



**Council Policies and Priorities Committee  
Regular Meeting Agenda  
For Tuesday, July 4, 2023, at 1 p.m.  
to be held in the Council Chambers,  
Town Office at 4512 – 46 Street Olds, AB**

This Council Policies and Priorities Committee Meeting will be conducted in Council Chambers at the Municipal Office at 4512 – 46 Street in Olds, with the public body present at meeting location and will be live streamed out via the Town of Olds website.

**Chair Deputy Mayor – Councillor Wilson**

**1. Call To Order**

**1A) Added Items**

**1B) Adoption of the Agenda**

**2. Adoption of Previous Minutes**

**Page 2      2A) Policies and Priorities Committee Previous Meeting Minutes**

**3. Presentations and Delegations**

**Page 6      3A) Delegation: Olds Municipal Library**

**4. Reports/Statistics**

**Page 12      4A) Protective Services Quarterly Report**

**Page 18      4B) Community Services Quarterly Report**

**5. Bylaws and Policies Review**

**Page 35      5A) Policy 902C Green Spaces Maintenance**

**Page 44      5B) Policy 1002C Economic Development &  
Economic Development Action Committee Terms of Reference**

**Page 50      5C) Bylaw 2023-18 Records and Information Management Bylaw**

**6. Chief Administrative Officer's Report**

**Page 91      6A) CAO Report**

**7. Adjournment**

Policies and Priorities Committee Bylaw No. 2022-20

Authority: 3. (1) The Policies and Priorities Committee is advisory in nature, making recommendations to Council by way of resolution. No decisions will be made by Council at a Council Policies and Priorities Committee meeting. These meetings serve as an opportunity for Council to be provided with information on governance and policy matters. These meetings serve as an opportunity for Council to seek clarification on matters relating to Council business.

## PRIOR TO ADOPTION

Minutes of the Town of Olds Council Policies and Priorities Committee meeting that was held on Monday, June 5, 2023, at 1:00 p.m. in the Council Chambers, at the Town of Olds Municipal Office, 4512 – 46 Street, Olds, Alberta with the public body present and the meeting was live streamed out.

### ELECTED OFFICIALS:

In the Chair, Deputy Mayor Harvey Walsh  
Mayor Judy Dahl, Councillor Wanda Blatz, Councillor James Cummings, Councillor Dan Daley, Councillor Heather Ryan, and Councillor Darren Wilson

### ABSENT– ELECTED OFFICIALS:

### ADMINISTRATIVE STAFF:

Brent Williams, Chief Administrative Officer; Doug Wagstaff, Director of Community Services, Justin Andrew, Director of Protective Services, and Marcie McKinnon, Legislative Clerk

### 1. Call to Order

Deputy Mayor Walsh called the meeting to order at 1:01 p.m.

#### 1A) Added Items

None brought forward.

#### 1B) Adoption of the Agenda

Moved by Councillor Blatz, “to adopt the Policies and Priorities Committee agenda for the Monday, May 1, 2023, at 1:00 p.m. meeting, as presented.”

Motion Carried PP23-38

### 2. Adoption of Previous Minutes

#### 2A) Policies and Priorities Committee Minutes

Deputy Mayor Walsh explained a new process Council will use to seek general consent on previous meeting minutes.

The minutes were adopted as presented by consensus of Council.

### 3. Presentations and Delegations

#### 3A) Delegation: RCMP - Quarterly Report

Sgt. Greg Beach attended and presented highlights of the last quarter as contained in the agenda package.

Moved by Councillor Wilson, “that RCMP - Quarterly Report be accepted as presented for information.”

Motion Carried PP23-39

#### 3B) Delegation: Hope 4 MVC Kids Society

Joy Cavin (IT Director) and Richard Nicholson (Volunteer Director) presented on behalf of the organization. A special note was made of the 2023 fund raiser. Hope 4 MVC Kids Society presents “A Decade of Hope” featuring Martin Kerr, on November 25, 2023, at the Willow Lane Barn. See their website for more details <http://www.hope4mvckids.org/>.

Moved by Mayor Dahl, "that the Council thank the delegation from the Hope 4 MVC Kids Society for attending and presenting to Council."

Motion Carried PP23-40

### **3C) Delegation: Fair Trade**

Bev Toews, the Olds High School (OHS) UNESCO Associated Schools Network Coordinator was in the chambers. Mrs. Toews first thanked the Town for nominating her for the Queen's Platinum Jubilee Award, which she received and showed to the Council and then gave her presentation. This coming fall we will be entering our 15th year of being a Fair Trade Town.

Moved by Councillor Daley, "that the Council thank the delegation from the Fair Trade Committee for attending and presenting to Council."

Motion Carried PP23-41

Moved by Councillor Daley, "that the council refer the Fair Trade donation request of \$1500 to a future council meeting."

Motion Carried PP23-42

### **3D) Delegation: Olds Minor Lacrosse Association**

Jim Berreth, President, and Greg Thompson, Vice-President of OMLA were in attendance and made a presentation to Council on information as contained in the agenda package.

