



# AGENDA

## Council Meeting

9:30 AM - Thursday, April 15, 2021  
Council Chambers

Page

### A. CALL TO ORDER

### B. ADOPTION OF AGENDA

### C. ADOPTION OF MINUTES

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1. County Council Meeting Minutes  
[Council Meeting - 01 Apr 2021 - Minutes](#)

### D. SUBDIVISION APPLICATIONS

### E. PUBLIC HEARINGS

### F. DELEGATIONS

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1. 10:00 a.m. - Audit Committee Presents Financial Statement  
[2020 Audited Financial Statements](#)

### G. DEPARTMENT REPORTS

#### G.1. MUNICIPAL SERVICES

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- G.1.1. Public Works Policy Review and Recommendations  
[Public Works Policy Review and Recommendations](#)

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- G.1.2. Bylaw #21-007 Shaughnessy Infrastructure Phase 3 Upgrades Local Improvement Project  
[Bylaw #21-007 Shaughnessy Infrastructure Phase 3 Upgrades Local Improvement](#)

#### G.2. COMMUNITY SERVICES

#### G.3. CORPORATE SERVICES

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- G.3.1. 2021 FCSS Funding Contribution  
[2021 FCSS Funding Contribution](#)

#### G.4. ADMINISTRATION

- |           |   |
|-----------|---|
| 74 - 124  | G.4.1. <b><u>Policy 185 - Records Management (Rescind Policy 160)</u></b><br><a href="#">Policy 160 Rescind - Policy 185 Adopt</a>  |
| 125 - 128 | G.4.2. <b><u>Bylaw 21-006 - Records Management Bylaw (Rescinds Bylaw 973)</u></b><br><a href="#">Bylaw 21-006 - Records Management Bylaw (Rescinds Bylaw 973)</a>   |
| 129 - 134 | G.4.3. <b><u>Request for Sponsorship - Alberta / NWT Command - Royal Canadian Legion - Annual Military Service Recognition Book</u></b><br><a href="#">Alberta / NWT Command - Royal Canadian Legion - Annual Military Service Recognition Book</a> |

## **H. NEW BUSINESS**

## **I. COUNTY COUNCIL AND COMMITTEE UPDATES**

- |           |   |
|-----------|---|
| 135 - 138 | 1. <b><u>Lethbridge County Council Attendance Update - March 2021</u></b><br><a href="#">Lethbridge County Council Attendance Update - March 2021</a> |
|-----------|---|

## **J. CLOSED SESSION**

1. **Appointment of Returning Officer and Substitute Returning Officer for the 2021 Municipal Election (FOIP Section 19 - Confidential Evaluations)**
2. **Coaldale Fire Discussion (FOIP Section 25(1) - Disclosure Harmful to Economic and Other Interests of a Public Body)**

## **K. ADJOURN**



# MINUTES

## Council Meeting

9:30 AM - Thursday, April 1, 2021  
Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, April 1, 2021, at 9:30 AM, in the Council Chambers, with the following members present:

**PRESENT:** Reeve Lorne Hickey  
Councillor Morris Zeinstra  
Deputy Reeve Tory Campbell  
Councillor Robert Horvath  
Councillor Ken Benson  
Councillor Steve Campbell  
Councillor Klaas VanderVeen  
Chief Administrative Officer, Ann Mitchell  
Director of Community Services, Larry Randle  
Director of Public Operations, Jeremy Wickson  
Infrastructure Manager, Devon Thiele  
Manager of Finance & Administration, Jennifer Place  
Executive Assistant, Candice Robison

**A. CALL TO ORDER**

Reeve Lorne Hickey called the meeting to order at 9:31 a.m.

**B. ADOPTION OF AGENDA**

80-2021 Councillor Horvath MOVED that Lethbridge County Council approve the April 1, 2021 Council Meeting Agenda as presented.

CARRIED

**C. ADOPTION OF MINUTES**

**C.1. County Council Meeting Minutes**

81-2021 Councillor VanderVeen MOVED that the March 11, 2021 Regular County Council Meeting Minutes be accepted as amended.

CARRIED

**D. DEPARTMENT REPORTS**

**D.1. Asset Management Update and AM Plan Delivery**

Mike Bly, GIS and Asset Coordinator and Chris Vanderheyden, Senior Consultant from PSD were present and provided Council an Asset Management Update.

82-2021 Councillor Zeinstra MOVED that Council receive the Asset Management Plan and update for information.

CARRIED

E. **SUBDIVISION APPLICATIONS**

E.1. **Subdivision Application #2021-0-013 – Lethbridge County  
- Lot 11, Block 18, Plan 9611179 within SW1/4 7-10-23-W4M (Hamlet of Monarch)**

83-2021      Councillor      MOVED that Subdivision Application #2021-0-013 - Lethbridge  
Zeinstra      County - Lot 11, Block 18, Plan 9611179 within SW 1/4 7-10-23-  
W4M (Hamlet of Monarch) be removed from the table.  
CARRIED

84-2021      Councillor      MOVED that the Residential subdivision of Lot 11, Block 18, Plan  
VanderVeen      9611179 within SW1/4 7-10-23-W4M (Certificate of Title No. 961 130  
719), to subdivide an existing title 0.9-acres (0.36 ha) in size, and  
create 5 equal-lots, approximately 0.18 acres (0.07 ha) or 51 x 125  
ft. each respectively in size, for hamlet residential use; BE  
APPROVED subject to the following:

CONDITIONS:

1. That the applicant submits a subdivision Final Plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcel being subdivided as approved.
2. That any easement(s) as required by the municipality shall be established.
3. That the subdivision approved shall be limited to create 4 equal-sized lots, approximately 0.183 acres or 63.73 x 125 ft. each respectively in size, as to be illustrated and registered on the final plan of survey which shall also include a rear lane to county standards.

CARRIED

E.2. **Subdivision Application #2021-0-020 – Sheets/Magill  
- within the W1/2 4-9-20-W4M**

85-2021      Councillor      MOVED that the Agricultural subdivision of W1/2 4-9-20-W4M  
T.Campbell      (Certificate of Title No. 171 088 306 +1, 141 050 481), to enable a  
property boundary reconfiguration of two adjacent parcels and  
enlarge a 14.13 acre (5.72 ha) cut-off title, by subdividing 6.10 acres  
(2.47 ha) from the adjacent south ¼-section and consolidating it to  
the existing parcel, thereby creating a 20.23 acre (8.19 ha) rural  
industrial title and a 134.75 acre (54.53 ha) sized agricultural title; BE  
APPROVED subject to the following:

RESERVE: The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, be provided as money in place of land on the 6.10 acres at the market value of \$10,000.00 per acre with the actual acreage and amount to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the titles and portions of land to be subdivided and consolidated to reconfigure the boundaries (property lines) of the adjacent parcels in creating the enlarged 20.23 acre rural industrial title be done by a plan prepared by a certified Alberta Land Surveyor in a manner such that the resulting titles cannot be further subdivided

without approval of the Subdivision Authority.

4. That any easement(s) as required by ATCO Gas shall be established prior to finalization.

CARRIED

**E.3. Subdivision Application #2021-0-029 – Dronkelaar  
- SW1/4 8-12-20-W4M**

86-2021      Councillor Zeinstra      MOVED that the Country Residential subdivision of SW1/4 8-12-20-W4M (Certificate of Title No. 981 110 724 +1), to subdivide a 16.70 acre (6.76 ha) first parcel out farmstead subdivision from a title of 160 acres (64.75 ha) for country residential use; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant provides a final subdivision Plan from an Alberta Land Surveyor that corresponds to the parcel layout and size as approved by the Subdivision Authority.
4. That any easement(s) as required by utility companies or the municipality shall be established.

CARRIED

**E.4. Subdivision Application #2021-0-031 – Nieboer  
- portion of the SE1/4- 4-11-23-W4M**

87-2021      Councillor VanderVeen      MOVED that the Country Residential subdivision of SE1/4 4-11-23-W4M (Certificate of Title No. 111 177 552 +1), to create a 7.70 acre (3.12 ha) farm yard parcel from an agricultural title comprised of 113.10 acres (45.77 ha) for country residential use; BE APPROVED subject to the following:

RESERVE: The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, be provided as money in place of land on the 7.70 acres at the market value of \$6,000.00 per acre with the actual acreage and amount to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created. The agreement may include the terms for the future provision of the service road if and when required.
3. That any conditions as required by Alberta Transportation shall be provided prior to finalization, including the provision of a 20 metre wide service road right-of-way perpendicular to and across the highway frontage of the parcel to be created, which may be acceptable by a caveat agreement.
4. That the applicant provide a Plan of Survey Surveyors by an

Alberta Land Surveyor to illustrate the exact dimensions and size of the parcel as approved.

5. That any easement(s) as required by utility agencies shall be established prior to finalization of the application.

6. That the applicant is responsible for meeting any conditions of the Historical Resources Administrator prior to finalization, including obtaining historical resource clearance if required.

CARRIED

**E.5. Subdivision Application #2021-0-037 – Sinke Farms / Sosick - Lot 1, Plan 9011050 & SE1/4 11-11-22-W4M**

88-2021      Councillor Zeinstra      MOVED that the Agricultural & Country Residential subdivision of Lot 1, Plan 9011050 & SE1/4 11-11-22-W4M (Certificate of Title No. 021 186 106, 901 144 877), to reconfigure the layout (property boundary) and size of an existing parcel through subdivision and consolidation, by realigning a rectangular 10.03 acre (4.06 ha) title with the adjacent agricultural title and reducing it to 9.16 acres (3.709 ha) in size, for county residential use; BE APPROVED subject to the following:

**CONDITIONS:**

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant submits a surveyed plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcels being subdivided. The titles and portions of land to be subdivided and consolidated to reconfigure the boundaries (property line) of the four adjacent parcels, are to be done by a plan prepared by a certified Alberta Land Surveyor in a manner such that the resulting titles cannot be further subdivided without approval of the Subdivision Authority.
4. That the applicant provide a Plan of Survey Surveyors by an Alberta Land Surveyor to illustrate the exact dimensions and size of the parcel as approved.
5. That any easement(s) as required by utility companies or the municipality shall be established.

CARRIED

**F. PUBLIC HEARINGS**

**G. DELEGATIONS**

**H. CLOSED SESSION**

**J.1 - Request for Surface Lease - Update (FOIP Section 16 - Disclosure Harmful to Business Interests of a Third Party & Section 25 - Disclosure Harmful to Economic and Other Interests of a Public Body)**

89-2021      Councillor VanderVeen      MOVED that the Lethbridge County Council Meeting move into Closed Session, pursuant to Section 197 of the *Municipal Government Act*, the time being 11:40 a.m. for discussion on the following:

J.1. Request for Surface Lease - Update (*Freedom of Information and Protection of Privacy Act, Sections 16 – Disclosure Harmful to Business Interests of a Third Party & Section 25 Disclosure Harmful to Economic and Other Interests of a Public Body*)

Present during the Closed Session:

- 90-2021 Councillor MOVED that Lethbridge County Council Meeting move out of the  
VanderVeen closed session at 12:02 p.m.  
CARRIED

#### **H.1. COMMUNITY SERVICES**

##### **H.1.1. Development Permit Application 2021-056 (City of Lethbridge Landfill Composting Facility)**

- 91-2021 Councillor MOVED that Development Permit application 2021-056 be approved  
S.Campbell as drafted.  
CARRIED

##### **H.1.2. Development Permit Application 2021-063 (Powersports Business)**

- 92-2021 Councillor MOVED that Development Permit application 2021-063 be approved  
Horvath as drafted.  
CARRIED

##### **H.1.3. Development Permit Application 2021-064 (Signage)**

- 93-2021 Councillor MOVED that Development Permit application 2021-064 be approved  
VanderVeen as drafted.  
CARRIED

Reeve Hickey recessed the meeting at 12:14 p.m.

The meeting reconvened at 12:56 p.m. with all members of Council present as previously stated.

#### **H.2. MUNICIPAL SERVICES**

##### **H.2.1. Nobleford Water Conveyance Agreement - Extension Support**

- 94-2021 Councillor MOVED that Council send correspondence to the Town of  
VanderVeen Nobleford to express their interest, support and commitment, to  
further extending the rural water agreement past 2027.  
CARRIED

##### **H.2.2. ASB Resource Management Grant Update**

- 95-2021 Councillor MOVED that the Resource Management grant program be  
VanderVeen accepted for information and extended for 2021, to be re-evaluated  
in the fall for budget years 2022-24.  
CARRIED

#### **H.3. CORPORATE SERVICES**

##### **H.3.1. 2021 Business Tax Bylaw No. 21-004**

- 96-2021 Councillor MOVED that Bylaw No. 21-004 - 2021 Business Tax Bylaw be read  
S.Campbell a first time.  
CARRIED
- 97-2021 Councillor MOVED that Bylaw No. 21-004 - 2021 Business Tax Bylaw be read  
T.Campbell a second time.  
CARRIED

98-2021	Councillor Horvath	MOVED that Council consider reading Bylaw No. 21-004 - 2021 Business Tax Bylaw a third time.	CARRIED
99-2021	Deputy Reeve Benson	MOVED that Bylaw No. 21-004 - 2021 Business Tax Bylaw be read a third time.	CARRIED
<b>H.3.2. <u>2021 Business Tax Rate Bylaw No. 21-005</u></b>			
100-2021	Deputy Reeve Benson	MOVED that Bylaw No. 21-005 - 2021 Business Tax Rate Bylaw be read a first time.	CARRIED
101-2021	Councillor S.Campbell	MOVED that Bylaw No. 21-005 - 2021 Business Tax Rate Bylaw be read a second time.	CARRIED
102-2021	Councillor VanderVeen	MOVED that Council consider reading Bylaw No. 21-005 - 2021 Business Tax Rate Bylaw a third time.	CARRIED
103-2021	Councillor Zeinstra	MOVED that Bylaw No. 21-005 - 2021 Business Tax Rate Bylaw be read a third time.	CARRIED

#### H.4. ADMINISTRATION

##### I. NEW BUSINESS

##### J. COUNTY COUNCIL AND COMMITTEE UPDATES

##### K. CLOSED SESSION

104-2021	Councillor S.Campbell	MOVED that the Lethbridge County Council Meeting move into Closed Session, pursuant to Section 197 of the <i>Municipal Government Act</i> , the time being 1:20 p.m. for discussion on the following:
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J.2. Discussion on Regional Fire Agreement (*Freedom of Information and Protection of Privacy Act*, Section 25(1) - *Disclosure Harmful to Economic and Other Interests of a Public Body*)

Present during the Closed Session:  
Lethbridge County Council  
Senior Management  
Administration Staff  
CARRIED

105-2021	Councillor VanderVeen	MOVED that the Lethbridge County Council Meeting move out of the closed session at 1:57 p.m.	CARRIED
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##### K.1. 11:30 a.m. - Request for Surface Lease - Update (FOIP Section 16 - Disclosure Harmful to Business Interests of a Third Party & Section 25 (1) - Disclosure Harmful to Economic and Other Interests of a Public Body)

106-2021	Councillor VanderVeen	MOVED that administration be authorized to enter into an agreement for a surface lease for a new gas well at 17-10-24-W4.	CARRIED
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**K.2. Discussion on Regional Fire Agreement (FOIP Section 25 (1) - Disclosure Harmful to Economic and Other Interests of a Public Body)**

107-2021	Councillor T.Campbell	MOVED that Council approve the signing of the Fire Agreements as presented for the Town of Nobleford, Town of Coalhurst, Town of Picture Butte and Village of Barons.	CARRIED
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**L. ADJOURN**

108-2021	Councillor Zeinstra	MOVED that the Lethbridge County Council Meeting adjourn at 2:06 p.m.	CARRIED
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Reeve

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# AGENDA ITEM REPORT



**Title:** 2020 Audited Financial Statements  
**Meeting:** Council Meeting - 15 Apr 2021  
**Department:** Council  
**Report Author:** Tory T.Campbell

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 13 Apr 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

The 2020 Audited Financial Statements have been reviewed and presented by the Auditors, KPMG LLP and is being recommended for approval by the Audit Committee.

## RECOMMENDATION:

That Council approved the Audited Financial Statements for the fiscal year ended December 31, 2020 as presented by KPMG LLP.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Annual Approval of the Financial Statements is a requirement of the Municipal Government Act (MGA).

## BACKGROUND INFORMATION:

The County's auditors, KPMG LLP have audited and prepared the financial statements and have provided an unqualified opinion. The statements meet the requirements of Section 276 of the Municipal Government Act and are consistent with Canadian generally accepted accounting principals as recommended by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants.

## ALTERNATIVES / PROS / CONS:

Audited Annual Financial Statements must be approved by Council and submitted to the Province by May 1st of each year.

## FINANCIAL IMPACT:

None

**REASON(S) FOR RECOMMENDATION(S):**

The Municipal Government Act Section 276 (1) States:

Each municipality must prepare annual financial statements of the municipality for the immediately preceding year in accordance with

(a) Canadian generally accepted accounting principles for municipal governments, which are the standards approved by the Public Sector Accounting Board included in the CPA Canada Public Sector Accounting Handbook published by the Chartered Professional Accountants of Canada, as amended from time to time, and

(b) any modification of the principles or any supplementary accounting standards or principles established by the Minister by regulation.

**ATTACHMENTS:**

[2020 Financial Statement](#)

Financial Statements of

# **LETHBRIDGE COUNTY**

And Independent Auditors' Report thereon

Year ended December 31, 2020

## **MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS**

Lethbridge County's management is responsible for the preparation, accuracy, objectivity, and integrity of the accompanying financial statements and the notes thereto. Management believes that the financial statements present fairly the County's financial position as at December 31, 2020 and the results of its operations for the year then ended.

The financial statements have been prepared in accordance with Canadian public sector accounting standards. Financial statements are not precise, since they include certain amounts based on estimates and judgments. Such amounts have been determined on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

In fulfilling its responsibilities and recognizing the limits inherent in all systems, management has designed and maintained a system of internal controls to produce reliable information to meet reporting requirements. The system is designed to provide management with reasonable assurance that transactions are properly authorized, reliable financial records are maintained, and assets are properly accounted for and safeguarded.

The County Council carries out its responsibilities for review of the financial statements principally through its Audit Committee. This committee meets regularly with management and external auditors to discuss the results of audit examinations and financial reporting matters. The external auditors have full access to the Audit Committee with and without the presence of management. The County Council has approved the financial statements.

The financial statements have been audited by the independent firm of KPMG LLP. Their report to the Members of Council of Lethbridge County, stating the scope of their examination and opinion on the financial statements, follows.

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*Chief Administrative Officer*

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*Manager of Finance and Administration*

## INDEPENDENT AUDITORS' REPORT

To the Reeve and Members of Council of Lethbridge County

### ***Opinion***

We have audited the accompanying financial statements of Lethbridge County (the "County"), which comprise:

- the statement of financial position as at December 31, 2020
- the statement of operations for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the County as at December 31, 2020, and its results of operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the County in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### ***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the County's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the County or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the County's financial reporting process.

### ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the County's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the County to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represents the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Lethbridge, Canada



# LETHBRIDGE COUNTY

## Statement of Financial Position

December 31, 2020, with comparative information for 2019

	2020	2019
<b>Financial assets:</b>		
Cash	\$ 11,954,462	\$ 12,904,213
Investments (note 4)	16,882,091	16,266,170
Taxes and grants in place of taxes (note 5)	1,293,580	1,102,146
Trade and other receivables	7,110,585	4,923,717
Restricted cash (note 6)	3,285,004	5,637,763
	40,525,722	40,834,009
<b>Financial liabilities:</b>		
Accounts payable and accrued liabilities	1,425,229	1,310,696
Deposit liabilities	80,555	319,155
Deferred lease payments (note 8)	3,288,924	3,587,921
Deferred revenue (note 7)	2,338,066	4,532,092
Employee future benefits (note 18)	304,765	325,520
Long-term debt (note 9)	15,955,901	16,713,184
Other liabilities	946,938	1,105,671
	24,340,378	27,894,239
Net financial assets	16,185,344	12,939,770
<b>Non-financial assets:</b>		
Tangible capital assets (note 11)	124,484,072	123,500,786
Prepaid expenses and deposits	265,730	230,978
Inventories for consumption	1,301,887	1,633,211
	126,051,689	125,364,975
Contingent liabilities (note 14)		
Subsequent event and contingencies (note 21)		
<b>Accumulated surplus (note 12)</b>	<b>\$ 142,237,033</b>	<b>\$ 138,304,745</b>

See accompanying notes to financial statements.

# LETHBRIDGE COUNTY

## Statement of Operations

Year ended December 31, 2020, with comparative information for 2019

	Budget (note 21)	2020	2019
<b>Revenue:</b>			
Net municipal property taxes (note 13)	\$ 16,031,000	\$ 16,026,917	\$ 15,711,213
Sales and users charges	3,578,120	3,883,841	5,182,633
Government transfers (note 15)	931,980	757,887	655,190
Fines	140,000	66,642	167,115
Penalties and cost of taxes	204,000	139,375	333,916
Licenses and permits	35,000	53,050	56,775
Rentals	188,690	216,532	273,722
Return on investments	325,125	710,228	870,537
Gain on sale of tangible capital assets	-	11,565	347,774
Other	668,880	3,347,834	3,774,385
<b>Total revenue</b>	<b>22,102,795</b>	<b>25,213,871</b>	<b>27,373,260</b>
<b>Expenses (note 16):</b>			
Council and other legislative	609,735	468,653	506,286
General administration	3,997,624	4,464,749	5,843,083
Protective Services	2,653,960	2,265,777	2,026,043
Roads, Streets, walks and lighting	6,211,005	10,812,316	9,988,200
Fleet services	2,147,170	2,823,343	3,123,765
Water, wastewater and waste management	3,281,365	4,126,375	4,663,898
Parks and recreation	63,910	84,543	65,302
Family and community support	78,765	78,786	78,786
Agricultural development	952,665	915,788	901,549
<b>Total expenses</b>	<b>19,996,199</b>	<b>26,040,330</b>	<b>27,196,912</b>
<b>Excess of revenue over expenses before the undernoted</b>	<b>2,106,596</b>	<b>(826,459)</b>	<b>176,348</b>
<b>Other:</b>			
Deferred lease payments	-	298,994	298,994
Government transfers for capital (note 15)	3,419,000	4,459,753	3,462,096
Transfer net assets to other governments (note 3)	-	-	(8,093,485)
	<b>3,419,000</b>	<b>4,758,747</b>	<b>(4,332,395)</b>
<b>Excess (deficiency) of revenue over expenses</b>	<b>5,525,596</b>	<b>3,932,288</b>	<b>(4,156,047)</b>
<b>Accumulated surplus, beginning of year</b>	<b>138,304,745</b>	<b>138,304,745</b>	<b>142,460,792</b>
<b>Accumulated surplus, end of year</b>	<b>\$ 143,830,341</b>	<b>\$ 142,237,033</b>	<b>\$ 138,304,745</b>

See accompanying notes to financial statements.

# LETHBRIDGE COUNTY

## Statement of Change in Net Financial Assets

Year ended December 31, 2020, with comparative information for 2019

	Budget (note 21)	2020	2019
Excess (deficiency) of revenue over expenses \$	5,525,596	\$ 3,932,288	\$ (4,156,047)
Acquisition of tangible capital assets	(8,427,000)	(7,490,559)	(4,660,536)
Amortization of tangible capital assets	-	6,404,342	6,518,074
Gain on sale of tangible capital assets	-	(11,565)	(347,774)
Proceeds on sale of tangible capital assets	-	114,497	572,038
Transfer of net assets to other governments	-	-	8,093,485
	(8,427,000)	2,949,003	6,019,240
Acquisition inventories for consumption	-	(1,940,801)	(2,704,332)
Acquisition of prepaid expenses	-	(274,728)	(247,726)
Consumption of inventories for consumption	-	2,272,124	2,273,683
Use of prepaid expenses	-	239,976	265,313
	-	296,571	(413,062)
Change in net financial assets (net debt)	(2,901,404)	3,245,574	5,606,178
Net financial assets, beginning of year	12,939,770	12,939,770	7,333,592
Net financial assets, end of year	\$ 10,038,366	\$ 16,185,344	\$ 12,939,770

See accompanying notes to financial statements.

