing services to a municipality under section 22.

(2) A council that has entered into an agreement under section 22 may establish a policing committee.

(3) A council that establishes a policing committee shall, subject to the regulations,

(a) prescribe the rules governing the operation of the policing committee, and

(b) appoint the members of the policing committee.

(4) A policing committee shall consist of not fewer than 3 nor more than 12 members.

(5) If

(a) 4 or fewer members are appointed under subsection (3), one of them may be a member of the council or an employee of the municipality, or

(b) 5 or more members are appointed under subsection (3), 2 of them may be members of the council or employees of the municipality.

(6) The council may provide for the payment of reasonable remuneration or of a gratuity or allowance to members of the policing committee.

(7) The term of office of a person appointed to a policing committee is

(a) 3 years, or

(b) a term of less than 3 years, but not less than 2 years, as may be fixed by bylaw.

(8) Notwithstanding subsection (7), a majority of the members appointed to a newly established policing committee shall be appointed for 3 years, and the remaining members shall be appointed for 2 years.

(9) The members of a policing committee shall, at the first meeting of the policing committee in each year, elect from among their members a chair and one or more vice-chairs.

(10) A member who is a member of the council or an employee of the municipality is not eligible to be elected as chair or vice-chair of the committee.

(11) A member of a policing committee is eligible for reappointment if the reappointment does not result in more than 10 consecutive years of service by that member.

(12) If a person who is a member of a council is a member of the policing committee, that person’s appointment to the policing committee terminates on that person’s ceasing to be a member of the council.

(13) The appointment of a member to the policing committee may not be revoked by the council except for cause.

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- (14) A policing committee shall, with respect to the municipality for which it is established,
- (a) oversee the administration of the agreement made under section 22,
  - (b) assist in selecting the officer in charge,
  - (c) represent the interests of the council to the officer in charge,
  - (d) in consultation with the officer in charge, develop a yearly plan of priorities and strategies for municipal policing,
  - (e) issue instructions to the officer in charge respecting the implementation and operation of the yearly plan,
  - (f) represent the interests and concerns of the public to the officer in charge,
  - (g) assist the officer in charge in resolving complaints, and
  - (h) appoint a Public Complaint Director.

- (15) All persons appointed to a policing committee shall take the oath set out in Schedule 2.  
RSA 2000 cP-17 s23;2005 c31 s12;2010 c21 s7

### **Public Complaint Director**

28.1(1) Each commission and policing committee shall designate a person as a Public Complaint Director.

- (2) The Public Complaint Director may be
- (a) a member of the commission or policing committee other than a member of the council,
  - (b) an employee of the commission or policing committee,
  - (c) an employee of the municipality,
  - (d) another person, other than a member of the council, who in the opinion of the commission or policing committee is qualified to serve in that capacity, or
  - (e) a former police officer if the position of Public Complaint Director is not in the same municipality where the former police officer was employed.
- (2.1) The Public Complaint Director shall not be a currently serving police officer.
- (3) The Public Complaint Director shall
- (a) receive complaints against police officers from the public and refer them to the chief of police under section 43(1),
  - (b) act as a liaison between the commission, policing committee, the chief of police, the officer in charge of a police service and the complainant as applicable,
  - (c) perform the duties assigned by the commission or policing committee in regard to complaints,
  - (d) review the investigation conducted in respect of a complaint during the course of the investigation and at the conclusion of the investigation,
  - (e) offer an alternative dispute resolution process where, in the Public Complaint Director's opinion, that may be an appropriate manner in which to resolve the complaint,

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- (f) if an alternative dispute resolution process is offered under clause (e), review the manner in which the alternative dispute resolution process is delivered, and
- (g) provide reports to the commission or policing committee, as required by the commission or policing committee.

2005 c31 s15;2010 c21 s9

### **Serious incidents and complaints**

**46.1(1)** The chief of police shall as soon as practicable notify the commission and the Minister where

- (a) an incident occurs involving serious injury to or the death of any person that may have resulted from the actions of a police officer, or
- (b) a complaint is made alleging that
  - (i) serious injury to or the death of any person may have resulted from the actions of a police officer, or
  - (ii) there is any matter of a serious or sensitive nature related to the actions of a police officer.

2005 c31 s23;2005 c43 s8;2007 c6 s2

### **Complaints re RCMP**

**49** ... any complaints in Alberta with respect to members of the Royal Canadian Mounted Police shall be resolved in accordance with the laws governing complaints and discipline within the Royal Canadian Mounted Police.

1988 cP-12.01 s49;1995 c23 s17

## APPENDIX B

### Conflict of Interest Self-Check

The following are seven categories of potential conflict of interest situations from Ken Kernaghan and John Langford in their book, *The Responsible Public Servant*:

**[1] Self-dealing.** For example, you work for government and use your official position to secure a contract for a private consulting company you own. Another instance is using your government position to get a summer job for your daughter.

**[2] Accepting benefits.** Bribery is one example; substantial [non token] gifts are another. For example, you are the purchasing agent for your department and you accept a case of liquor from a major supplier.

**[3] Influence peddling.** Here, the professional solicits benefits in exchange for using her influence to unfairly advance the interests of a particular party.

**[4] Using your employer's property for private advantage.** This could be as blatant as stealing office supplies for home use. Or it might be a bit more subtle, say, using software which is licensed to your employer for private consulting work of your own. In the first case, the employer's permission eliminates the conflict; while in the second, it doesn't.

**[5] Using confidential information.** While working for a private client, you learn that the client is planning to buy land in your region. You quickly rush out and buy the land in your wife's name.

**[6] Outside employment or moonlighting.** An example would be setting up a business on the side that is in direct competition with your employer. Another case would be taking on so many outside clients that you don't have the time and energy to devote to your regular employer. In combination with [3] influence peddling, it might be that a professional employed in the public service sells private consulting services to an individual with the assurance that they will secure benefits from government: "If you use my company, I am sure that you will pass the environmental review."

**[7] Post-employment.** Here a dicey situation can be one in which a person who resigns from public or private employment and goes into business in the same area. For example, a former public servant sets up a practice lobbying the former department in which she was employed.

McDonald, M. (2007). Ethics and Conflict of Interest. Retrieved October 20, 2008 from <http://www.ethics.ubc.ca/people/mcdonald/conflict.htm>

Revised May 2011



**Lesser Slave River**

**Council Briefing**

|               |   |
|---------------|---|
| Title:        | Bylaw 2025-12 Retention and Disposal of Records |
| Date:         | August 28, 2025                                 |
| Presented By: | Janie Freckelton                                |
| Attachments:  | Administration Recommendations                  |

|                                    |  |
|------------------------------------|--|
| Proposed Motion:                   | <i>Move to accept Bylaw 2025-12 Retention and Disposal of Records as information and bring back to council by September 10, 2025, Policies, Procedures</i> |
| Administrations Recommendation(s): | See attachment   |

**Background**

Bylaw 2025-12 replaces Bylaw 2001-01 and establishes a modernized framework for the retention, digitization, classification, and secure disposal of municipal records. It aligns with current legislative and regulatory requirements, including:

- **Municipal Government Act (MGA)**, Section 214 – which mandates that municipalities maintain and dispose of records in accordance with approved retention schedules.
- **Protection of Privacy Act (POPA)** – ensuring that personal information is securely managed and disposed of in compliance with privacy obligations.
- **Access to Information Act (ATIA)** – supporting transparency and public access to records while safeguarding sensitive information.
- **Provincial Retention and Scheduling of Records Standards** – incorporating standardized retention periods and classification codes as outlined by provincial guidelines for municipal records management.
- **ISO 13008:2022** – international standards for digital records conversion and migration, ensuring long-term accessibility and integrity.

**Issues**

- **Legacy Records:** Records previously marked “Do Not Destroy” must now be reclassified as “Permanent,” requiring updates to indexing systems.
- **Compliance Risk:** Without proper implementation, departments may inadvertently destroy records prematurely or retain transitory records unnecessarily.
- **Digital Integrity:** Ensuring that digitized records meet ISO standards and retain metadata and audit trails is critical for legal defensibility.
- **Operational Burden:** Departments must complete year-end filing, digitization, and metadata tagging, which may require additional training and resources.
- **Legislative Alignment:** Departments must ensure that retention schedules and disposal practices are consistent with provincial standards and legislative requirements under MGA, POPA, and ATIA.
- **Audit Preparedness:** Failure to align with provincial retention schedules may result in non-compliance findings during provincial audits or FOIP reviews.

## Interests

- **Council:** Ensuring legal compliance, transparency, and accountability in municipal operations.
- **Administration:** Streamlining workflows and reducing storage burdens while maintaining access to critical records.
- **Public:** Confidence in the municipality's ability to protect personal information and maintain historical records.
- **IT & Records Staff:** Clarity in roles and responsibilities, and access to tools and training to meet technical standards.

## Alternatives

1. **Full Implementation of Bylaw 2025-12**  
Proceed with training, system updates, and enforcement of the new retention and destruction protocols.
2. **Phased Implementation**  
Roll out the bylaw in stages, starting with high-risk departments (e.g., Finance, HR), followed by others.
3. **Policy Deferral**  
Delay implementation pending further review or resource allocation, maintaining current practices under Bylaw 2001-01.

## Analysis

- **Full implementation of Bylaw 2025-12** ensures alignment with provincial legislation and standards, reducing legal exposure and enhancing public trust.
- **Phased Implementation** allows for smoother transition and targeted support but risks inconsistent application across departments.
- **Deferral** maintains status quo but exposes the municipality to legal and operational risks, especially regarding digital records and FOIP compliance.
- The bylaw supports compliance with the **provincial records retention and disposition schedules**, which are critical for defensible recordkeeping and FOIP requests.

The bylaw provides robust mechanisms for oversight, including mandatory destruction certificates, centralized indexing, and annual audits. It also supports operational continuity through Laserfiche and SharePoint integration.

## Next Steps

- Council Approval of Bylaw 2025-12
- Develop and Distribute Training Materials for staff on classification, digitization, and destruction protocols.
- Update Laserfiche and SharePoint Systems to reflect new retention codes and metadata standards.
- Schedule Departmental Audits to assess readiness and identify gaps.
- Launch Year-End Filing Initiative with templates and guidance.
- Monitor Compliance through quarterly reporting and annual audits.

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Prepared by: Janie Freckelton, Document Conveyance and Programming Coordinator  
Reviewed by: Barry Kolenosky, Chief Administrative Officer  
Approved by: Barry Kolenosky, Chief Administrative Officer



**BYLAW 2025-12**

**A BYLAW OF THE MUNICIPAL DISTRICT OF LESSER SLAVE RIVER NO. 124 IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF PROVIDING REGULATIONS AND PROCEDURES FOR THE RETENTION AND DISPOSAL OF RECORDS**

**WHEREAS**, Section 214(2) of the Municipal Government Act, Chapter M-26.1, R.S.A. 1994, and amendments thereto, provides that a Council may pass a bylaw respecting the destruction of records and documents of the municipality;

**AND WHEREAS**, the Council of the Municipal District of Lesser Slave River No. 124 wishes to establish a comprehensive framework for the retention, digitization, classification, and disposition of municipal records in compliance with applicable legislation, standards, and best practices. Inclusive of correspondence, records, receipts, vouchers, instruments, notes, and other papers or alternative media records;

**NOW THEREFORE**, the Council of Municipal District of Lesser Slave River No. 124 in the Province of Alberta, duly assembled, enacts the following:

1. This Bylaw is enacted under the authority of:
  - a. Section 214 of the Municipal Government Act (MGA)
  - b. Access to Information Act (ATIA) and Protection of Privacy Act (POPA)
  - c. ISO 13008:2022 – Digital Records Conversion and Migration
  - d. Alberta Municipal Affairs Guidelines
2. That the following definitions shall apply in respect of this bylaw:
  - a. **Chief Administrative Officer (CAO):** The CAO is the senior municipal official responsible for oversight, approval, and enforcement of all record retention, destruction, and compliance activities.
  - b. **Record Officer:** The designated municipal staff member responsible for managing the lifecycle of municipal records, including classification, retention, secure destruction, certification, compliance, and audit.
  - c. **IT Security Officer:** The designated municipal staff member responsible for secure digital record management, including data sanitization, audit trails, certificate validation, and cybersecurity protocols.
  - d. **Administration:** Municipal staff responsible for supporting record management activities, including filing, indexing, and witnessing destruction events.
  - e. **Records:** All correspondences, ledgers, receipts, vouchers, instruments, maps, rolls, notes, or other documents, records, papers, or electronic records held by the Municipal District of Lesser Slave River No.124 in any form.
  - f. **Digitization:** The process of converting physical records to digital format in accordance with ISO 13008:2022.
  - g. **Disposition:** Final action taken on a record (destroy, archive, transfer).
  - h. **Transitory Record:** Records with short-term or no administrative, legal, fiscal, or historical value.
  - i. **Substantive Record:** Records with enduring value requiring retention.
3. Symbols
  - a. That when used in this bylaw and Schedule attached hereto, and in the operation of any records management systems of the Municipal District of Lesser Slave River, symbols shall be used to designate the form of retention or disposal as follows:
 

|   |           |
|---|-----------|
| D | Destroy   |
| P | Permanent |
| R | Review    |

Note: All records previously labeled with the disposition code D (Do Not Destroy) shall be grandfathered under the new disposition code P (Permanent).