Moved by Councillor Ryan, "that the Council thank the delegation from the Olds Minor Lacrosse Association for attending and presenting to Council."

Motion Carried PP23-43

*Deputy Mayor Walsh recessed the meeting at 2:18 p.m.*

*Deputy Mayor Walsh reconvened the meeting at 2:25 p.m.*

## **4. Reports/Statistics**

### **4A) Economic Development Quarterly Report**

Sandra Blyth, Economic Development Officer for the Town, was in chambers and presented the Economic Development Quarterly Report as contained in the agenda package.

Moved by Councillor Wilson, "that the Council thank the Economic Development Officer for the quarterly reporting update."

Motion Carried PP23-44

### **4B) Playground/Schoolground & Uptown Olds Speed Limit Reduction**

CAO Williams and Director Andrew spoke on the information before council on proposed speed limit reductions in the Town. Administrative is seeking council input.

*CAO Williams left the meeting at 2:48 p.m.*

*CAO Williams rejoined the meeting at 2:50 p.m.*

Moved by Councillor Blatz, "that council accept the Playground/Schoolground information as presented."

Motion Carried PP23-45

*Director Andrew left the meeting at 3:08 p.m.*

## **5. Bylaws and Policies Review**

### **5A) Policy Review Update**

CAO Williams spoke to the review contained in the agenda package, noting that this review is very flexible.

Moved by Councillor Cummings, "that council accept the Policy Review Quarterly Report as presented."

Motion Carried PP23-46

### **5B) Bylaw 2023-11 Election Bylaw**

CAO Williams spoke on the proposed election bylaw as contained in the agenda package.

Moved by Councillor Cummings, "that Council accept the Municipal Election Bylaw 2023-11, as amended, and directs the CAO to bring it to a future council meeting."

(Amend point 32 by adding 'Notwithstanding clause 31, if...' to the beginning of the sentence.)

Motion Carried PP23-47

## **6. Closed Session**

Deputy Mayor Walsh provided directions to online meeting participants on Council moving in and out of closed session.

### **FOIP Item #1**

#### **Section 16 – Disclosure harmful to business interests of a third party**

*(Real Estate)*

Moved by Mayor Dahl, "that Council moves into closed session in accordance with Section 197(2) of the Municipal Government Act at 3:22 p.m. to discuss matters exempt from disclosure under the FOIP Act, Section 16 Disclosure harmful to business interests of a third party, with only CAO Williams and Legislative Clerk remaining in attendance.

Motion Carried PP23-48

*The gallery was cleared, and staff left the meeting, and the live stream was paused.*

Moved by Councillor Blatz, "that the meeting reconvenes to the regular Council meeting at 3:52 p.m."

Motion Carried PP23-49

*The gallery was opened, staff returned, and the live stream was re-opened.*

## **7. Rise and Report**

Moved by Councillor Ryan, "that Council accept the real estate report as presented."

Motion Carried PP23-50

## **8. Adjournment**

Deputy Mayor Walsh adjourned the meeting at 3:58 p.m.



Harvey Walsh,  
Deputy Mayor

Brent Williams,  
Chief Administrative Officer

These minutes were approved on the      day of June 2023.

PRIOR TO ADOPTION



## **POLICIES AND PRIORITIES COMMITTEE REPORT**

Date: July 4, 2023  
Author: Doug Wagstaff, Director of Community Services  
Department: Community Services  
SUBJECT: Delegation – Olds Municipal Library

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### **COUNCIL DIRECTION**

That Council thanks the delegation from the Olds Municipal Library for attending and presenting to Council.

### **BACKGROUND**

Lesley Moody, Library Manager, from Olds Municipal Library (OML) would like to present their annual update.

### **ATTACHMENTS**

Presentation

# ANNUAL REPORT 2022

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## LIBRARY USE

Open Hours: 2,250  
Cardholders: 2,036  
Visitors: 35,375  
Online Users: 29,000



Thanks to many generous community donations, you can sign up for a library card for **FREE** on our website or in person!

**DID YOU KNOW?**



Did you know 86% of items circulated are print (books).

## COLLECTION & CIRCULATION

Items Lent to other libraries: 21,108  
Borrowed from other libraries: 31,868  
Items Added: 2,415  
Total Collection: 36,595  
e-Content Use: 1,830

**Items borrowed: 91,937, saving residents  
\$2,298,425.00**



## TECHNOLOGY

22 Public computers  
6,684 computer sessions  
8 Mobile Devices for loan  
72,387 WiFi Sessions

## WE LOVE SERVING YOU!

11 dedicated staff  
24 amazing volunteers  
2000+ questions answered  
105 meeting space uses  
45+ exams proctored  
500+ Take home craft kits created!