# LETHBRIDGE COUNTY

## Statement of Cash Flows

Year ended December 31, 2020, with comparative information for 2019

	2020	2019
Cash provided by (used in):		
<b>Operating activities:</b>		
Deficiency of revenue over expenses	\$ 3,932,288	\$ (4,156,047)
Items not involving cash:		
Amortization of tangible capital assets	6,404,342	6,518,074
Gain on disposal of tangible capital assets	(11,565)	(347,774)
Transfer of net assets to other governments	-	8,093,485
Deferred lease payments	(298,998)	(298,994)
Change in non-cash operating assets and liabilities:		
Taxes and grants in place of taxes	(191,434)	(608,192)
Trade and other receivables	(2,186,868)	621,426
Restricted cash	2,194,026	(4,385,529)
Accounts payable and accrued liabilities	114,533	(1,512,134)
Employee benefit obligations	(20,755)	(159,299)
Deposit liabilities	(238,600)	(52,010)
Deferred revenue	(2,194,026)	768,190
Prepaid expenses and deposits	(34,752)	17,588
Inventories for consumption	331,324	(430,650)
	7,799,515	4,068,134
<b>Capital activities:</b>		
Acquisition of tangible capital assets	(7,490,559)	(4,660,536)
Proceeds on sale of tangible capital assets	114,497	572,038
	(7,376,062)	(4,088,498)
<b>Investing activities:</b>		
Decrease (increase) in investments	(615,921)	(146,562)
<b>Financing activities:</b>		
Proceeds of long-term debt	-	454,000
Payments on long-term debt	(757,283)	(717,965)
	(757,283)	(263,965)
Net change in cash	(949,751)	(430,891)
Cash position, beginning of year	12,904,213	13,335,104
Cash position, end of year	\$ 11,954,462	\$ 12,904,213

See accompanying notes to financial statements.

# LETHBRIDGE COUNTY

## Notes to Financial Statements

Year ended December 31, 2020

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### 1. Significant accounting policies:

The financial statements of Lethbridge County (the "County") are prepared by management in accordance with Canadian public sector accounting standards. Significant accounting policies adopted by the County are as follows:

#### (a) Basis of presentation:

On March 11, 2020, the COVID-19 outbreak was declared a pandemic by the World Health Organization. This has resulted in governments worldwide, including the Canadian government, enacting emergency measures to combat the spread of the virus. These measures include implementation of travel bans, self-imposed quarantine periods, closures of non-essential businesses and physical distancing, have caused significant disruption to businesses globally and in Canada, resulting in an economic slowdown. Governments and central banks have reacted with significant monetary and fiscal interventions designed to stabilize economic conditions. Accordingly, economic uncertainties have arisen which could have a negative impact on the County's revenue streams and results from operations.

The County has implemented the following in relation to their pandemic response:

- The County is following public health recommendations.
- The County has implemented mandatory self-isolation for any individuals experiencing symptoms as well as individuals returning from travel.
- The County restricted access to County facilities from March 31, 2020 to December 31, 2020.
- The County extended the deadline for 2021 property taxes from July 31, 2021 to October 1, 2021 and waived penalties which would typically be accrued July 31, 2021.
- The County provided a 90 day penalty free deferral on utility charges from April 1, 2021 to July 1, 2021.

The ongoing challenging economic climate presents uncertainty over future cash flows and may have a significant impact on future operations. An estimate of the financial effect of these items is not practicable at this time.

# LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2020

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## 1. Significant accounting policies (continued):

### (b) Reporting entity:

The financial statements reflect the assets, liabilities, revenue and expenses of the reporting entity which comprises all of the organizations that are owned or controlled by the County and are, therefore, accountable to the Council for the administration of their financial affairs and resources.

The schedule of taxes levied also includes requisitions for education, health, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental transactions and balances have been eliminated.

### (c) Basis of accounting:

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

### (d) Use of estimates:

The preparation of financial statements in conformity with Canadian Public Sector Accounting Standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the period. Significant items subject to such estimates and assumptions include the carrying amount of tangible capital assets, provisions for impairment of taxes and grants in place of taxes and trade and other receivables, provision for impairment in valuation of investments, employee future benefits, and the recognition of deferred lease payments and deferred revenues.

Actual results could differ from these estimates.

# LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2020

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## 1. Significant accounting policies (continued):

### (e) Investments:

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the effective rate method over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

### (f) Revenue recognition:

Net municipal property taxes are recognized as revenue as levied.

Sales and user charges are recognized as revenue as goods are transferred or services are rendered.

Contributed assets are recognized as revenue at fair market value of the assets at the date of receipt.

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance.

### (g) Requisition over-levy and under-levy:

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

### (h) Government transfers:

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

# LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2020

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## 1. Significant accounting policies (continued):

### (h) Government transfers (continued):

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

### (i) Employee future benefits:

(i) The County and its employees make contributions to the Local Authority Pension Plan. These contributions are expensed as incurred. The costs of multi-employer defined contribution pension plan benefits, such as the Local Authority Pension Plan, are the employer's contributions due to the plan in the period.

(ii) Sick leave and other retirement benefits are also available to the County's employees. The costs of these benefits are actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

### (j) Contaminated sites liability:

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring.



# LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 1. Significant accounting policies (continued):

### (k) Non-financial assets:

Non financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

### (i) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. When conditions indicate that they no longer contribute to the County's ability to provide goods and services, or when the value of the future economic benefits associated with the tangible capital asset are less than their book value the assets are written down. The net write downs are accounted for as an expense. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Useful life - years
Land improvements	15 - 40
Buildings	15 - 50
Engineered structures	
Road systems	5 - 100
Water systems	45 - 75
Wastewater systems	45 - 75
Storm systems	45 - 75
Machinery and equipment	3 - 40
Vehicles	5 - 25

Assets under construction are not amortized until the asset is available for productive use.

### (ii) Contributions of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

### (iii) Leased tangible capital assets:

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

# LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2020

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## 1. Significant accounting policies (continued):

### (k) Non-financial assets (continued):

#### (iv) Works of art and cultural and historical assets:

Works of art and cultural and historical assets are not recorded as assets in these financial statements.

#### (v) Interest capitalization:

The County does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

#### (vi) Inventories for consumption:

Inventories held for consumption are recorded at the lower of cost and replacement cost with costs determined on an average cost basis.

# LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2020

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## 2. Future accounting pronouncements:

The following summarizes the upcoming changes to the Public Sector Accounting Standards by the Public Sector Accounting Standards Board (PSAB). In 2021, the County will continue to assess the impact and prepare for the adoption of these standards. While the timing of standard adoption can vary, certain standards must be adopted concurrently.

### (a) PS 1201 - Financial Statement Presentation:

The implementation of this standard requires a new statement of re-measurement gains and losses separate from the statement of operations. This new statement will include the unrealized gains and losses arising from the re-measurement of financial instruments and items denominated in foreign currency. This standard is effective for fiscal years beginning on or after April 1, 2022.

### (b) PS 3450 - Financial Instruments:

This section establishes recognition, measurement, and disclosure requirements for derivative and non-derivative instruments. The standard requires fair value measurements of derivative instruments and equity instruments; all other financial instruments can be measured at either cost or fair value depending upon elections made by the government. Unrealized gains and losses will be presented on the new statement of re-measurement gains and losses arising from the adoption of PS 1201. There will also be a requirement to disclose the nature and extent of risks arising from financial instruments and clarification is given for the de-recognition of financial liabilities. As the County does not invest in derivatives or equity instruments based on its investment policy, it is anticipated that the adoption of this standard will have a minimal impact on the County. This standard is effective for fiscal years beginning on or after April 1, 2022.

### (c) PS 2601 - Foreign Currency Translation:

This section establishes guidance on the recognition, measurement, presentation and disclosure of assets and liabilities denominated in foreign currencies. The Section requires monetary assets and liabilities, denominated in a foreign currency and non-monetary items valued at fair value, denominated in a foreign currency to be adjusted to reflect the exchange rates in effect at the financial statement date. The resulting unrealized gains and losses are to be presented in the new statement of re-measurement gains and losses. This standard is effective for fiscal years beginning on or after April 1, 2022.

# LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2020

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## 2. Future accounting pronouncements (continued):

### (d) PS 3041 - Portfolio Investments:

This section removes the distinction between temporary and portfolio investments and provides additional guidance on recognition, measurement, presentation and disclosure of these types of investments. Upon adoption of this section and PS 3450, PS 3040 - Portfolio Investments will no longer be applicable. This standard is effective for fiscal years beginning on or after April 1, 2022.

The requirements in PS 1201, PS 3450, PS 2601 and PS 3041 are required to be implemented at the same time.

Management has indicated that the impact of the adoption of this standard is being evaluated and it is not known or reasonably estimable at this time.

### (e) PS 3280 - Asset retirement obligations:

This section provides guidance on how to account for and report a liability for retirement of a tangible capital asset. This standard is effective for fiscal years beginning on or after April 1, 2022.

### (f) PS 3400 - Revenue:

This section provides guidance on how to account for and report on revenue, specifically addressing revenue arising from exchange transactions and unilateral transactions. This standard is effective for fiscal years beginning on or after April 1, 2022.

## 3. Transfer of net assets to other governments:

During the 2019 fiscal year, Phase 1 and Phase 2A of the Malloy Drain Project were completed and transferred to the Saint Mary River Irrigation District (SMRID) and the Town of Coaldale respectively, resulting in a transfer of assets of \$8,093,485. The responsibilities of each party was addressed through Tri-Party agreements stating upon completion of the phases, ownership and control be transferred to the respective entities.

# LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 4. Investments:

	2019	2019
Short-term deposits	\$ 556,554	\$ 543,580
Temporary investments, with original maturities of over 3 months	16,265,537	15,722,590
<b>Total</b>	<b>\$ 16,822,091</b>	<b>\$ 16,266,170</b>

Temporary investments are short-term deposits comprised of redeemable GICs with interest rates ranging from 2.05% to 4.50% (2019 – 1.81% to 4.50%). The investments will mature on or before September 14, 2023 (2019 – June 1, 2022).

## 5. Taxes and grant in place of taxes:

	2020	2019
Secured:		
Current taxes and grants in place of taxes	\$ 1,102,665	\$ 1,084,282
Arrears taxes	1,500,971	622,869
	2,603,636	1,707,151
Less: allowance for uncollectible taxes	(1,310,056)	(605,005)
	<b>\$ 1,293,580</b>	<b>\$ 1,102,146</b>

## 6. Restricted cash:

Restricted cash is made up of funds set aside in the Municipal land reserve account and funding contributions received for restricted purposes not spent. Municipal reserve funds may be used only for the purposes specified in the Municipal Government Act, section 671(4). Accordingly, these amounts are not available for current operations.

# LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 7. Deferred revenue:

Deferred revenue, reported on the statement of financial position, is made up of the following:

	December 31, 2019	Externally restricted inflows	Revenue earned	December 31, 2020
Municipal Sustainability Initiative Grant - Capital (MSI)	\$ 2,943,665	\$ 1,369,554	\$ (3,000,611)	\$ 1,312,608
Federal Gas Tax Fund Grant (FGTF)	329,904	1,145,597	(1,058,378)	417,123
Municipal Sustainability Initiative Grant - Operating (MSI)	59,003	104,592	(56,168)	107,427
Alberta Community Resilience Program (ACRP)	618,527	1,324	(619,851)	-
Alberta Community Partnership (ACP)	57,392	-	(4,527)	52,865
Strategic Transportation Infrastructure Program (STIP)	313,731	-	-	313,731
Other	209,870	402,547	(478,105)	134,312
<b>Total</b>	<b>\$ 4,532,092</b>	<b>\$ 3,023,614</b>	<b>\$ (5,217,640)</b>	<b>\$ 2,338,066</b>

Funding allocations for the 2017 to 2020 years have been made available to the County from the Municipal Sustainability Initiative ("MSI") – Capital Component, and the Federal Gas Tax Fund ("FGTF") are also available to the County. These allocations are only receivable from the funding source upon approval of project submissions made by the County. As at December 31, 2020, the County did not have any approved projects submitted towards these allocations. As a result these allocations have not been included in these financial statements.

# LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 7. Deferred revenue (continued):

	2020	2019
MSI:		
Unpaid allocations available, beginning of year	\$ 2,907,702	\$ 4,098,694
Annual allocation	1,009,148	1,985,675
Proceeds approved	(3,056,779)	(3,176,667)
Unpaid allocations available, end of year	860,071	2,907,702
FGTF:		
Unpaid allocations available, beginning of year	2,070,808	1,740,905
Annual allocation	595,786	621,965
Proceeds approved	(1,058,378)	(292,062)
Unpaid allocations available, end of year	1,608,216	2,070,808
	\$ 2,468,287	\$ 4,978,510

## 8. Deferred lease payments:

	2020	2019
Balance, beginning of year	\$ 3,587,921	\$ 3,886,914
Amortization	(298,997)	(298,993)
	\$ 3,288,924	\$ 3,587,921

The County received \$8,969,812 as a prepaid lease payment from McCain Foods Limited for the use of a water treatment plant. The lease is for the useful operating life of the plant. The minimum term is for an initial period of ten years ending December 31, 2011 with four subsequent renewal terms of five years each. The deferred lease payments will be recognized as revenue as the payments are being used to fund the acquisition of the water treatment plant. The revenue will be recognized evenly over the thirty year minimum term of the lease, including the four renewal terms.

# LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 9. Long-term debt:

	2020	2019
Debenture tax supported	\$ 15,955,901	\$ 16,713,184
Current portion	\$ 753,317	\$ 683,029

Principal and interest repayments are due as follows:

	Principal	Interest	Total
2021	\$ 753,317	\$ 615,752	\$ 1,369,069
2022	789,381	579,518	1,368,899
2023	827,324	541,396	1,368,720
2024	867,255	501,290	1,368,545
2025	873,298	459,062	1,332,360
Thereafter	11,845,326	5,217,164	17,062,490

Debenture debt is repayable to Alberta Municipal Financing Corporation and bears interest at the rate of 2.765% to 6.500% per annum, before Provincial subsidy, and matures in periods 2024 to 2048. For qualifying debentures, the Province of Alberta rebates 60% of interest in excess of 8%, 9%, and 11% to a maximum annual rate of 12.5%, depending on the date borrowed. Debenture debt is issued on the credit and security of the Lethbridge County at large.

Interest payments on long-term debt amounted to \$610,651 (2019 - \$635,513).



# LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 10. Debt limits:

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 of the Lethbridge County be disclosed as follows:

	2020	2019
Total debt limit	\$ 37,820,807	\$ 41,059,890
Total debt	15,955,901	16,713,184
Unused debt limit	\$ 21,864,906	\$ 24,346,706
Debt servicing limit	\$ 6,303,468	\$ 6,843,315
Debt servicing	1,367,934	1,353,538
Amount of debt servicing limit unused	\$ 4,935,534	\$ 5,489,777

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

# LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2020

Page 25 of 38

## 11. Tangible capital assets:

	Land	Land Improvements	Buildings	Road systems	Water systems	Wastewater systems	Storm systems	Machinery and equipment	Vehicles	Total 2020	Total 2019
<b>Cost:</b>											
Balance, beginning of year	\$4,646,140	\$399,701	\$5,170,917	\$315,296,029	\$20,256,900	\$24,358,712	\$2,988,384	\$14,483,051	\$4,009,565	\$391,609,399	\$395,972,833
Additions	4,106	45,799	28,365	5,729,162	121,481	44,024	40,134	1,264,431	213,057	7,490,559	4,660,536
Disposals	(69,493)	-	-	-	-	-	-	(196,048)	-	(265,541)	(9,023,970)
Balance, end of year	\$4,580,753	\$445,500	\$5,199,282	\$321,025,191	\$20,378,381	\$24,402,736	\$3,028,518	\$15,551,434	\$4,222,622	\$398,834,417	\$391,609,399
<b>Accumulated amortization:</b>											
Balance, beginning of year	\$-	\$61,624	\$3,023,969	\$242,000,920	\$4,364,204	\$9,070,023	\$313,813	\$7,147,991	\$1,537,637	\$268,108,613	\$262,296,760
Disposals	-	-	-	-	-	-	-	(162,610)	-	(162,610)	(706,221)
Amortization	-	8,089	128,276	4,302,836	292,792	499,563	34,116	789,840	348,830	6,404,342	6,518,074
Balance, end of year	\$-	\$69,713	\$3,152,245	\$246,303,756	\$4,071,412	\$9,569,586	\$347,929	\$7,775,221	\$1,886,467	\$274,350,345	\$268,108,613
Net book value, end of year 2020	\$4,580,753	\$375,787	\$2,047,037	\$74,721,435	\$16,306,969	\$14,833,150	\$2,680,589	\$7,776,213	\$2,336,155	\$124,484,072	\$123,500,786
Net book value, end of year 2019	\$4,646,140	\$338,077	\$2,146,948	\$73,295,109	\$15,892,696	\$15,288,689	\$2,674,571	\$7,335,060	\$2,471,928	\$-	\$123,500,786

# LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2020

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## 11. Tangible capital assets (continued):

### (a) Assets under construction:

Assets under construction having a value of \$41,720 (2019 - \$1,062,318) have not been amortized. Amortization of these assets will commence when the asset is put into service.

### (b) Tangible capital assets disclosed at nominal values::

Where an estimate of fair value could not be made, the tangible capital asset has been recognized at a nominal value. Land is the only category where nominal values were assigned, a nominal value of \$190 has been applied to 11.80 acres total of Municipal reserve public access walk ways.

# LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 12. Accumulated surplus:

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

	Unrestricted	Restricted Surplus (i)	Equity in TCA (ii)	Total 2020	Total 2019
Balance, beginning of year	\$ 2,739,269	\$ 32,365,795	\$ 103,199,681	\$ 138,304,745	\$ 142,460,792
Deficiency of revenue over expenses	3,932,288	-	-	3,932,288	(4,156,047)
Transferred to restricted surplus	(9,026,525)	9,026,525	-	-	-
Acquisition of tangible capital assets	-	(7,490,559)	7,490,559	-	-
Net book value of tangible capital assets disposed	102,931	-	(102,931)	-	-
Amortization of capital assets	6,404,342	-	(6,404,342)	-	-
Deferred lease payments	(298,997)	-	298,997	-	-
Debt principal paid	(757,283)	-	757,283	-	-
Balance, end of year	\$ 3,096,025	\$ 33,901,761	\$ 105,239,247	\$ 142,237,033	\$ 138,304,745

# LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 12. Accumulated surplus (continued):

	2020	2019
<b>(i) Reserves:</b>		
Administration Building Reserve	\$ 603,193	\$ 523,361
ASB Reserve Future Projects	160,051	157,283
IT Operating Reserve	13,923	90,352
Donation Reserve	24,015	18,840
Community Grant Reserve	34,588	40,976
Computer Replacement Reserve	220,609	183,317
Council Discretionary Reserve	96,515	96,515
Drainage Reserve	500,354	425,354
Emergency Services Reserve	2,079,992	2,509,575
Utilities Future Project Reserve	3,706,941	3,117,494
Fleet Equipment Replacement	5,708,654	5,458,317
Commercial and Industrial Land Reserve	4,273,963	4,127,389
Gravel Pit Reclamation Reserve	54,569	53,625
Kedon Road Reserve	478,272	370,000
Safety Program Reserve	95,606	73,745
Municipal Debt Reduction Proceeds Reserve	3,678,163	3,610,473
Public works Reserve	3,214,770	3,230,856
Market Access Network Reserve	6,087,227	5,177,401
Recreation Reserve	212,025	337,025
Snow Removal Reserve	824,842	774,842
Other Designated Reserves	1,833,489	1,989,055
<b>Total reserves</b>	<b>\$ 33,901,761</b>	<b>\$ 32,365,795</b>

## (ii) Equity in tangible capital assets:

	2020	2019
Tangible capital assets (note 11)	\$398,834,417	\$391,609,399
Accumulated amortization (note 11)	(274,350,345)	(268,108,613)
Long-term debt (note 9)	(15,955,901)	(16,713,184)
Deferred lease (note 8)	(3,288,924)	(3,587,921)
<b>Total equity in tangible capital assets</b>	<b>\$105,239,247</b>	<b>\$103,199,681</b>

# LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 13. Net municipal property taxes:

Taxation revenue, reported on the statement of operations, is made up of the following:

		2020	2019
General taxation:			
Real property taxes	\$ 17,315,332	\$ 17,311,249	\$ 16,506,394
Linear property taxes	3,019,567	3,019,567	3,354,595
Government grants in place of property taxes	1,357,122	1,357,122	1,362,910
	21,692,021	21,687,938	21,223,899
Less taxes levied for other authorities:			
School Authorities	368,789	368,789	362,112
Alberta School Foundation Fund	5,009,771	5,009,771	4,880,605
Green Acres Foundation	282,461	282,461	269,969
	5,661,021	5,661,021	5,512,686
Net municipal property taxes	\$ 16,031,000	\$ 16,026,917	\$ 15,711,213

# LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 14. Contingent liabilities:

Lethbridge County is a member of Genesis which provides liability insurance. The investment in this program is not reflected as an asset in the accompanying financial statements. The County was also a member of the Alberta Local Authorities Reciprocal Insurance Exchange (ALARIE), which is in the process of being wound down.

Under the terms of membership, the County could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

## 15. Government transfers:

	Budget	2020	2019
Operating	\$ 931,980	\$ 757,887	\$ 655,190
Capital	3,419,000	4,459,753	3,462,096
	<b>\$ 4,350,980</b>	<b>\$ 5,217,640</b>	<b>\$ 4,117,286</b>

Government transfers are comprised of:

	Budget	2020	2019
Federal transfers:			
Shared-cost agreement and grants-operating	\$ -	\$ -	\$ 210,000
Shared cost agreement and grants- capital	-	1,058,378	82,062
Total federal transfer	-	1,058,378	292,062
Provincial transfers:			
Shared-cost agreement and grants- operating	931,980	757,887	445,190
Shared cost agreement and grants- capital	3,419,000	3,401,375	3,380,034
Total provincial transfers	4,350,980	4,159,262	3,825,224
<b>Total government transfers</b>	<b>\$ 4,350,980</b>	<b>\$ 5,217,640</b>	<b>\$ 4,117,286</b>

# LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 16. Expenses by object:

	Budget	2020	2019
Salaries, wages and benefits	\$ 8,342,674	\$ 7,776,703	\$ 9,322,213
Contracted and general services	4,706,830	4,830,556	4,524,785
Materials, good and utilities	5,094,190	5,117,494	4,808,046
Provision for Allowances	15,000	115,608	135,718
Transfers to local boards and agencies	569,145	718,238	692,500
Transfers to individual and organizations	370,000	466,738	560,063
Interest on long-term debt	898,360	610,651	635,513
Amortization	-	6,404,342	6,518,074
Total expenses by object	\$ 19,996,199	\$ 26,040,330	\$ 27,196,912

## 17. Segmented information:

Segmented information has been identified based upon lines of service provided by the County. County services are provided by departments and their activities are reported by functional area in the body of the financial statements. Certain lines of service that have been separately disclosed in the segments information, along with the services they provide, are as follows:

### (a) Protective Services:

The mandate of Protective Services is to provide for the rescue and protection of people and property within Lethbridge County through effective and efficient management and coordination of emergency service systems and resources.

### (b) Public Works:

The Public Works department is responsible for the delivery of municipal public works services related to the planning, development and maintenance of roadway systems, streets, walks and lighting.

### (c) Airport:

The Airport is a modern thriving air service centre providing air transportation services to the Southern Alberta Community. The Lethbridge Airport was transferred to the City of Lethbridge on July 1, 2018.



# LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2020

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## 17. Segmented information (continued):

### (d) Utility Services:

The Utility department is responsible for water supply and distribution services within Lethbridge County, as well as wastewater treatment and disposal activities and waste management functions.

### (e) Community Services:

Community Services provides funding for programs that support individuals, families, and communities. Programs and services are delivered through Family and Community Support Services.

### (f) Parks and Recreation:

The Parks and Recreation department is responsible for clean, safe and attractive parks within Lethbridge County.