## **BYLAW 2025-12**

### **4. Retention, Disposition and Schedule Adoption**

- a. The Chief Administrative Officer (CAO) and/or the Record Officer is authorized to retain municipal records beyond their scheduled disposition period where litigation, investigation, or other legal proceedings are reasonably anticipated. Such decisions must be documented in the retention index and flagged within the municipality's digital records management system by the IT Security Officer.
- b. In accordance with the Access to Information Act (ATIA), all records that inform decisions affecting individuals must be retained for a minimum period of one (1) year from the date of final action or decision.
- c. Records designated for destruction must be disposed of in accordance with approved procedures. No duplicate or residual copies shall be retained following authorized destruction.
- d. Records classified as Permanent (P) must be preserved indefinitely, except where the original record has been digitized and stored in a compliant system that meets the standards set forth in ISO 13008:2022 and applicable legislation.
- e. Schedule 'A' is hereby adopted as the official retention and destruction schedule of the Municipal District and shall govern the classification, retention period, and disposition method for all municipal records.
- f. All municipal records must be retained or disposed of strictly in accordance with the provisions outlined in Schedule 'A', subject to any applicable legislative or regulatory requirements.

### **5. Destruction Procedures and Certification**

- a. The destruction of municipal records must be conducted in a secure and documented manner, in accordance with applicable legislation and approved procedures.
- b. The Record Officer shall issue a written certification for each destruction event, referencing the applicable retention schedule and item. This certification must confirm that the destruction was authorized, complete, and compliant with the municipality's records management policies and legal obligations.
- c. The IT Security Officer shall validate the destruction of digital records by confirming the use of secure and verifiable methods, including but not limited to cryptographic erasure, overwriting, or degaussing. The Officer shall also maintain tamper-proof audit logs documenting all destruction activities, in accordance with the standards prescribed under the Access to Information Act (ATIA), the Protection of Privacy Act (POPA), and ISO 13008:2022.
- d. All destruction events must be observed and attested to by a municipal staff member who is not directly involved in the destruction process. A written attestation shall be completed and permanently preserved, detailing the date, time, method of destruction, personnel involved, and reference to the applicable retention schedule.

### **6. Index and Inventory**

- a. The Record Officer shall maintain a permanent and centralized index of all municipal records that have been lawfully destroyed. This index must include comprehensive metadata for each record, including the record title, classification code, format (physical or digital), date and method of destruction, personnel involved, and reference to the applicable retention schedule as outlined in Schedule 'A'.
- b. A centralized inventory of all active and archived municipal records shall be maintained and updated on a regular basis. This inventory shall enable all departments to accurately track the status, location, and disposition of records, thereby reducing duplication, enhancing accessibility, and supporting operational continuity in accordance with the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA).
- c. The IT Security Officer shall maintain secure, tamper-proof audit trails documenting all actions performed on digital records, including access, modification, and deletion. These audit logs must be backed up in accordance with approved retention protocols and preserved for the duration specified in the applicable retention schedule. All audit trail procedures must comply with POPA, ATIA, and ISO 13008:2022 standards governing digital record integrity and lifecycle management.



## **BYLAW 2025-12**

### **7. Security and Storage**

- a. The Chief Administrative Officer (CAO) shall exercise oversight over the municipality's records storage framework, ensuring that all systems and procedures uphold the principles of integrity, confidentiality, and statutory compliance.
- b. The Record Officer shall be responsible for the secure storage of physical records. This includes implementing appropriate environmental controls, access restrictions, and classification protocols to safeguard records against unauthorized access, deterioration, or loss.
- c. The IT Security Officer shall ensure the secure storage of digital records by applying encryption standards, access control mechanisms, and routine backup procedures. All digital storage practices must comply with the requirements set forth in the Access to Information Act (ATIA), the Protection of Privacy Act (POPA), and ISO 13008:2022, ensuring the long-term preservation, integrity, and recoverability of electronic records.

### **8. Digitization and Physical Record Destruction**

- a. Physical records may be eligible for destruction following digitization, provided that the following conditions are met:
  - i. The digital reproductions conform to the standards set forth in ISO 13008:2022 – Digital Records Conversion and Migration.
  - ii. All associated metadata and audit trails are preserved to ensure authenticity, reliability, and traceability.
  - iii. A Destruction Certificate is duly executed and permanently retained in the municipal records system.
- b. The Chief Administrative Officer (CAO) shall approve the destruction process as the senior authority responsible for oversight of the municipality's records management program. Such approval shall ensure strategic accountability and confirm that all destruction decisions are consistent with applicable legal, operational, and governance standards.
- c. The IT Security Officer shall validate digital compliance by confirming that digital records are destroyed using secure and verifiable methods, including but not limited to overwriting, cryptographic erasure, or degaussing. This validation must align with ISO 13008:2022, which prescribes procedures for maintaining the integrity and usability of digital records throughout their lifecycle. Validation shall include confirmation that metadata and audit trails remain intact and that the digital destruction is irreversible.
- d. The CAO approves the process as the senior authority responsible for oversight of the municipality's records management program. This approval provides strategic accountability and ensures that destruction decisions are aligned with legal, operational, and governance standards.

### **9. Year-End Filing and Flow of Information**

- a. The Record Officer shall exercise oversight over the indexing of municipal records. The IT Security Officer shall be responsible for ensuring the integrity, security, and operational continuity of all digital recordkeeping systems.
- b. Each municipal department is required to complete the Year-End Filing Template, index all applicable records, convert physical records to digital format where appropriate, and upload finalized records to the designated electronic records management system (Laserfiche), in accordance with approved retention schedules.
- c. Draft and work-in-progress documents shall be managed within the SharePoint platform, utilizing version control protocols to ensure accurate tracking of revisions and compliance with internal documentation standards.
- d. Finalized records shall be securely stored in Laserfiche, accompanied by complete metadata and retention classifications, in accordance with the Access to Information Act (ATIA), the Protection of Privacy Act (POPA), and ISO 13008:2022 standards for digital records conversion and lifecycle management.



## **BYLAW 2025-12**

### **10. Email, Digital and Hard Copy Management**

- a. All email communications shall be classified in accordance with their administrative, legal, fiscal, or historical value, as follows:
  - i. Transitory Records: Emails deemed to have no enduring value shall be securely deleted once their immediate purpose has been fulfilled.
  - ii. Substantive Records: Emails containing information of lasting significance shall be retained in accordance with the applicable retention schedule and classified accordingly.
- b. Email records shall be archived in a manner that ensures they are fully searchable, retrievable, and compliant with metadata and indexing standards prescribed under the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA).
- c. Physical records shall be indexed using standardized classification codes, securely stored in designated municipal facilities, and subject to annual review to confirm retention status and compliance with approved schedules.

### **11. Secured On-Site and Digital Destruction**

- a. Physical records that have been approved for destruction shall be disposed of securely on municipal premises using one or more of the following authorized methods:
  - i. Cross-cut shredding equipment that meets provincial privacy and security standards;
  - ii. Incineration, where permitted by applicable environmental and municipal regulations;
  - iii. Contracted mobile shredding services that are certified to handle confidential municipal records in accordance with legislative requirements.
- b. Digital records approved for destruction shall be securely deleted using industry-recognized data sanitization methods, including:
  - i. Overwriting of data using multiple-pass algorithms;
  - ii. Cryptographic erasure, rendering data irretrievable through key destruction;
  - iii. Degaussing, where applicable, to eliminate magnetic storage traces.
- c. Only designated municipal personnel authorized by the Chief Administrative Officer (CAO) may conduct or supervise destruction activities. All destruction events must be witnessed by a staff member who is not directly involved in the process. A Destruction Certificate shall be completed for each event, documenting the date, time, location, method of destruction, personnel involved, and reference to the applicable retention schedule. This certificate shall be permanently preserved in the municipality's official records system in accordance with the Access to Information Act (ATIA), the Protection of Privacy Act (POPA), and ISO 13008:2022 standards.

### **12. Compliance, Audit, and Enforcement**

- a. The municipality shall conduct annual audits to verify compliance with approved retention schedules, destruction protocols, metadata standards, and accessibility requirements. These audits must be documented and reviewed in accordance with applicable legislation, including the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA).
- b. The Record Officer shall be responsible for executing the audit process, including the review of physical and procedural compliance. The IT Security Officer shall verify digital compliance, ensuring that electronic records management systems meet statutory and technical standards for integrity, security, and traceability.
- c. Any instance of non-compliance with this bylaw or associated policy or procedures may result in disciplinary action, subject to the municipality's internal governance policies. All violations shall be formally reported to Council by the Record Officer, accompanied by supporting documentation and recommended corrective measures.

Bylaw 2001-01 and the attached schedules are hereby rescinded.

This Bylaw takes effect immediately on **Month, Day, Year**.

**READ** a first time this \_\_\_\_ day of August 2025



**BYLAW 2025-12**

**READ** a second time this \_\_\_\_ day of August 2025

**APPROVED UNANIMOUSLY** this \_\_\_\_ day of August 2025

**READ** a third and final time this \_\_\_\_ day of August, 2025

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Murray Kerik, Reeve

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Barry Kolenosky, Chief Administrative Officer

DRAFT

**BYLAW 2025-12 - RECORDS RETENTION  
SCHEDULE "A"**

| <u>Subject</u>                 | <u>Description</u>                            | <u>Years to Be Kept</u> |
|--------------------------------|---|-------------------------|
| Accountants                    | Working Papers                                | 7                       |
| Accounts                       | Paid (summary sheet)                          | 7                       |
|                                | Payable vouchers                              | 7                       |
|                                | Receivable Duplicate Invoices                 | 1                       |
|                                | Reports (not part of minutes)                 | 5                       |
| Administration                 | As Per Legislation                            | 7                       |
| Advertising                    | General                                       | 2                       |
|                                | As Per Legislation                            | 7                       |
| Agendas                        | Part of Minutes                               | P                       |
| Agreements                     | General                                       | 12                      |
|                                | Development                                   | P                       |
|                                | Major Legal                                   | P                       |
|                                | Minor Legal                                   | 12                      |
| Agricultural Services          | Environment Permits/Licenses                  | 7                       |
|                                | Pesticide Application Records                 | 7                       |
|                                | Weed Control Notices                          | 7                       |
| Annexations                    | Correspondence                                | P                       |
|                                | Final Order                                   | P                       |
| Annual Reports                 |   | P                       |
| Annual Reports<br>Applications | Local Boards                                  | P                       |
|                                | Site Plan approval                            | 12                      |
|                                | Subdivision (after final approval)            | 12                      |
|                                | Part-time Employees (after end of employment) | 12                      |
| Appointments                   | Other Than Those in Minutes                   | 12                      |
| Assessment                     | Rolls   | P                       |
|                                | Assessment Review                             | 10                      |
|                                | Board (ARB) Minutes                           | P                       |
|                                | ARB Work File                                 | 10                      |
|                                | Appeals                                       | 12                      |
|                                | ARB Records                                   | 7                       |
|                                | Duplicate roll                                | 10                      |
|                                | Review Court Records                          | 10                      |
|                                | Appeal Board File                             | 10                      |
|                                | Capital Asset Records                         | LOA +10                 |
|                                | Asset Inventory                               | 10                      |
| "Tangible Capital Assets       | LOA +10                                       |                         |
|                                | Records of Surplus                            | 5                       |
|                                | Temporary Files                               | U                       |
| Bank                           | Deposit Books                                 | 7                       |
|                                | Deposit Slips                                 | 7                       |
|                                | Memos (Credit/Debit)                          | 7                       |
|                                | Reconciliations                               | 7                       |
|                                | Statements                                    | 7                       |

# AGENDA ITEM #6.1

|   |  |     |
|---|--|-----|
| Boards  | Minutes                                      | P   |
|   | Authority & Structure                        | P   |
|   | Correspondence                               | 7   |
| Briefings/Reports                             | To Council                                   | 7   |
| Borrow Pit                                    | Approval Documents                           | 12  |
|   | Water Act License (if applicable)            | 12  |
|   | Environmental Impact Assessments             | P   |
| Budgets                                       | Operating (in minutes)                       | P   |
|   | Capital (in minutes)                         | P   |
|   | Working Papers                               | 3   |
| Bylaws  | All  | P   |
| Cash  | Receipts Journal                             | 7   |
|   | Disbursements Journal                        | 7   |
|   | Duplicate Receipts                           | 7   |
| Certificates                                  | Of Title                                     | P   |
| Census  | Reports                                      | 12  |
| Cheques                                       | Cancelled (paid)                             | 7   |
|   | Register                                     | 7   |
|   | Stubs  | 7   |
| Claims  | Notice of                                    | 12  |
|   | Statements of                                | 12  |
| Committee                                     | Minutes                                      | P   |
| Compensation                                  | Records                                      | 10  |
| Computer Cards                                |  | 1   |
| Contracts                                     | Files (completion of)                        | 12  |
|   | Forms  | 12  |
|   | Major Legal                                  | 12  |
|   | Minor Legal                                  | 12  |
| Council                                       | Minutes                                      | P   |
| Court Cases                                   |  | 12  |
| Destroyed Records Index                       |  | P   |
| Disaster Recovery and<br>Emergency Management | Emergency Management Plans (MEPs)            | S/O |
|   | Disaster Recovery Program (DRP) Applications | 10  |
|   | Incident Reports and Logs                    | 10  |
|   | Emergency Exercises and Training Records     | 7   |
|   | Mutual Aid Agreements                        | 7   |
|   | Public Communications and Alerts             | 5   |
|   | Damage Assessments and Recovery Reports      | 10  |
| Documents                                     | Not Part of Bylaws                           | 12  |
|   | Transitory Records                           | NLN |
|   | Routine Correspondence                       | 3   |
|   | Administrative Records                       | 7   |
|   | Financial Records                            | 10  |
|   | Human Resources Files                        | 10  |
|   | Legal Services Files                         | 10  |
|   | Event Planning Files                         | 7   |
|   | Agreements Major Legal                       | 12  |
|   | Agreements Minor Legal                       | 12  |
|   | Contracts Legal                              | 12  |