## GOALS

allow you to **Visit a Comfortable Space** & **Create Advocates** in our community

## WE HOPE TO...

Help you **Satisfy Curiosity**  
**Create Young Readers**

## PROGRAMS

Over 350 programs offered  
 with 3,000+ participants

## A SAMPLE OF OUR PROGRAMS:

- Wiggle Time
- Story Time
- Free Comic Book Day
- Video Game Madness
- Minecraft Club
- Afterschool Art Club
- Book Clubs
- Craft Studio & Sip n' Stitch
- Online Reading Challenges
- Computer Classes
- and so much more!

Visit us online at [http:// oml.prl.ab.ca](http://oml.prl.ab.ca)

Cost Benefit Calculator	2022	2023 YTD	Average Value	2022 Community Savings	2023 Community Savings <sup>9</sup> YTD
Adult Books Borrowed	29558	14212	\$ 17.00	\$ 502,486.00	\$ 241,604.00
YA/Juvenile Books Borrowed	17492	9015	\$ 12.00	\$ 209,904.00	\$ 108,180.00
Children's Books Borrowed	22301	11426	\$ 17.00	\$ 379,117.00	\$ 194,242.00
Audiobooks Borrowed	1432	829	\$ 80.00	\$ 114,560.00	\$ 66,320.00
Interlibrary Loans Borrowed	1137	463	\$ 25.00	\$ 28,425.00	\$ 11,575.00
eBooks downloaded	1830	2206	\$ 50.00	\$ 91,500.00	\$ 110,300.00
eAudio Books downloaded	5218	1258	\$ 120.00	\$ 626,160.00	\$ 150,960.00
eMagazines downloaded	2367	462	\$ 25.00	\$ 59,175.00	\$ 11,550.00
Magazines Borrowed	400	168	\$ 5.00	\$ 2,000.00	\$ 840.00
Movies and Video Games	8916	4440	\$ 25.00	\$ 222,900.00	\$ 111,000.00
Exams Proctored	47	20	\$ 50.00	\$ 2,350.00	\$ 1,000.00
Free Meeting Room Use (Hours)	142	128	\$ 30.00	\$ 4,260.00	\$ 3,840.00
Adult Programs Attended	566	206	\$ 15.00	\$ 8,490.00	\$ 3,090.00
Youth Programs Attended	261	59	\$ 15.00	\$ 3,915.00	\$ 885.00
Children's Programs Attended	1230	603	\$ 10.00	\$ 12,300.00	\$ 6,030.00
Family Programs Attended	1066	200	\$ 20.00	\$ 21,320.00	\$ 4,000.00
Equipment Borrowed	40	18	\$ 200.00	\$ 8,000.00	\$ 3,600.00
Computer Use (Hours)	6684	2405	\$ 12.00	\$ 80,208.00	\$ 28,860.00
Wi-Fi Connections	72387	36526	\$ 2.00	\$ 144,774.00	\$ 73,052.00
Patron Assistance/Learning	1250	656	\$ 7.00	\$ 8,750.00	\$ 4,592.00
<b>Total Savings</b>				<b>\$ 2,530,594.00</b>	<b>\$ 1,135,520.00</b>

## Direct Benefits

2022	
2022 Community and Provincial Investment including fees, fundraising, and other grants	\$ 512,469.00
Community Savings	\$ 2,530,594.00
<b>Return on Investment</b>	<b>\$ 4.94</b>

2023 YTD	
2022 Community and Provincial Investment including fees, fundraising, and other grants	\$ 542,748.00
Community Savings	\$ 1,135,520.00
<b>Return on Investment</b>	<b>\$ 2.09</b>





OLDS MUNICIPAL LIBRARY

# LIBRARY OF THINGS



- Telescope
- "Mobile Mini Tablets X2
- Samsung Tablet"
- Power Cost Monitor x2
- Drawing Tablets x4
- Laptops x2
- Raspberry Pi Kit x 5
- Nintendo Switch
- Button Maker
- Little Bits Workshop Set
- Xbox
- Lego Mindstorms X2
- QSC K8 Series Speaker with Microphone
- Djembe Drums X 6
- Hot Plate
- Epson Powerlite Home Cinema Projector
- DA-Lite Portable Pull Up Projector Screen
- Crafts and Hobbies
- Sewing Machine
- Cutting Matt, Cutters, and Fabric Rulers
- Wood Burning Kit
- Leather Working Tool Set
- Cricut Cutter
- Ukulele Kit
- Fog Machine
- Podcast Microphone
- Ring Light
- Stop Motion Animation Kit
- Metal Detector
- Home and Car Repair Tools
- Basic Home Tool Set (with drill, hammer, bits, screwdrivers, sockets, measuring tape, etc.)
- Circular Saw
- Jig Saw
- Belt Sander
- Prexiso 360 laser level with tripod
- Tile Cutter
- Voltage Tester
- Car Jump Start Box
- Tire Auto Inflater
- Telescopic Hedge Shears
- Seed Spreader
- Microscope Kit
- Light Therapy Lamp
- Binoculars (bird watching kit)
- Robot Kit
- EMF Meter
- Night Vision Scope
- Evistr Digital Recorder
- rehkitz s2600 flashlight
- Storage Bin for Kit
- Cooking
- KitchenAid Mixer
- Crockpot
- Instant Pot
- Fondue Set
- Bread Maker
- Food Dehydrator
- Molded Cake Pans X5
- Food Mill
- Electronics
- Karaoke Machine
- 3D Streaming/BluRay/DVD Player
- VHS Player
- Backyard Fun
- Giant Topple Tower with case
- Bocce Ball Set with Case
- Ladder Toss with Case
- Disc Golf Starter Set
- Pickleball Kit