### (g) Agricultural Development:

The County is responsible for agricultural development activities including pest control, soil, weed and crop services, agricultural field services, and roadside mowing programs.

Certain allocation methodologies are employed in the preparation of segmented financial information. Taxation and payments-in-lieu of taxes are allocated to the segments based on the segment's budgeted net expenditure. User charges and other revenue have been allocated to the segments based upon the segment that generated the revenue. Government transfers have been allocated to the segment based upon the purpose for which the transfer was made.

The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

# LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2020

Page 33 of 38

## 17. Segmented information (continued):

2020	Emergency Services	Public Works	Utility Services	Community Services	Parks and Recreation	Agriculture Development	Other and unallocated	Total 2020
<b>Revenue:</b>								
Taxation	\$ 1,673,369	\$ 8,875,794	\$ 327,925	\$ 78,786	\$ 119,543	\$ 949,890	\$ 4,001,610	\$ 16,026,917
Goods and services	-	501,706	3,264,716	-	-	59,404	58,015	3,883,841
Government transfers	40,000	4,428,472	574,843	-	-	123,907	50,418	5,217,640
Fines	66,642	-	-	-	-	-	-	66,642
Penalties and cost of taxes	-	-	5,140	-	-	-	134,235	139,375
Licenses and permits	-	-	-	-	-	-	53,050	53,050
Rentals	-	-	30,494	-	-	5,148	180,890	216,532
Return on investments	-	-	-	-	-	-	710,228	710,228
Gain (loss) on sale of tangible capital assets	-	-	-	-	-	-	11,565	11,565
Other revenue	428,429	2,294,079	325,908	-	-	-	598,412	3,646,828
Total revenue	2,208,440	16,100,051	4,529,026	78,786	119,543	1,138,349	5,798,423	29,972,618
<b>Expenses:</b>								
Salaries and wages	169,301	2,773,437	747,688	-	49,355	724,066	3,312,856	7,776,703
Operating expenses	2,091,168	5,026,763	1,789,019	-	35,188	176,206	945,314	10,063,658
Transfer to local boards and agencies	-	-	569,145	78,786	-	-	70,307	718,238
Transfers to individuals and organizations	-	-	-	-	-	-	466,738	466,738
Interest on long-term debt	-	429,787	180,864	-	-	-	-	610,651
Amortization	5,308	5,405,672	839,659	-	-	15,516	138,187	6,404,342
Total expenses	2,265,777	13,635,659	4,126,375	78,786	84,543	915,788	4,933,402	26,040,330
Excess (deficiency) of revenue over expenses	\$ (57,337)	\$ 2,464,392	\$ 402,651	\$ -	\$ 35,000	\$ 222,561	\$ 865,021	\$ 3,932,288

# LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2020

Page 34 of 38

## 17. Segmented information (continued):

2019	Protective Services	Public Works	Utility Services	Community Services	Parks and Recreation	Agriculture Development	Other and unallocated	Total 2019
<b>Revenue:</b>								
Taxation	\$ 1,504,939	\$ 9,420,589	\$ 474,423	\$ 78,786	\$ 142,502	\$ 508,623	\$ 3,581,351	\$ 15,711,213
Goods and services	-	511,305	3,264,044	-	-	58,986	1,362,365	5,196,700
Government transfers	-	2,808,704	652,574	-	-	266,871	389,137	4,117,286
Fines	167,115	-	-	-	-	-	-	167,115
Penalties and cost of taxes	-	-	7,403	-	-	-	326,513	333,916
Licenses and permits	-	-	-	-	-	-	56,775	56,775
Rentals	2,632	-	41,584	-	-	5,925	223,581	273,722
Return on investments	-	-	-	-	-	-	870,537	870,537
Gain (loss) on sale of tangible capital assets	(2,319)	124,676	-	-	-	-	225,417	347,774
Other revenue	425,813	2,399,116	326,308	-	-	100,511	807,564	4,059,312
Total revenue	2,098,180	15,264,390	4,766,336	78,786	142,502	940,916	7,843,240	31,134,350
<b>Expenses:</b>								
Salaries and wages	384,723	3,803,151	740,446	-	38,820	719,318	3,635,755	9,322,213
Operating expenses	1,341,581	3,188,037	2,334,050	-	26,481	172,652	2,405,748	9,468,549
Transfers to local boards and agencies	-	-	542,392	78,786	-	-	71,322	692,500
Transfers to individuals and organizations	289,466	-	-	-	-	-	270,597	560,063
Interest on long-term debt	-	429,787	206,514	-	-	-	(788)	635,513
Amortization	18,275	5,487,194	840,496	-	-	9,579	162,530	6,518,074
Transfer of net assets to other governments	-	8,093,485	-	-	-	-	-	8,093,485
Total expenses	2,034,045	21,001,654	4,663,898	78,786	65,301	901,549	6,545,164	35,290,397
Excess (deficiency) of revenue over expenses	\$ 64,135	\$ (5,737,264)	\$ 102,438	\$ -	\$ 77,201	\$ 39,367	\$ 1,298,076	\$ (4,156,047)

# LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 18. Employee benefit obligations:

	2020	2019
Vacation	\$ 163,172	\$ 183,166
Post-employment benefits	141,593	142,354
	<u>\$ 304,765</u>	<u>\$ 325,520</u>

### Vacation:

The vacation liability is comprised of the vacation that employees are deferring to future years. Employees have earned these benefits and are expected to use them within the next budgetary year.

### Post-employment benefits:

The County provides a retirement allowance for its employees. Employees with over 10 years of service to the County are eligible for the allowance at a rate of \$450 per year for each year of service over 10 years, plus \$1,500, up to a maximum of \$15,000. The benefit is paid out when the employee ceases to be an employee of the County.

# LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2020

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## 19. Local authorities pension plan:

The County participates in a multi-employer defined benefit pension plan. This plan is accounted for as a defined contribution plan.

Employees of the County participate in the Local Authorities Pension Plan (LAPP), which is covered by the Public Sector Pension Plans Act. The Plan serves about 265,813 people and about 421 employers. It is financed by employer and employee contributions and investment earnings of the LAPP fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The County is required to make current service contributions to the Plan of 9.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 13.84% on pensionable earnings above this amount. Employees of the County are required to make current service contributions of 8.39% of pensionable salary up to the year's maximum pensionable salary and 12.84% on pensionable salary above this amount.

Total current services contributions by the County to the Local Authorities Pension Plan in 2020 were \$515,098 (2019 - \$612,693). Total current service contributions by the employees of the County to the Local Authorities Pension Plan in 2020 were \$469,939 (2019 - \$555,982).

At December 31, 2019, the LAPP disclosed an surplus of \$7.9 billion.

## 20. Comparative information:

Certain 2019 comparative information has been reclassified to conform with the financial statement presentation adopted for the current year.

## 21. Budget and statement of operation reconciliation:

The following table reconciles the Excess (deficiency) of revenue over expenses in the Statement of Operations to the Budget Balance as shown in the 2018-2020 Budget and demonstrates how the legislative requirement for a balanced budget (where planned revenue sources equal planned expenditures) has been met.

The reconciliation below to encompass these items is provided for information purposes only to provide users with supplementary comparative information. It should not be used as a replacement for the statement of financial activities and accumulated surplus and users should note that this information may not be appropriate for their purposes.

# LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 21. Budget and statement of operation reconciliation (continued):

	Budget	2020	2019
Excess (deficiency) of revenue over expenses	\$ 5,525,596	\$ 3,932,288	\$ (4,156,047)
Adjustments to revenue:			
Equipment rental revenue, internal	3,353,630	3,358,645	3,554,979
Transfers from reserves	7,004,995	7,004,995	3,033,328
Proceeds from equipment sales	-	-	572,039
Gain on sales of tangible capital assets	-	(11,565)	(347,774)
Deferred lease payment	-	(298,994)	(298,994)
Services recovered, internal	762,990	765,341	684,876
Proceeds from debenture	-	-	454,000
Transfer of net assets to other governments	-	-	8,093,485
Adjustments to expenses:			
Equipment rental costs, internal	(3,353,630)	(3,243,460)	(3,554,979)
Transfer to reserves	(3,614,156)	(7,324,277)	(8,404,745)
Capital purchases as per budget	(8,427,000)	(8,310,588)	(4,660,536)
Debt principal payments	(474,435)	(757,283)	(717,965)
Services performed, internal	(762,990)	(765,341)	(736,001)
Amortization expense	-	6,404,342	6,518,074
Provision for allowances	(15,000)	74,607	-
Budget balance, surplus (deficit)	\$ -	\$ 828,710	\$ 33,740

The budget information was approved by Council on January 18, 2020.

# LETHBRIDGE COUNTY

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 22. Salary and benefits disclosure:

Disclosure of salaries and benefits for elected municipal officials, the chief administrative officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

	2020		2019	
	Salary (i)	Benefits and Allowances (ii)		
Councillors:				
Division 1	\$ 54,304	\$ 13,562	\$ 67,866	\$ 70,814
Division 2	30,490	10,478	40,968	47,588
Division 3	32,674	12,573	45,247	46,795
Division 4	32,499	9,501	42,000	56,923
Division 5	32,963	11,625	44,588	41,311
Division 6	35,451	11,013	46,464	45,354
Division 7	32,963	10,265	43,228	43,432
	251,344	79,017	330,361	352,217
Chief Administrative Officer	211,031	55,217	266,248	265,361
Designated officers (2 positions)	205,609	44,173	249,782	254,068

(i) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

(ii) Benefits and allowances include the employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long- and short-term disability plans, professional memberships, and tuition.

Benefits and allowances also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement services, concessionary loans, travel allowances, car allowances, and club memberships.

## 23. Approval of financial statements:

These financial statements were approved by Council and Management.

# AGENDA ITEM REPORT



**Title:** Public Works Policy Review and Recommendations  
**Meeting:** Council Meeting - 15 Apr 2021  
**Department:** Municipal Services  
**Report Author:** Jeremy Wickson

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 06 Apr 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

Administration has been reviewing existing policies for relevancy. The following Public Works policies are repetition or have more recently been enhanced with newer policy documents.

## RECOMMENDATION:

To rescind existing policies - Policy 300 (updated and enhanced by Policy 352 Road Use), 303 (within MGA), 305 (Permitting), 307 (not required), 330 (gravel pits are legislated through AEP).

To rescind Policies 343 and 344 as they are duplications of existing ASB 609 and 626 policies.

## PREVIOUS COUNCIL DIRECTION / POLICY:

The majority of these policies have not been updated in ten plus years and some originate from the 1980's. The majority were put in place to accommodate or speak to a specific item

New policies brought to council have included portions of these policies that further enhanced or replaced the existing ones.

## BACKGROUND INFORMATION:

Policy 300 Construction Projects within County Boundaries was adopted in 1984 and revised in April 2005

Policy 303 Road Allowance Obstructions was adopted in 1991 and revised in April 2005

Policy 305 Seismic Operations Permit was adopted in 1983 and revised in April 2005. Seismic permits are contained within the Schedule of Fees Bylaw, the permit form is a standardized County form.



Policy 307 Salt Management Plan was adopted in 2010, the federal government was at the time requiring all road salt users to submit a formal document for salt management. The amounts the County has do not meet the threshold for the containment as the federal requirement was targeted for Ontario where they do not sand roadways they use straight salt.

Policy 330 Surface Materials Lease was adopted in 1980 and revised in June 2012.

Policy 343 Vegetation Management Roadside Weed Control was adopted in 1993 and revised in April 2005. It has been duplicated within ASB Policy 609 Roadtop Vegetation Control.

Policy 344 Vegetation Management Special Program Roadside Mowing was adopted in 1995 and revised in April 2005. It has been duplicated within ASB Policy 626 Roadside Mowing.

#### **ALTERNATIVES / PROS / CONS:**

Policy revision and review is an ongoing process as previous policies become amalgamated into other existing policies and for duplicate policies they can contradict each other.

Policy review has involved an overall review of the County policies and if they need to be updated, strengthened or be in conjunction with a bylaw.

#### **FINANCIAL IMPACT:**

All recommended policies that are to be rescinded had no previous financial implications outside of road permitting costs which are still assumed as part of Policy 352 which requires deposits for Road Use Agreements.

#### **REASON(S) FOR RECOMMENDATION(S):**

Public Works policy review has been an ongoing process of assessing each past policy and how it is currently represented or if it requires representation as a policy.

#### **ATTACHMENTS:**

[300 Construction Projects](#)  
[303 Road Allowance Obstructions](#)  
[305 Seismic Operations Permit](#)  
[307 Salt Management Plan](#)  
[330 Surface Material Leases](#)  
[343 Vegetation Mgmt Roadside Weed Control](#)  
[344 Vegetation Mgmt Special Programs Roadside Mowing](#)



## County of Lethbridge Policy Handbook

**EFFECTIVE:** March 14, 1984      **SECTION:** 300 NO. 300  
**APPROVED BY:** County Council      **SUBJECT:** Construction Projects  
Within County Boundaries  
**REVISED DATE:** April 7, 2005

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All construction contracts requiring hauling of materials on public roads will contain clauses requiring the contractor to make his own arrangements with local road authorities for the use, maintenance and restoration of public roads, which he intends to use for heavy hauling. He will be required, before using such roads, to meet with responsible officers of the road authority, in the company of the engineer and an officer of the Irrigation District or Company, to agree, in writing, on the location of haul roads and the terms and conditions of their use for the project. These conditions are to include the requirement for joint (road authority, engineer, Irrigation District and contractor) inspections of haul roads, before and after use, a written agreement as to use, maintenance and restoration and a requirement for a written release by the road authority after use signifying their acceptance of the complete discharge of the contractor's responsibilities in this regard as set out in the agreement. The release of funds held back by the Irrigation District of Company on the construction contract will be conditional upon this evidence of the satisfactory conclusion of the arrangements between the contractor and the road authority.

At the time that tenders for construction are advertised, a copy of the advertisement will be forwarded to the office of each road authority in the area (not just those within whose boundaries the project is located) by the consulting engineering firm responsible for the administration of the particular contract. The purpose of this action is to ensure that the road authorities have advance notice of the timing, location and nature of planned construction work.

As soon as a construction contract is awarded the engineering firm will, in writing advise the affected road authorities of the name, address and telephone number of the responsible on-site representative of their firm and of the contractor.

Prior to the use of public roads for heavy haulage, the meetings, inspections and designations referred to in the first paragraph above, will be held, and the written agreement described will be formalized.



## County of Lethbridge Policy Handbook

**EFFECTIVE:** January 28, 1991      **SECTION:** 300 NO. 303  
**APPROVED BY:** County Council      **SUBJECT:** Road Allowance  
Obstructions  
**REVISED DATE:** April 7, 2005

---

Any unauthorized objects or property identified by the County as being located within the boundaries of a County road allowance are deemed to be in contravention of the County Policy and of the Municipal Government Act, Division 2, clauses 16 & 18.

In view of the above, Council may take appropriate action in this regard and apply corrective measures.

Whereas the County may be liable for damages occurring from obstructions placed on road allowances (eg. fences, haystacks, signs, rural mail boxes, granaries, etc.) and, when the County is made aware of any obstructions on road allowances by a complaint or notification, the following will be the policy of the County of Lethbridge:

1. The information will be verified by the Director of Municipal Services, Supervisor of Public Works or the Supervisor of Agriculture and Municipal Services with the information brought back to the CAO for further action.
2. The owner shall be given 30 days or such shorter period of notice as may be appropriate to remove the obstruction.
3. If the owner fails to comply within the notice period, the County may remove the obstruction and place it on the closest available land location of the owner, and all costs of this removal shall be charged back to the owner.
4. If the Municipality becomes aware of a situation where the danger caused by the obstruction is imminent or of such a nature that immediate action is required in the opinion of the County, then the County may move the obstruction without notice and charge the owner with the cost of the move.



## County of Lethbridge Policy Handbook

**EFFECTIVE:** October 12, 1983      **SECTION:** 300 NO. 305  
**APPROVED BY:** County Council      **SUBJECT:** Seismic Operations Permit  
**REVISED DATE:** April 7, 2005

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### SEISMIC OPERATIONS PERMIT

WHEREAS \_\_\_\_\_ Seismic  
Company of \_\_\_\_\_  
HAS PRESENTED THEIR PROPOSAL SEISMIC EXPLORATION PROGRAM TO THE  
County of Lethbridge Administration Office in accord with the Explorations Act and the  
regulations thereof pertaining to the use of public roadways within the parameters of the  
County of Lethbridge.

#### CONDITIONAL REQUIREMENTS OF LOCAL AUTHORITY:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Approvals & inspection fees as per the County of Lethbridge Schedule of Fees By-Law.

THE ABOVE described seismic company hereby agrees to assume full  
responsibility for any damage incurred as a result from their operations and therefore  
must reinstate the damaged road or other facility to the satisfaction of the Director of  
Municipal Services. All repair and reinstatement costs shall be paid by the offending  
company.

#### PROJECT DESCRIPTION:

Permit No. _____	Date: _____
License No. _____	
File No. _____	_____
Telephone No. _____	Seismic Party Manager
Location _____	_____
	Local Authorities



## County of Lethbridge Policy Handbook

**EFFECTIVE:** September 16, 2010      **SECTION:** 300 NO. 307 Page 1 of 6  
**APPROVED BY:** County Council      **SUBJECT:** Salt Management Plan  
**REVISED DATE:**

---

### PURPOSE / OBJECTIVE

The Salt Management Plan (SMP) sets out a policy and procedural framework for ensuring that the County of Lethbridge continuously improves on the effective delivery of winter maintenance services and the management of road salt used in winter maintenance operations, as outlined in Environment Canada's Code of Practice for the Environmental Management of Road Salts.

The SMP is meant to be dynamic to allow our municipality to evaluate and phase-in any changes, new approaches, and technologies in winter maintenance activities in a fiscally sound manner. At the same time, any modifications to municipal winter maintenance activities must ensure that roadway safety is not compromised.

As specified in the "Code of Practice for the Environmental Management of Road Salts", (Environment Canada 2004) the Salt Management Plan must be formally adopted by Municipal Council.

The County of Lethbridge is committed to proper management in winter maintenance operations while continuing to ensure public safety. The plan addresses optimizing the use of winter maintenance materials containing chlorides on all municipal roads while striving to minimize negative impacts to the environment. The County of Lethbridge public works staff will strive to provide safe winter road conditions for vehicular and pedestrian traffic as set out in the level of service policies (County Roads – Servicing Levels Policy 345) and within the resources established by the County of Lethbridge Council.

The County of Lethbridge will provide efficient and effective winter maintenance to ensure the safety of users of the municipal road network in keeping with applicable provincial legislation and accepted standards while striving to minimize adverse impacts to the environment. These commitments will be met by:

- Adhering to the procedures contained within the Salt Management Plan.
- Reviewing and upgrading the Salt Management Plan on an annual basis to incorporate new technologies and Best Management Practices.
- Committing to ongoing winter maintenance staff training and education.
- Monitoring on an annual basis, the present conditions of the winter maintenance program, as well as the effectiveness of the Salt Management Plan.



## County of Lethbridge Policy Handbook

**EFFECTIVE:** September 16, 2010      **SECTION:** 300 NO. 307 Page 2 of 6  
**APPROVED BY:** County Council      **SUBJECT:** Salt Management Plan  
**REVISED DATE:**

---

### Winter Activities

The major activities related to winter maintenance are:

- Snow plowing
- Ice controls that includes salt / sand spreading activities
- Salt and sand storage
- Snow removal

The County of Lethbridge is responsible for winter maintenance on:

- Paved roads – 96 km.
- Surface treated roads – 64 km.
- Gravel surface roads – 1,804 km.

### Level of Service Policy

Currently we clear all school bus routes in the County before any other roads. When the school bus routes are complete we move on to paved/oiled roads and roads that are identified as high volume roads. Gravel and surface treated roads that are identified as problems are also sanded. These roads can be identified by our winter patrol staff or calls from the public.

### Winter Patrol

The County of Lethbridge carries out winter patrol using a normal daytime shift. The patrollers are available seven days a week from 8:30 a.m. to 4:30 p.m. to provide road condition inspection during the winter season. In the case of a large storm event, patrols will include night patrols in order to prepare for the next day. The patroller is responsible for mobilizing winter maintenance operators to ensure that the roads are cleared in a timely fashion while remaining in compliance with established service standards. The patrollers are familiar with local conditions in their patrol area, and prepare a condition log of road and weather conditions as well as any actions taken during the shift. The winter patrol schedule parallels the designated winter season.





## County of Lethbridge Policy Handbook

**EFFECTIVE:** September 16, 2010      **SECTION:** 300 NO. 307 Page 3 of 6  
**APPROVED BY:** County Council      **SUBJECT:** Salt Management Plan  
**REVISED DATE:**

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### Staffing

The County of Lethbridge has a full-time employee assigned to each vehicle used for winter operations. Each vehicle is assigned a route for sanding/salting and/or plowing.

### Storage Facilities

The municipality has two public works operational facilities from which it operates its winter maintenance. Each will contain an approved covered salt facility for the proper containment and storage of pre-mixed road salts.

### Weather Monitoring

The County of Lethbridge supplements road patrol information to determine an effective winter storm response and allocation of resources with observations from municipal staff, communication with staff of adjacent municipalities, and weather forecasts from "The Weather Network" website. Staff also monitors other websites such as Environment Canada's for weather forecasting and radar.

### Operator Communications

All winter maintenance vehicles are equipped with two-way communications (radios, cell, etc.). The County of Lethbridge Public Works facility and the County of Lethbridge main Administration Office serves as the main facilities for in and outgoing calls from staff, emergency services and the general public. At these locations the communication centres are staffed forty-hours per week during the winter season. External communication with the general public ranges from media press releases to information posted on the County of Lethbridge website regarding winter maintenance services and salt management practices.

### Training

The County of Lethbridge currently provides staff training for winter maintenance personnel. Prior to the winter season under the direction of the Superintendent of Municipal Services, staff meet to discuss the strategy for winter maintenance including the spreading / plowing responsibilities and review the safety issues. In the spring following the winter season, staff meets to discuss the positives and negatives of the past winter maintenance campaign and provide input and suggestions for improvement.



## County of Lethbridge Policy Handbook

**EFFECTIVE:** September 16, 2010      **SECTION:** 300 NO. 307 Page 4 of 6  
**APPROVED BY:** County Council      **SUBJECT:** Salt Management Plan  
**REVISED DATE:**

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### Equipment Calibration

Properly calibrated equipment is one of the keys to the effective placement of de-icer material on municipal roads.

- Stipulate applications rates for all materials used for winter maintenance.
- Prior to the winter season and each year thereafter, all spreaders will be calibrated and, during the winter season the equipment will be checked and recalibrated once mid-season and each time there has been work on the vehicle hydraulics system.

### Equipment Washing

It is intended to reduce the amount of chlorides, oil, grease and grit that is discharged back into the environment.

- During the winter season all vehicles are to be washed indoors.
- A retention area will be constructed to collect all salt laden wash water for treatment before release to the receiving body of water.

### Material Delivery and Handling

In the fall season, salt and sand is delivered and stockpiled on the loading pad. Within 24 hours the winter sand is mixed with salt and all material is transported to indoor storage.

- A hard surfaced operational pad is needed for loading and moving product as needed to be referred to as a loading pad.
- For the winter season reduce the percentage salt in the sand salt mix to just enough to prevent the mixture from freezing (2 to 5%) dependent on the moisture content of the sand.
- Ensure all deliveries of sand and salt are covered while in transport, on the ground, and schedule deliveries in good weather.
- Ensure the loading pad is swept clean following the transfer of the material to indoor storage.

### Record of Material Usage

- Compare material usage to previous usage. A base line for comparison will begin with new program.





## County of Lethbridge Policy Handbook

**EFFECTIVE:** September 16, 2010      **SECTION:** 300 NO. 307 Page 5 of 6  
**APPROVED BY:** County Council      **SUBJECT:** Salt Management Plan  
**REVISED DATE:**

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- With accurate records and comparisons, adjust amount of materials used for varying weather and pavement conditions.

### Technology Review

Existing and new technology should be continuously monitored to determine their applicability in current policy and procedures for continuous improvement in response to winter storm events.