# AGENDA ITEM #6.1

|                      |  |                                 |
|----------------------|--|---------------------------------|
|                      | Easements                                  | P                               |
|                      | Leases (after expiration)                  | 10                              |
|                      | Notices of Change of land Titles           | P                               |
| Elections            | Nomination Papers                          | 6                               |
|                      | Ballot Box Contents                        | 3                               |
| Engineering          | Drawings                                   | P                               |
| Employee Benefits    | A.H.C., Blue Cross, Dental, etc.           | 7                               |
|                      | W.C.B. Claims                              | 10                              |
| Employees            | Job applications (hired)                   | DOE +7                          |
|                      | Job Application (not hired)                | 1                               |
|                      | Job Descriptions                           | DOE +7                          |
|                      | Oaths of Office                            | P                               |
|                      | Personnel File                             | DOE +7                          |
| Financial Statements | Interim                                    | 10                              |
| Fleet                | Vehicle Maintenance Logs                   | 2                               |
|                      | Trip Inspection Reports                    | 6                               |
|                      | Fleet Inventory Records                    | S/O                             |
|                      | Fuel & Usage Logs                          | 7                               |
|                      | Vehicle Acquisition & Disposal Records     | 7                               |
|                      | Fleet Maintenance Program                  | S/O                             |
|                      | Commercial Vehicle Inspection Certificates | 2                               |
|                      | Driver Assignment Logs                     | 2                               |
|                      | Fleet Insurance Records                    | 7                               |
| Health/Safety        | Fleet Budget & Planning Files              | 7                               |
|                      | Workplace Inspection Reports               | 2                               |
|                      | Safety Committee Meeting Minutes           | 2                               |
|                      | Incident/Accident Reports                  | 5                               |
|                      | Hazard Assessments                         | 5                               |
|                      | Confined Space Entry Records               | Incident - 2<br>No Incident - 1 |
|                      | Training Records                           | 5                               |
|                      | Emergency Response Plans                   | S/O                             |
|                      | Medical Surveillance Records               | 40                              |
|                      | Lockout/Tagout Documentation               | 5                               |
|                      | Air Quality & Environmental Testing        | 10                              |
|                      | Working Papers                             | 7                               |
|                      | final                                      | P                               |
| Franchises           |  | LOA+15                          |
| Income Tax           | Deductions                                 | 7                               |
|                      | TD1  | 7                               |
|                      | T4   | 7                               |
|                      | T4 Summaries                               | 7                               |
| Inquiries            | From the Public                            | 3                               |
| Insurance            | Claims                                     | 12                              |
|                      | Records (after expiration)                 | 12                              |
|                      | Insurance Policies (General)               | 7                               |
|                      | Certificates of Insurance                  | 2                               |
|                      | Risk Management Reports                    | 7                               |
|                      | Insurance Binders and Quotations           | 2                               |
|                      | Insurance Appraisals                       | 10                              |
| Land                 | Appraisals                                 | 10                              |

# AGENDA ITEM #6.1

|                     |  |               |
|---------------------|--|---------------|
|                     | Land Exchange Agreements                 | P             |
|                     | Council Resolutions Authorizing Exchange | P             |
|                     | Supporting Legal Correspondence          | 12            |
|                     | Land Title Transfer Documents            | P             |
|                     | Maps and Site Plans (Final)              | P             |
|                     | Drafts and Working Files                 | 5             |
| Leases              | After Expiration                         | 7             |
| Legal               | Opinions                                 | 12            |
|                     | Proceedings                              | 12            |
| Legislation         | Acts (after superseded)                  | 10            |
| Licenses            | Applications                             | 3             |
|                     | Business (after expired)                 | 5             |
|                     | Literature                               | 2             |
| Local Improvements  | General                                  | 12            |
|                     | Final Orders                             | P             |
|                     | Correspondence                           | 7             |
|                     | Petitions                                | 12            |
| Maps/GIS            | Financial Records                        | 7             |
|                     | Base (original)                          | P             |
|                     | Contour                                  | P             |
|                     | Official Municipal Maps (Approved)       | P             |
|                     | Planning and Development Maps            | S/O           |
|                     | Utility and Infrastructure Maps          | S/O           |
|                     | Emergency and Response Maps              | S/O           |
|                     | Draft and Working Maps                   | 5             |
|                     | Official (Engineering, Planning, Zoning) | P             |
|                     | Drafts or Working Copies                 | S/O           |
|                     | Promotional or Public Use                | 2             |
|                     | GIS Data Sets                            | P             |
|                     | Aerial Photos and Satellite Imagery      | 10            |
|                     | Metadata Records                         | S/O           |
|                     | GIS Project Files (Working)              | 5             |
|                     | Web Mapping Applications                 | S/O           |
|                     | Geospatial Imagery (Orthophotos, LiDAR)  | S/O           |
| Maintenance Reports | General                                  | 7             |
|                     | Major Projects                           | 12            |
|                     | Maintenance Work Orders                  | 5             |
|                     | Preventive Maintenance Schedules         | 5             |
|                     | Safety Related                           | 10            |
| Minutes             | Council                                  | P             |
|                     | Boards                                   | P             |
|                     | Committees                               | P             |
| Monthly Reports     | Road                                     | 7             |
| Municipal Affairs   | Annual Reports                           | P             |
| Electronic          | Official Records                         | Same as Paper |
| Organization        | Structure & Records                      | P             |
|                     | Organizational Charts                    | P             |
|                     | Departmental Directories                 | 2             |
|                     | Governance Frameworks                    | P             |
| Payroll             | Garnishees                               | 7             |
|                     | Individual Earning Records               | 7             |

# AGENDA ITEM #6.1

|                     |   |     |
|---------------------|---|-----|
|                     | Journal   | 7   |
|                     | Time Cards - Time Sheets (Daily/Weekly), Overtime           | 7   |
|                     | Employment Insurance Records                                | 7   |
|                     | Electronic Records  | 7   |
|                     | Payroll Registeries/Summaries                               | 7   |
|                     | T4 Slips/Tax Forms  | 7   |
| Permits             | Development Permits – Major Legal                           | 12  |
|                     | Development Permits – Minor Legal                           | 7   |
|                     | Development Permits – Site Plan Approval                    | 12  |
|                     | Development Permits – Subdivision (after final approval)    | 12  |
| Petitions           | Petitions – Council-Received                                | 10  |
|                     | Petitions – Informal or Non-Statutory                       | 3   |
|                     | Petition Sufficiency Review Records                         | 10  |
|                     | Petition-Related Correspondence                             | 5   |
| Plans               | Policy/Bylaw Related Official                               | P   |
|                     | Land Use/Development Official                               | P   |
|                     | Environmental/Sustainability Official                       | 10  |
|                     | Municipal Development Plan (MDP) Official                   | P   |
|                     | Area Structure Plan (ASP) Official                          | P   |
|                     | Intermunicipal Development Plan (IDP) Official              | P   |
|                     | Growth Management Plan Official                             | 10  |
|                     | Environmental Sustainability Plan Official                  | 10  |
|                     | Policy/Bylaw Related Plan Amendment                         | 11  |
|                     | Land Use/Development Plan Amendment                         | P   |
|                     | Environmental/Sustainability Plan Amendment                 | 10  |
|                     | Municipal Development Plan (MDP) Amendment                  | P   |
|                     | Area Structure Plan (ASP) Plan Amendment                    | P   |
|                     | Intermunicipal Development Plan (IDP) Amendment             | P   |
|                     | Growth Management Plan Amendment                            | 10  |
|                     | Environmental Sustainability Plan Amendment                 | 10  |
| Oil and Gas         | Drilling Notification Letters                               | 12  |
|                     | Seismic Activity Notifications                              | 12  |
|                     | Regulatory Correspondence (AER)                             | 12  |
|                     | Emergency Response Plans (related to drilling/seismic)      | S/O |
|                     | Draft Notifications and Internal Memos                      | 2   |
|                     | Pipeline Notification Letters                               | 12  |
|                     | Oil Well Notification Letters                               | 12  |
|                     | Regulatory Correspondence (AER)                             | 12  |
|                     | Emergency Response Plans (related to energy infrastructure) | S/O |
| Policy              | Active  | S/O |
|                     | Superseded  | 12  |
|                     | Policy Development Records                                  | 5   |
| Progress            | Project   | 7   |
|                     | Under Contract (Final Payment)                              | 7   |
| Property            | Property Files  | P   |
| Prosecution         | All   | 11  |
| Protective Services | Court Briefs (Final)  | 7   |
|                     | Supporting Evidence Files                                   | 7   |
|                     | Officer Notes and Reports                                   | 7   |
|                     | Court Outcome Records                                       | p   |
|                     | Draft Briefs and Internal Memos                             | 2   |

# AGENDA ITEM #6.1

|                        |  |            |
|------------------------|--|------------|
|                        | Dog Licenses   | 3          |
|                        | Poison Control Forms                                 | 5          |
|                        | Municipal Violation Tickets                          | 7          |
|                        | Provincial Violation Tickets                         | 7          |
|                        | Animal Control Incident Reports                      | 7          |
|                        | Protective Services Logs                             | 3          |
|                        | Court Disposition Records                            | 10         |
|                        | Enforcement Policies & Procedures                    | S/O        |
| Publications           | Local Reports  | 5          |
| Purchase               | Land   | P          |
| Receipts               | Books  | 7          |
|                        | Reception & Special Events (Non-Historic)            | 2          |
| Reports                | Accident   | 7          |
|                        | Accident Statistics                                  | 7          |
|                        | Field  | 7          |
| Requisitions           | Copies   | 2          |
|                        | Duplicate  | 2          |
| Reports                | Paid   | 7          |
| Resolutions            | Minutes  | P          |
| Subdivision            | After Final Approval                                 | 12         |
| Street                 | Sign Inventory Register                              | 7          |
| Surveys                | Registered Survey Plans                              | P          |
|                        | Field Notes and Evidence Reports                     | 12         |
|                        | Surveyor's Reports and Certifications                | P          |
|                        | Draft Survey Plans and Working Files                 | 5          |
|                        | GIS-Integrated Survey Data                           | S/O        |
| Tax & Assessment Rolls | Alberta Gazette                                      | 7          |
|                        | Assessment & Tax Notices                             | 7          |
|                        | Assessment Review Board Working Files                | 7          |
|                        | Assessment Review Board Minutes                      | P          |
|                        | Assessment Summary Sheets (after expiration)         | 7          |
|                        | Arrears  | 7          |
|                        | Collection/Sheriff Correspondence (after completion) | 7          |
|                        | Declaration of Other Interests (after removal)       | 2          |
|                        | Foundation Requisitions & Working Papers             | 7          |
|                        | Local Improvements Records                           | P          |
|                        | Mill rate Calculations & Working Papers              | 7          |
|                        | Municipal Government Board Correspondence/Decisions  | P          |
|                        | Oilwell Drilling Notices                             | 7          |
|                        | Rolls  | P          |
|                        | Recovery Records                                     | 7          |
|                        | Returned Mail  | until paid |
|                        | Final Billing  | 7          |
|                        | Municipal Credits                                    | 7          |
|                        | Rolls (Duplicate)                                    | P          |
|                        | Sale Deeds   | P          |
|                        | School Support Letters                               | until sold |
|                        | School Requisitions & Working Papers                 | 7          |
|                        | Tax Roll Trial Balance                               | 7          |
|                        | Tax Certificates                                     | 7          |
|                        | Tax Notification/Discharge Letters (after discharge) | 7          |