# Indirect Benefits of Libraries

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1. **Lifelong Learning:** Libraries promote a culture of lifelong learning by offering a diverse range of books, educational programs, workshops, and classes. They provide resources and opportunities for individuals of all ages to expand their knowledge and develop new skills.
2. **Community Engagement:** Libraries serve as a hub for community engagement and social interaction. They organize events, book clubs, author readings, lectures, and other activities that bring people together, fostering a sense of community and belonging.
3. **Digital Inclusion:** Libraries bridge the digital divide by providing access to computers, internet connectivity, and technology resources. This helps individuals who may not have their own devices or internet access to navigate the digital world, search for jobs, apply for services, or access online educational materials.
4. **Support for Small Businesses and Entrepreneurs:** Libraries often offer resources and services to support small businesses and entrepreneurs. They provide market research databases, business planning resources, workshops on starting and running a business, and access to meeting spaces for networking and collaboration.
5. **Economic Development:** Libraries contribute to local economic development by serving as a resource for job seekers and helping to develop a skilled workforce. They offer career counseling, resume assistance, job search resources, and host job fairs, which can ultimately benefit the local economy.
6. **Health and Wellness:** Libraries promote health and wellness by providing access to health information, resources, and programs. They may organize health-related workshops, fitness classes, mindfulness sessions, or partner with local health organizations to provide screenings and health education.
7. **Cultural Preservation:** Libraries play a crucial role in preserving and promoting local history and cultural heritage. They collect and archive historical documents, photographs, and oral histories, making them available to researchers, genealogists, and the public, thereby preserving community memories and traditions.
8. **Early Childhood Development:** Libraries offer early literacy programs, storytimes, and other activities that support early childhood development. By promoting reading and engaging children in educational play, libraries help foster a love for learning and prepare children for school.
9. **Civic Engagement:** Libraries promote civic engagement by providing information and resources on voting, local government, and community issues. They may host voter registration drives, public forums, and educational sessions on topics like citizenship, democracy, and activism.
10. **Mental Health and Well-being:** Libraries provide a safe and inclusive space for individuals seeking solace, relaxation, and mental stimulation. They offer a tranquil environment for reading, studying, or simply escaping the pressures of daily life, contributing to overall mental well-being.





## **POLICIES AND PRIORITIES COMMITTEE REPORT**

Date: July 3, 2023

Author: Melanie Lorek, Protective Services Coordinator

Department: Protective Services

SUBJECT: Protective Services – 2023 1<sup>st</sup> Quarter Report

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### **COUNCIL DIRECTION**

Accept for information and/or provide direction to administration and bring back to a future regular council meeting.

### **BACKGROUND**

Presentation to Council of the 1<sup>st</sup> Quarter Report for Protective Services.

### **ATTACHMENTS**

2023 1<sup>st</sup> Quarter Report – Protective Services



# PROTECTIVE SERVICES

1<sup>st</sup> Quarter Report - 2023

# Protective Services Summary

## Fire:

- The first quarter has been busy with increased numbers of weather-related events and calls related to transportation accidents within our jurisdiction.
- Recruitment of firefighters and their associated training commenced in January paralleled with the fire cadet program.
- Incidents have been consistent with previous years, and we are seeing slight increases in volume with no identifiable trends established.
- We continue to work with homeowners to reduce fire alarm related issues and are not seeing repeated incidents as often, but it is still an area of continued focus.

## Municipal Enforcement:

- Predominate work during this period was snow and ice related with Uptown Olds snow removal enforcement and dealing with complaints over snow and ice not being removed from sidewalks. There was some pro-active work to establish baseline times for snow/ice removal enforcement as well as identifying problematic areas.
- With the uptown Olds snow clearance this year M.E. had to adjust shifts for its staff to cover a start time of 0100hrs. This leaves no cover for the following days shift and has a domino effect for answering calls and citizen complaints. With the number of staff that M.E. has we were unable to continue to support operations in clearing yellow and green routes of vehicles for snow route maintenance.
- Parking complaints continue to be an issue with citizens complaining about vehicles parked on public roads outside their houses.