### Environmentally Sensitive Areas

It is necessary to understand the impacts of the municipal winter maintenance policies and practices on environmentally and agriculturally sensitive areas.

- Monitor ground water and recharge areas.
- Identify wetlands, streams and valleys, environmentally sensitive areas, pond, lakes, reservoirs, woodlands, fish, wild life, plant habitat, threatened and endangered species, flood plains and hazard lands, and areas of natural and scientific interest.
- Liaise with the local potable water supply agencies within the jurisdiction.
- Seek guidance from federal/provincial ministries and/or agencies.

### Public Communication Strategy

The County of Lethbridge communication strategy is to effectively communicate its winter maintenance program to the public in addition to municipal staff.

- Remind the public that road salt is not toxic to humans, but is harmful to the environment.
- Prepare an internal memo for employees that communicates the Council approved winter maintenance policies and procedures and other important information such as: contact list, operator and patroller shift assignments, strategies for dealing with the media, school boards and the public, etc.
- Provide winter maintenance information on the municipal website, and update regularly.



## County of Lethbridge Policy Handbook

**EFFECTIVE:** September 16, 2010      **SECTION:** 300 NO. 307 Page 6 of 6  
**APPROVED BY:** County Council      **SUBJECT:** Salt Management Plan  
**REVISED DATE:**

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### Looking to the Future

The current winter maintenance policies and practices form the baseline or benchmark upon which improvements can be made to manage the use of road salt more effectively and in turn its impact on the environment.



## County of Lethbridge Policy Handbook

**EFFECTIVE:** December 13, 1978      **SECTION:** 300 NO. 330  
**APPROVED BY:** County Council      **SUBJECT:** Surface Material Leases  
**REVISED DATE:** April 21, 2005

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All viable surface material leases will be maintained continuously.



## County of Lethbridge Policy Handbook

**EFFECTIVE:** December 3, 1993      **SECTION:** 300 NO. 343  
**APPROVED BY:** County Council      **SUBJECT:** Vegetation Management  
Roadside Weed Control  
**REVISED DATE:** April 21, 2005

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The purpose of this policy is to establish a program for Vegetation Control on seldom used County roads.

1. The Director of Municipal Services and Supervisor of Agriculture & Municipal Services will annually review the number of miles to be treated and submit this proposal through the budgeting process.
2. The program will be advertised prior to commencement.
3. Roads under this program will be graded once in the spring and once again in the fall if necessary. Should weather conditions warrant additional grader maintenance during the year, the graders will be dispatched at the discretion of the Supervisor of Agriculture & Municipal Services.
4. Chemical selection and timing of application will be at the discretion of the Supervisor of Agriculture and Municipal Service.



## County of Lethbridge Policy Handbook

<b>EFFECTIVE:</b>	<b>April 13, 1995</b>	<b>SECTION:</b>	<b>300 NO. 344</b>
<b>APPROVED BY:</b>	<b>County Council</b>	<b>SUBJECT:</b>	<b>Vegetation Management Special Programs Roadside Mowing</b>
<b>REVISED DATE:</b>	<b>April 21, 2005</b>		

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The purpose of this policy is to define the roadside mowing program.

1. Without limiting the program or its effectiveness, roadside mowing will generally be planned as follows:
  - a) Paved or oiled roads will be mowed on an as needed basis during the growing season. Roads under this category will not be mowed a second time until all paved or oiled roads have received one round of mowing.
  - b) Mowing all intersections a minimum distance of 100 metres each direction in the irrigated portions of the County will be the next priority.
  - c) Mowing will be conducted so the least distance is travelled in order to carry out the program.
  - d) Gravelled roads in the dryland areas of the County will receive one mowing, commencing approximately August 1<sup>st</sup>, or as soon as the vegetation becomes dormant and anticipated regrowth is minimal. The first areas to become dormant are traditionally the Sundial and West Barons areas of the County.
  - e) When mowing is completed in the dryland areas, mowing will commence on the gravelled roads in the irrigated portions of the County.
2. It is recognized that inclement weather, such as an early winter could prevent completion of the program.
3. Road grading operations will be carried out in a manner that will not affect the efficiency of the mowing operations.
4. Spraying of roads will be coordinated to complement the Roadside Mowing Program whenever possible.

# AGENDA ITEM REPORT



**Title:** Bylaw #21-007 Shaughnessy Infrastructure Phase 3 Upgrades Local Improvement Project  
**Meeting:** Council Meeting - 15 Apr 2021  
**Department:** Corporate Services  
**Report Author:** Devon Thiele, Jennifer Place

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 06 Apr 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

2019 Capital Budget Project in the amount of \$650,000 was approved for the infrastructure upgrades within the Hamlet of Shaughnessy. The actual project costs were \$571,260 and include a local improvement levy component of \$16,480 which is to be applied to all benefiting parcels as a one time payment. Details are included in the attached Bylaw. As no valid petition was received from the Local Improvement Plan, Administration is recommending that Council approve all three readings of the proposed Bylaw.

## RECOMMENDATION:

That County Council passes all three readings of Local Improvement Bylaw 21-007, Shaughnessy Infrastructure Upgrades. .

## PREVIOUS COUNCIL DIRECTION / POLICY:

Capital project #19-UT-01, Shaughnessy Infrastructure Improvements Phase 3 for \$650,000 was approved in the 2019 Capital Budget and includes a local improvement levy component of \$26,100.

## BACKGROUND INFORMATION:

Capital project #19-UT-01, Shaughnessy Infrastructure Improvements Phase 3 included the reconstruction of a portion of 2nd and 3rd street, sidewalk replacement, sanitary sewer replacement and various hydrant and valve installations.

Prior to construction a local improvement plan was prepared by Administration and distributed to all benefiting parcel owners, although there were some questions, no valid petition was received within the 30 day petition period.

The bylaw has been prepared based on the actual costs of the project.

#### **ALTERNATIVES / PROS / CONS:**

Council has the following alternative options available to them:

1) Choose to not pass the bylaw and fund the project entirely with municipal funds

PRO - a local improvement tax would not be required or levied

CON - the funds would come from a reserve or general taxation and therefore all rate payers would indirectly pay a share of the upgrades completed in one particular hamlet.

#### **FINANCIAL IMPACT:**

The final local improvement contribution of \$16,480 has been funded from the Utility Capital Reserve, which currently has a balance of \$3,706,941. The local improvement levy amounts collected will be paid back to the reserve, an additional interest component was not included in this local improvement as it is a one time payment that will be paid back within a year of the project completion.

#### **REASON(S) FOR RECOMMENDATION(S):**

This project was approved in the 2019 Capital Budget and all affected owners have been notified. The project has also improved the infrastructure within the hamlet.

#### **ATTACHMENTS:**

[Bylaw 21-007 - Shaughnessy Infrastructure Upgrades Phase 3](#)

**BYLAW NO. 21-007**  
**PHASE 3 SHAUGHNESSY INFRASTRUCTURE UPGRADES**  
**LOCAL IMPROVEMENT BYLAW**  
**OF THE COUNCIL OF LETHBRIDGE COUNTY**  
**(herein referred to as “the Municipality”)**  
**IN THE PROVINCE OF ALBERTA**

**This bylaw authorizes the Council of the Municipality to impose a local improvement tax in respect of all lands that directly benefit from the Phase 3 Shaughnessy Infrastructure Upgrades local improvement project.**

**WHEREAS:**

The Council of the Municipality has decided to issue a bylaw pursuant to Section 397 of the *Municipal Government Act* to authorize a local improvement tax levy to raise revenues for the purpose of the Phase 3 Shaughnessy Infrastructure Upgrades local improvement project.

A local improvement plan has been prepared and the required notice of the project given to the benefiting owners in accordance with the attached Schedule A and Schedule B and no sufficient objection has been filed with the Municipality’s Chief Administrative Officer.

The Council has decided to set a uniform tax rate based on the number of benefiting parcels of land.

Plans and specifications have been prepared. The total cost of the project is estimated to be Six Hundred and Fifty Thousand Dollars (\$650,000) and the local improvement plan estimates that the following contributions will be applied to the project:

Lethbridge County	\$554,780
Benefiting Parcels	\$ 16,480
<b>Total Cost</b>	<b>\$571,260</b>

The local improvement tax will be a one time payment and the total amount levied annually against the benefiting owners is Ninety Five Dollars and Twenty Six Cents (\$95.26) per parcel of land.

All required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

**NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:**

1. That for the purpose of completing the Phase 3 Shaughnessy Infrastructure Upgrades local improvement project the sum of Sixteen Thousand Four Hundred and Eighty Dollars (\$16,480) be collected by way of a one-time payment assessed against the benefiting owners as provided in Schedule A and Schedule B attached.
2. The net amount levied under the bylaw shall be applied only to the local improvement project specified by this bylaw.
3. The bylaw comes into force on the date it is passed.



GIVEN first reading this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Reeve

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

GIVEN second reading this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Reeve

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

GIVEN third reading this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Reeve

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

**LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA**

**BY-LAW NO. 21-007  
SCHEDULE "A"**

Local Improvement Listing: 173 Units

One Hundred Seventy Three (173) units as listed below are parcels which will  
benefit from the Phase 3 Shaughnessy Infrastructure Upgrades.

<b>Land Location</b> <i>(plan, lot, block)</i>		<b>Land Location</b> <i>(plan, lot, block)</i>	
1	0110667;15;10	16	4516JK;15;1
2	0410578;16;12	17	4516JK;15;2
3	0410578;16;13	18	4516JK;15;3
4	0913838;12;5	19	4516JK;15;4
5	0913838;12;6	20	4516JK;15;4
6	1014137;1;27	21	4516JK;15;5
7	1014137;1;28	22	6354JK;16;1
8	1014137;1;29	23	6354JK;16;2
9	1014137;1;30	24	6354JK;16;3
10	1113231;14;5	25	6354JK;16;4
11	1511874;16;19	26	7711369;1;20
12	1611349;1;4	27	7711369;1;21
13	1611349;1;5	28	7711369;1;22
14	3128EL;14;3	29	7711369;1;23
15	3128EL;14;3	30	7711369;1;24

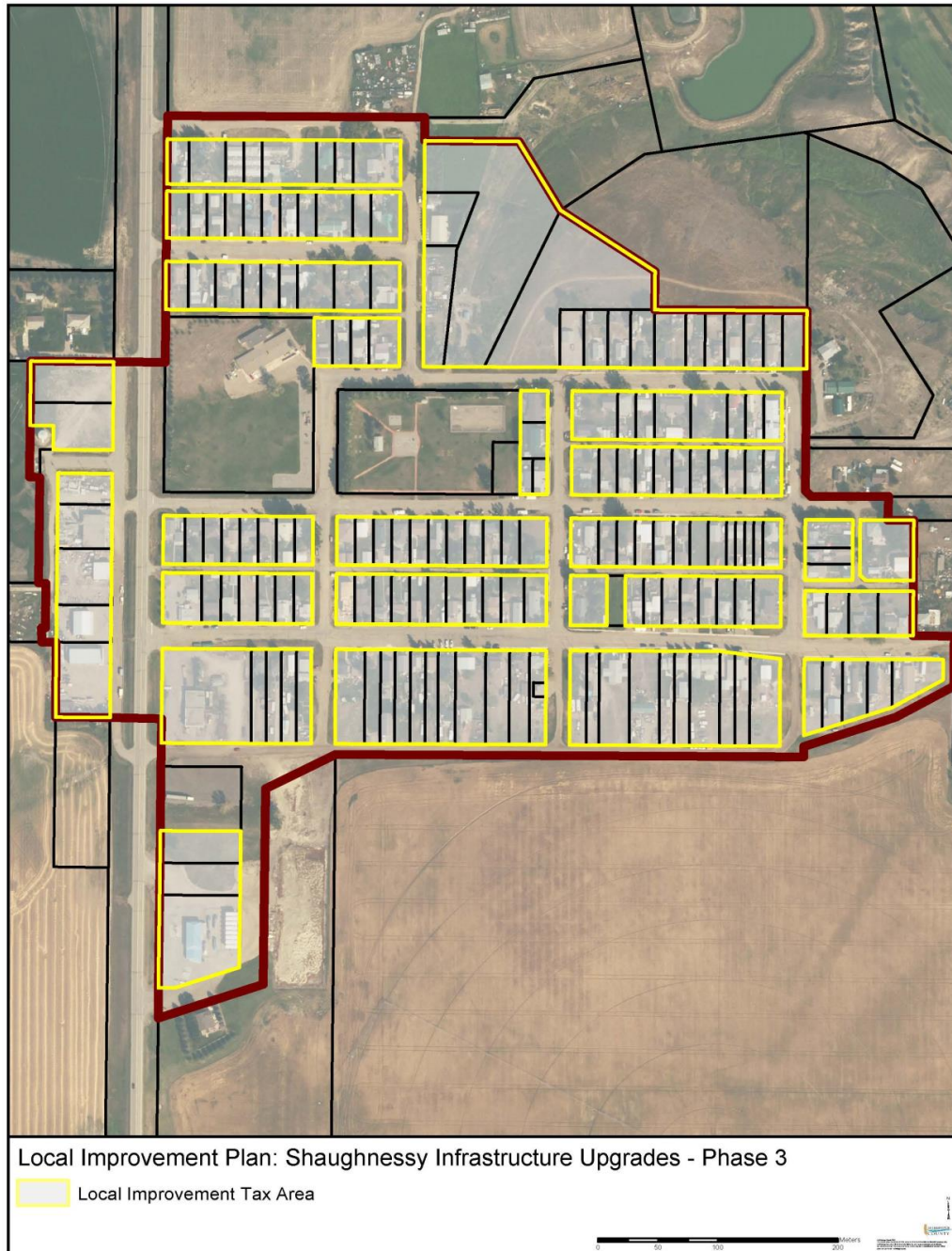
31	7711369;1;25	57	8183EA;2;9
32	7711369;1;26	58	8183EA;2;10
33	8111053;13;4	59	8183EA;2;11
34	8111053;13;5	60	8183EA;2;12
35	8183EA;1;5	61	8183EA;2;13
36	8183EA;1;7,8	62	8183EA;2;13
37	8183EA;1;9	63	8183EA;2;13
38	8183EA;1;10	64	8183EA;2;14
39	8183EA;1;11	65	8183EA;2;15
40	8183EA;1;12	66	8183EA;2;16
41	8183EA;1;13	67	8183EA;2;17
42	8183EA;1;14	68	8183EA;3;1
43	8183EA;1;15	69	8183EA;3;2
44	8183EA;1;16	70	8183EA;3;3
45	8183EA;1;19	71	8183EA;3;4
46	8183EA;2;1	72	8183EA;3;5
47	8183EA;2;1	73	8183EA;3;6
48	8183EA;2;2	74	8183EA;3;7
49	8183EA;2;3	75	8183EA;3;8
50	8183EA;2;4	76	8183EA;3;9
51	8183EA;2;4	77	8183EA;3;10
52	8183EA;2;4	78	8183EA;3;11
53	8183EA;2;5	79	8183EA;3;12,13
54	8183EA;2;6	80	8183EA;3;14
55	8183EA;2;7	81	8183EA;3;15
56	8183EA;2;8	82	8183EA;3;16,17

83	8183EA;3;18,19	109	8321EE;7;9
84	8183EA;3;20	110	8321EE;7;10
85	8183EA;3;21	111	8321EE;7;11
86	8183EA;3;22	112	8321EE;7;12,13
87	8321EE;5;1	113	8321EE;7;14,15
88	8321EE;5;2	114	8321EE;7;16
89	8321EE;5;3	115	8321EE;8;1
90	8321EE;5;4	116	8321EE;8;2
91	8321EE;5;5	117	8321EE;8;3,4
92	8321EE;5;6,7	118	8321EE;8;5
93	8321EE;5;7	119	8321EE;8;6
94	8321EE;5;8	120	8321EE;8;7
95	8321EE;5;9	121	8321EE;8;8
96	8321EE;5;10	122	8321EE;8;9
97	8321EE;5;11	123	8321EE;8;10
98	8321EE;5;12	124	8321EE;8;11
99	8321EE;5;13	125	8321EE;8;12
100	8321EE;5;14	126	8321EE;8;13
101	8321EE;5;15	127	8321EE;8;14,15
102	8321EE;7;1	128	8321EE;8;18-20
103	8321EE;7;2	129	8321EE;8;21
104	8321EE;7;3	130	8321EE;8;22
105	8321EE;7;4	131	8321EE;8;23,24
106	8321EE;7;5	132	8321EE;10;1
107	8321EE;7;6,7	133	8321EE;10;1
108	8321EE;7;7,8	134	8321EE;10;1

135	8321EE;10;1	161	8910682;1;1
136	8321EE;10;2	162	9110222;4;7
137	8321EE;11;1	163	9212486;1;3
138	8321EE;11;1	164	9512240;15;8
139	8321EE;11;1	165	9610575;16;5
140	8321EE;11;2	166	9811820;16;6
141	8321EE;11;2	167	9811820;16;7
142	8321EE;11;2	168	9811820;16;8
143	8321EE;11;3	169	9811820;16;9
144	8321EE;11;3	170	9811820;16;10
145	8321EE;11;3	171	4;21;10;30;NW
146	8321EE;11;3	172	4;22;10;25;SE
147	8321EE;11;4	173	4;22;10;25;NE
148	8321EE;12;1		
149	8321EE;12;2		
150	8321EE;12;2		
151	8321EE;12;3		
152	8321EE;12;3		
153	8321EE;12;4		
154	8321EE;13;1		
155	8321EE;13;2		
156	8321EE;13;2		
157	8811161;4;4		
158	8811161;4;5		
159	8811161;4;6		
160	8889FM;B		

**LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA**

**BY-LAW NO. 21-007  
SCHEDULE "B"**



# AGENDA ITEM REPORT



**Title:** 2021 FCSS Funding Contribution  
**Meeting:** Council Meeting - 15 Apr 2021  
**Department:** Council  
**Report Author:** Jennifer Place

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 25 Mar 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

The County has received the attached letter from the Barons-Eureka-Warner Family & Community Support Services (FCSS) advising the County that their Board met on February 3, 2012 and made the following motion:

*G. Bekkering moved the Board approve a 0% increase per capita for the 2021 Municipal requisition. Carried Unanimously*

Therefore the County is only required to pay \$7.61 per capita (10,353), \$78,786.33 for 2021.

## RECOMMENDATION:

N/A

## PREVIOUS COUNCIL DIRECTION / POLICY:

County Council has supported the Barons-Eureka-Warner FCSS both in principal and through annual financial contributions for many years and continues to include funds in the annual budget.

## BACKGROUND INFORMATION:

As per Municipal Affairs, Family and Community Support Services (FCSS) is an 80/20 funding partnership between the Government of Alberta (80) and participating municipalities or Metis Settlements(20). FCSS receives its mandate from the Family and Community Support Services Act and the Family and Community Support Services Regulation.

FCSS is based on a shared understanding that municipalities and Metis Settlements are in the best position to:

- assess community needs and set priorities

- support individuals, families and communities through preventative social programs and services

Joint FCSS funding must be used for programs and services that are preventative and do one or more of the following:

- help people develop independence, strengthen coping skills and become more resistant to crisis
- build awareness of social needs
- support people in developing skills to have healthy relationships with others
- help individuals and communities assume responsibility for decisions and actions that affect them
- provide supports that help people participate in the community

#### **ALTERNATIVES / PROS / CONS:**

Funding is based upon legislations by the Province, therefore not alternatives have been provided.

#### **FINANCIAL IMPACT:**

The 2021 budget was approved on December 17, 2020, within that budget the County budgeted the FCSS contribution at \$7.68 per capita for a total of \$79,490, as an increase from 2020 was anticipated. This will leave a surplus difference of \$703.67.

#### **REASON(S) FOR RECOMMENDATION(S):**

No recommendation is required, this report is for Council information.

#### **ATTACHMENTS:**

[2021 FCSS Contribution Letter](#)



March 5, 2021

Lethbridge County  
905 4 Ave South, Suite 100  
Lethbridge, AB T1J 4E4

**RE: 2021 Annual Funding Contribution to Barons-Eureka-Warner Family & Community Support Services (FCSS)**

Throughout the past year, the staff of Barons-Eureka-Warner FCSS have tirelessly supported individuals and families within our region. We know that individuals and families are struggling, and our dedicated team has adapted to promptly respond to the ever-changing social and emotional needs of residents during this pandemic.

Often, we do not hear of an individual or family silently struggling. This past year, BEW FCSS staff has gone above and beyond to support and reach out to ensure your residents receive the supports required. Supports that were particularly sought from FCSS this past year have included food security assistance, referral to financial assistance, mental health, wellness services and parental support and strategies (particularly when children/youth were out of school).

The collaborative approach of BEW FCSS has again proven to be highly effective in delivering professional social service supports to individuals and families in our area.

At the February 3, 2021 Barons-Eureka-Warner FCSS Board meeting the Board made the following motion.

*G. Bekkering moved the Board approve a 0% increase per capita for the 2021 Municipal requisition.  
Carried Unanimously*

Over the next year, as we hope to come out on the other side of this pandemic, BEW FCSS will move from a response phase to a recovery phase of service delivery for your residents.

Sincerely,



Zakk Morrison, MSc  
Executive Director

att. Invoice



# AGENDA ITEM REPORT



**Title:** Policy 185 - Records Management  
(Rescind Policy 160)  
**Meeting:** Council Meeting - 15 Apr 2021  
**Department:** Information Technology  
**Report Author:** Doug Burke

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 18 Mar 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

Lethbridge County has undertaken a review of County Policies to determine their relevance to current operations. It has also been evaluating Records Management procedures and determined that its current Policy No. 160 from 2012 is not reflective of current best practices.

## RECOMMENDATION:

That Policy 160 - Records Management be rescinded.

That Policy 185 - Records Management, be adopted.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Council approved Policy 160 on September 20, 2012. This Policy was intended to ensure responsible management of County records and record-keeping systems as valuable resources and assets.

## BACKGROUND INFORMATION:

In 2012 Administration brought Records Management Policy 160 to Council. At the time, there was no policy in place but one was required in order to make the application for a Community Peace Officer (CPO) position. The policy was heavily borrowed from the University of Lethbridge and has not been updated since its original adoption.

In the past year, Lethbridge County has hired a Records Management Consultant who has done a review of current practices, interviewed staff, and made recommendations moving forward. One of those recommendations is to update both the Records Management Policy, and also the 1992 Records Management Bylaw. Included with the Policy is a Classification Scheme and a Citation Table. These will be the guiding documents moving forward for retention and disposal, based on

legislation that is relevant to the County and ultimately will be supported by a software program that all staff will have access to.

#### **ALTERNATIVES / PROS / CONS:**

Council could consider the following when deliberating this decision:

In support of the recommendation:

- The current 2012 Records Management Policy has not been updated in almost 10 years and does not have retention and disposal guidelines.
- Administration has done its due diligence in researching and recommending a Records Management Policy that would support staff and provide clear guidelines with its schedule for retention and disposal.

To deny the recommendation:

- Policy 160 would remain in effect. The County would not have clearly defined retention and disposal guidelines for effective records management.

#### **FINANCIAL IMPACT:**

There is no cost to updating the Policy. Ultimately, Administration will move forward with a Request for Proposal for a Records Management Software program which has been set in the 2021 budget by Council at \$65,000.

#### **REASON(S) FOR RECOMMENDATION(S):**

Policy 160 is out of date and does not have a retention or disposal schedule that assists staff in making informed decisions regarding County records. Policy 185 provides both a classification scheme with recommended retention and disposal time lines based on legal research, and brings the County's records management practices into current standing.

#### **ATTACHMENTS:**

[185 Records Management - DRAFT](#)

[160 Records Management](#)

[LC Classification Scheme - Master Final 2020 V1.0](#)



## Lethbridge County Policy Handbook

**EFFECTIVE:** April 15, 2021

**SECTION:** 100 NO. 185 Page 1 of 3

**APPROVED BY:** County Council

**SUBJECT:** Records Management

**REVISED DATE:** Formerly Policy 160

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### **Purpose**

Lethbridge County recognizes that information is a vital organizational asset which must be managed throughout its lifecycle. A robust Information Governance program is necessary to achieve this.