|                |  |     |
|----------------|--|-----|
|                | Tax Payment Agreements                     | 7   |
|                | Tax Recovery Records                       | P   |
|                | Caveats                                    | P   |
|                | Writs                                      | 11  |
| Termination    | Termination – Employees                    | 7   |
| Tenders        | Files                                      | 7   |
|                | Successful                                 | 7   |
|                | Purchase Quotations                        | 2   |
|                | Unsuccessful                               | 2   |
| Traffic        | Streets                                    | 7   |
|                | Training and Development Files             | 7   |
| Trail          | Monthly                                    | 7   |
|                | Year End                                   | 7   |
| Transportation | Integrity Documentation                    | 10  |
|                | Equipment Records                          | 10  |
|                | Funding Documentation                      | 7   |
|                | Grant Records                              | 10  |
|                | Truck Gravel Program Records               | 7   |
|                | Haul Cards                                 | 3   |
|                | Bridge Design and Engineering Plans        | P   |
|                | Inspection and Maintenance Reports         | 12  |
|                | Bridge Construction Contracts              | 10  |
|                | Environmental and Geotechnical Assessments | P   |
|                | Bridge Asset Inventory Records             | S/O |
|                | Drafts and Internal Memos                  | 2   |
| Utilities      | Powerline Extensions                       | 7   |
|                | Utility Infrastructure Plans               | P   |
|                | Water Quality Monitoring Records           | 5   |
|                | Sewer Maintenance Logs                     | 7   |
|                | Infrastructure Asset Records               | 20  |
|                | Water Treatment Facility Records           | P   |
|                | Utility Agreements                         | 12  |
|                | Infrastructure Project Files               | 7   |
|                | Water/Sewer Complaint Records              | 3   |
|                | Utility Billing Records                    | 7   |
|                | Emergency Response Plans                   | S/O |
| Vendor         | Acknowledgments                            | 2   |
|                | Contracts                                  | 7   |
|                | Vendors/Suppliers – Files                  | 7   |
|                | Duplicate                                  | 7   |
| Water/Sewer    | Annual Water Testing Summaries & Reports   | P   |
|                | As-Builts                                  | P   |
|                | Effluent Analysis Reports                  | P   |
|                | Levy & Month End Reports                   | 7   |
|                | License to Operate                         | 7   |
|                | Meter Characteristics                      | 7   |
|                | Meter Readings                             | 5   |
|                | Notices of Connection/Disconnection        | 5   |
|                | Studies and Design Reports                 | P   |
|                | Utility Accounts                           | 7   |
|                | Utility Bills                              | 7   |

|                     |                         |     |
|---------------------|-------------------------|-----|
| Waste Management    | Water Test Results      | 10  |
|                     | Studies & Reports       | P   |
|                     | Environmental Approvals | P   |
|                     | Landfill Design         | P   |
|                     | Operation Records       | P   |
|                     | Monitoring Well Reports | P   |
|                     | Reclamations            | P   |
| Weed Control Report | Until Updated           | S/O |
| Zoning              | Bylaws                  | P   |
|                     | Bylaw Enforcement       | 7   |

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**Lesser Slave River**

**Council Briefing**

|               |  |
|---------------|--|
| Title:        | Municipal Records Management Framework |
| Date:         | August 28, 2025                        |
| Presented By: | Janie Freckelton                       |
| Attachments:  | Multiple Policies and Procedures       |

|                                    |   |
|------------------------------------|---|
| Proposed Motion:                   | <i>Move to accept Municipal Records Management Framework as information and bring back to council by September 10, 2025</i> |
| Administrations Recommendation(s): | See attachment  |

**Background**

The Municipal District has developed a comprehensive records management framework to ensure compliance with the Protection of Privacy Act (POPA), Access to Information Act (ATIA), and the Municipal Government Act (MGA). This framework includes twelve interrelated policies and procedures covering the lifecycle of municipal records—from creation and classification to storage, digitization, and destruction.

The framework is designed to:

- Support operational efficiency
- Ensure legal and regulatory compliance
- Protect personal and sensitive information
- Enable transparent and accountable governance

**Issues**

- Inconsistent application of retention schedules and metadata standards across departments
- Lack of centralized oversight for destruction events and digital sanitization
- Risk of non-compliance with FOIP, POPA, and ATIA due to improper email and document handling
- Limited staff training on version control, indexing, and secure storage systems
- Absence of formal Council endorsement of the integrated framework

**Interests**

- Council: Ensuring legal defensibility, transparency, and public trust
- Administration: Streamlining workflows and reducing liability
- Records Management: Enforcing retention schedules and audit readiness
- IT and Privacy Officers: Securing digital assets and ensuring privacy compliance
- Departments: Clarifying responsibilities and improving access to records

**Alternatives**

1. **Status Quo:** Continue with informal or department-specific practices (high risk of non-compliance)
2. **Partial Adoption:** Implement select procedures without full integration (limited effectiveness)

3. **Full Framework Endorsement:** Adopt all twelve policies and procedures as a unified municipal standard (recommended)

## Analysis

The framework provides:

- **Clear roles and responsibilities** for staff, managers, and contractors (ADM-12-34)
- **Designated systems** for record storage and collaboration (ADM-12-33, ADM-12-35.08)
- **Standardized procedures** for retention, disposition, and destruction (ADM-12-35.01, ADM-12-35.02, ADM-12-35.07)
- **Secure digital destruction protocols** aligned with NIST and ISO standards (ADM-12-35.05)
- **Metadata tagging and versioning** for digital documents (ADM-12-35.04)
- **Email management** aligned with FOIP and retention schedules (ADM-12-35.03)
- **Inventory and indexing procedures** for discoverability and audit readiness (ADM-12-35.06)

The framework is scalable, legally sound, and operationally efficient. It supports both physical and digital records and integrates with existing systems like Laserfiche and SharePoint.

## Next Steps

- Council Endorsement of the full records management framework
- Formal Adoption of Laserfiche as the official system of record
- Departmental Training on metadata tagging, versioning, and destruction protocols
- Annual Audit Schedule to verify compliance and identify gaps
- Policy Publication on the municipal website for transparency
- Ongoing Review of procedures in response to legislative updates

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Prepared by: Janie Freckelton, Document Conveyance and Programming Coordinator  
Reviewed by: Barry Kolenosky, Chief Administrative Officer  
Approved by: Barry Kolenosky, Chief Administrative Officer

MD of LESSER SLAVE RIVER

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|   |  |
|---|--|
| <b>POLICY TITLE:</b> Compliant Systems for Record Storage | <b>POLICY NO.:</b> ADM-12-33                           |
| <b>RESOLUTION:</b> Click or tap here to enter text.       | <b>EFFECTIVE DATE:</b> Click or tap to enter a date.   |
| <b>DEPARTMENT RESPONSIBLE:</b> Central Services           | <b>NEXT REVIEW DATE:</b> Click or tap to enter a date. |

### POLICY STATEMENT:

This policy outlines the standards and approved systems for storing original municipal records in compliance with the Freedom of Information and Protection of Privacy Act (FOIP) and ISO 13008:2022. It ensures that all digital and physical records are preserved in systems that maintain authenticity, reliability, usability, and integrity over time.

### CORE COMPLIANCE REQUIREMENTS

To be considered compliant, a record storage system must preserve the following attributes:

- Authenticity: Provenance and integrity of the record.
- Reliability: Trustworthiness as evidence of transactions.
- Usability: Accessibility and readability over time.
- Integrity: Protection against unauthorized alteration.

### EXAMPLES OF COMPLIANT SYSTEMS

The following systems are recognized as compliant when properly configured:

1. Laserfiche
  - Supports metadata tagging, audit trails, version control, and secure access.
  - FOIP-compliant when configured with encryption and retention policies.
2. SharePoint (with Records Management features)
  - Can be compliant if integrated with retention schedules, access controls, and audit logging.
  - Requires configuration to meet ISO 13008 standards for digital continuity.
3. OpenText Content Suite
  - Enterprise-grade document and records management system.
  - Supports long-term preservation, classification, and secure destruction workflows.
4. DocuWare
  - Offers secure storage, workflow automation, and compliance tracking.
  - Suitable for both temporary and permanent digital records.
5. Trusted Digital Repositories (TDRs)
  - Systems designed specifically for long-term digital preservation.
  - Must meet criteria for trustworthiness, such as those outlined in ISO 16363.

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- 6. Municipal Cloud Services (e.g., Microsoft Azure, AWS with compliance layers)
  - Must be configured with encryption, access controls, and retention enforcement.
  - Requires documented procedures for migration and destruction.

## DESIGNATED SYSTEMS FOR RECORD MANAGEMENT

The Municipal District of Lesser Slave River designates Laserfiche as the official system for storing finalized and approved municipal records. Laserfiche supports secure storage, metadata tagging, audit trails, and long-term retention in compliance with FOIP and ISO 13008 standards.

SharePoint is designated for managing work-in-progress documents. It provides version control, collaborative editing, and temporary storage prior to finalization. Once documents are finalized, they must be transferred to Laserfiche for official retention.

**SPECIAL NOTES/CROSS-REFERENCE:** Click or tap here to enter text.

**AMENDMENT DATE:** 2023-09-22



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| <b>POLICY TITLE:</b> Authorized Personnel for Municipal Record Destruction | <b>POLICY NO.:</b> ADM-12-34                           |
| <b>RESOLUTION:</b> Click or tap here to enter text.                        | <b>EFFECTIVE DATE:</b> Click or tap to enter a date.   |
| <b>DEPARTMENT RESPONSIBLE:</b> Central Services                            | <b>NEXT REVIEW DATE:</b> Click or tap to enter a date. |

### POLICY STATEMENT:

This policy outlines the standard municipal roles authorized to oversee or conduct the destruction of physical and digital records. It defines responsibilities, compliance expectations, and procedural integrity to ensure secure and lawful record disposition.

### AUTHORIZED PERSONNEL ROLES AND RESPONSIBILITIES

#### Chief Administrative Officer (CAO)

- Provides final approval for destruction procedures.
- Ensures compliance with municipal bylaws and applicable legislation.

#### Records Officer / Records Manager

- Oversees the records retention schedule.
- Coordinates destruction events and maintains documentation.
- Certifies destruction and retains certificates.

#### Information Technology (IT) Manager / IT Security Officer

- Responsible for secure digital destruction.
- Ensures compliance with data sanitization standards (e.g., NIST, DoD).
- Maintains audit trails and system logs.

#### Department Heads / Directors

- Authorize destruction of departmental records.
- - Ensure records are reviewed and eligible for destruction.

#### FOIP Coordinator / Privacy Officer

- Verifies that destruction complies with privacy legislation.
- Ensures sensitive information is securely handled.

#### Administrative Support Staff (Designated)

- May assist with physical destruction under supervision.

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- Participate as witnesses in destruction events.
- Legal Counsel (as needed)**
- Advises on destruction during litigation holds or legal reviews.
  - Ensures legal defensibility of destruction actions.

- External Contractors (e.g., Shredding Services)**
- Must be vetted and approved.
  - Required to sign confidentiality and compliance agreements.
  - Must provide certificates of destruction.

**SPECIAL NOTES/CROSS-REFERENCE:** Click or tap here to enter text.

**AMENDMENT DATE:** Click or tap to enter a date.



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|   |  |
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| <b>POLICY TITLE:</b> Municipal Records Retention and Disposal | <b>POLICY NO.:</b> ADM-12-35                           |
| <b>RESOLUTION:</b> Click or tap here to enter text.           | <b>EFFECTIVE DATE:</b> Click or tap to enter a date.   |
| <b>DEPARTMENT RESPONSIBLE:</b> Central Services               | <b>NEXT REVIEW DATE:</b> Click or tap to enter a date. |

### POLICY STATEMENT:

This policy establishes procedures for the classification, retention, digitization, and secure disposal of municipal records to ensure compliance with legal, operational, and governance standards.

### DEFINITIONS

**Records:** All physical and digital documents created or received by the municipality.

**Transitory Records:** Short-term records with no enduring value.

**Substantive Records:** Records with long-term administrative, legal, fiscal, or historical value.

**Disposition Codes:**

- D – Destroy
- P – Permanent
- R – Review

### ROLES AND RESPONSIBILITIES

**Chief Administrative Officer (CAO):** Oversight and final approval of all retention and destruction activities.

**Record Officer:** Manages the lifecycle of records, including classification, retention, and certification of destruction.

**IT Security Officer:** Ensures secure digital recordkeeping, validates destruction methods, and maintains audit trails.

**Administration Staff:** Supports filing, indexing, and witnessing destruction events.

### PRINCIPLE

To uphold transparency, accountability, and operational efficiency by ensuring that all municipal records are accurately classified, securely retained, and lawfully disposed of in accordance with legislative requirements, technological standards, and ethical governance practices.

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## Retention and Disposition

- Records must be retained according to Schedule A.
- Records may be retained beyond their scheduled period if litigation or investigation is anticipated.
- Permanent records may be digitized and stored in compliant systems.
- All destruction must be documented and certified.

## Digitization and Physical Record Destruction

- Digital copies must meet ISO 13008:2022 standards.
- Metadata and audit trails must be preserved.
- A Destruction Certificate must be completed and retained.

## Secure Destruction Procedures

- Physical Records:
  - Cross-cut shredding
  - Incineration (where permitted)
  - Certified mobile shredding services
- Digital Records:
  - Overwriting
  - Cryptographic erasure
  - Degaussing
- All destruction events must be witnessed and documented.

## Indexing and Inventory

- A centralized index of destroyed records must be maintained.
- An inventory of active and archived records must be regularly updated.
- Audit trails for digital records must be secure and backed up.

## Year-End Filing

- Departments must complete the Year-End Filing Template.
- Finalized records must be uploaded to Laserfiche with complete metadata.
- Drafts and working documents are managed in SharePoint.



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## Email and Document Management

- **Transitory Emails:** Securely deleted after use.
- **Substantive Emails:** Retained per schedule and indexed.
- Physical records must be reviewed annually for compliance.

## Compliance and Audit

- Annual audits will verify compliance with retention schedules and destruction protocols.
- Non-compliance may result in disciplinary action and must be reported to Council.