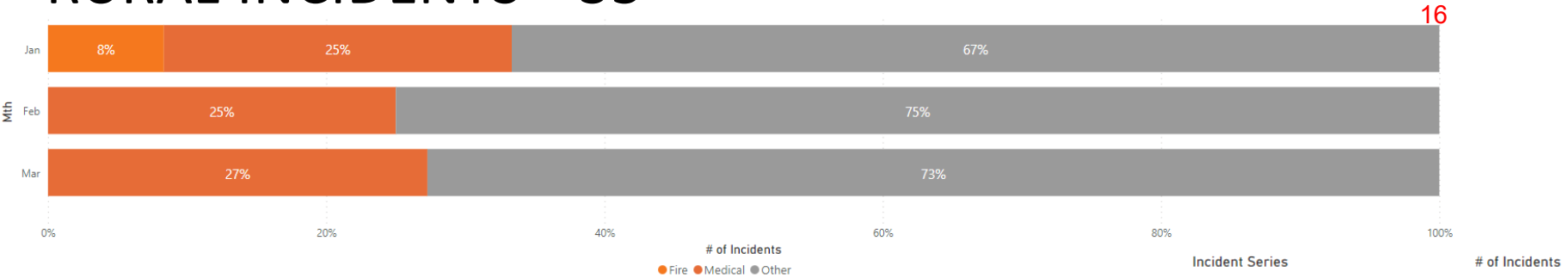
# Olds Fire Department

## Total Number of Incidents : 100

### QUARTERLY AVERAGES

TURN OUT TIME	Rural 5 minutes 45 seconds	Urban 8 minutes 58 seconds
FIREFIGHTERS PER INCIDENT	Rural 6	Urban 4

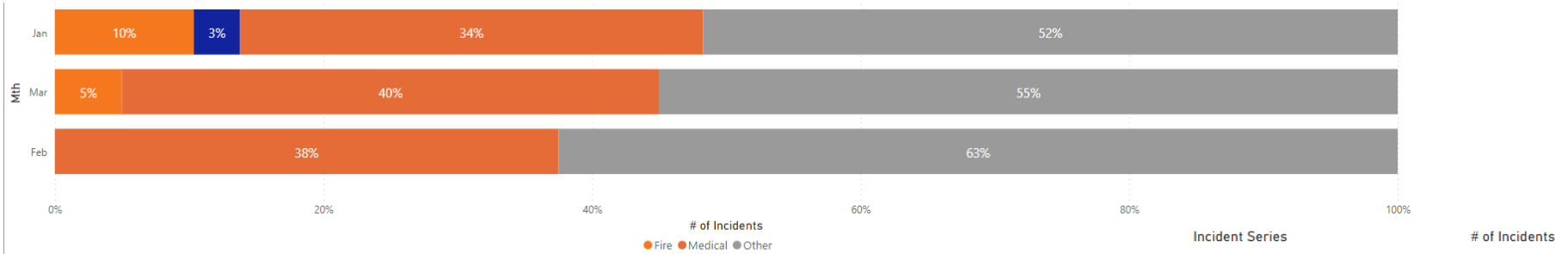
# RURAL INCIDENTS – 35



Mth	Fire	Medical	Other
Jan	1	3	8
Feb	3	9	
Mar	3	8	

Incident Series	# of Incidents
Fire response	1
Property fires/explosions	1
Non fire call	34
False fire calls	3
Public Hazard	1
Rescue	18
Medical/resuscitator call	9
Other Response	3
Total	35

# URBAN INCIDENTS – 65



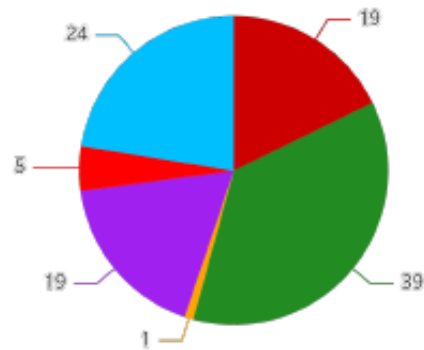
Mth	Fire	Medical	Other
Jan	3	1	10
Mar	1	8	11
Feb		6	10

Incident Series	# of Incidents
Fire response	4
Property fires/explosions	4
Fire response - outdoor no loss	1
Non fire call	60
Pre fire conditions/no fire	2
False fire calls	28
CO False calls	1
Public Hazard	3
Rescue	2
Medical/resuscitator call	24
Total	65

# Municipal Enforcement



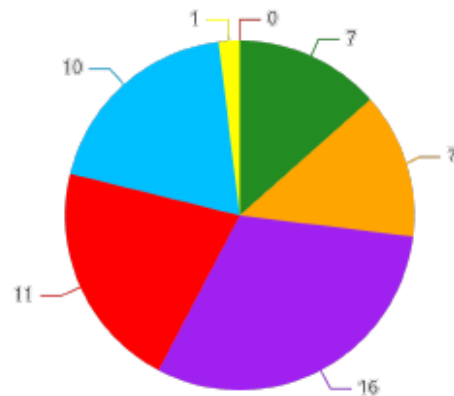
Count of Reports Completed Total:107 | 100.0%