This policy

1. Provides guidance to staff at Lethbridge County on the management of information and records from creation to destruction;
2. Ensures reliability, authenticity and availability of Lethbridge County's records and information; and
3. Ensures the availability of all records and information necessary for informed decision making.

### **OBJECTIVES**

The objectives of this policy are

1. To ensure that records and information are systematically managed throughout their lifecycle across the organization;
2. To facilitate access and collaboration while ensuring that appropriate protection measures are in place to reduce the risk of unauthorized loss, alteration, access, destruction or disclosure of records and information;
3. To ensure legal, regulatory, operational and historical implications are considered in the creation, management and retention of records and information;
4. To ensure that records at Lethbridge County can be considered accurate, reliable and accessible and serve as a single source of truth; and
5. To ensure defensible disposition of records.



## Lethbridge County Policy Handbook

### **PRINCIPLES**

1. Lethbridge County staff will adhere to Information Governance principles.
2. Lethbridge County staff will adhere to the retention schedule; destruction holds will be applied when necessary.
3. Lethbridge County recognizes the need for regular deletion of non-records and the disposition of records.
4. Lethbridge County administration (IT Manager and Records Coordinator) has the authority to apply auto-deletion to records and information.
5. An Electronic Document and Records Management System (EDRMS) will be deployed across the organization which all staff will use and be responsible for.
6. Security will be applied to records across the organization to ensure that staff are able to access the information necessary to do their job while still protecting confidentiality and personal information.
7. Metrics will be an ongoing part of the program and will be used to ensure that the Classification Scheme and Citation Table fall within acceptable parameters.
8. Lethbridge County will employ a function-based classification, retention and disposition schedule built in accordance with ISO Standard 15489. The schedule is an administrative document which is a collaboration between Records Management and Lethbridge County departments. The schedule and changes to the schedule are approved by managers, Senior Management and signed off by the CAO.

### **SCOPE**

For the purposes of this policy, Lethbridge County defines Records as any information however recorded, regardless of its form or characteristics. Records may be in paper or electronic format or a combination of both and may include, but not be limited to, correspondence, memoranda, books, maps, plans, photographs, drawings, diagrams, pictorial or graphic works, microforms, email and messages (Bylaw No. 21-006).

This policy applies to all records and information created, received and maintained by Lethbridge County whether in the possession of administration, County Council, County contractors, County volunteers or members of Council Committees. This includes both official records and non-records and further includes information systems including, but not limited to, departmental databases, cloud based solutions and storage and Lethbridge County's EDRMS.

Information Management – The Information Governance Program will align with the Information Governance principles set out in Alberta Rural Municipal Administrators Association (ARMAA) International's Generally Accepted Recordkeeping Practices: accountability, transparency, integrity, protection, compliance, availability, retention and disposition.

## ROLES/RESPONSIBILITIES

Senior Leadership – The CAO and Senior Staff are responsible for creating a culture that supports Information Governance and for ensuring compliance with the Information Governance policy throughout the organization.

Records and Information Management (Executive Administrative Assistant- EAA) – The EAA is responsible for the development and implementation of the Information Governance program and ensuring that processes are in place to manage records and non-records. The EAA is responsible for disposition of official records and deletion of non-records. The EAA is also responsible for measuring the performance of the Information Governance program.

Information Technology (IT) Manager – The IT Manager is responsible for maintaining IT infrastructure for Lethbridge County and ensuring that the records are backed up for business continuance and preserved during migration and format conversions. The IT Manager is responsible for the destruction of electronic items identified as non-records. The IT Manager is also responsible for ensuring that legacy data is preserved and can be subjected to access and retention requirements when systems become obsolete or abandoned.

Human Resources – The Human Resources department is responsible for ensuring that Information Governance is part of the orientation and annual training for staff members.

Managers – Managers are responsible for ensuring that staff comply with Records and Information Management procedures. Managers will sign off on the disposition of records and alert the EAA of any pending or suspected litigation or FOIP requests so that destruction holds can be applied when necessary.

All Personnel – All staff are to ensure that records and information are created and managed in accordance with Lethbridge County's Records and Information Governance program. All staff are to learn and use the Lethbridge County EDRMS. Instruction and direction for the Records and Information Governance program will be provided through a number of methods including:

1. Orientation of existing and new staff members;
2. Procedures, manuals;
3. Training; both in classroom, on-line and one-on-one setting by software company
4. Intranet Updates (handouts, videos, cheatsheets)

### Supplementary Policies

The reader is advised to also consult the following policies dealing with information management at Lethbridge County:

- 211- Community Peace Officer - Record Keeping and Exhibit Handling
- 721 – Vehicles and Equipment – Usage and Operations
- 722 – Vehicles and Equipment – Safety Inspection and Maintenance



## Lethbridge County Policy Handbook

**EFFECTIVE:** September 6, 2012      **SECTION:** 100 NO. 160 Page 1 of 5  
**APPROVED BY:** County Council      **SUBJECT:** Records Management  
**REVISED DATE:**

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### **1. Purpose**

- 1.1 To ensure responsible management of County records and record-keeping systems as valuable resources and assets.
- 1.2 To ensure the management of records in accordance with all applicable policies, contracts, regulations and laws.
- 1.3 To establish a County records management program covering the retention, maintenance and disposal of all County records.
- 1.4 To establish a records management program to ensure that records can be located and retrieved within a reasonable time.
- 1.5 To preserve the history and evidence of the County's activities in all formats.
- 1.6 To support accountability, and promote efficiency and economy.

### **2. Guiding Principles**

- 2.1 All County records, regardless of their format or location, are the property of the County.
- 2.2 Records management policy, program and practice will be based on current professional standards and best practices and in accordance with all applicable policies, contracts, regulations and laws.
- 2.3 Retention of records will be scheduled according to operational, fiscal, legal and historical requirements and authorized so that they are retained only for as long as they are needed.
- 2.4 County records of archival value will be preserved and access provided where restrictions do not apply.



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- 2.5 Personal information required by contract or law or any information contained in County records will be created, maintained and disposed of in an appropriate manner and in accordance with all applicable regulations and laws.
- 2.6 County records, being the property of the County, may not be removed from its control or destroyed except under the authority of this policy.

### **3. Definition**

- 3.1 County records are those documents, data or recorded information in all media and formats created, received, and maintained as evidence and information of all activities of the County.

### **4. Policy**

- 4.1 The policy requires that the program be applied consistently across the County by all County personnel.
- 4.2 The policy applies to all transactions and the records created or received in the course of carrying out all the work and activities of the County.
- 4.3 The policy does not cover non-record material.
- 4.4 This policy applies to the creation, receipt, use, handling, maintenance, storage and disposition of all County records.
- 4.5 The policy covers records in all media and formats, including but not limited to paper, electronic documents and files (word processing, spread sheets, data bases, etc.) e-mail, photographs, films, audio and video-tapes, drawings, wikis, blogs, etc.

### **5. Records Management Program Terms of Reference**

The County's records management program will establish a County record-keeping system and practice that:





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- 5.1 Ensures control over the creation, maintenance and disposal of County records through record classification plans and retention schedules.
- 5.2 Ensures the availability of evidential, accurate, current, unaltered, authentic and reliable County records in all formats to support all County work and functions for as long as they are required.
- 5.3 Ensures all record-keeping and retention at the County is consistent with regulatory environment.
- 5.4 Ensures that record-keeping at the County is consistent with professional and legal standards.
- 5.5 Offers records management training and advisory services for all County personnel.
- 5.6 Develops and reviews policy, procedures and roles for records management at the County.
- 5.7 Establishes institutional requirements and resources for control and care of records at the County.
- 5.8 Ensures the proper disposition of County records, carried out in accordance with County policy, and maintains auditable documentation.
- 5.9 Ensures that the records are managed in accordance to all applicable FOIPP regulations.
- 5.10 Ensures that cessation of destruction in the event of litigation hold, audit process or FOIPP request.
- 5.11 Ensures care and control of County records in storage in the County Records Centre.
- 5.12 Ensures compliance to policy and practice through monitoring procedures.



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### **6. Statement of Authority**

The County Manager, or designate shall establish an Internal County Staff Records Management Committee (the Committee) which will provide advice to the County Records Manager for the initiation, control and review of records management policies and programs. See Appendix for composition of the Records Management Committee.

### **7. Statement of Responsibility**

- 7.1 The effective management of County records is a responsibility shared by all County employees.
- 7.2 The County Records Manager is responsible for the design, creation, implementation, maintenance and operational audit of the records management program.
- 7.3 The County Records Manager will provide the training and necessary support and advisory services to all County departments to ensure that records management procedures and controls are understood and applied.
- 7.4 All County departments will assign a staff member to liaise with the County Records Manager as their primary contract for records management.
- 7.5 The County Records Manager will liaise with the County IT Services Manager concerning the appropriate creation, use, maintenance and disposition of electronic records in County systems.
- 7.6 The County Records Manager will liaise with the GIS Manager concerning the appropriate creation, use, maintenance and disposition of spatial records in County systems.
- 7.7 The County Records Manager will liaise with the County FOIPP Officer concerning the appropriate creation, use, maintenance and disposition of records and information in County systems.



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### Appendix

The Internal County Staff Records Management Committee shall consist of:

	<b>MEMBERSHIP</b>	<b>ROLE</b>
1	Records Manager (Appointed to the Committee by the County Manager)	Provides advice and makes recommendations on records management best practices and standards to all department heads and staff.
2	Electronic Records Representative (Appointed to the Committee by the Records Manager)	Provides advice on the management of electronic records.
3	Geographical Information Systems Records Representative (Appointed to the Committee by the Records Manager)	Provides advice on the management of spatial records.



**Schedule A**  
**Records Classification Scheme and Retention**  
**Schedule**



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Class	Function	Activity	Records Series	Scope Note	Responsible Department	Total Retention	Remarks	Cite
ADM	ADMINISTRATION			Records relating to administrative processes and activities including access and privacy, administrative support, meetings and event participation, processes and performance management, and records management and control.				
ADM00	Administration		Administration - General	Chronological files, daily planners and day files and any other administrative subjects <b>that cannot be classified elsewhere.</b>	Originating	C+1	C = Current Year	
ADM 01-01	Administration	Access & Privacy	Access & Privacy Program Administration	Records regarding personal information bank (PIB) directories, Freedom of Information and Protection of Privacy (FOIPP) program bulletins and background information, advice and guidance provided to municipal employees, and statistical reporting of FOIPP activities.	Administration	S/O+2	S/O = Superseded or obsolete	
ADM 01-02	Administration	Access & Privacy	Information Access Request Processing	Requests for the review of records by members of the public under FOIPP including correspondence, review and final decisions related to release of information. Also includes the information sent to the applicant.  Excludes: General inquiries – see STA 04-05	Administration	E+2	E = Access request completed or denied	1694, 1708, 1711, 1715
ADM 01-03	Administration	Access & Privacy	Privacy Breach Investigation	Investigations into potential privacy breaches, correspondence, reports and remedial action recommendations	Administration	E+10	E = Investigation completed and remedial action, if any, taken	1617, 1708, 1711, 1715
ADM 02-01	Administration	Administrative Support	Delegation of Authority	Records regarding the delegation or assignment of authority.	Administration	S/O	S/O = Superseded or obsolete	
ADM 02-02	Administration	Administrative Support	Event Logistics & Coordination	Information relating to the logistics for attendance at and execution of, events such as anniversaries, conferences, workshops, forums, annual general meeting, appreciation or employee awards celebrations, fundraising, tours, all staff	Originating	E+21	E = Event completed. Event reference materials	1708, 1711, 1715



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Class	Function	Activity	Records Series	Scope Note	Responsible Department	Total Retention	Remarks	Cite
				meetings, and any other events organized or coordinated by the municipality. Documentation may address execution planning critical path, event staffing scheduling and agendas/itineraries; travel arrangements communication planning); room/facility (reserving space, coordinating space logistics for AV, catering); attendee relations (announcements, invitations, RSVPs, registration, signup sheets, thank you letters); speaker coordination; speaking notes; and materials created or used for the event (signage, handouts).  Excludes: <ul style="list-style-type: none"><li>Meeting minutes external - see ADM 03-01;</li><li>Meeting minutes internal - see ADM 03-02</li></ul>			retained until superseded or obsolete	
ADM 02-03	Administration	Administrative Support	Templates & Forms	All <b>blank</b> templates and forms created and/or used by the municipality. Includes design history as well as approved forms  <u>Excludes:</u> <ul style="list-style-type: none"><li>Completed forms - see relevant subject.</li></ul>	Originating	S/O	S/O = Superseded and templates/form s design history obsolete	
ADM 03-01	Administration	Meetings & Event Participation	Associations/ Organizations/ Societies/ Committees/ Commissions Participation - External	Annual reports, newsletters, By-laws, meeting minutes, agendas of associations and organizations to which staff belong or with which they communicate in the course of their duties such as Development Offices Association of Alberta, Community Planning Association of Alberta, Federation of Canadian Municipalities (FCM), ORRC, etc.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Government agencies – see STA 04-02</li><li>Community Organizations Relationship Management see STA 04-01</li></ul>	Originating	C+2	C = Current Year	



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Class	Function	Activity	Records Series	Scope Note	Responsible Department	Total Retention	Remarks	Cite
ADM 03-02	Administration	Meetings & Event Participation	Committees & Meetings Administration - Internal	Minutes, reports, notice of meetings and agendas for all staff meetings including safety meetings.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Council committees - see GOV 05-03</li><li>Association committees - see ADM 03-01</li></ul>	Originating	C+5	C = Current Year	1631
ADM 04-01	Administration	Performance Management	Planning & Performance Measurement	Records regarding goal setting, planning and review from a program, corporate-wide, departmental or strategic perspective, as well the ongoing monitoring and measurement of performance and achievement as compared to benchmarks, targets and organizational goals such operating plans, score cards, vision and scope statements, analyses, reviews, performance criteria, indicator reports and actual outcomes.  <u>Excludes:</u> employee performance reviews – see HUM 04-02	Administration	S/O+2	S/O = Planning, measurement and review superseded or obsolete	1715
ADM 04-02	Administration	Performance Management	Project Management	Records regarding <i>non-infrastructure</i> project initiation and management such as business case or requirements definition, project charters, project plans and schedules, progress reports and outcomes monitoring documentation.	Originating	S/O+2	S/O = Plan and plan reporting superseded or obsolete	1715
ADM 05-01	Administration	Processes & Procedures	Policies, Procedures & Guidelines	All municipal and departmental policies, procedures, directives, guidelines, codes of conduct and operating manuals, emergency response procedures, checklists, and informal departmental workflow process documentation used to document tasks and activities.  <u>Excludes:</u> By-laws - see GOV 01-01	Originating	S/O+10	S/O = Policies, procedures and guidelines superseded or obsolete	1617, 1637, 1638
ADM 05-02	Administration	Processes & Procedures	Business Process Improvement	Records regarding business process reviews and the development of improved processes and workflows such as business activities and process analysis, feasibility studies and process development.	Administration	E+2	E = Implementation of process improvements	





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Class	Function	Activity	Records Series	Scope Note	Responsible Department	Total Retention	Remarks	Cite
ADM 06-01	Administration	Records Management & Control	Records Disposition	Records regarding the destruction of municipal records such as destruction certificates and destruction authorizations.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Retention By-law see GOV 01-01</li></ul>	Administration	P		1617
ADM 06-02	Administration	Records Management & Control	Records Management Program Administration	Records necessary to develop, enhance and administer the records management program such as program documentation, user guidelines and training modules, monitoring and compliance assessments, activity reports and listings of active and inactive records.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Destruction certificates - see ADM 06-01</li><li>Retention By-law - see GOV 01-01</li></ul>	Information Technology	S/O	S/O = Superseded or obsolete	
AST	<b>ASSET MANAGEMENT &amp; MAINTENANCE</b>			Records relating to the management and maintenance of physical assets including property maintenance, the operation of equipment and facilities, and the physical security of buildings and property.				
AST 00	Asset Management & Maintenance		Asset Management & Maintenance - General	Records relating to the management and maintenance of physical assets <b>which cannot be classified elsewhere</b>	Originating	C+2	C = Current Year	
AST 01-01	Asset Management & Maintenance	Equipment	Fleet Acquisition	Records regarding the development of specifications for the acquisition of vehicles to be used by the municipality including cars, trucks, ploughs, etc.  <u>Excludes:</u> <ul style="list-style-type: none"><li>RFP/RFQ – see FIN 05-02</li><li>Contract/agreement – see LEG 02-01</li></ul>	Fleet	E+2	E = Vehicle acquisition completed	1715



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Class	Function	Activity	Records Series	Scope Note	Responsible Department	Total Retention	Remarks	Cite
AST 01-02	Asset Management & Maintenance	Equipment	Fleet Maintenance	Records regarding the maintenance of all vehicles owned or leased by the municipality such as work orders, registrations, inspection check lists, repair orders and disposal.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Insurance Policies - see LEG 03-04</li><li>Accident Reports - see LEG 03-01</li><li>Vehicle Leases - see LEG 02-01</li><li>Expenses and invoices - see FIN 01-01</li><li>Purchases - see FIN 05-01</li></ul>	Fleet	E+2	E = Disposal of vehicle	1715
AST 01-03	Administration	Equipment	Non-Infrastructure Equipment	Records regarding the maintenance of owned or leased equipment or apparatus that is not part of an internal building or primary mechanical and supply system such as snow blowers, lawnmowers and computer equipment. Includes serial numbers, technical specifications, manuals for the operation of the equipment, calibration records, installation instructions and maintenance activities.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Lease Agreement - see LEG 02-01</li><li>Public Utility Meters – see PUB 05-02</li><li>Fleet Vehicles – see AST 01-01 or AST 01-02</li></ul> Protective Equipment – see PUB 03-01	Public Works	E+2	E = Disposal of non-infrastructure equipment	
AST 02-01	Asset Management & Maintenance	Facilities	Building Construction & Renovation	Records regarding the management of construction and renovation projects for municipal-use buildings such as project specifications, project schedules, status reports, site photographs, change requests, contract compliance monitoring, permits and vendor and contractor liaison.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Contractor Agreements – see LEG 02-01</li></ul>	Infrastructure Services	E+10	E = Disposal of building	1694, 1715



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Class	Function	Activity	Records Series	Scope Note	Responsible Department	Total Retention	Remarks	Cite
AST 02-02	Asset Management & Maintenance	Facilities	Building Drawings	Drawings and plans regarding the structure of any building owned by the municipality, including mechanical and electrical systems, structural plans, architectural layouts and blueprints and specifications for any new builds, upgrades or additions.  <u>Excludes:</u> Building/Property Maintenance – see AST 02-03	Infrastructure Services	E+10	E = Disposal of building	1694
AST 02-03	Asset Management & Maintenance	Facilities	Building Maintenance	Records regarding condition of and the monitoring and maintenance of building structures and internal property systems including heating and cooling (HVAC, etc.), elevating devices, power, wiring, plumbing and alarms. Records may include maintenance and operations manuals for building infrastructure, inspection and monitoring reports and logs, deficiency reports, asbestos audit testing, building condition reviews, status reports, preventative and unscheduled maintenance monitoring.  <u>Excludes:</u> <ul style="list-style-type: none"><li>• Structural Drawings/Plans - see AST 02-02</li><li>• Maintenance of Parks, Cemeteries &amp; Boulevards - see PUB 02-01</li><li>• Security - see AST 02-04</li></ul>	Public Works	E+ 5	E = Disposal of building	1694, 1715, 1828, 1829, 1830, 1835, 1838, 1839, 1841, 1842, 1843, 1844
AST 02-04	Asset Management & Maintenance	Facilities	Security	Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties such as security passes, control of keys and closed-circuit television (CCTV) output.  <u>Excludes:</u> IT Security – see INF 01-01	Administration	C+5	C = Current Year  Security documentation relevant to an investigation is retained until investigation complete	1708, 1711, 1715



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Class	Function	Activity	Records Series	Scope Note	Responsible Department	Total Retention	Remarks	Cite
AST 03-01	Asset Management & Maintenance	Bridges	Existing Bridge Construction & Rehabilitation	Estimates, studies and other records regarding the design and planning of new builds, upgrades or additions for bridge construction projects and <i>major</i> improvements to existing bridges	Infrastructure Services	E+10	E = Replacement or upgrades of bridge	1694, 1715
AST 03-02	Asset Management & Maintenance	Bridges	Existing Bridge Drawings	Drawings and plans regarding the structure of any bridge owned by the municipality, including structural plans, architectural layouts and blue prints and specifications	Infrastructure Services	E+10	E = Replacement or upgrades of bridge	1694
AST 03-03	Asset Management & Maintenance	Bridges	Bridge Maintenance	Records regarding condition of and the monitoring and maintenance of bridges including routine improvements.	Public Works	E+10	E = Completion of routine monitoring, maintenance and improvements of bridge	1694, 1715
AST 04-01	Asset Management & Maintenance	Roads	Existing Roads Design, Planning, Construction & Rehabilitation	Estimates, studies and other records regarding the design and planning of upgrades or additions for road construction projects and major improvements to existing roads, such as resurfacing, widening, etc.as well as the design of curbs and sidewalks,  <u>Excludes:</u> <ul style="list-style-type: none"><li>• Footpaths, cycle paths - see PUB 02-01</li></ul>	Infrastructure Services	E+10	E = Replacement or rehabilitation of road	1694, 1715
AST 04-02	Asset Management & Maintenance	Roads	Existing Roads Drawings	Drawings and plans regarding the structure of any road owned by the municipality, including structural plans, blue prints and specifications.	Infrastructure Services	E+10	E = Replacement or upgrades of road	1694
AST 04-03	Asset Management & Maintenance	Roads	Roads Maintenance	Records and studies regarding the inspection and maintenance of roads such as dust control, pavement repairs, street cleaning, snow removal, pot hole filling etc.  <u>Excludes:</u> <ul style="list-style-type: none"><li>• Road Design and Planning – see AST 04-01</li></ul>	Public Works	E+10	E = Completion of routine inspections and maintenance	1694, 1715, 1865



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Class	Function	Activity	Records Series	Scope Note	Responsible Department	Total Retention	Remarks	Cite
				• Complaints on roads maintenance – see STA 04-05				
AST 05-01	Asset Management & Maintenance	Sanitary Sewers	Sanitary Sewers Design & Construction	Estimates, studies and other records regarding the design and planning of new builds, upgrades or additions for sanitary sewers construction projects and major improvements to existing sanitary sewers	Infrastructure Services	E+10	E = Life of the sanitary sewer	1694, 1715
AST 05-02	Asset Management & Maintenance	Sanitary Sewers	Sanitary Sewers Drawings	Drawings and plans regarding the structure of any sanitary sewer owned by the municipality.	Infrastructure Services	E+10	E = Life of the sanitary sewer	1694
AST 05-03	Asset Management & Maintenance	Sanitary Sewers	Sanitary Sewers Maintenance	Records and studies regarding the inspection and maintenance of sanitary sewers including video inspections	Public Works	E+10	E = Completion of routine inspections or maintenance of the sanitary sewer	1694, 1715
AST 06-01	Asset Management & Maintenance	Storm Sewers	Storm Sewers Design & Construction	Estimates, studies and other records regarding the design and planning of new builds, upgrades or additions to storm sewers	Infrastructure Services/Public Works	E+10	E = Life of the storm sewer	1694, 1715
AST 06-02	Asset Management & Maintenance	Storm Sewers	Storm Sewers Drawings	Drawings and plans regarding the structure of any storm sewer owned by the municipality.	Infrastructure Services/Public Works	E+10	E = Life of the storm sewer	1694
AST 06-03	Asset Management & Maintenance	Storm Sewers	Storm Sewers Maintenance	Records and studies regarding the inspection and maintenance of storm sewers including video inspections	Infrastructure Services/Public Works	E+10	E = Completion of routine inspections or maintenance of storm sewer	1694, 1715
AST 07-01	Asset Management & Maintenance	Water & Wastewater	Water & Wastewater Design & Construction	Estimates, studies and other records regarding the design and planning of new builds, upgrades or additions to water & wastewater systems	Utilities	E+10	E = Life of water and wastewater system	1694
AST 07-02	Asset Management & Maintenance	Water & Wastewater	Water & Wastewater Drawings	Drawings and plans regarding the structure of any water or wastewater systems owned by the municipality.	Utilities	E+10	E = Life of water and	1694



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Class	Function	Activity	Records Series	Scope Note	Responsible Department	Total Retention	Remarks	Cite
							wastewater system	
AST 07-03	Asset Management & Maintenance	Water & Wastewater	Water & Wastewater Maintenance & Rehabilitation	Records and studies regarding the inspection, maintenance and rehabilitation of water & wastewater systems	Utilities	E+10	E = Completion of routine inspections, maintenance and rehabilitation of water and wastewater system	1694, 1849, 1850, 1851
AST 08-01	Asset Management & Maintenance	Drainage	Drainage Design & Construction	Estimates, studies and other records regarding the design and planning of new builds, upgrades or additions to drainage systems	Utilities	E+10	E = Life of the drainage system	1694
AST 08-02	Asset Management & Maintenance	Drainage	Drainage Drawings	Drawings and plans regarding the structure of any drainage systems owned by the municipality.	Utilities	E+10	E = Life of the drainage system	1694
AST 08-03	Asset Management & Maintenance	Drainage	Drainage Maintenance & Rehabilitation	Records and studies regarding the inspection, maintenance and rehabilitation of drainage systems	Utilities	E+10	E = Completion of routine inspections, maintenance and rehabilitation of drainage system	1694
COM	COMMUNITY SERVICES PROVISION			Records relating to the provision of community-based services and the support of the community and community programs including emergency response.				
COM 00	Community Services Provision		Community Services - General	Records regarding community services provided by the municipality to the public <b>which cannot be classified elsewhere.</b>	Community Services	C+1	C = Current Year	



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Class	Function	Activity	Records Series	Scope Note	Responsible Department	Total Retention	Remarks	Cite
COM 01-01	Community Services Provision	Emergency Response	Disaster Response Coordination	Regards regarding the municipality’s response to and involvement in community or public health & safety emergencies such as a pandemic or natural disaster, emergency response team and incident command centre actions, mitigation records and post-event lessons learned.	Community Services	E+10	E = Conclusion of disaster response  Post-event lessons learned retained until superseded or obsolete	1694
COM 01-02	Community Services Provision	Emergency Response	Disaster Response Planning	Records regarding preparation for disasters and emergencies such as essential records listings, emergency response plans, rehearsals, and copies of agreements and understandings with other jurisdictions relating to reciprocal assistance. May also include contingency plans provided to the municipality by industrial or commercial establishments in the municipality.  <u>Excludes:</u> <ul style="list-style-type: none"><li>• Original Agreements - see LEG 02-01</li></ul>	Community Services	S/O+5	S/O = Superseded or obsolete	1617
COM 01-03	Community Services Provision	Emergency Response	Fire & Rescue Call-Outs	All reports written with regards to fire and rescue call outs.  <u>Excludes:</u> <ul style="list-style-type: none"><li>• Billings - see FIN 01-02</li></ul>	Community Services/ Corporate Services	C+5	C = Current Year	1708, 1711, 1715
COM 01-04	Community Services Provision	Emergency Response	Fire Investigations	Records regarding the investigation of fires such as fire dispatch tapes, photographs, working notes, incident reports and correspondence used in determining eligibility for charge-back.	Community Services	E+10	E = Completion of investigation	1617, 1708, 1711, 1715
DEV	DEVELOPMENT & BUILDING			Records relating to the growth and development within the municipality including building and property permits and development; land use including easements, encroachments and zoning; review and amendment of official plans; and development plans and plan approvals.				