## Policy Review

This policy shall be reviewed annually or upon legislative changes.

**SPECIAL NOTES/CROSS-REFERENCE:** Click or tap here to enter text.

**AMENDMENT DATE:** Click or tap to enter a date.



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## Procedure

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| <b>TITLE:</b> RECORD RETENTION AND DISPOSITION      | <b>PROCEDURE NO.:</b> ADM-12-35.01                     |
| <b>RESOLUTION:</b> Click or tap here to enter text. | <b>EFFECTIVE DATE:</b>                                 |
| <b>DEPARTMENT RESPONSIBLE:</b> CENTRAL SERVICES     | <b>NEXT REVIEW DATE:</b> Click or tap to enter a date. |

### GENERAL GUIDELINES

This procedure outlines the steps for classifying, retaining, reviewing, and disposing of municipal records in accordance with the Enhanced Record Retention Bylaw. It ensures compliance with ISO 13008:2022, the Municipal Government Act (MGA), and other applicable standards and legislation.

### ROLES AND RESPONSIBILITIES

**Records Officer:** Oversees implementation, training, and audits.

**Department Heads:** Ensure proper classification and retention of records.

**Staff:** Follow procedures for filing, digitization, and disposition.

**Witnesses:** Validate destruction events and sign documentation.

### PROCEDURE

#### Record Classification

Records shall be classified as:

- **Transitory:** Short-term value, deleted when no longer needed.
- **Substantive:** Long-term value, retained per retention schedule.
- **Confidential:** Restricted access, securely stored.
- **Permanent:** Never destroyed, archived indefinitely.

#### Retention Schedule

Records shall be retained based on:

- Administrative, legal, fiscal, and historical value.
- Minimum retention periods defined in Schedule A.
- Records affecting individuals retained for at least one year.

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## Digitization and Hard Copy Destruction

Physical records may be destroyed after digitization if:

- Digital copies meet ISO 13008:2022 standards.
- Metadata and audit trails are preserved.
- A Destruction Certificate is signed and retained.

## Review and Approval

Records shall be reviewed annually to determine:

- Continued relevance and retention status.
- Eligibility for destruction or archiving.
- Compliance with legal and operational requirements.

## Destruction Procedure

Records approved for destruction shall be:

- Listed in a Destruction Certificate.
- Destroyed securely on-site using approved methods.
- Witnessed by a staff member not involved in the destruction.
- Documented with time, location, method, and personnel.
- Indexed and retained permanently in the records system.

## Documentation Requirements

All retention and disposition actions shall be documented, including:

- Record classification and retention schedule.
- Digitization metadata and audit trails.
- Destruction Certificates and witness statements.
- Index of destroyed records.

## Compliance and Audit

Annual audits shall verify:

- Adherence to retention schedules.
- Proper destruction procedures.
- Metadata integrity and accessibility.
- Secure storage and classification of records.



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\_\_\_\_\_  
*Chief Administrative Officer*

\_\_\_\_\_  
*Date*

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## Procedure

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| <b>TITLE:</b> DIGITIZATION AND DESTRUCTION OF HARD COPIES | <b>PROCEDURE NO.:</b> ADM-12-35.02                     |
| <b>RESOLUTION:</b> Click or tap here to enter text.       | <b>EFFECTIVE DATE:</b>                                 |
| <b>DEPARTMENT RESPONSIBLE:</b> CENTRAL SERVICES           | <b>NEXT REVIEW DATE:</b> Click or tap to enter a date. |

### GENERAL GUIDELINES

This procedure outlines the standards, responsibilities, and protocols for digitizing physical records and securely destroying hard copies once compliant digital versions are verified. It ensures alignment with ISO 13008:2022, Alberta Municipal Affairs guidelines, and municipal bylaws.

### PROCEDURE

#### 1. STANDARDS FOR DIGITIZATION

- All digitization must comply with ISO 13008:2022 standards for authenticity, reliability, and usability.
- Scanned documents must be legible, complete, and in a non-proprietary format (e.g., PDF/A).
- Optical Character Recognition (OCR) should be applied where applicable to enable searchability.
- Digital files must be stored in secure municipal systems such as Laserfiche with appropriate metadata.

#### 2. Verification Steps

- Digitized records must be reviewed by the responsible staff member for completeness and accuracy.
- Metadata must be verified and attached to the digital record.
- A second staff member must confirm the integrity of the digital copy before destruction is authorized.

#### 3. Metadata Requirements

- Each digital record must include:
  - Record Title
  - Record Type
  - Date Range
  - Responsible Department
  - Retention Schedule
  - Version Number
  - Digitization Date
  - Staff Member Responsible
- Metadata must be stored in Laserfiche and indexed in the municipal records inventory.

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4. Destruction Authorization

- Destruction of hard copies may only proceed after:
  - Verification of digital copy compliance
  - Completion of the Year-End Filing Template
  - Approval from the Records Officer or designated Official
- A Destruction Certificate must be completed and signed.

5. Approved Methods of Destruction

- Cross-cut shredding
- Incineration (where permitted)
- Contracted mobile shredding services that meet provincial privacy and security standards
- Destruction must occur on municipal premises or through approved vendors

6. Documentation Protocols

- A Destruction Certificate must include:
  - Date, time, and location of destruction
  - List of records destroyed
  - Method used
  - Names of authorized personnel and witnesses
  - Reference to applicable retention schedule
- The certificate must be permanently retained in the municipal records system.

7. Compliance Responsibilities

- The Records Officer is responsible for oversight and compliance.
- Department Heads must ensure proper digitization and documentation.
- Staff must follow procedures and report any issues.
- Annual audits will verify adherence to this procedure.

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*Chief Administrative Officer* *Date*

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| <b>TITLE:</b> EMAIL MANAGEMENT                      | <b>PROCEDURE NO.:</b> ADM-12-35.03                     |
| <b>RESOLUTION:</b> Click or tap here to enter text. | <b>EFFECTIVE DATE:</b>                                 |
| <b>DEPARTMENT RESPONSIBLE:</b> CENTRAL SERVICES     | <b>NEXT REVIEW DATE:</b> Click or tap to enter a date. |

**GENERAL GUIDELINES**

This procedure outlines the standards and responsibilities for managing email records within the Municipal District. It ensures compliance with the Freedom of Information and Protection of Privacy Act (FOIP), supports operational efficiency, and aligns with municipal records retention and disposition policies.

**PROCEDURE**

1. Classification of Emails

- **Transitory Emails:** Temporary communications with no lasting value (e.g., meeting invites, confirmations). These may be deleted once no longer needed.
- **Substantive Emails:** Emails that document decisions, approvals, transactions, or contain information of administrative, legal, fiscal, or historical value. These must be retained according to the applicable retention schedule.

2. Retention Schedules

Substantive emails shall be retained in accordance with the municipal records retention schedule. Transitory emails may be deleted when no longer required for operational use.

3. Storage Protocols

Substantive emails must be:

- Saved in PDF or MSG format.
- Uploaded to Laserfiche for official recordkeeping.
- Indexed with appropriate metadata.
- Linked to related records in SharePoint if part of a project or workflow.

4. Metadata Tagging

Each email record must include metadata such as:

- Subject
- Sender and Recipient(s)
- Date and Time

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- Record Type
- Retention Category
- Related Project or Case ID

### 5. Use of Laserfiche and SharePoint

Laserfiche shall be used for storing official email records with retention schedules and version control. SharePoint may be used for managing work-in-progress communications and collaborative documentation.

### 6. Compliance with FOIP

All email records containing personal information must be managed in accordance with FOIP. Records used to make decisions affecting individuals must be retained for a minimum of one year.

### 7. Responsibilities of Staff

- Classify emails appropriately.
- Save and upload substantive emails to Laserfiche.
- Ensure metadata is complete and accurate.
- Delete transitory emails when no longer needed.
- Follow retention and disposition procedures.

### 8. Audit Requirements

Annual audits shall be conducted to verify:

- Proper classification and retention of email records.
- Compliance with FOIP and municipal policies.
- Accuracy of metadata and indexing.
- Secure storage and accessibility of email records.

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*Chief Administrative Officer* *Date*

**SPECIAL NOTES/CROSS-REFERENCE:** Click or tap here to enter text.

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| <b>TITLE:</b> METADATA TAGGING AND VERSIONING OF DIGITAL DOCUMENTS | <b>PROCEDURE NO.:</b> ADM-12-35.04                     |
| <b>RESOLUTION:</b> Click or tap here to enter text.                | <b>EFFECTIVE DATE:</b>                                 |
| <b>DEPARTMENT RESPONSIBLE:</b> CENTRAL SERVICES                    | <b>NEXT REVIEW DATE:</b> Click or tap to enter a date. |

## GENERAL GUIDELINES

To establish standardized procedures for metadata tagging and version control of digital documents within the Municipal District, ensuring compliance with FOIP, operational efficiency, and long-term accessibility. This procedure applies to all municipal staff responsible for creating, managing, storing, and archiving digital documents in systems such as Laserfiche and SharePoint.

## DEFINITIONS

- **Metadata:** Structured information that describes, explains, or locates a digital document.
- **Versioning:** The process of tracking changes and maintaining historical versions of digital documents.
- **Official Record:** A document that must be retained according to the municipal retention schedule.
- **Work-in-Progress Record:** A document under development or review, not yet finalized.

## PROCEDURE

### 1. Tagging Standards

All digital documents must be tagged with standardized metadata upon creation or upload. Metadata must be complete, accurate, and updated with each version change.

### 2. Required Metadata Fields

Each digital document must include the following metadata fields:

- Title
- Author
- Date Created
- Last Modified Date
- Version Number
- Record Type (Official or Work-in-Progress)
- Retention Category
- Related Project or Case ID
- FOIP Sensitivity Level
- Storage Location (Laserfiche or SharePoint)

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3. Version Control Protocols

Versioning must be applied to all official and work-in-progress documents. Each version must:

- Be saved with a unique version number (e.g., v1.0, v1.1, v2.0)
- Include a changelog or summary of edits
- Retain previous versions for audit and reference
- Be stored in Laserfiche for official records or SharePoint for collaborative editing

4. System Responsibilities

- Laserfiche: Used for storing finalized official records with metadata and version history.
- SharePoint: Used for managing work-in-progress documents with collaborative versioning.
- Staff must ensure proper tagging and versioning before transferring documents between systems.

5. FOIP Compliance

Documents containing personal information or used to make decisions affecting individuals must:

- Be tagged with FOIP Sensitivity Level
- Retained for a minimum of one year
- Be securely stored and accessible only to authorized personnel

6. Audit Requirements

Annual audits shall verify:

- Accuracy and completeness of metadata
- Proper version control practices
- FOIP compliance
- Secure storage and accessibility of digital documents

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*Chief Administrative Officer* *Date*

**SPECIAL NOTES/CROSS-REFERENCE:** Click or tap here to enter text.

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## Procedure

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| <b>TITLE:</b> SECURED DIGITAL DESTRUCTION OF RECORDS | <b>PROCEDURE NO.:</b> ADM-12-35.05                     |
| <b>RESOLUTION:</b> Click or tap here to enter text.  | <b>EFFECTIVE DATE:</b>                                 |
| <b>DEPARTMENT RESPONSIBLE:</b> CENTRAL SERVICES      | <b>NEXT REVIEW DATE:</b> Click or tap to enter a date. |

### PURPOSE

To ensure the secure, verifiable, and compliant destruction of digital records in accordance with the Municipal District's Record Retention Bylaw, FOIP legislation, and recognized data sanitization standards.

### GENERAL GUIDELINES

This procedure applies to all digital records approved for destruction under the Municipal District's retention schedule, including documents, emails, databases, backups, and system logs stored on municipal servers, cloud platforms, or removable media.

### PROCEDURE

#### 1. Preconditions for Destruction

- Records must be reviewed and approved for destruction by the Records Officer or designated Official.
- Retention periods must be met, and no litigation, audit, or investigation must be pending.
- A completed Digital Destruction Request Form must be submitted and approved.

#### 2. Approved Methods of Digital Destruction

Digital records shall be destroyed using one or more of the following methods, depending on the storage medium:

- a. Overwriting (Software-Based Sanitization):
  - Use certified tools (e.g., Blancco, Eraser, DBAN) that overwrite data multiple times.
  - Must meet standards such as DoD 5220.22-M or NIST SP 800-88 Rev. 1.
- b. Cryptographic Erasure:
  - For encrypted data, destruction may be achieved by securely deleting encryption keys.
  - Must ensure keys are irrecoverable and not stored elsewhere.
- c. Degaussing:
  - For magnetic media (e.g., tapes, hard drives), use a certified degausser to eliminate magnetic fields.
- d. Physical Destruction (as last resort):
  - If digital sanitization is not feasible, physical destruction (e.g., shredding, crushing) may be used.

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### 3. Authorized Personnel

- Only designated IT staff trained in secure data destruction may perform or supervise the process.
- Authorization must be documented and reviewed annually.
- Staff must sign a confidentiality and compliance agreement.

### 4. Audit Trail Requirements

All destruction activities must be logged in the Digital Destruction Log, including:

- Date and time of destruction
- Name and role of personnel involved
- System or device identifier
- Method used
- Record categories and volume
- Confirmation of successful sanitization
- Logs must be retained for a minimum of 7 years.