List of Categories

ANIMAL CONTROL	19	17.8%
COMMUNITY STANDARDS	39	36.4%
FOUND	1	0.9%
OCCURRENCE REPORT	19	17.8%
OTHER	5	4.7%
TRAFFIC	24	22.4%

Day of the week of Reports Total:52 | 100.0%



List of Day of the week

SUNDAY	0	0.0%
MONDAY	7	13.5%
TUESDAY	7	13.5%
WEDNESDAY	16	30.8%
THURSDAY	11	21.2%
FRIDAY	10	19.2%
SATURDAY	1	1.9%



## **POLICIES AND PRIORITIES COMMITTEE REPORT**

Date: July 4, 2023  
Author: Doug Wagstaff, Director Community Services  
Department: Community Services  
SUBJECT: Community Services Quarterly Report

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### **COUNCIL DIRECTION**

That Council accepts the Community Services Report for information.

### **BACKGROUND**

Report submitted for information as an update on function areas in Community Services, a brief overview will be presented on: Community Development (Cemetery, FCSS, Special Events, and Sunshine Bus) and Parks and Recreation Facilities (Aquatic Centre, Parks, and Sportsplex).

### **ATTACHMENTS**

1. Community Services Quarterly Report



# Community Services Q2 Report to Council July 4, 2023

## Community Development

Cemetery, Family and Community Support Services (FCSS), Special Events, and Sunshine Bus.

## Parks and Recreation Facilities

Aquatic Centre, Parks, Sportsplex



# Community Development

20

## • Volunteer Appreciation

### April

- Is a Family and Community Support Services (FCSS) funded event.
- There were 269 attendees.
- Feedback from attendees was positive.
- 98% of attendees reported feeling recognized and appreciated for their volunteer efforts by attending the Volunteer Appreciation Event.
- 32 community groups represented.
- With the number of attendees and inflation this budget will need to be increased next year.

# Community Development

21

- **Youth Week**

## **May**

- Is a Family and Community Support Services (FCSS) funded event.
- Planned by the Youth Advisory Council (YAC) with support from Community Facilitators and Boys & Girls Club of Olds and Area.
- 182 youth registered for events.
- 100% of attendees felt more connected to their peers as a result of attending the Youth Week Events.



# Community Development

22

- **Seniors Week**

## **June**

- Is a Family and Community Support Services (FCSS) funded event.
- Partnered with different community groups and businesses.
- Great Feedback from seniors.
- Outcome measurement has not been collected in from all partners – in progress.



# Community Development

23

- **Family and Community Support Services (FCSS)**

## **Community Connection Centre**

- Located at 4911-51 Street (entrance north of the Museum)
- Mountain View Emergency Shelter Society (MVESS) and Boys & Girls Club of Olds and Area (BGC) will start using the office space July 1.
- Community Development team will transition to the new location over the summer.
- A Grand Opening is being planned for the Community on October 25.

## **FCSS Partnership Programing with Deer Meadow School**

- Two programs addressing mental health and addictions.
- Outcome measure feedback from teachers – in progress.

## **Quarterly Interagency Meeting**

- Held June 12.

# Community Development

24

- **Sunshine Bus Second Quarter Activity (April – June)**
  - 411 clients used the bus for a total of 660 trips.
  - 83 clients with mobility issues utilized the bus.
  - Sunshine Bus repairs have had the bus out of service.
    - The transmission had to be replaced. This is under warranty.
    - ETA of bus return is July 13
    - Using a Town vehicle in the interim.

# Community Development

25

- **Cemetery**

## **Interments**

- Columbarium Niche Interments – 8
- In ground Cremation burials – 9
- Full traditional Burials – 4
- Scattering Garden (Cremations) – 1

## **Purchases**

- Columbarium Niche Sales – 8
- Regular Lot sales – 9

## **Lions Memorial Forest**

- 23 Memorial Trees
- Lions Club held a dedication ceremony in June



# Cemetery

## Notes of Interest

26

- Two new columbariums are on order, should arrive beginning of September. Each Columbarium has 48 units.
- Already receiving calls about the new columbarium units for purchase.
- In May, had a cemetery clean up with the help of the Bowden Inmate Work Crew. Went very well and appreciate the efforts of Parks and the work crew.

# Parks and Recreation Facilities

27

- **Parks Second Quarter Activity (April – June)**

The following are major areas of activity that take a considerable amount of focus and staff/time to maintain the service.

## **Mowing (excluding Sports Fields)**

- 4 rotations of mowing completed: approx. 1,120 hrs of staff time.
- 3 rotations of weekly trimming: approx. 560 hrs of staff time.
- Town Office contracted mowing.

## **Flowers**

- Planting and placement: approx. 480 hrs of staff time.
- Watering: approx. 40 hrs of staff time.
- 25 Hanging baskets
- 41 Planter Containers
- 20 Concrete Planters
- 7 Inground Beds

# Parks and Recreation Facilities

28

- **Parks**

## **Flags**

- 59 Canada flags placed in Uptowne: approx. 40 hrs of staff time.