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Class	Function	Activity	Records Series	Scope Note	Responsible Department	Total Retention	Remarks	Cite
DEV 00	Development & Building		Development & Planning General	Records regarding the planning and development of the municipality and surrounding area <b>which cannot be classified elsewhere.</b>	Planning	C+1	C = Current Year	
DEV 01-01	Development & Building	Development	Building & Structural Inspections	Records regarding inspections relating to building, plumbing, fire prevention and other structural inspections such as inspection reports and deficiency lists.	Planning	E+10	E = Completion of inspection and resolution of findings	1617
DEV 01-02	Development & Building	Development	Building Permits	Records regarding authorizations to build/develop such as applications, supporting documentation and permits issued.  <u>Excludes:</u> <ul style="list-style-type: none"><li>• Other permits issued by the municipality - see LEG 05-01</li><li>• Permits required by the municipality to operate equipment- see LEG 05-01</li><li>• Development Permits -see DEV 01-03</li></ul>	Planning	E+2	E= Completion of build/develop	1694
DEV 01-03	Development & Building	Development	Development Permit Application Processing	Records relating to development applications and requests to develop, build or renovate such as applications, supporting documentation including plans and reports, approvals and development permits issued. Also includes granting of waivers.	Planning	E+2	E= Completion of application process	1694
DEV 02-01	Development & Building	Development Promotion	Economic Development	Records regarding the promotion and development of industry and commerce in the municipality including inquiries, business profiles, etc.	Economic Development	C+5	C = Current Year	
DEV 03-01	Development & Building	Land Use	Annexation/ Amalgamation	Records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth.  <u>Excludes:</u> <ul style="list-style-type: none"><li>• Land Purchases/Sale - see LEG 02-02</li></ul>	Planning	E+10	E = Completion of the annexing and amalgamation of property	1694, 1711, 1715
DEV 03-02	Development & Building	Land Use	Easements	Records regarding Rights of Way and Easements concerning ownership of private lands in order to maintain public services such as water and sewer lines that cross private property.	Planning	E+10	E = Completion of the right of	1694, 1711, 1715





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Class	Function	Activity	Records Series	Scope Note	Responsible Department	Total Retention	Remarks	Cite
				<u>Excludes:</u> <ul style="list-style-type: none"><li>Easement By-law - see GOV 01-01</li><li>Easement Agreements - see LEG 02-02</li></ul>			way or easement	
DEV 03-03	Development & Building	Land Use	Encroachments	Records regarding properties encroaching on municipal lands such as permits, surveys and other related documentation.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Encroachment Bylaw - see GOV 01-01</li><li>Encroachment Agreements - see LEG 02-02</li></ul>	Planning	E+10	E = Date encroachment known	1694, 1711, 1715
DEV 03-04	Development & Building	Land Use	Maps and Mapping	Records regarding maps and geospatial mapping components including maps relating to community facilities, zoning, electoral boundaries, flood plain, geologic survey, subdivision, land use, typographic and water and soil.	Asset Management/ Infrastructure Services	S/O	S/O = Superseded or obsolete	
DEV 03-05	Development & Building	Land Use	Redesignation/ Zoning	Records and standards regarding the designation of zones for land use plan purposes and zoning applications.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Zoning Bylaws - see GOV 01-01</li></ul>	Planning	E+2	E = Date of zoning decision	1694. 1711, 1715
DEV 04-01	Development & Building	Planning	Demographic Studies	Records regarding population growth, and economic and tourist development such as reports, statistics and projections.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Advertising - see STA 01-02</li><li>Publications - see STA 02-01</li><li>Traffic Studies - see PUB 03-06</li></ul>	Economic Development	S/O+5	S/O = Superseded or obsolete	
DEV 04-02	Development & Building	Planning	Environmental Planning	Records regarding general types of environmental studies with a long-range planning emphasis such as flood control, open space planning and storm drainage.	Infrastructure Services	S/O+10	S/O = Study superseded or obsolete	1897



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Class	Function	Activity	Records Series	Scope Note	Responsible Department	Total Retention	Remarks	Cite
DEV 04-03	Development & Building	Planning	Local Improvements	Records regarding local improvement programs such as studies, statistics and any required background information.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Property Assessments - see FIN 06-01</li><li>Acreage Assessments - see FIN 06-01</li></ul>	Infrastructure Services	E+2	E= Completion of local improvement program	
DEV 05-01	Development & Building	Plans & Approvals	Municipal Addressing	Records regarding the assignment of new subdivisions and other street names and numbers such as correspondence, reports and drawings.	Infrastructure Services	E+5	E = Establishment of municipal addressing	
DEV 05-02	Development & Building	Plans & Approvals	Municipal Development Plan & Area Structure Plan	Municipal Development Plan and Area Structure Plan and amendments to them. Also includes plans such as IDP & LCF  <u>Excludes:</u> <ul style="list-style-type: none"><li>By-laws – see GOV 01-01</li></ul>	Planning	E+2	E = Completion of two generations municipal plan cycles	
DEV 05-03	Development & Building	Plans & Approvals	Registered Plans	Records regarding the approval of plans of commercial and residential subdivisions (ORRSC) such as drawings, technical reports, written comments, working notes, "red line" revisions, changes to approved plans, construction completion certificates (CCC), final acceptance certificates (FAC) photographs, status reports and background information.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Development Agreement - see LEG 02-01</li></ul>	Planning	E+10	E= Approval and execution of registered plan	1694, 1957
ENV	ENVIRONMENTAL SERVICES			Records relating to the assessment, preservation and protection of natural resources and the environment including environmental impact assessments, hazardous materials control, reclamation and remediation.				
ENV 00	Environmental Services		Environmental Services-General	Records regarding the provision of environmental services <b>that cannot be classified elsewhere.</b>	Originating	C+1	C = Current Year	



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Class	Function	Activity	Records Series	Scope Note	Responsible Department	Total Retention	Remarks	Cite
ENV 01-01	Environmental Services	Environmental Protection	Chemical Applications Control	Records regarding the application of pesticides, fertilizer and weed control mixtures for vegetation control, such as spray books, logs, spray notices and handling and storage records. Also includes records of Strychnine sales	Utilities	E+5	E = Date pesticide was applied	1520, 1708, 1711, 1715, 2023, 2024
ENV 01-02	Environmental Services	Environmental Protection	Hazardous Materials Transportation	Records regarding hazardous materials transportation including pick-up and transport such as requisitions, manifest reports, transit and disposal; testing and analytical hazardous recyclable dockets, etc.	Infrastructure Services	C+5	C = Current Year	1793,
ENV 01-03	Environmental Services	Environmental Protection	Reclamation & Remediation	Records regarding reclamation such as clean-up of spills, and land reclamations, lagoon reclamation and final reclamation plans, wastewater collection systems reclamation plans.	Infrastructure Services/ Agriculture	Spills and Land: E+10  Wastewater collection systems including lagoons E+10	E = claimant first knew or ought to have known injury occurred, attributable to defendant that warrants bringing proceeding  E = Life of the wastewater collection system	1546, 1547, 1557, 1558, 1559, 1560, 1588, 1617



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Class	Function	Activity	Records Series	Scope Note	Responsible Department	Total Retention	Remarks	Cite
ENV 01-04	Environmental Services	Environmental Protection	Water Quality Management	Records regarding the inspection of water quality. <u>Excludes</u> <ul style="list-style-type: none"><li>Remediation efforts – see ENV 01-03</li><li>Impact assessments – see ENV 02-01</li></ul>	Public Works	E+2	E = Inspection completed and actionable issues, if any, resolved.	
ENV 01-05	Environmental Services	Environmental Protection	Soil Quality Management	Records regarding the inspection of soil quality. <u>Excludes</u> <ul style="list-style-type: none"><li>Remediation efforts – see ENV 01-03</li><li>Impact assessments – see ENV 02-01</li></ul>	Agriculture	E+2	E = Inspection completed and actionable issues, if any, resolved.	
ENV 01-06	Environmental Services	Environmental Protection	Gasoline Storage & Dispensing	Includes gasoline storage tank and municipal gasoline dispensing records. Routine monitoring and dispensing records related to loading and dispensing throughput volume; vapour control equipment operation, daily/weekly visual inspection/deficiency remedy actions and maintenance; Free Oil Layer and Separated Solid Layers Measurements and removal records measurements; tank bottom water removal; temporary tank removal; Loss of Product / Inventory Control and Reconciliation Records; excavation and nearby construction potentially affecting the storage tank system integrity; vapour barrier equipment downtime record; pumping equipment tests; pumping connection leak records; storage leak tests; gasoline levels measurement, and loss and gain records; and piping system pressure tests. System records related to drawings and the system specifications; installation record; tank and piping systems locates; storage tank and Stage II vapour recovery system commissioning inspection and testing records; and storage tank component inspection reports and compliance documents (including warnings and notices of violations).	Fleet	E+ 7	E = Life gasoline storage and dispensing operations	1828, 1829, 1830, 1835, 1862, 1863, 1864, 1872, 1874, 1881, 1882, 1883, 1884, 1885
ENV 02-01	Environmental Services	Environmental Planning	Environmental Impact Assessment	Records regarding the completion of an environmental impact assessment including the identification of environmental conditions and areas of major concern regarding potential	Agriculture	E+10	E= claimant first knew or ought to have	1590. 1591, 1617, 1708, 1711, 1715



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Class	Function	Activity	Records Series	Scope Note	Responsible Department	Total Retention	Remarks	Cite
				environmental, social and economic impacts; plans to mitigate the impacts; the consideration of alternatives, public concerns, public consultation and monitoring plans, and plans for minimizing the production or the release into the environment of substances that may have an adverse effect such as wastewater sludge for irrigation..			known injury occurred, attributable to defendant that warrants bringing proceeding	
ENV 02-02	Environmental Services	Environmental Planning	Environmental / Agricultural Hazards	<p>Includes information and reports on chemicals and substances that pose fire, agricultural or environmental hazards such as PCBs, refrigerants and halocarbons,-Also includes Material Safety Data Sheets (MSDS) and records dealing with toxic substances control, halocarbon charging records, halocarbon leak tests and release reports, transportation and effects as well as records of pesticide use and environmental spills</p> <p>Excludes:</p> <ul style="list-style-type: none"><li>• Staff Safety Training - see HUM 02-02</li><li>• Personal exposure - see HUM 02-03</li></ul>	Agriculture / Utilities	E	E = superseded: reference/ research purpose only	
ENV 03-01	Environmental Services	Water Management	Water Treatment	<p>Surveys on drinking water, waterworks samples, analysis of drinking water, month-end reports, consumption reports, etc</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"><li>• Annual reports – see PUB 07-01</li><li>• Sludge disposal notifications – see ENV 04-01</li><li>• Registration and licenses -see LEG 02-03</li><li>• Water Management Plan – see ADM 04--01</li></ul>	Utilities	C+5	C = Current Year	1538, 1553, 1555, 1670, 1671, 1674, 1675, 1676, 1708, 1711, 1715, 1870, 1871, 1888, 1890, 1891, 1892, 1893, 1894, 1895, 1897, 2013, 2014, 2016



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Class	Function	Activity	Records Series	Scope Note	Responsible Department	Total Retention	Remarks	Cite
ENV 04-01	Environmental Services	Sewage Management	Sewage Treatment	<p>Sludge analyses and application for irrigation, lab results, wastewater collection sample results, main flushing records, sludge disposal authorizations, discharge notifications, annual reports and other operational records regarding the treatment of sewage through the use of lagoons.</p> <p>Registrations, Authorizations, Extensions, Replacements and Contraventions Documentation, Inspection Reports, Designs, Operating Procedures, List of Operators</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"><li>• Facility Blue Prints - see AST 05-02</li><li>• Lagoon and Reclamation Plans – see ENV 01-03</li><li>• Water Treatment Facility Construction &amp; Renovation - see AST 02-01</li></ul>	Utilities	E+2	E = Life of wastewater system	1543, 1544, 1545, 1548, 1549, 1550, 1551, 1552, 1586, 1589, 1590, 1591, 1670, 1671, 1674, 1675, 1676, 1888, 1890, 1891, 1892, 1893, 1894, 1895, 1897, 1870
FIN	FINANCIAL MANAGEMENT			Records relating to financial management including accounting operations such as accounts operations, budgeting and financial reporting; funding administration including investments and borrowing; taxation; procurement; trusts and deposits control; and payroll administration.				
FIN 00	Financial Management		Financial Management-General	Records regarding finance and accounting <b>which cannot be classified elsewhere.</b>	Originating	C+1	C = Current Year	
FIN 01-01	Financial Management	Accounting Operations	Accounts Payable Processing	Records regarding invoices, receipts, cheque requisitions, packing slips, payment approvals, credit card statements and reconciliations, expense reimbursement requests, water bills and billing backup reports.	Finance	C+10	C = Current Year	1693, 1694, 1708, 1711, 1715, 1831, 1832, 1833, 1834, 1836, 1840, 1886, 2003, 2004, 2005, 2006



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Class	Function	Activity	Records Series	Scope Note	Responsible Department	Total Retention	Remarks	Cite
FIN 01-02	Financial Management	Accounting Operations	Accounts Receivable Processing	Records regarding money to be collected by the municipality such as invoices, utility billings, receipts, vouchers and supporting documentation for all revenues received. Also includes bad debt write-offs.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Grants &amp; Subsidies – see FIN 03-01</li><li>Taxes - see FIN 06-02</li></ul>	Finance	C+10	C = Current Year	1655, 1656, 1693, 1694, 1708, 1711, 1715, 1831, 1832, 1833, 1834, 1836, 1840, 1886, 1956, 2003, 2004, 2005, 2006, 2019, 2020, 2021
FIN 01-03	Financial Management	Accounting Operations	Banking & Cash Management	Records regarding bank transactions and cash management such as bank statements, cheque registers, stop payments, electronic fund/wire transfers, deposit records, account reconciliations, supporting documentation used to authorize issuance of cheques or electronic fund transfers.	Finance	C+6	C = Current Year	1693, 1708, 1711, 1715, 1831, 1832, 1833, 1834, 1836, 1840
FIN 01-04	Financial Management	Accounting Operations	Donations	Records regarding both money and in-kind donations received applications, copies of receipts relating to donations and gifts to the municipality as well as those made by the municipality.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Trusts - see FIN 07-02</li></ul>	Finance	C+10	C = Current Year	1693, 1694, 1708, 1711, 1715, 1831, 1832, 1833, 1834, 1836, 1840, 1886, 2007, 2011, 2012
FIN 02-01	Financial Management	Financial Reporting	Budgeting	Records regarding departmental, capital and operating budgets and estimates, proposals, working notes, calculations and background documentation, budget variances, etc.	Finance	C+6	C = Current Year	
FIN 02-02	Financial Management	Financial Reporting	Capital Asset Management	Records regarding current and fixed capital assets. Includes fixed asset inventories and continuity schedule as well as records of initial expenditure, depreciation, amortization, current value and disposal.	Finance	E+2	E = Disposal of capital asset	



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Class	Function	Activity	Records Series	Scope Note	Responsible Department	Total Retention	Remarks	Cite
FIN 02-03	Financial Management	Financial Reporting	Replacement Accounting	Records dealing with the internal chargeback calculations for departmental use of vehicles and equipment. Includes the determination of the applicable rate per type of vehicle/equipment as well as the allocation per department on an annual basis.	Finance	C+6	C = Current Year	
FIN 02-04	Financial Management	Financial Reporting	Financial Analysis & Reporting	Records regarding internal monthly, quarterly and topic-specific financial analysis and reporting for fiscal review purposes such as month end reporting, spreadsheets and analysis reports.	Finance	C+6	C = Current Year	
FIN 02-05	Financial Management	Financial Reporting	Financial Statements	Records regarding year-end, audited financial statements including management discussion and analysis and the auditor’s report.	Finance	E+2	E = Dissolution of municipality	1825, 1831, 1832, 1833, 1834, 1836, 1840, 1655
FIN 02-06	Financial Management	Financial Reporting	Financial Working Papers	Records used to prepare financial statements or provided to auditors with required information to complete the audit such as working notes, calculations and analysis.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Financial Statements - see FIN 02-05</li></ul>	Finance	C+6	C = Current Year	
FIN 02-07	Financial Management	Financial Reporting	General Ledger Reconciliation	Records regarding general ledger account reconciliations, journal entries and adjustments, bank requisitions and supporting documents clarifying actions taken.	Finance	C+6	C = Current Year	1831, 1832, 1833, 1834, 1836, 1840, 1886, 2003, 2004, 2005, 2006
FIN 02-08	Financial Management	Financial Reporting	General Ledgers Annual Summarization	General Ledger including original and final entries for all accounts and summarizing year over year financial transactions as well as the chart of accounts.	Finance	E+2	E = Dissolution of municipality	1825, 1831, 1832, 1833, 1834, 1836, , 1840, 1886, 2004, 2005, 2006





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Class	Function	Activity	Records Series	Scope Note	Responsible Department	Total Retention	Remarks	Cite
FIN 02-09	Financial Management	Financial Reporting	Regulatory Financial Reporting & Filings	Records regarding financial and regulatory reporting and remittances such as the Financial Information Return and other reports to the Minister.  <u>Excludes:</u> <ul style="list-style-type: none"><li>T4s and payroll related reporting – see FIN 04-01</li></ul>	Finance	C+5	C = Current Year	
FIN 02-10	Financial Management	Financial Reporting	Reserve Funds Administration	Records regarding the administration and analysis of financial reserves held by the municipality for contingencies, plant upgrades etc.	Finance	E+6	E = Reserves disposed of.	1886,
FIN 03-01	Financial Management	Funding Administration	Grants/ Subsidies	Records regarding the generation of revenue in the form of grants-in-lieu, provincial and federal grants, loans and subsidies.  Municipal Affairs, Health and Wellness, Environment and Justice Grants  Also includes submissions, acknowledgements and reports.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Background documentation - see FIN 02-05.</li><li>Trusts - see FIN 07-02</li></ul>	Finance	E+10	E = Grant/ Subsidy has been paid in full.	1594, 1595, 1596, 1597, 1603, 1693, 1831, 1832, 1833, 1834, 1836, 1840, 2007
FIN 03-02	Financial Management	Funding Administration	Investing	Records used to track the municipality’s investments for trust certificates, guaranteed investment certificates and deposits such as investment transaction receipts, interest income calculation, statements of account and reporting.	Finance	E+6	E = Investment has been cashed.	1833, 1834, 1836, 1886,
FIN 03-03	Financial Management	Funding Administration	Long Term Borrowing	Records regarding the approval, initial issuance of the debenture, repayment transactions and correspondence for all other long-term debt undertaken by the municipality.	Finance	E+10	E = Expiry of borrowing instrument	1693, 1694, 1831, 1832, 1833, 1834, 1836, , 1840, 1886,
FIN 04-01	Financial Management	Payroll Administration	Payroll Processing	Records regarding the payment and reporting of salary and benefits such as timesheets, wages paid and deductions made,	Finance	C+10	C = Current Year	1518, 1519, 1685, 1687,



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Class	Function	Activity	Records Series	Scope Note	Responsible Department	Total Retention	Remarks	Cite
				payroll registers, GL reports, payroll remittance reporting, ROEs and T4s summaries.  <u>Excludes:</u> <ul style="list-style-type: none"><li>• Benefits Plans– see HUM 01</li></ul>				1693, 1708, 1711, 1715, 1785, 1786, 1787, 1788, 1792, 1794, 1806, 1814, 1815, 1816, 1818, 1819, 1824, 1831, 1832, 1833, 1834, 1836, 1840, 1855, 1856, 1898, 1900, 1901, 1904, 1906, 1907
FIN 05-01	Financial Management	Procurement	Purchasing	Purchase requests, requisitions and approvals, purchase orders, blanket orders and background documentation.  <u>Excludes:</u> <ul style="list-style-type: none"><li>• Quotations - see FIN 05-02</li></ul>	Finance	C+6	C -= Current Year	1886,
FIN 05-02	Financial Management	Procurement	Quotations & Tenders Processing	Invitations to tender, requests for proposals, evaluations of tenders, letters of acceptance, supporting documentation from suppliers of goods and services.  <u>Excludes:</u> <ul style="list-style-type: none"><li>• Vendor material - see FIN 05-03</li><li>• Contract - see LEG 02-01</li></ul>	Finance	E+6	E = Completion of project.	
FIN 05-03	Financial Management	Procurement	Suppliers & Vendors Management	Records regarding approved service providers and suppliers such as price lists, catalogues, engagement parameters and correspondence. Also includes authorizations for payment by EFT.	Finance	S/O	S/O = Superseded or obsolete	