### 5. Documentation Protocols

- A Digital Destruction Certificate must be completed for each event, containing:
  - Unique certificate ID
  - Date, time, and location
  - List of records destroyed (by category or ID)
  - Destruction method and tool used
  - Names of authorized personnel and witnesses
  - Reference to applicable retention schedule
  - Signature of the Records Officer
- Certificates must be stored in Laserfiche under the "Destruction Certificates" folder with appropriate metadata.

### 6. Verification and Quality Assurance

- Random audits shall be conducted quarterly to verify compliance.
- Failed or incomplete destruction attempts must be reported immediately and remediated.
- IT must maintain a checklist and validation report for each destruction event.

### 7. Exceptions and Escalations

- Any exceptions to this procedure must be approved by the CAO.



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- Suspected breaches of non-compliance must be reported to the Records Officer and investigated within 5 business days.

### 8. Training and Review

- Annual training shall be provided to all authorized personnel.
- This procedure shall be reviewed and updated every two years or upon changes to legislation or standards.

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*Chief Administrative Officer* *Date*

**SPECIAL NOTES/CROSS-REFERENCE:** Click or tap here to enter text.

**AMENDMENT DATE:** Click or tap to enter a date.



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| <b>TITLE:</b> RECORDS INVENTORY AND INDEXING        | <b>PROCEDURE NO.:</b> ADM-12-35.06                     |
| <b>RESOLUTION:</b> Click or tap here to enter text. | <b>EFFECTIVE DATE:</b>                                 |
| <b>DEPARTMENT RESPONSIBLE:</b> CENTRAL SERVICES     | <b>NEXT REVIEW DATE:</b> Click or tap to enter a date. |

### PURPOSE

This procedure establishes standards and responsibilities for conducting records inventory and indexing within the Municipal District. It ensures accurate recordkeeping, supports operational efficiency, and maintains compliance with the Freedom of Information and Protection of Privacy Act (FOIP).

### GENERAL GUIDELINES

This procedure applies to all departments and staff responsible for managing municipal records, including both physical and electronic formats.

### DEFINITIONS

**Records Inventory:** A comprehensive listing of all records held by a department, including location, format, and retention category.

**Indexing:** The process of assigning metadata to records to facilitate retrieval, classification, and retention.

**Metadata:** Structured information that describes, explains, or otherwise makes it easier to retrieve, use, or manage a record.

### RESPONSIBILITIES

- **Department Heads:** Oversee inventory and indexing activities within their units.
- **Records Coordinators:** Conduct inventories, assign metadata, and ensure compliance with standards.
- **All Staff:** Assist in identifying and classifying records under their control.

### PROCEDURE

#### Inventory Process

1. Identify all records held by the department.
2. Document record titles, formats, locations, and responsible staff.
3. Assign retention categories based on the municipal retention schedule.
4. Record inventory data in the centralized records management system.

# DRAFT



## Indexing Standards

Records must be indexed using standardized metadata fields to ensure consistency and retrievability. Indexing must be completed at the time of record creation or acquisition.

## Metadata Requirements

- Each record must include the following metadata:
  - Title
  - Date Created
  - Creator
  - Record Type
  - Retention Category
  - Department
  - Related Project or Case ID

## FOIP Compliance

Records containing personal information must be managed in accordance with FOIP. Records used to make decisions affecting individuals must be retained for a minimum of one year and indexed accurately to ensure accessibility.

## Audit Protocols

- Annual audits shall be conducted to verify:
  - Completeness of records inventory
  - Accuracy and consistency of indexing
  - Compliance with FOIP and retention schedules
  - Secure storage and accessibility of records

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*Chief Administrative Officer* *Date*

**SPECIAL NOTES/CROSS-REFERENCE:** Click or tap here to enter text.

**AMENDMENT DATE:** Click or tap to enter a date.



MD of LESSER SLAVE RIVER

# DRAFT Procedure

|  |  |
|--|--|
| <b>TITLE:</b> SECURED ON SITE DESTRUCTION OF RECORDS | <b>PROCEDURE NO.:</b> ADM-12-35.07                     |
| <b>RESOLUTION:</b> Click or tap here to enter text.  | <b>EFFECTIVE DATE:</b>                                 |
| <b>DEPARTMENT RESPONSIBLE:</b> CENTRAL SERVICES      | <b>NEXT REVIEW DATE:</b> Click or tap to enter a date. |

### **PURPOSE**

This procedure outlines the steps and responsibilities for securely destroying physical records on municipal premises in accordance with the Record Retention Bylaw. It ensures compliance with privacy standards and proper documentation of destruction events.

### **PROCEDURE**

#### 1. Approved Methods

Physical destruction of records shall be carried out using one or more of the following approved methods:

- Cross-cut shredders
- Incineration (where permitted by local regulations)
- Contracted mobile shredding services that meet provincial privacy and security standards

#### 2. Authorized Personnel

Only designated staff members authorized by the Official (Chief Administrative Officer or delegate) may conduct or supervise the destruction process.

#### 3. Witness Requirements

All destruction events must be witnessed by at least one additional staff member who is not directly involved in the destruction process.

#### 4. Documentation Protocols

A Destruction Certificate shall be completed for each destruction event. The certificate must include:

- Date and time of destruction
- Location of destruction
- List of records destroyed
- Method of destruction used
- Names of authorized personnel and witnesses
- Reference to the applicable retention schedule

The completed Destruction Certificate shall be permanently retained in the municipal records system.

MD of LESSER SLAVE RIVER Procedure

# DRAFT



\_\_\_\_\_  
*Chief Administrative Officer*

\_\_\_\_\_  
*Date*

**SPECIAL NOTES/CROSS-REFERENCE:** Click or tap here to enter text.

**AMENDMENT DATE:** Click or tap to enter a date.



Lesser Slave River

# DRAFT

## Procedure

MD of LESSER SLAVE RIVER

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|--|--|
| <b>TITLE:</b> SECURED ON SITE DESTRUCTION OF RECORDS | <b>PROCEDURE NO.:</b> ADM-12-35.08                     |
| <b>RESOLUTION:</b> Click or tap here to enter text.  | <b>EFFECTIVE DATE:</b>                                 |
| <b>DEPARTMENT RESPONSIBLE:</b> CENTRAL SERVICES      | <b>NEXT REVIEW DATE:</b> Click or tap to enter a date. |

### PURPOSE

This procedure establishes standards for the use of SharePoint and Laserfiche in managing municipal records. It ensures compliance with the Protection of Privacy Act (POPA), Access to Information Act (ATIA), and the Municipal Government Act (MGA), supports operational efficiency, and aligns with municipal records retention and disposition policies.

### GENERAL GUIDELINES

This procedure applies to all municipal staff who create, manage, or store records in SharePoint and Laserfiche. It covers work-in-progress records, official records, metadata tagging, and audit requirements.

### DEFINITIONS

**Work-in-Progress Records:** Drafts, collaborative documents, and communications not yet finalized.

**Official Records:** Finalized documents that serve as evidence of decisions, transactions, or municipal operations.

**Metadata:** Structured information that describes, explains, or locates a record.

### RESPONSIBILITIES

- Staff must classify records appropriately and store them in the correct system.
- Work-in-progress records should be managed in SharePoint.
- Official records must be uploaded to Laserfiche with complete metadata.
- Records containing personal information must be handled in accordance with POPA, ATIA, and MGA.

### PROCEDURE

#### Workflows

1. Create and collaborate on documents in SharePoint.
2. Once finalized, export or save the document in PDF format.
3. Upload the finalized document to Laserfiche.
4. Tag the document with appropriate metadata.
5. Link related records between SharePoint and Laserfiche if applicable.

# DRAFT



Each official record in Laserfiche must include:

- Title
- Author
- Date Created
- Record Type
- Retention Category
- Related Project or Case ID

## POPA, ATIA, and MGA Compliance

All records containing personal information must be managed in accordance with POPA, ATIA, and MGA. Records used to make decisions affecting individuals must be retained for a minimum of one year.

## Audit Requirements

Annual audits shall verify:

- Proper classification and retention of records.
- Compliance with POPA, ATIA, and MGA and municipal policies.
- Accuracy of metadata and indexing.
- Secure storage and accessibility of records.

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*Chief Administrative Officer* *Date*

**SPECIAL NOTES/CROSS-REFERENCE:** Click or tap here to enter text.

**AMENDMENT DATE:** Click or tap to enter a date.



## Schedule A Metadata Standards for Official Records

### Purpose

To ensure consistency, discoverability, and compliance with legislative requirements, all official records stored in Laserfiche must be tagged with standardized metadata. This supports transparency under the Access to Information Act (ATIA), privacy protection under the Protection of Privacy Act (POPA), and retention obligations under the Municipal Government Act (MGA).

### Required Metadata Fields

| Field                          | Description  |
|--------------------------------|--|
| Title                          | A clear, descriptive name of the record. Avoid generic names like "Document1." |
| Author                         | Full name of the individual or department responsible for creating the record. |
| Date Created                   | The date the record was finalized or officially issued.                        |
| Record Type                    | Classification based on content (e.g., Report, Contract, Policy, Email).       |
| Retention Category             | Category from the municipal retention schedule (e.g., HR-01, FIN-03).          |
| Related Project/Case ID        | Identifier linking the record to a project, case, or file number.              |
| Security Classification        | Indicates sensitivity (e.g., Public, Internal, Confidential, Restricted).      |
| Disposition Date               | Date the record is scheduled for review, transfer, or destruction.             |
| Personal Information Indicator | Yes/No flag indicating if the record contains personal information.            |

### Contextual Notes

- Personal Information: If a record contains personal information, it must be retained for at least one year after use in a decision-making process, per POPA.
- Access Requests: Metadata supports efficient retrieval and redaction during ATIA access to information requests.
- Retention Compliance: Metadata must align with the municipality's approved retention and disposition schedule under the MGA.
- Audit Readiness: Metadata accuracy is subject to annual audits and must be maintained throughout the record's lifecycle.

**Example 1: Council Meeting Minutes**

| Field                          | Example Entry                                  |
|--------------------------------|--|
| Title                          | Regular Council Meeting Minutes – July 8, 2025 |
| Author                         | Legislative Services                           |
| Date Created                   | 2025-07-09                                     |
| Record Type                    | Minutes  |
| Retention Category             | LEG-01   |
| Related Project/Case ID        | COU-2025-07-08                                 |
| Security Classification        | Public   |
| Disposition Date               | 2030-07-09                                     |
| Personal Information Indicator | No   |

**Example 2: Employee Termination Letter**

| Field                          | Example Entry                   |
|--------------------------------|---------------------------------|
| Title                          | Termination Letter – John Smith |
| Author                         | Human Resources                 |
| Date Created                   | 2025-06-15                      |
| Record Type                    | HR Correspondence               |
| Retention Category             | HR-04                           |
| Related Project/Case ID        | EMP-2025-0032                   |
| Security Classification        | Confidential                    |
| Disposition Date               | 2030-06-15                      |
| Personal Information Indicator | Yes                             |

**Example 3: Development Permit Approval**

| Field                          | Example Entry                                  |
|--------------------------------|--|
| Title                          | Development Permit DP-2025-014 Approval Letter |
| Author                         | Planning & Development                         |
| Date Created                   | 2025-05-22                                     |
| Record Type                    | Permit Approval                                |
| Retention Category             | DEV-02   |
| Related Project/Case ID        | DP-2025-014                                    |
| Security Classification        | Internal                                       |
| Disposition Date               | 2035-05-22                                     |
| Personal Information Indicator | Yes  |

Would you like these examples added to the Word attachment as a second page or saved as a separate document?