## **Garbage**

- Pick-up/disposal throughout town: approx. 72 hrs of staff time.

## **Sweeping Spring Clean-Up**

- Trails, sidewalks, boulevards: approx. 80 hrs of staff time.

## **Playgrounds**

- Monthly checks, and repairs: approx. 40 hrs of staff time.

## **Cemetery**

- Mowing, internments, and general upkeep: approx. 140 hrs of staff time.



# Parks and Recreation Facilities

29

- **Parks**

## **Sports Fields**

- Rotary, Hedges, Imperial, and Deer Meadow: mowing trimming, infield and turf maintenance/repairs: approx. 200 hrs of staff time.

## **Trees**

- Approx 7 days of contracted Arborist work \$12,000 of tree work.

## **Playgrounds**

- Monthly checks and repairs: approx. 40 hrs of staff time.

## **Report A Problem**

- 50 RAP issues: approx. 50 hrs of staff time.

# Parks and Recreation Facilities

30

- **Sports Fields Second Quarter Activity (April – June)**

Total hours **booked** 1,558 hours

- Hedges 493 hrs
- Rotary 769 hrs
- Deer Meadow 12 hrs
- Imperial 284 hrs
- Breakdown by Primary User
  - Slo-pitch 150 hrs
  - Special Olympics 12 hrs
  - Seniors 15 hrs
  - Minor Softball 320 hrs
  - Minor baseball 1019 hrs
- Soccer field total hours booked 233 hrs
- Horseshoe bookings 18 hours for a tournament

# Sportsplex

31

- **Sportsplex Second Quarter Activity (April – June)**
  - Ice – 214.75 of 493 hours booked (44% utilization)
  - Dry Floor – 273 of 1,792 hours booked (11% utilization)
  - Preparation for putting in ice on Main begins July 17
    - Ice ready for August 7
- The Great Benjamins Circus rented space in June

# Aquatic Centre

32

- Year to Date Activity (January – June)

	<u>2023</u>	<u>2022</u>
Family Passes Sold	5	6 (Overall)
Annual Passes Sold	18 (\$4,210)	17 (\$5,400)
College Passes Sold	44	17
Patron Usage	10,407	15,230

	<u>2023</u>	<u>2022</u>
Private Rental	32 of 35 spots booked 91% utilization	35 of 36 spots booked 97% utilization
Swim Lessons	252 of 299 spots booked 84% utilization	337 of 393 spots booked 86% utilization



# Aquatic Centre

## Notes of Interest

33

- Wibit added to offerings
  - 208 people attended the Kick-off Summer Wibit swim.
- Splash Park Open for season
- Aquatic Centre Closure Date for Renovations
  - The first day of closure will be July 31, 2023
  - Anticipated reopening is October 15, 2023
  - This upgrade will give the OAC 20 more years of life and anticipated to reduce energy costs by approx. 42%.







## **POLICIES AND PRIORITIES COMMITTEE REPORT**

Date: July 4, 2023  
Author: Doug Wagstaff, Director Community Services  
Department: Community Services  
SUBJECT: Policy 902C Green Space Maintenance DRAFT

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### **COUNCIL DIRECTION**

That Council accept for information the draft green space management policy 902C as presented and direct the Chief Administrative Officer to bring it to a future council meeting.

### **BACKGROUND**

In June of 2019, the Town's Administration presented a new policy to the Council on green space maintenance. Council approved Policy 902C as presented; in July of 2021 this policy was reviewed, and amendments were brought to and approved by council. Recently this policy has been reviewed to determine service levels and resources needed. Today the Administration is presenting an updated Green Spaces Maintenance policy for the council's consideration.

### **ATTACHMENTS**

1. Current 902C Green Space Maintenance Policy
2. Draft 902C Green Space Maintenance Policy



902C  
Green Spaces

Supporting Procedure:

Prepared By: Operations

Council Approval Date: July 12, 2021

Effective Date: Upon approval

Council Resolution No.: 21-288

References:

International Society of Arboriculture (ISA)

Land Use Bylaw

Community Standards Bylaw

Water and Wastewater Bylaw

Records Retention Management Bylaw

Equipment Maintenance Policy

## POLICY STATEMENT

The Town of Olds will provide for the standards to which Green Spaces will be maintained.

## PURPOSE

To establish guidelines for the purpose of ensuring Green Spaces are managed in an effective, efficient and safe level of service to reduce or eliminate potential liability claim exposure.

To establish an Integrated Pest Management Program (IPM) for effective, economical and environmentally sound management of Town of Olds turf and vegetation and to ensure compliance with all applicable legislation.

To establish guidelines for the selection, planting and management of Trees in Green Spaces.

## SCOPE AND GUIDELINES

This policy applies to inspection, maintenance of all Green Spaces, within the Town of Olds boundary.