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Class	Function	Activity	Records Series	Scope Note	Responsible Department	Total Retention	Remarks	Cite
				<u>Excludes:</u> <ul style="list-style-type: none"><li>• Tenders - see FIN 05-02</li><li>• Contracts - see LEG 02-01</li></ul>				
FIN 06-01	Financial Management	Municipal Taxation	Tax Assessments	Record regarding the assessment for tax purposes of all property in the municipality other than linear property such as notice of assessments, assessment appeals, billing requisitions, taxes including those related to property, business, well drilling equipment, local improvement and special levies. Includes Land Transfer Titles and documentation supporting the approval of the Land Use By-law  <u>Excludes:</u> <ul style="list-style-type: none"><li>• Tax Rolls - see FIN 06-03</li></ul>	Finance	C+6	C = Current Year	1694, 1831, 1832, 1833, 1834, 1836, 1840, 1845, 1959
FIN 06-02	Financial Management	Municipal Taxation	Tax Payments	Records regarding tax collection such as tax recovery notifications, NSF notices, tax notices, tax penalties and corresponding documentation to support that property taxes were paid.  <u>Excludes:</u> <ul style="list-style-type: none"><li>• Tax Rolls - see FIN 06-03</li><li>• Assessments - see FIN 06-01</li><li>• Tax Certificate – see STA 04-05</li></ul>	Finance	C+10	C = Current Year	1693, 1694, 1708, 1711, 1715, 1831, 1832, 1833, 1834, 1836, 1837, 1840, 1845, 1846, 1886, 1887, 1965, 2004, 2005, 2007, 2019, 2020, 2021
FIN 06-03	Financial Management	Municipal Taxation	Tax Rolls	Assessment/Tax roll for all property in the municipality	Finance	E+10	E = Dissolution of municipality	1693, 1708, 1711, 1715,
FIN 07-01	Financial Management	Trusts & Deposits Control	Security Deposits	Development deposits, letters of credit, proof of insurance when required and records of monies held as a security deposit.	Finance	E+10	E = Security deposit returned.	1693



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Class	Function	Activity	Records Series	Scope Note	Responsible Department	Total Retention	Remarks	Cite
FIN 07-02	Financial Management	Trusts & Deposits Control	Trust Funds	Documentation related to trusts managed by the municipality.	Finance	E+10	E= Trust has been closed.	1693, 1694, 1708, 1711, 1715, 1831, 1832, 1833, 1834, 1836, 1840
GOV	GOVERNANCE			Records related to Council and its accountability for governing the municipality including corporate documents, Council meeting and motion records, by-laws, and intergovernmental liaison with other government bodies that have an impact on the municipality.				
GOV 00	Governance		Governance - General	Records regarding council <b>that cannot be classified elsewhere.</b>	Originating	C+1	C = Current Year	
GOV 01-01	Governance	By-Law Administration	By-laws	Final versions of By-laws of the municipality including amendments and attachments.  <u>Excludes:</u> <ul style="list-style-type: none"><li>By-law Enforcement - see LEG 01-01</li></ul>	Administration	E+2	E = In force bylaw revoked, repealed or amended.  Proposed bylaw initial reading	1941, 1946, 1951, 1952, 1963
GOV 01-02	Governance	Bylaw Administration	Bylaws – other municipalities	Copies of Bylaws enacted by other municipalities used for reference.  <u>Excludes</u> <ul style="list-style-type: none"><li>County Bylaws – see GOV 01-01</li></ul>	Administration	E	E= superseded: reference/ research purpose only	
GOV 02-01	Governance	Corporate Books & Records	Articles of Incorporation	Official seals of the municipality, logos, articles of incorporation and other official records identifying the authority of the municipality.	Administration	E+2	E = Dissolution of corporation	
GOV 03-01	Governance	Council Administration	Council Members	Oath taken by members, council orientation material, appointment by Council to committees, councillor biographical	CAO/Human Resources	C+5	C = Current Year	1708, 1711, 1715



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				profiles correspondence with members of the public and any other day to day interaction of individual council members.			Oaths to be kept until next election.	
GOV 04-01	Governance	Elections Management	Elections	Nominations, election results, information on Division boundaries and all other documentation related to the administrative needs of conducting an election.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Advertising - see STA 01-02</li><li>Boundary maps - see GOV 04-01</li></ul>	Administration	E+2	E = Completion of election cycle	1618, 1619, 1623, 1624, 1625, 1626, 1628, 1629, 1630, 1708, 1711, 1715
GOV 05-01	Governance	Leadership	Council Minutes & Agendas	Council minutes and agendas, attachments and council packages referenced in the minutes.	Administration	E+2	E = Dissolution of municipality	1617, 1941, 1963
GOV 05-02	Governance	Leadership	Council Motions & Resolutions	Final versions of motions and resolutions by Council.	Administration	E+2	E = Dissolution of municipality	1963
GOV 05-03	Governance	Leadership	Council Subcommittees	Minutes, correspondence, agendas and reports submitted to the Council subcommittees and boards.  County's Library Board representation.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Staff meetings - see ADM 03-02</li></ul>	Administration	E+2	E = Dissolution of municipality	1963
GOV 05-04	Governance	Leadership	Inter-Governmental Liaison	Records regarding the municipal involvement with government bodies and agencies whose functions may have an impact on or involve the municipality such as correspondence, routine notifications and inquiries, government submissions and reports. Also includes inter-municipal committees  <u>Excludes:</u> <ul style="list-style-type: none"><li>Contracts - see LEG 02-01</li></ul>	Administration	C+5	C = Current Year	



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Class	Function	Activity	Records Series	Scope Note	Responsible Department	Total Retention	Remarks	Cite
				<ul style="list-style-type: none"><li>Routine liaison with government agencies – see GOV 05-04</li></ul>				
GOV 05-05	Governance	Leadership	Strategic Planning	Includes: Strategic planning, goals objectives, mission statements for the municipality.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Environmental Planning - see DEV 04-02</li><li>Departmental planning – see ADM 04-01</li></ul>	Administration	E+2	E = Retained until the plan timeline has been reached or updated.	
HUM	<b>HUMAN RESOURCE MANAGEMENT</b>			Records related to the management of municipal staff and volunteers including employee status, volunteer status, compensation and benefits administration, training and skills development, health and safety, and labour relations.				
HUM 00	Human Resource Management		Human Resources - General	Records regarding human resources issues <b>which cannot be classified elsewhere.</b>	Originating	C+1	C = Current Year	
HUM 01-01	Human Resource Management	Compensation & Benefits Administration	Benefits Planning	Brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to staff such as group insurance, dental plans, employee support groups etc.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Payroll - see FIN 04-01</li></ul>	Human Resources/ Payroll	S/O	S/O = Superseded or obsolete	
HUM 01-02	Human Resource Management	Compensation & Benefits Administration	Salary Planning	Records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Employee Records - see HUM 02-02.</li></ul>	Human Resources	S/O+2	S/O = Superseded or obsolete	1518, 1519, 1901
HUM 02-01	Human Resource Management	Employee Status	Attendance	Records regarding employee attendance, shift scheduling, vacation requests, hours of work, staff on call, lieu time reports etc.	Payroll	C+6	C = Current Year	1640, 1685, 1687, 1708, 1711, 1715,



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				<u>Excludes:</u> <ul style="list-style-type: none"><li>• Payroll - see FIN 04-01</li><li>• Timesheets – see FIN 04-01</li></ul>				1785, 1787, 1792, 1794, 1815, 1818, 1898, 1900, 1906, 1907
HUM 02-02	Human Resource Management	Employee Status	Employee File	Records regarding an employee’s hiring, work history and current status including resumes, hiring and job change documents, benefits enrolment, performance reviews, training and certificates of achievements, driver records, and disciplinary action. Includes records for all full time, part time and contract staff on the municipality’s payroll.  <u>Excludes:</u> <ul style="list-style-type: none"><li>• Employee Medical Files - see HUM 02-04</li></ul>	Human Resources	E+6	E= Employee no longer employed by municipality.	1518, 1519, 1639, 1640, 1641, 1642, 1708, 1711, 1715, 1788, 1806, 1807, 1822, 1823, 1900, 1904, 1906, 1907, 2017
HUM 02-03	Human Resource Management	Employee Status	Employee Hazardous Substance Exposure	Records regarding an employee’s exposure to hazardous Substances.	Human Resources/ Health & Safety	E+10	E = Employee no longer employed by municipality	1631, 1708, 1711, 1715
HUM 02-04	Human Resource Management	Employee Status	Employee Medical File	Records regarding a specific employee’s medical treatment and status such as non-lost-time injury reports, medical information, personnel health programs, request for medical records, authority for surgery and medical treatment, check-ups, authorization of release of hospital information.  <u>Excludes:</u> <ul style="list-style-type: none"><li>• Employee exposure to hazardous substances - see HUM 02-03</li><li>• Lost time injury reports – see HUM 03-03</li></ul>	Human Resources	E+2	E = Employee no longer employed by municipality	1631, 1708, 1711, 1715, 1852, 1854
HUM 02-05	Human Resource Management	Employee Status	Employee Pension Entitlement	Records detailing obligations to individuals entitled to a pension based on their employment at the municipality such as	Human Resources/ Payroll	E+2	E = Employee no longer	1708, 1711, 1715



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				applications, eligible service timeframe, pensionable earnings and beneficiary designations.  <u>Excludes:</u> <ul style="list-style-type: none"><li>• Deductions for pensions – see FIN 04-01</li><li>• General information on pension plans – HUM 01-01</li><li>• Payments made to plan holder – FIN 01-01</li></ul>			employed by municipality	
HUM 03-01	Human Resource Management	Health, Safety & Wellness	Occupational Health Administration	Programs and assessments regarding ergonomics, disability management, wellness, job health, employment equity, testing and monitoring, potential hazards, investigations, etc.  <u>Excludes:</u> <ul style="list-style-type: none"><li>• Individual Employee Medical Information -- see HUM 02-04</li></ul>	Human Resources	E+2	E = Discontinuation of program or assessment	1631, 1715, 1801, 1802, 1803, 1804, 1805, 1806, 1807, 1808,1809, 1810, 1811, 1812, 1813
HUM 03-02	Human Resource Management	Health, Safety & Wellness	Safety Management	Records regarding ensuring a safe working and operational environment on municipal property and includes WHMIS, Material Safety Data Sheets (MSDS), safety check lists, inspections, bulletins, etc.  <u>Excludes:</u> <ul style="list-style-type: none"><li>• Fire Prevention - see DEV 01-01</li><li>• Safety Committee - see ADM 03-02</li></ul>	Administration	C+ 3	C = Current Year  WHMIS and MDSS - when superseded or obsolete	1631, 2008
HUM 03-03	Human Resource Management	Health, Safety & Wellness	Workers' Compensation & Disability Management	Records regarding workers' compensation claims and disability management such as WCB reports, WCB assessments, alternate work assignment, and other records regarding employee injury within the municipality. Also includes records dealing with STD and LTD and Return to Work programs  <u>Excludes:</u> <ul style="list-style-type: none"><li>• Individual injury reports - see LEG 03-01</li></ul>	Human Resources	E+10	E = Resolution of compensation or disability claims	1617, 1688, 1690, 1691, 1692, 1708, 1711, 1715





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Class	Function	Activity	Records Series	Scope Note	Responsible Department	Total Retention	Remarks	Cite
				<ul style="list-style-type: none"><li>• Safety Meetings - see ADM 03-02</li></ul>				
HUM 04-01	Human Resource Management	Labour Relations	Grievance & Arbitration Case Management	Records regarding individual arbitration and grievances, such as completed forms, case notes, letters, decisions, etc.	Human Resources	E+2	E = Employee leaves the municipality	1708, 1711, 1715
HUM 04-02	Human Resource Management	Labour Relations	Labour Negotiations & Discussions	Records regarding union negotiations, collective bargaining, conflict resolution and dispute mediation discussions.  <u>Excludes:</u> <ul style="list-style-type: none"><li>• Grievances and arbitrations - see HUM 04-01</li><li>• Contract - see LEG 02-01</li></ul>	Human Resources	E+2	E = completion of two collective bargaining cycles.	1711, 1715
HUM 05-01	Human Resource Management	Organization & Position Management	Job Descriptions	Records regarding job descriptions and specifications as well as background information used in their preparation or amendment.	Human Resources	S/O+2	S/O = Superseded or obsolete	
HUM 05-02	Human Resource Management	Organization & Position Management	Organizational Structure	Records regarding reporting relationships, reorganization, organizational analysts, charts, graphs, reviews and recommendations.	Human Resources.	S/O	S/O = Superseded or obsolete	
HUM 06-01	Human Resource Management	Recruitment	Recruitment	Solicited and unsolicited resumes, letters of interest, interview questions, position description regarding hiring of staff and related correspondence to the hiring of staff. Also includes broader resource planning and staffing requirements documentation.	Human Resources	E+2	E= Position has been filled.  Successful candidates resume is filed in the employee file HUM 02-02	1708, 1711, 1715
HUM 07-01	Human Resource Management	Training & Skills Development	Training & Development - External	Course information, orientation materials etc. regarding the provision of training courses provided by external resources.	Human Resources/Safety	C+2	C = Current Year	2010



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HUM 07-02	Human Resource Management	Training & Skills Development	Training & Development - Internal	Training courses, test sheets, attendance reports, teaching material and supporting documentation for training and development courses provided by the municipality. This includes certification for pesticide use by constituents.  <u>Excludes:</u> <ul style="list-style-type: none"><li>• Test results/training reports - see HUM 02-02</li></ul>	Human Resources/Safety	S/O+2	S/O = Superseded or obsolete  Constituent training retained for life of certification	1708, 1711, 1715
HUM 07-03	Human Resource Management	Employee Recognition	Employee Awards & Events	Includes all records and correspondence related to criteria for employee awards and honours granted by the County. May also include a list of awards presented.  <u>Excludes:</u> <ul style="list-style-type: none"><li>• Awards given to individual employees – see HUM 02-02</li><li>• Awards given to volunteers – see HUM 08-01</li></ul>	Human Resources	S/O+2		
HUM 08-01	Human Resource Management	Volunteer Management	Volunteer Responder Records	Beneficiary designation cards, certificates of achievement, test sheet results, evaluations, photo identification, training certificates, correspondence.	Human Resources	E+6	E = Individual is no longer a volunteer.	1708, 1711, 1715, 1900
INF	<b>INFORMATION TECHNOLOGY PROVISION</b>			Records relating to the provision of technology throughout the municipality, such as the design and development of hardware and software systems, application development, computer security, server and network management, and information and records management.				
INF 00	Information Technology Provision		Information Technology Provision - General	Records regarding information technology provision issues <b>which cannot be classified elsewhere</b>	Originating	C+1	C = Current Year	
INF 01-01	Information Technology Provision	Systems Access	Access Permissions & Control	Records relating to security and access rights configuration and the granting of access to corporate systems and applications, such as security configuration records, user authorization lists, and privileges and requests for access.	Information Systems	E+2	E = Withdrawal of system / application access	1708, 1711, 1715



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				<u>Excludes:</u> Building & property access - see AST 02-04				
INF 02-01	Information Technology Provision	Information Technology Infrastructure Development	Information Technology Design & Architecture	Records that document the design, development and implementation of existing and new IT systems and infrastructure such as software applications, hardware infrastructure, and internal or external websites, network diagrams, user requirements, technical design information, website structure specifications, software and software updates, system testing statements, and related system development.	Information Systems	E+2	E = Discontinuing or migrating the use of IT systems and infrastructure	
TEC 03-01	Information Technology Provision	Information Technology Support	Applications & Hardware Support	Records used for or created when supporting users having issues with information technology infrastructure. Includes help desk calls, change management requests, application and hardware user manuals and support tools.	Information Systems	C+2	C = Current Year  Manuals / support tools retaining until S/O superseded / obsolete	
TEC 03-02	Information Technology Provision	Information Technology Support	Information Technology Recovery	Records created or used to recover applications and information technology infrastructure. Documents include disaster recovery process documents, and system images/server configuration created on a daily, weekly, monthly and annual rotation.	Information Systems	E+2	E = Discontinuing the use of IT recovery applications and infrastructure	
LEG	LEGAL OBLIGATIONS MANAGEMENT			Records related to legal obligations of the municipality including issuance of permits, By-law enforcement, ensuring contractual rights and obligations are fulfilled, insurance and risks management, and legal matters management.				



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LEG 00	Legal Obligations Management		Legal Obligations - General	Records regarding legal affairs <b>which cannot be classified elsewhere.</b>	Originating	C+1	C = Current Year	
LEG 01-01	Legal Obligations Management	Provincial and Municipal Law Enforcement	Infraction Prosecution	Records regarding complaints and violations of County By-laws and the Traffic Safety Act such as incident descriptions/reports, investigation of the violation, remediation efforts and reports, witness statements, videos and other information uploaded to OMNIGO	Community Services/ Peace Officer Program	E+10	E = Resolution of complaint or violation	1617, 1640, 1641, 1642, 1708, 1711, 1715, 1952, 1955
LEG 02-01	Legal Obligations Management	Contractual Rights	Contracts & Agreements	Contracts, agreements, leases and memorandum of understanding entered into by the municipality that create an obligation and bind the municipality to a person or organization.  Excludes: Land Agreements, see LEG 02-02	Administration	E+10	E= Legal Obligation expired.	1607, 1617, 1640, 1643, 1693, 1694, 1708, 1711, 1715
LEG 02-02	Legal Obligations Management	Contractual Rights	Land Deeds & Agreements	Records relating to the purchase and sale of <b>County</b> property and agreements relating to the acquisition of property through expropriation, easements, encroachments and access agreements including deeds, purchase letters and land related agreements such as Road Allowance License of Occupation	Planning	E+2	E = Land / property is disposed of	1607, 1693, 1694, 1708, 1711, 1715, 1717, 1718
LEG 02-03	Legal Obligations Management	Contractual Rights	Operating Permits	All permits, licenses and registrations required by the municipality to operate equipment such as radio licenses, etc.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Permits/Licenses issued by the municipality - see LEG 05-01</li></ul>	Originating	E+2	E= Expiry of permit, licence, registration	1617, 1708, 1711, 1715
LEG 03-01	Legal Obligations Management	Insurance & Risk Management	Incident & Accident Reporting	Accident and incident reports, police reports, etc. relating to the public while on County property  <u>Excludes:</u> <ul style="list-style-type: none"><li>WCB injury reports – LEG 03-03</li><li>Accidents involving insurance claims - see LEG 03-03</li></ul>	Human Resources/ Safety	E+10	E = Incident or accident resolved	1617, 1640, 1689, 1708, 1711, 1715, 2009



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LEG 03-02	Legal Obligations Management	Insurance & Risk Management	Insurance Appraisals	All supporting documentation for the valuation of municipal property for insurance purposes.	Finance	E+2	E= Disposal of property.	1694
LEG 03-03	Legal Obligations Management	Insurance & Risk Management	Insurance Claims	Records regarding insurance claims for vehicles, incidents, liability, etc.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Insurance policies - See LEG 03-04</li></ul>	Finance	E+2	E = Resolution of claim	1703, 1704, 1705, 1706, 1708, 1711, 1715, 1855, 1856
LEG 03-04	Legal Obligations Management	Insurance & Risk Management	Insurance Policies	Municipal insurance policy documents and fidelity bonds, premium calculations and claims for vehicles, liability and fire insurance. Also includes Additional Named Insured and Additional Insured certificates received from third party contractors  <u>Excludes:</u> <ul style="list-style-type: none"><li>Appraisals - see LEG 03-02</li></ul>	Finance	E+6	E= Policy expired and all claims completed.	1703, 1704, 1705, 1706,
LEG 04-01	Legal Obligations Management	Matters	Hearings & Appeals	Transcripts, final judgements and supporting documentation regarding appeals, hearings and appeal proceedings which includes Municipal Government Board, subdivision, and development appeal hearings, adjustments, etc.	Administration / Planning	E+5	E= Completion of hearing.	1708, 1711, 1715, 1969, 1970, 1971
LEG 04-02	Legal Obligations Management	Matters	Legal Opinions	Opinions and briefs provided by legal counsel on specific issues and By-laws.	Administration	S/O+2	S/O Legal opinions / briefs superseded or obsolete	1711, 1715
LEG 04-03	Legal Obligations Management	Matters	Litigation	Records regarding legal action undertaken on behalf of the municipality or against the municipality such as statement of defence, court minutes, witness statements etc.	Administration	E+10	E= Resolution of legal action and all appeals.	1617, 1693, 1708, 1711, 1715
LEG 04-04	Legal Obligations Management	Matters	Precedents	Records that document landmark precedents or significant legal opinions on specific issues, which may impact the municipality.	Administration	S/O	S/O = Superseded or obsolete	



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LEG 05-01	Legal Obligations Management	Permits & Licenses Issuance	Permits & Licences	Application for and approvals for fire permits, firework permits, special events and any other related permit or approval issued by the municipality. May also include monitoring of re-certification of expired permits where required.  <u>Excludes:</u> <ul style="list-style-type: none"><li>• Building/Development Permits - see LEG 02-03</li><li>• Permits required by the municipality to operate equipment - see LEG 02-03</li><li>• Pesticide use training – see HUM 07-02</li></ul>	Community Services/ Agriculture	E+2	E= Permit / licence expired.	1708, 1711, 1715
PUB	<b>PUBLIC UTILITIES &amp; INFRASTRUCTURE PROVISION</b>			Records relating to the operation and provision of public utilities and infrastructure such as sewers, waste water, water, garbage collection and roads including design specifications, drawings and plans; construction coordination; infrastructure maintenance, and operations.				
PUB 00	Public Utilities & Infrastructure Provision		Public Utilities & Infrastructure Provision -- General	Records regarding public utility systems, works and transportation infrastructure that are provided for public consumptions such as water, sewage disposal, waste management, drainage and roads <b>that cannot be classified elsewhere.</b>	Utilities	C+1	C = Current Year	
PUB 01-01	Public Utilities & Infrastructure Provision	Public Infrastructure Development	Public Infrastructure – Construction Coordination	Records regarding the management of public utilities, bridge, fleet and road infrastructure internal construction projects relating to new builds, upgrades or additions such as project specifications, project schedules, status reports, work orders, change requests, construction permits, site photographs, work and quality inspection, contract compliance monitoring and vendor and contractor liaison.  <u>Excludes:</u> <ul style="list-style-type: none"><li>• Contracts - see LEG 02-01</li><li>• Grants/Subsidies - see FIN 03-01</li></ul>	Public Works	E+10	E = Life of Utility / Infrastructure	1888, 1890, 1891, 1892, 1893, 1894, 1897 1605, 1606



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				• Capital Projects – see AST				
PUB 02-01	Public Utilities & Infrastructure Provision	Property Maintenance	Parks & Paths Maintenance	Records relating to landscaping, design and maintenance of municipal parks and cycle paths such as descriptions and layouts, correspondence, rodent control, maintenance scheduling, irrigation and other maintenance activities. Also includes maintenance of cemeteries  <u>Excludes:</u> <ul style="list-style-type: none"><li>• Vandalism reports - see AST 02-04</li><li>• By-law complaints - see LEG 01-02</li><li>• Equipment - see AST 01-02</li></ul>	Agriculture	C+5	C = Current Year	
PUB 03-01	Public Utilities & Infrastructure Provision	Equipment	Protective Equipment	Includes operating manuals and records regarding protective equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as portable fire extinguishers, rescue equipment, breathing apparatus, breathing tanks, down alarms, etc.	Public Works	E+2	E = Disposal of protective equipment	
PUB 04-01	Public Utilities & Infrastructure Provision	Transportation	Road Closures - Permanent	Records regarding the closure of roads on a permanent basis.  <u>Excludes:</u> <ul style="list-style-type: none"><li>• Road Closing By-laws - see GOV 01-01</li><li>• Permits - see LEG 05-01</li></ul>	Planning	E+2	E = Closure of Road	1605, 1606
PUB 04-02	Public Utilities & Infrastructure Provision	Transportation	Road Closures - Temporary	Records regarding the closure of roads on a temporary basis for events such as parades, block parties, or short-term alternate use.	Public Works	E+2	E = Opening of Road after Temporary Closure	
PUB 04-03	Public Utilities & Infrastructure Operations	Transportation	Street Signs & Signals Management	Sign and signal requests, erections and maintenance of street signs and signals.	Public Works	E+2	E = Removal of Sign or Signal or action, if any, related to sign and signal requests	1605, 1606