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**Schedule B: Retention Code Legend**

| <b>Retention Category Code</b> | <b>Functional Area</b>            | <b>Example Record Types</b>   |
|--------------------------------|-----------------------------------|---|
| ADM-01                         | Administration                    | Strategic plans, annual reports, correspondence   |
| ADM-02                         | Administrative Support            | Office procedures, forms, templates   |
| FIN-01                         | Finance – General                 | Invoices, receipts, reconciliations   |
| FIN-02                         | Finance – Budgeting               | Budget working papers, capital plans  |
| FIN-03                         | Finance – Taxation                | Tax rolls, assessment notices, mill rate calculations   |
| FIN-04                         | Finance – Payroll                 | Time sheets, T4s, payroll registers   |
| HR-01                          | Human Resources – Personnel       | Personnel files, job applications, oaths of office  |
| HR-02                          | Human Resources – Benefits        | WCB claims, benefit enrollments   |
| HR-03                          | Human Resources – Training        | Training records, safety certifications   |
| LEG-01                         | Legislative – Governance          | Council minutes, bylaws, resolutions  |
| LEG-02                         | Legislative – Legal               | Contracts, agreements, legal opinions   |
| LEG-03                         | Legislative – Proceedings         | Court cases, claims, litigation files   |
| DEV-01                         | Development – Planning            | Municipal development plans, ASPs, IDPs   |
| DEV-02                         | Development – Permits             | Development permits, subdivision approvals  |
| OPS-01                         | Operations – Facility Maintenance | Facility Maintenance inspections, reports, records  |
| OPS-02                         | Operations – Fleet                | Fleet Maintenance Records   |
| OPS-03                         | Operations – Transportation       | Haul cards, bridge inspections, gravel program records, road maintenance, signage, culverts                 |
| OPS-04                         | Operations – Utilities            | Water/sewer records, utility billing, infrastructure plans, water testing, effluent reports, meter readings |
| OPS-05                         | Operations – Emergency            | Emergency response plans, incident logs   |
| ENG-01                         | Engineering                       | Drawings, as-builts, geotechnical reports   |
| MAP-01                         | Mapping & GIS                     | GIS datasets, aerial imagery, official maps   |
| ZON-01                         | Zoning                            | Zoning bylaws, enforcement records  |
| AGR-01                         | Agricultural Services             | Weed notices, pesticide applications  |
| ECO-01                         | Economic Development              | Business licenses, promotional materials  |

| <b>Retention Category Code</b> | <b>Functional Area</b> | <b>Example Record Types</b>                           |
|--------------------------------|------------------------|---|
| ELEC-01                        | Elections              | Nomination papers, ballots, results                   |
| COU-01                         | Council                | Council agendas, briefing notes                       |
| VEN-01                         | Vendor Management      | Vendor files, contracts, quotations                   |
| WST-01                         | Waste Management       | Landfill records, environmental approvals             |
| PET-01                         | Petitions              | Formal and informal petitions, sufficiency reviews    |
| SUR-01                         | Surveys                | Registered plans, field notes, certifications         |
| LAN-01                         | Land Management        | Appraisals, land exchanges, title transfers           |
| INS-01                         | Insurance              | Policies, claims, risk assessments                    |
| POL-01                         | Policy                 | Active and superseded policies, development records   |
| REP-01                         | Reports                | Field reports, accident statistics, monthly summaries |

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## Schedule B Security Classification and Personal Information Indicator

| Subject               | Record Type                                   | Security Classification | Personal Information Included |
|-----------------------|---|-------------------------|-------------------------------|
| Accountants           | Working Papers                                | Internal                | No                            |
| Accounts              | Paid (summary sheet)                          | Internal                | No                            |
|                       | Payable vouchers                              | Internal                | No                            |
|                       | Receivable Duplicate Invoices                 | Internal                | No                            |
| Administration        | Reports (not part of minutes)                 | Internal                | No                            |
|                       | As Per Legislation                            | Internal                | No                            |
| Advertising           | General                                       | Internal                | No                            |
|                       | As Per Legislation                            | Internal                | No                            |
| Agendas               | Part of Minutes                               | Internal                | No                            |
| Agreements            | General                                       | Internal                | No                            |
|                       | Development                                   | Internal                | No                            |
|                       | Major Legal                                   | Restricted              | No                            |
|                       | Minor Legal                                   | Restricted              | No                            |
| Agricultural Services | Environment Permits/Licenses                  | Internal                | Yes                           |
|                       | Pesticide Application Records                 | Internal                | Yes                           |
|                       | Weed Control Notices                          | Internal                | No                            |
| Annexations           | Correspondence                                | Internal                | No                            |
|                       | Final Order                                   | Internal                | No                            |
| Annual Reports        |   | Internal                | No                            |
| Annual Reports        | Local Boards                                  | Internal                | No                            |
| Applications          | Site Plan approval                            | Internal                | Yes                           |
|                       | Subdivision (after final approval)            | Internal                | No                            |
|                       | Part-time Employees (after end of employment) | Confidential            | Yes                           |
| Appointments          | Other Than Those in Minutes                   | Internal                | No                            |
| Assessment            | Rolls   | Internal                | No                            |
|                       | Assessment Review                             | Internal                | No                            |
|                       | Board (ARB) Minutes                           | Internal                | No                            |
|                       | ARB Work File                                 | Internal                | No                            |
|                       | Appeals                                       | Internal                | No                            |
|                       | ARB Records                                   | Internal                | No                            |
|                       | Duplicate roll                                | Internal                | No                            |
|                       | Review Court Records                          | Internal                | No                            |
| Appeal Board File     | Internal                                      | No                      |                               |
| Assets                | Capital Asset Records                         | Internal                | No                            |
|                       | Asset Inventory                               | Internal                | No                            |
|                       | Tangible Capital Assets                       | Internal                | No                            |
|                       | Records of Surplus                            | Internal                | No                            |
|                       | Temporary Files                               | Internal                | No                            |
| Bank                  | Deposit Books                                 | Internal                | No                            |
|                       | Deposit Slips                                 | Internal                | No                            |
|                       | Memos (Credit/Debit)                          | Internal                | No                            |
|                       | Reconciliations                               | Internal                | No                            |

## Schedule B Security Classification and Personal Information Indicator

| Subject                                    | Record Type                                  | Security Classification | Personal Information Included |
|--|--|-------------------------|-------------------------------|
|  | Statements                                   | Internal                | No                            |
| Boards                                     | Minutes                                      | Internal                | No                            |
|  | Authority & Structure                        | Internal                | No                            |
|  | Correspondence                               | Internal                | No                            |
|  | To Council                                   | Public                  | No                            |
| Borrow Pit                                 | Approval Documents                           | Internal                | No                            |
|  | Water Act Licence (if applicable)            | Internal                | No                            |
|  | Environmental Impact Assessments             | Internal                | No                            |
| Budgets                                    | Operating (in minutes)                       | Internal                | No                            |
|  | Capital (in minutes)                         | Internal                | No                            |
|  | Working Papers                               | Internal                | No                            |
| Bylaws                                     | All  | Public                  | No                            |
| Cash                                       | Receipts Journal                             | Internal                | No                            |
|  | Disbursements Journal                        | Internal                | No                            |
|  | Duplicate Receipts                           | Internal                | No                            |
| Certificates                               | Of Title                                     | Internal                | No                            |
| Census                                     | Reports                                      | Internal                | No                            |
| Cheques                                    | Cancelled (paid)                             | Internal                | No                            |
|  | Register                                     | Internal                | No                            |
|  | Stubs  | Internal                | No                            |
| Claims                                     | Notice of                                    | Internal                | No                            |
|  | Statements of                                | Internal                | No                            |
| Committee                                  | Minutes                                      | Internal                | No                            |
| Compensation                               | Records                                      | Internal                | No                            |
| Computer Cards                             |  | Internal                | No                            |
| Contracts                                  | Files (completion of)                        | Restricted              | No                            |
|  | Forms  | Internal                | No                            |
|  | Major Legal                                  | Restricted              | No                            |
|  | Minor Legal                                  | Restricted              | No                            |
| Council                                    | Minutes                                      | Public                  | No                            |
| Court Cases                                |  | Internal                | No                            |
| Destroyed Records Index                    |  | Internal                | No                            |
| Disaster Recovery and Emergency Management | Emergency Management Plans (MEPs)            | Internal                | No                            |
|  | Disaster Recovery Program (DRP) Applications | Internal                | Yes                           |
|  | Incident Reports and Logs                    | Internal                | No                            |
|  | Emergency Exercises and Training Records     | Internal                | Yes                           |
|  | Mutual Aid Agreements                        | Internal                | No                            |
|  | Public Communications and Alerts             | Public                  | No                            |
|  | Damage Assessments and Recovery Reports      | Internal                | No                            |
| Documents                                  | Not Part of Bylaws                           | Public                  | No                            |
|  | Transitory Records                           | Internal                | No                            |
|  | Routine Correspondence                       | Internal                | No                            |

Schedule B Security Classification and Personal Information Indicator

| Subject              | Record Type                                | Security Classification | Personal Information Included |
|----------------------|--|-------------------------|-------------------------------|
|                      | Administrative Records                     | Internal                | No                            |
|                      | Financial Records                          | Internal                | No                            |
|                      | Human Resources Files                      | Internal                | No                            |
|                      | Legal Services Files                       | Restricted              | No                            |
|                      | Event Planning Files                       | Internal                | No                            |
|                      | Agreements Major Legal                     | Restricted              | No                            |
|                      | Agreements Minor Legal                     | Restricted              | No                            |
|                      | Contracts Legal                            | Restricted              | No                            |
|                      | Easements                                  | Internal                | No                            |
|                      | Leases (after expiration)                  | Internal                | No                            |
|                      | Notices of Change of Land Titles           | Internal                | No                            |
|                      | Elections                                  | Nomination Papers       | Internal                      |
| Ballot Box Contents  |  | Internal                | No                            |
| Engineering          | Drawings                                   | Internal                | No                            |
| Employee Benefits    | A.H.C., Blue Cross, Dental, etc.           | Confidential            | Yes                           |
|                      | W.C.B. Claims                              | Internal                | No                            |
| Employees            | Job applications (hired)                   | Confidential            | Yes                           |
|                      | Job Application (not hired)                | Internal                | Yes                           |
|                      | Job Descriptions                           | Internal                | No                            |
|                      | Oaths of Office                            | Internal                | No                            |
|                      | Personnel File                             | Confidential            | Yes                           |
| Financial Statements | Interim                                    | Internal                | No                            |
| Fleet                | Vehicle Maintenance Logs                   | Internal                | No                            |
|                      | Trip Inspection Reports                    | Internal                | No                            |
|                      | Fleet Inventory Records                    | Internal                | No                            |
|                      | Fuel & Usage Logs                          | Internal                | No                            |
|                      | Vehicle Acquisition & Disposal Records     | Internal                | No                            |
|                      | Fleet Maintenance Program                  | Internal                | No                            |
|                      | Commercial Vehicle Inspection Certificates | Internal                | No                            |
|                      | Driver Assignment Logs                     | Internal                | No                            |
|                      | Fleet Insurance Records                    | Restricted              | No                            |
|                      | Fleet Budget & Planning Files              | Internal                | No                            |
| Health/Safety        | Workplace Inspection Reports               | Internal                | No                            |
|                      | Safety Committee Meeting Minutes           | Internal                | No                            |
|                      | Incident/Accident Reports                  | Internal                | Yes                           |
|                      | Hazard Assessments                         | Internal                | No                            |
|                      | Confined Space Entry Records               | Internal                | No                            |
|                      |  | Internal                | No                            |
|                      | Training Records                           | Internal                | Yes                           |
|                      | Emergency Response Plans                   | Internal                | No                            |
|                      | Medical Surveillance Records               | Internal                | Yes                           |
|                      | Lockout/Tagout Documentation               | Internal                | No                            |

Schedule B Security Classification and Personal Information Indicator

| Subject            | Record Type                              | Security Classification | Personal Information Included |
|--------------------|--|-------------------------|-------------------------------|
|                    | Air Quality & Environmental Testing      | Internal                | No                            |
|                    | Working Papers                           | Internal                | No                            |
|                    | final                                    | Internal                | No                            |
| Franchises         |  | Internal                | No                            |
| Income Tax         | Deductions                               | Internal                | No                            |
|                    | TD1                                      | Internal                | No                            |
|                    | T4                                       | Internal                | No                            |
|                    | T4 Summaries                             | Internal                | No                            |
| Inquiries          | From the Public                          | Public                  | No                            |
| Insurance          | Claims                                   | Restricted              | No                            |
|                    | Records (after expiration)               | Internal                | No                            |
|                    | Insurance Policies (General)             | Restricted              | No                            |
|                    | Certificates of Insurance                | Restricted              | No                            |
|                    | Risk Management Reports                  | Internal                | No                            |
|                    | Insurance Binders and Quotations         | Restricted              | No                            |
| Land               | Insurance Appraisals                     | Restricted              | No                            |
|                    | Appraisals                               | Internal                | No                            |
|                    | Land Exchange Agreements                 | Internal                | No                            |
|                    | Council Resolutions Authorizing Exchange | Public                  | No                            |
|                    | Supporting Legal Correspondence          | Restricted              | No                            |
|                    | Land Title Transfer Documents            | Internal                | No                            |
|                    | Maps and Site Plans (Final)              | Internal                | No                            |
|                    | Drafts and Working Files                 | Internal                | No                            |
| Leases             | After Expiration                         | Internal                | No                            |
| Legal              | Opinions                                 | Restricted              | No                            |
|                    | Proceedings                              | Internal                | No                            |
| Legislation        | Acts (after superseded)                  | Internal                | No                            |
| Licenses           | Applications                             | Internal                | Yes                           |
|                    | Business (after expired)                 | Internal                | No                            |
|                    | Literature                               | Internal                | No                            |
| Local Improvements | General                                  | Internal                | No                            |
|                    | Final Orders                             | Internal                | No                            |
|                    | Correspondence                           | Internal                | No                            |
|                    | Petitions                                | Internal                | No                            |
|                    | Financial Records                        | Internal                | No                            |
| Maps/GIS           | Base (original)                          | Internal                | No                            |
|                    | Contour                                  | Internal                | No                            |
|                    | Official Municipal Maps (Approved)       | Internal                | No                            |
|                    | Planning and Development Maps            | Internal                | No                            |
|                    | Utility and Infrastructure Maps          | Internal                | No                            |
|                    | Emergency and Response Maps              | Internal                | No                            |
|                    | Draft and Working Maps                   | Internal                | No                            |

Schedule B Security Classification and Personal Information Indicator

| Subject             | Record Type  | Security Classification | Personal Information Included |
|---------------------|--|-------------------------|-------------------------------|
|                     | Official (Engineering, Planning, Zoning)                 | Internal                | No                            |
|                     | Drafts or Working Copies                                 | Internal                | No                            |
|                     | Promotional or Public Use                                | Public                  | No                            |
|                     | GIS Data Sets  | Internal                | No                            |
|                     | Aerial Photos and Satellite Imagery                      | Internal                | No                            |
|                     | Metadata Records   | Internal                | No                            |
|                     | GIS Project Files (Working)                              | Internal                | No                            |
|                     | Web Mapping Applications                                 | Internal                | Yes                           |
|                     | Geospatial Imagery (Orthophotos, LiDAR)                  | Internal                | No                            |
| Maintenance Reports | General  | Internal                | No                            |
|                     | Major Projects   | Internal                | No                            |
|                     | Maintenance Work Orders                                  | Internal                | No                            |
|                     | Preventive Maintenance Schedules                         | Internal                | No                            |
|                     | Safety Related   | Internal                | No                            |
| Minutes             | Council  | Public                  | No                            |
|                     | Boards   | Internal                | No                            |
|                     | Committees   | Internal                | No                            |
| Monthly Reports     | Road   | Internal                | No                            |
| Municipal Affairs   | Annual Reports   | Internal                | No                            |
| Electronic          | Official Records   | Internal                | No                            |
| Organization        | Structure & Records                                      | Internal                | No                            |
|                     | Organizational Charts                                    | Internal                | No                            |
|                     | Departmental Directories                                 | Internal                | No                            |
|                     | Governance Frameworks                                    | Internal                | No                            |
| Payroll             | Garnishees   | Internal                | No                            |
|                     | Individual Earning Records                               | Internal                | No                            |
|                     | Journal  | Internal                | No                            |
|                     | Time Cards - Time Sheets (Daily/Weekly), Overtime        | Internal                | No                            |
|                     | Employment Insurance Records                             | Restricted              | No                            |
|                     | Electronic Records                                       | Internal                | No                            |
|                     | Payroll Registeries/Summaries                            | Internal                | No                            |
|                     | T4 Slips/Tax Forms                                       | Internal                | No                            |
| Permits             | Development Permits – Major Legal                        | Restricted              | No                            |
|                     | Development Permits – Minor Legal                        | Restricted              | No                            |
|                     | Development Permits – Site Plan Approval                 | Internal                | No                            |
|                     | Development Permits – Subdivision (after final approval) | Internal                | No                            |
| Petitions           | Petitions – Council-Received                             | Public                  | No                            |
|                     | Petitions – Informal or Non-Statutory                    | Internal                | No                            |
|                     | Petition Sufficiency Review Records                      | Internal                | No                            |
|                     | Petition-Related Correspondence                          | Internal                | No                            |
| Plans               | Policy/Bylaw Related Official                            | Public                  | No                            |
|                     | Land Use/Development Official                            | Internal                | No                            |

Schedule B Security Classification and Personal Information Indicator

| Subject             | Record Type   | Security Classification | Personal Information Included |
|---------------------|---|-------------------------|-------------------------------|
|                     | Environmental/Sustainability Official                       | Internal                | No                            |
|                     | Municipal Development Plan (MDP) Official                   | Internal                | No                            |
|                     | Area Structure Plan (ASP) Official                          | Internal                | No                            |
|                     | Intermunicipal Development Plan (IDP) Official              | Internal                | No                            |
|                     | Growth Management Plan Official                             | Internal                | No                            |
|                     | Environmental Sustainability Plan Official                  | Internal                | No                            |
|                     | Policy/Bylaw Related Plan Amendment                         | Public                  | No                            |
|                     | Land Use/Development Plan Amendment                         | Internal                | No                            |
|                     | Environmental/Sustainability Plan Amendment                 | Internal                | No                            |
|                     | Municipal Development Plan (MDP) Amendment                  | Internal                | No                            |
|                     | Area Structure Plan (ASP) Plan Amendment                    | Internal                | No                            |
|                     | Intermunicipal Development Plan (IDP) Amendment             | Internal                | No                            |
|                     | Growth Management Plan Amendment                            | Internal                | No                            |
|                     | Environmental Sustainability Plan Amendment                 | Internal                | No                            |
| Oil and Gas         | Drilling Notification Letters                               | Internal                | No                            |
|                     | Seismic Activity Notifications                              | Internal                | No                            |
|                     | Regulatory Correspondence (AER)                             | Internal                | No                            |
|                     | Emergency Response Plans (related to drilling/seismic)      | Internal                | No                            |
|                     | Draft Notifications and Internal Memos                      | Internal                | No                            |
|                     | Pipeline Notification Letters                               | Internal                | No                            |
|                     | Oil Well Notification Letters                               | Internal                | No                            |
|                     | Regulatory Correspondence (AER)                             | Internal                | No                            |
|                     | Emergency Response Plans (related to energy infrastructure) | Internal                | No                            |
| Policy              | Active  | Internal                | No                            |
|                     | Superseded  | Internal                | No                            |
|                     | Policy Development Records                                  | Internal                | No                            |
| Progress            | Project   | Internal                | No                            |
|                     | Under Contract (Final Payment)                              | Restricted              | No                            |
| Property            | Property Files  | Internal                | No                            |
| Prosecution         | All   | Internal                | No                            |
| Protective Services | Court Briefs (Final)  | Internal                | No                            |
|                     | Supporting Evidence Files                                   | Internal                | No                            |
|                     | Officer Notes and Reports                                   | Internal                | No                            |
|                     | Court Outcome Records                                       | Internal                | No                            |
|                     | Draft Briefs and Internal Memos                             | Internal                | No                            |
|                     | Dog Licenses  | Internal                | Yes                           |
|                     | Poison Control Forms  | Internal                | No                            |
|                     | Municipal Violation Tickets                                 | Internal                | No                            |
|                     | Provincial Violation Tickets                                | Internal                | No                            |
|                     | Animal Control Incident Reports                             | Internal                | No                            |
|                     | Protective Services Logs                                    | Internal                | No                            |
|                     | Court Disposition Records                                   | Internal                | No                            |

## Schedule B Security Classification and Personal Information Indicator

| Subject                | Record Type  | Security Classification | Personal Information Included |
|------------------------|--|-------------------------|-------------------------------|
|                        | Enforcement Policies & Procedures                    | Internal                | No                            |
| Publications           | Local Reports  | Public                  | No                            |
| Purchase               | Land   | Internal                | No                            |
| Receipts               | Books  | Internal                | No                            |
|                        | Reception & Special Events (Non-Historic)            | Internal                | No                            |
| Reports                | Accident   | Internal                | Yes                           |
|                        | Accident Statistics                                  | Internal                | Yes                           |
|                        | Field  | Internal                | No                            |
| Requisitions           | Copies   | Internal                | No                            |
|                        | Duplicate  | Internal                | No                            |
| Reports                | Paid   | Internal                | No                            |
| Resolutions            | Minutes  | Internal                | No                            |
| Subdivision            | After Final Approval                                 | Internal                | No                            |
| Street                 | Sign Inventory Register                              | Internal                | No                            |
| Surveys                | Registered Survey Plans                              | Internal                | No                            |
|                        | Field Notes and Evidence Reports                     | Internal                | No                            |
|                        | Surveyor's Reports and Certifications                | Internal                | No                            |
|                        | Draft Survey Plans and Working Files                 | Internal                | No                            |
|                        | GIS-Integrated Survey Data                           | Internal                | No                            |
| Tax & Assessment Rolls | Alberta Gazette                                      | Internal                | No                            |
|                        | Assessment & Tax Notices                             | Internal                | No                            |
|                        | Assessment Review Board Working Files                | Internal                | No                            |
|                        | Assessment Review Board Minutes                      | Internal                | No                            |
|                        | Assessment Summary Sheets (after expiration)         | Internal                | No                            |
|                        | Arrears  | Internal                | No                            |
|                        | Collection/Sheriff Correspondence (after completion) | Internal                | No                            |
|                        | Declaration of Other Interests (after removal)       | Internal                | No                            |
|                        | Foundation Requisitions & Working Papers             | Internal                | No                            |
|                        | Local Improvements Records                           | Internal                | No                            |
|                        | Mill rate Calculations & Working Papers              | Internal                | No                            |
|                        | Municipal Government Board Correspondence/Decisions  | Internal                | No                            |
|                        | Oilwell Drilling Notices                             | Internal                | No                            |
|                        | Rolls  | Internal                | No                            |
|                        | Recovery Records                                     | Internal                | No                            |
|                        | Returned Mail  | Internal                | No                            |
|                        | Final Billing  | Internal                | No                            |
|                        | Municipal Credits                                    | Internal                | No                            |
|                        | Rolls (Duplicate)                                    | Internal                | No                            |
|                        | Sale Deeds   | Internal                | No                            |
|                        | School Support Letters                               | Internal                | No                            |
|                        | School Requisitions & Working Papers                 | Internal                | No                            |
|                        | Tax Roll Trial Balance                               | Internal                | No                            |

## Schedule B Security Classification and Personal Information Indicator

| Subject                   | Record Type  | Security Classification | Personal Information Included |
|---------------------------|--|-------------------------|-------------------------------|
|                           | Tax Certificates                                     | Internal                | No                            |
|                           | Tax Notification/Discharge Letters (after discharge) | Internal                | No                            |
|                           | Tax Payment Agreements                               | Internal                | No                            |
|                           | Tax Recovery Records                                 | Internal                | No                            |
|                           | Caveats  | Internal                | No                            |
|                           | Writs  | Internal                | No                            |
| Termination               | Termination – Employees                              | Confidential            | Yes                           |
| Tenders                   | Files  | Internal                | No                            |
|                           | Successful   | Internal                | No                            |
|                           | Purchase Quotations                                  | Internal                | No                            |
|                           | Unsuccessful   | Internal                | No                            |
| Traffic                   | Streets  | Internal                | No                            |
|                           | Training and Development Files                       | Internal                | Yes                           |
| Trail                     | Monthly  | Internal                | No                            |
|                           | Year End   | Internal                | No                            |
| Transportation            | Integrity Documentation                              | Internal                | No                            |
|                           | Equipment Records                                    | Internal                | No                            |
|                           | Funding Documentation                                | Internal                | No                            |
|                           | Grant Records  | Internal                | No                            |
|                           | Truck Gravel Program Records                         | Internal                | No                            |
|                           | Haul Cards   | Internal                | No                            |
|                           | Bridge Design and Engineering Plans                  | Internal                | No                            |
|                           | Inspection and Maintenance Reports                   | Internal                | No                            |
|                           | Bridge Construction Contracts                        | Restricted              | No                            |
|                           | Environmental and Geotechnical Assessments           | Internal                | No                            |
|                           | Bridge Asset Inventory Records                       | Internal                | No                            |
| Drafts and Internal Memos | Internal   | No                      |                               |
| Utilities                 | Powerline Extensions                                 | Internal                | No                            |
|                           | Utility Infrastructure Plans                         | Internal                | No                            |
|                           | Water Quality Monitoring Records                     | Internal                | No                            |
|                           | Sewer Maintenance Logs                               | Internal                | No                            |
|                           | Infrastructure Asset Records                         | Internal                | No                            |
|                           | Water Treatment Facility Records                     | Internal                | No                            |
|                           | Utility Agreements                                   | Internal                | No                            |
|                           | Infrastructure Project Files                         | Internal                | No                            |
|                           | Water/Sewer Complaint Records                        | Internal                | Yes                           |
|                           | Utility Billing Records                              | Internal                | No                            |
| Emergency Response Plans  | Internal   | No                      |                               |
| Vendor                    | Acknowledgments                                      | Internal                | No                            |
|                           | Contracts  | Restricted              | No                            |
|                           | Vendors/Suppliers – Files                            | Internal                | No                            |
|                           | Duplicate  | Internal                | No                            |

Schedule B Security Classification and Personal Information Indicator

| Subject             | Record Type                              | Security Classification | Personal Information Included |
|---------------------|--|-------------------------|-------------------------------|
| Water/Sewer         | Annual Water Testing Summaries & Reports | Internal                | No                            |
|                     | As-Builts                                | Internal                | No                            |
|                     | Effluent Analysis Reports                | Internal                | No                            |
|                     | Levy & Month End Reports                 | Internal                | No                            |
|                     | License to Operate                       | Internal                | Yes                           |
|                     | Meter Characteristics                    | Internal                | No                            |
|                     | Meter Readings                           | Internal                | No                            |
|                     | Notices of Connection/Disconnection      | Internal                | No                            |
|                     | Studies and Design Reports               | Internal                | No                            |
|                     | Utility Accounts                         | Internal                | No                            |
|                     | Utility Bills                            | Internal                | No                            |
| Waste Management    | Water Test Results                       | Internal                | No                            |
|                     | Studies & Reports                        | Internal                | No                            |
|                     | Environmental Approvals                  | Internal                | No                            |
|                     | Landfill Design                          | Internal                | No                            |
|                     | Operation Records                        | Internal                | No                            |
|                     | Monitoring Well Reports                  | Internal                | No                            |
| Weed Control Report | Reclamations                             | Internal                | No                            |
|                     | Until Updated                            | Internal                | No                            |
| Zoning              | Bylaws                                   | Public                  | No                            |
|                     | Bylaw Enforcement                        | Public                  | No                            |