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PUB 04-04	Public Utilities & Infrastructure Operations	Transportation	Traffic Analysis	Records and reports regarding the flow of traffic such as traffic studies, traffic flows, analyses, traffic counts, traffic monitoring data, proposed truck routes, etc.	Infrastructure Services/ Public Works	C+5	C = Current Year	
PUB 05-01	Public Utilities & Infrastructure Operations	Utility Services	Utility Service Connections	Records regarding meter reading requests and utility change form.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Water Main Repairs - see PUB 07-01</li></ul>	Utilities	E+2	E = Reading request or utility change completed	1708, 1711, 1715
PUB 05-02	Public Utilities & Infrastructure Operations	Utility Services	Utility Service Meters	Records regarding utility services meters such as meter inspection reports, meter repairs, service installation reports, schematics of line on property, copy of the building permit application etc.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Water Main Repairs - see PUB 07-01</li></ul>	Utilities	E+2	E = Life of meter	1656, 1708, 1711, 1715, 1795, 1796, 1797, 1798, 1799, 1800
PUB 06-01	Public Utilities & Infrastructure Operations	Waste Management	Garbage Collection	Yearly landfill deficit correspondence, monthly tonnage totals, weekly bin control sheets, pick up requests, special pick-ups, dump tickets, etc.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Advertising - see STA 01-02</li><li>Fees - see FIN 01-02</li></ul>	Utilities	C+5	C = Current Year	1708, 1711, 1715, 1888, 1890, 1891, 1892, 1893, 1894, 1895, 1897
PUB 06-02	Public Utilities & Infrastructure Operations	Waste Management	Recycling	Monthly and yearly tonnage reports for paper, glass, plastic and other records regarding the recycling program within the municipality.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Advertising/Promotion - see STA 01-02</li></ul>	Utilities	C+5	C = Current Year	1870, 1888, 1890, 1893, 1894, 1895, 1897





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PUB 07-01	Public Utilities & Infrastructure Operations	Water Management	Water Maintenance	Pressure reports, service line leak detections, waterworks samples, maintenance reports, water main repairs, photographs, etc.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Meters - see PUB 05-02</li><li>Construction of water mains – see AST 07-01</li></ul>	Utilities	E+2	E = Life of waterworks system	1538, 1555, 1680, 1681, 1711, 1715, 1847, 1848, 1849, 1850, 1871, 1888, 1890, 1891, 1892, 1893, 1894, 1895, 1897, 1870, 1553, 2014
PUB 07-02	Public Utilities & Infrastructure Operations	Water Management	Water Treatment Facility Operations	Correspondence, waterworks systems monthly and annual reports, sludge and irrigation reports and other records regarding the operation of the water treatment facility.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Maintenance - see AST 07-03</li><li>Construction – PUB 08-01</li><li>Registration and licences – see LEG 02-03</li><li>Sewage Treatment Facility - see AST 02-03</li><li>Sludge Reports and Application – see ENV 04-01</li></ul>	Utilities	E+2  Annual Reports retained for the life of the waterworks system	E = Life of water treatment system	1539, 1540, 1555, 1556, 1590, 1591, 1847, 1848, 1849, 1850, 1870, 1871, 1888, 1890, 1891, 1892, 1893, 1894, 1895, 1897, 2014
STA	STAKEHOLDER RELATIONS & COMMUNICATIONS			Records relating to the municipality’s relationship with the general public and other stakeholders including communication production and coordination, external communications through social media, speeches and publications, and communications and relationship management.				
STA 00	Stakeholder Relations & Communications		Stakeholder Relations & Communication - General	Records regarding media and public relations <b>which cannot be classified elsewhere.</b>	Originating	C+1	C = Current Year	



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STA 01-01	Stakeholder Relations & Communications	Communication Design & Production	Corporate Identity & Branding	Records regarding municipal design elements, logos, municipal crest, watermarks, visual identity standards used for signage, letterhead and branded material other means of identifying the municipality.	Community Services/ Communications	E+2	E = Identity or branding element discontinued	
STA 01-02	Stakeholder Relations & Communications	Communication Design & Production	Design Coordination	Records regarding graphic design and production execution planning, layouts, and graphics use to create promotional material, publications and advertising for the municipality. Includes social media images, posters, digital display images, website images, etc.  <u>Excludes:</u> <ul style="list-style-type: none"><li>• Tenders - see FIN 05-02</li><li>• Invoices for Advertising - see FIN 01-01</li></ul>	Communications	S/O+2	S/O = design discontinued	
STA 01-03	Stakeholder Relations & Communications	Communication Design & Production	Media Analytics	Records regarding media, web and social media research and analytics such as media monitoring results, surveys and usage data tracking and analysis.	Communications	C+5	C = Current Year	
STA 01-04	Stakeholder Relations & Communications	Communication Design & Production	Media Content Management	Records regarding content and messages distributed through various media channels such as the internet and social media platforms such as actual content posted, posting status and checklists, and website snapshots.	Communications	C+5	C = Current Year	
STA 02-01	Stakeholder Relations & Communications	Communication - External	Publications	Final version of published or distributed information and materials such as annual reports, promotional material, information packages, brochures, advertisements and internal and external newsletters such as Nutrient Management, County Connection, County Crier, County Breeze and the annual list of rental equipment and fees.	Communications	C+5	C = Current Year	
STA 02-02	Stakeholder Relations & Communications	Communication - External	Speeches & Presentations	Records regarding background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials.	Communications	C+5	C = Current Year	



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				<u>Excludes:</u> News Releases - see STA 04-03				
STA 03-01	Stakeholder Relations & Communications	Municipal History	Heritage Preservation	Photographs, artefacts, inventories and other records regarding the history of the municipality and surrounding region.	Community Services	P	P = Permanent archival value. No business value	1708, 1711, 1715
STA 04-01	Stakeholder Relations & Communications	Relationships Management	Community Organizations	Records regarding interactions and communications in the course of staff duties with community organizations regarding advocacy, joint initiatives, and information sharing such as correspondence, background information, communication summaries and participation details.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Associations/Organizations/Societies/Committees Participation – External – see ADM 03-01</li></ul>	Community Services	C+2	C = Current Year	1708, 1711, 1715
STA 04-02	Stakeholder Relations & Communications	Relationships Management	Government Agencies	Records regarding general information exchange with government agencies including school boards and municipal districts such as correspondence, meeting minutes and other records that document the interaction of the municipality with other government bodies. May also include twinning with other municipalities.  <u>Excludes:</u> <ul style="list-style-type: none"><li>Contractual Agreements – see LEG 02-01</li><li>Non-Council committees that Council members or staff belong to - see STA 04-01</li></ul>	Administration	E+2	E = Issue necessitating the information exchange has been resolved	
STA 04-03	Stakeholder Relations & Communications	Relationships Management	Media Relations	Records that promote ongoing relationships with the media such as backgrounders, key messaging, news releases, public service announcements (PSA) and correspondence with media.	Communications	C+5	C = Current Year	



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Class	Function	Activity	Records Series	Scope Note	Responsible Department	Total Retention	Remarks	Cite
STA 04-04	Stakeholder Relations & Communications	Relationships Management	Petitions & Public Polling	Records regarding the petition process, such as signed petitions, petitioner verification, tally sheets and summaries, original checklists, Also includes records regarding public polling such as questionnaires, analyses and reports.	Community Services/ Communications	E+2	E = Petition or polling completed	1708, 1711, 1715
STA 04-05	Stakeholder Relations & Communications	Relationships Management	Complaints, Commendation and Inquiries	Records regarding enquiries, comments, congratulations and complaints received, the municipality’s response such as letters of appreciation to municipal staff from the public, general complaints, very general types of inquiries and congratulatory letters such as requests for compliance letters, tax certificates and the copy of letter/certificate issued.  <u>Excludes:</u> <ul style="list-style-type: none"><li>• Requests for information submitted under FOIPP – see ADM 01-02</li></ul>	Administration	E+5	E = date on which enquiry, comment, congratulations or complaint is made or date action required, if required	1641, 1708, 1711, 1715, 1955
STA 04-06	Stakeholder Relations & Communications	Relationships Management	Public Relations	Municipal initiatives to engage the public stakeholders and public tours	Administration/ Communications	E+2	E = Municipal initiative complete	1708, 1711, 1715

# AGENDA ITEM REPORT



**Title:** Bylaw 21-006 - Records Management Bylaw (Rescinds Bylaw 973)  
**Meeting:** Council Meeting - 15 Apr 2021  
**Department:** Information Technology  
**Report Author:** Doug Burke

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 18 Mar 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

Over the past year, Lethbridge County has undertaken the beginning steps to update and make current its Records Management practices. The Records Management bylaw that currently exists for the County is from 1992 which, at close to 30 years old, is out of date and no longer relevant.

## RECOMMENDATION:

That Records Management Bylaw #21-006 be read a first time.

That Records Management Bylaw #21-006 be read a second time.

That Council consider giving third reading to Records Management Bylaw #21-006.

That Records Management Bylaw #21-006 be read a third time.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Council passed Bylaw 973 in 1992.

## BACKGROUND INFORMATION:

In 1992 Council passed a Records Management bylaw which had a retention schedule and guidelines for administrative staff to follow. It is safe to say this bylaw is obsolete. It does not reflect current or even recent technology; for example, in the decades since this bylaw was implemented things such as floppy disks and cd roms have come and gone, even memory sticks are almost becoming obsolete in the realm of digital records.

The new bylaw speaks to the overall management of records and an updated Records Management Policy which will be the document that will have a classification scheme and retention schedule based on current legislation. The Policy can be easily updated as may be required in the future.

#### **ALTERNATIVES / PROS / CONS:**

Council could consider the following when deliberating this decision:

In support of the recommendation:

- The most current bylaw for records management is from 1992 and is not reflective of current legislation.
- The bylaw does not provide administration with relevant terminology or best practices regarding retention schedules and classification schemes.
- The revised draft bylaw will provide a relevant foundation for administration to adhere to.

To deny the recommendation:

- Bylaw 973 would remain in place but provide no legal support for administration to back up their recommendations for the retention and destruction of records.

#### **FINANCIAL IMPACT:**

There is no cost to replace the Bylaw.

#### **REASON(S) FOR RECOMMENDATION(S):**

Bylaw 973 is obsolete and does not contain relevant information to guide administration in making decisions regarding records management and retention.

#### **ATTACHMENTS:**

[Bylaw 21-006 - Records Management Bylaw](#)

**LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 21-006**

**Records Management**

**A BYLAW OF LETHBRIDGE COUNTY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE MANAGEMENT, RETENTION AND DISPOSITION OF LETHBRIDGE COUNTY RECORDS AND DOCUMENTS.**

**WHEREAS**, pursuant to the Municipal Government Act, a Council may by bylaw provide for the destruction of municipal records and documents; and

**WHEREAS** all records in the custody and control of the employees of Lethbridge County, members of Council and committees of Council which are created or received in the context of their functional responsibilities, are the property of Lethbridge County.

**NOW THEREFORE** pursuant to the provisions of the Municipal Government Act, the Council of Lethbridge County, duly assembled, hereby enacts as follows

**1.0 TITLE**

1.1 This Bylaw may be referred to as the "Records Management Bylaw."

**2.0 DEFINITIONS**

2.1 *County* means Lethbridge County

2.2 *Disposition* means the destruction, permanent retention or transfer for archival preservation of a County Record once it has reached the end of its life cycle.

2.3 *Personal Information* means personal information as that term is defined in the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, as amended or replaced.

2.4 *Record* means any information however recorded, regardless of its form or characteristics. Records may be in paper or electronic format or a combination of both and may include, but not be limited to, correspondence, memoranda, books, documents, vouchers, maps, plans, photographs, drawings, diagrams, pictorial or graphic works, microforms, email and messages and any other thing on which information is recorded or stored.

**3.0 RECORDS DISPOSITION AND RETENTION**

3.1 The Chief Administrative Officer is hereby authorized to develop a policy to provide for the systematic control of the creation, use, maintenance, storage, security, retrieval, retention and disposition of records created or received by the County in the conduct of its operations with said policy to adhere to all provincial and federal standards relating to records management

3.2 All Records in the care and custody of Lethbridge County are the property of Lethbridge County.

3.3 Disposition and storage of all County Records must be in accordance with Lethbridge County Records Management Policy as noted in 3.1.

**4.0 PERSONAL INFORMATION**

4.1 If the County uses Personal Information to make a decision that directly affects the individual, the County must retain the Personal Information in accordance with the classification and retention schedule, which in any event, will not be less than one year.

**5.0 EFFECTIVE DATE AND REPEAL**

- 5.1 This Bylaw shall come into full force and effect at such time as it has received third reading and has been signed in accordance with the Municipal Government Act.
- 5.2 Bylaw No. 973 is hereby repealed with the final passing of this Bylaw.

READ a first time this 15<sup>th</sup> day of April 2021.

\_\_\_\_\_  
Reeve

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

READ a second time this 15<sup>th</sup> day of April, 2021.

\_\_\_\_\_  
Reeve

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

READ a third time this 15<sup>th</sup> day of April, 2021.

\_\_\_\_\_  
Reeve

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



# AGENDA ITEM REPORT



**Title:** Request for Sponsorship - Alberta / NWT Command - Royal Canadian Legion - Annual Military Service Recognition Book  
**Meeting:** Council Meeting - 15 Apr 2021  
**Department:** Administration  
**Report Author:** Ann Mitchell

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 25 Mar 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

On March 18, 2021, the attached email, with supporting documents, were received from the Alberta / NWT Command Royal Canadian Legion Campaign Office, requesting Lethbridge County purchase a 1/4 page full color advertisement in their 15th Annual Military Service Recognition Book, at the cost of \$570.

## RECOMMENDATION:

That Lethbridge County purchase a 1/4 page full color advertisement in the 15th Annual Military Service Recognition Book, at a cost of \$570, with funds coming from the Councillor's Discretionary Reserve.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Lethbridge County has sponsored a 1/4 page advertisement since the inception of the Recognition Book.

## BACKGROUND INFORMATION:

The Military Service Recognition Book is in its 15th year of publishing. This annual publication helps identify and recognize many Veterans of Alberta and the Northwest Territories who served their country. The Royal Canadian Legion has honored these deserving citizens with unwavering support. The Military Service Recognition Book is a fitting tribute to our Veterans and will be an invaluable resource to our young people, whose pride and character will be enhanced by learning about the very important role played by our Veterans, the Royal Canadian Legion, and the contributions of its members and supporters.

This year, thousands of copies will be distributed free of charge to all Legion Branches and advertisers, select schools and libraries, and will be available on-line for anyone to view or print.

#### **ALTERNATIVES / PROS / CONS:**

Council could consider the following when deliberating this decision:

In support of the recommendation:

- continuing to support this valuable resource in preserving Canada's history

To deny the recommendation:

- during this unprecedented time, due to the Covid pandemic should funds be allocated for this purpose at this time? However, as this requested amount is low, and with the cancellation of many events, \$570 may not have a major impact on the overall budget.

Alternatives could include:

- a smaller advertisement at a lower price

#### **FINANCIAL IMPACT:**

The requested purchase of a 1/4 page full color advertisement is \$542.86 + \$27.14 for a total of \$570. This cost would be allocated from the Councillor's Discretionary Reserve.

#### **REASON(S) FOR RECOMMENDATION(S):**

Since its inception, Lethbridge County has supported this initiative, supporting and acknowledging those brave individuals who sacrificed so much for the freedoms enjoyed today.

#### **ATTACHMENTS:**

[AB-NWT Command - Royal Canadian Legion - Military Service Recognition Book Information](#)

**From:** Kevin Wells <kwells@campaign-office.com>  
**Sent:** March 18, 2021 11:13 AM  
**To:** Candice Robison <crobison@lethcounty.ca>  
**Subject:** ALBERTA/ NWT COMMAND -ROYAL CANADIAN LEGION - MILITARY SERVICE RECOGNITION BOOK

Hello Lethbridge County,

I wanted to first thank you for your kind support each year for our **Annual Military Service Recognition Book**. I wanted to get this off to you in time for your next meeting.

The 15th annual publication recognizes those brave individuals who sacrificed so much for the freedoms that we enjoy today. Thousands of copies will be distributed free of charge to all Legion Branches and advertisers, select schools and libraries, and will be available on-line for anyone to view or print.

We are profoundly indebted to our Veterans. Their extraordinary service and commitment have afforded us the rights and freedoms that are merely a dream to millions of people around the globe.

The Royal Canadian Legion has honoured these deserving citizens with unwavering support. The Military Service Recognition Book is a fitting tribute to our Veterans and will be an invaluable resource to our young people, whose pride and character will be enhanced by learning about the very important role played by our Veterans, the Royal Canadian Legion, and the contributions of its members and supporters. Past copies can be viewed online by clicking here: [books](#)

We would sincerely appreciate **LETHBRIDGE COUNTY's** support and appreciation for our Veterans by purchasing another 1/4 page advertisement in our next edition. If you require any additional information, please reply to this email or phone me at our toll-free number below.

I look forward to hearing back from you.

Respectfully,

*Kevin Wells.*

Advertising Rep/Military Service Recognition Book  
Alberta / NWT Command - Royal Canadian Legion  
Campaign Office 1-888-404-1877





**Alberta-Northwest Territories Command  
The Royal Canadian Legion**

***“Military Service Recognition Book”***

Dear Sir/Madam:

Thank you for your interest in the **Alberta-Northwest Territories Command of The Royal Canadian Legion**, representing **Veterans** in Alberta and the NWT. Please accept this written request for your support, as per our recent telephone conversation.

The **Alberta-NWT Command** is very proud to be printing another **5,000 copies** of our 15<sup>th</sup> Annual **“Military Service Recognition Book”** that helps recognize and honour many of our brave Veterans who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the **“Keepers of Remembrance”**, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization's support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this important project will allow us to fund the printing of this unique publication and also help our Command to improve our services to **Veterans** and the more than 170 communities that we serve throughout Alberta and the NWT. The Legion is recognized as one of Canada's largest “Community Service” organizations and we are an integral part of all the communities we serve. This project ensures the Legion's continued success in providing very worthwhile services.

Enclosed, please find a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact the **Alberta-NWT Command Campaign Office** toll free at **1-888-404-1877**.

Thank you for your consideration and or support.

Sincerely,

John Mahon  
President



## Alberta-Northwest Territory Command The Royal Canadian Legion

### *“Military Service Recognition Book”*

#### Advertising Prices

<u>Ad Size</u>	<u>Cost</u>	<u>GST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$2,295.24 +	\$114.76 =	\$2,410.00
Inside Front/Back Cover (Full Colour)	\$1,995.24 +	\$99.76 =	\$2,095.00
Full Colour 2 Page Spread	\$3,190.48 +	\$159.52 =	\$3,350.00
Full Page (Full Colour)	\$1,595.24 +	\$79.76 =	\$1,675.00
Full Page	\$1,195.24 +	\$59.76 =	\$1,255.00
½ Page (Full Colour)	\$895.24 +	\$44.76 =	\$940.00
½ Page	\$695.24 +	\$34.76 =	\$730.00
¼ Page (Full Colour)	\$542.86 +	\$27.14 =	\$570.00
¼ Page	\$442.86 +	\$22.14 =	\$465.00
1/10 Page (Full Colour)	\$323.81 +	\$16.19 =	\$340.00
1/10 Page (Business Card)	\$271.43 +	\$13.57 =	\$285.00

**G.S.T. Registration # R12 397 0410**

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year's publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the Alberta-NWT Command.



PLEASE MAKE CHEQUE PAYABLE TO:  
Alberta-NWT Command  
The Royal Canadian Legion  
(AB-NWT RCL)  
(Campaign Office)  
P O Box 2275, Stn. M  
Calgary, AB T2P 2M6





**#100, 905 4th Avenue South  
Lethbridge, Alberta T1J 4E4**

**Tel: (403) 328-5525**

**Fax: (403) 328-5602**

**E-Mail: [mailbox@lethcounty.ca](mailto:mailbox@lethcounty.ca)  
[www.lethcounty.ca](http://www.lethcounty.ca)**

***We Support, Honour and  
Appreciate Our Veterans***

# AGENDA ITEM REPORT



**Title:** Lethbridge County Council Attendance Update - March 2021  
**Meeting:** Council Meeting - 15 Apr 2021  
**Department:** Administration  
**Report Author:** Ann Mitchell

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 06 Apr 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

To remain transparent to its citizens. Lethbridge County Council report on their activities and events attended throughout the month.

## RECOMMENDATION:

That Lethbridge County Council receive the report titled "Lethbridge County Council Attendance Update - March 2021", identifying the activities and events attended by Lethbridge County Council for the month of March 2021 as information.

## PREVIOUS COUNCIL DIRECTION / POLICY:

A County Council update is provided monthly.

## BACKGROUND INFORMATION:

Lethbridge County Council in order to remain transparent to its citizens, provides a monthly report on their activities and events for the prior month.

## ALTERNATIVES / PROS / CONS:

By not reporting activities and events attended by members of Council, citizens are unaware of the events occurring within the region and are unaware of the participation of Council with regards to Community events.

## FINANCIAL IMPACT:

None at this time.

## REASON(S) FOR RECOMMENDATION(S):

To remain transparent to the citizens of Lethbridge County.

**ATTACHMENTS:**

[Lethbridge County Council Attendance - March 2021](#)



**Lethbridge County Council Attendance  
March 2021**

**Division 1**

**Reeve Lorne Hickey**

March 3	Meeting with CAO
March 5	Mayors and Reeves
March 8	Meeting with Al Kemmere – Alberta Counsel
March 8	Meeting with CAO
March 8	Meeting with Ruth Goodwin
March 9	Water Workshop with Council
March 11	Lethbridge County Council Meeting
March 16	RMA 2021 Virtual Spring Convention
March 17	RMA 2021 Virtual Spring Convention
March 30	Municipal Development Plan - County Council Workshop #2
March 31	Meeting with CAO
March 31	Exhibition Park Groundbreaking Ceremony

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**Division 2**

**Councillor Tory Campbell**

March 9	Water Workshop with Council
March 11	Lethbridge County Council Meeting
March 16	RMA 2021 Virtual Spring Convention
March 17	RMA 2021 Virtual Spring Convention
March 30	Municipal Development Plan - County Council Workshop #2

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**Division 3**

**Councillor Robert Horvath**

March 9	Water Workshop with Council
March 11	Lethbridge County Council Meeting
March 16	RMA 2021 Virtual Spring Convention
March 17	RMA 2021 Virtual Spring Convention
March 30	Municipal Development Plan - County Council Workshop #2

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**Division 4**

**Councillor Ken Benson**

March 9	Water Workshop with Council
March 11	Lethbridge County Council Meeting
March 16	RMA 2021 Virtual Spring Convention
March 17	RMA 2021 Virtual Spring Convention
March 30	Municipal Development Plan - County Council Workshop #2

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**Division 5****Councillor Steve Campbell**

March 3	Exhibition Park Board Meeting
March 9	Water Workshop with Council
March 11	Lethbridge County Council Meeting
March 16	RMA 2021 Virtual Spring Convention
March 17	RMA 2021 Virtual Spring Convention
March 23	Community Futures Board Meeting
March 30	Municipal Development Plan - County Council Workshop #2
March 31	Exhibition Park Groundbreaking Ceremony

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**Division 6****Councillor Klaas VanderVeen**

March 9	Water Workshop with Council
March 11	Lethbridge County Council Meeting
March 16	RMA 2021 Virtual Spring Convention
March 17	RMA 2021 Virtual Spring Convention
March 17	Economic Development Lethbridge AGM
March 26	SAEWA Board Meeting in Strathmore
March 30	Municipal Development Plan - County Council Workshop #2

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**Division 7****Councillor Morris Zeinstra**

March 9	Water Workshop with Council
March 11	Lethbridge County Council Meeting
March 16	RMA 2021 Virtual Spring Convention
March 17	RMA 2021 Virtual Spring Convention
March 30	Municipal Development Plan - County Council Workshop #2