## DEFINITIONS

“Boulevard” means that part of a highway or road that is not a roadway, but is that portion of the right-of-way of a public highway or road lying between the curb line of the roadway and the adjacent property line, or where there is no curb, that portion of the right-of-way lying between the edge of the roadway ordinarily used by vehicles and the adjacent property line;

“Green Spaces” (Urban Green Space) means land that is completely covered with grass, Trees, shrubs or other vegetation, including wetlands. This includes any Town-owned areas designated as park, playground, sports field, cemetery, Boulevard, ditch, environmental reserve, municipal reserve, public utility reserve, school reserve, laneway, undeveloped or developed residential land, located within the corporate limits of the Town of Olds.

“Integrated Pest Management (IPM)” is an ecosystem based strategy that focuses on long term prevention of pests through a combination of techniques such as biological control, cultural practices, and use of resistant varieties.

“Pesticide” includes insecticide, herbicide, miticide, fungicide and arachnicide.

“Sports Field” means fields in which various sports can be played on different types of turf (i.e. grass, shale, sand). Sports include but not limited to baseball, soccer, and football.

“Trail(s)” means engineered pathways in parks that have a sub-base of either asphalt, shale or pea gravel surfacing. These Trails may be lighted for night use, and are intended to provide linkages between neighbourhoods.

“Tree(s)” means long-lived perennial plant(s) that are woody and have a self-supporting trunk with a root system. May be deciduous or coniferous and includes all living parts.

## **RESPONSIBILITIES**

The Chief Administrative Officer (CAO), and/or designate, shall be responsible for the implementation of this policy.

## **STANDARDS**

The standards are outlined in each section below. Complaints shall be responded to within 24 hours should a safety concern exist.

### **Green Spaces**

Maintenance shall be carried out on a priority basis with the understanding that due to limited finances and resources, there will be Green Spaces that receive greater priority based on use and impact to the Town, neighbourhoods and user groups.

In this policy, the Town will manage turf grass pests, defined as broadleaf weeds, grasses and noxious weeds, using Integrated Pest Management (IPM) principles for Turf and Vegetation Management.

IPM incorporates the procedures of turf classification (acceptable weed cover limits), weed identification, monitoring, action levels, treatments and evaluation.

Also incorporated is the use of cultural turf management practices, including soil testing, fertilizing, aeration, dethatching, and mowing as an alternative to Pesticide use to control turf grass weeds. Additional non-chemical control means to be employed include physical controls (hand pulling of weeds) and mechanical means (mowing). To control other weeds which have been identified and assessed by a certified horticulturalist, a certified Pesticide applicator using control 1, 2 or 3 will be utilized.

Where use of Pesticide is required as identified by monitoring of weed infestations, the Town is committed to the use of “preferred Pesticides” which present the least short and long-term health risk to humans and with the lowest environmental impact by residual effects.

The Town will maintain a 15-metre Pesticide free zone around all playground apparatus.

### **Turf Classification System**

Priorities for the Integrated Pest Management program will be based on a Turf Classification System that aids decision for noxious weed control and service frequency. These levels are determined based on location, function, user interaction, maintenance and weather permitting.

All Town Green Spaces shall be classified accordingly as per the table below.

Classification	Class A	Class B	Class C
<b>Level of Service</b>	<p>These areas consist of high value, visibility, maintenance, and user interaction.</p> <ul style="list-style-type: none"> <li>• All parks will be maintained* on a weekly basis and as per growing season conditions</li> <li>• High visible boulevards in high traffic areas will be maintained at this level</li> <li>• Fertilization applied at this level</li> <li>• Pesticides will be applied when required</li> </ul> <p>*Fence line whipper snipping is no longer done unless it is town owned fences such as the Rotary park and ball diamonds. If a fence backs onto private property then the land owner is to do this. (i.e. Highlands utility right of way)</p>	<p>These areas have moderate value, visibility, maintenance, and user interaction.</p> <ul style="list-style-type: none"> <li>• All parks will be maintained on a weekly basis and as per growing season conditions</li> <li>• Boulevards will be maintained at this level or less</li> <li>• Fertilization may be required at this level</li> <li>• Pesticides will be applied as needed</li> </ul>	<p>These areas have fair value, visibility, maintenance, and user interaction.</p> <ul style="list-style-type: none"> <li>• Zero fertilization</li> <li>• Mowing as needed</li> <li>• Zero whipper snipping along fence lines of all open green spaces</li> <li>• Zero pesticide application</li> </ul>
<b>Sport Fields</b>	<ul style="list-style-type: none"> <li>• Rotary Athletic Park</li> </ul>	<ul style="list-style-type: none"> <li>• The Hedges' Ball Diamonds</li> <li>• Elks Soccer Field</li> </ul>	<ul style="list-style-type: none"> <li>• Deer Meadows School South Diamond</li> <li>• Imperial Ball Diamonds</li> <li>• Holy Trinity Catholic School Sports Fields</li> </ul>
<b>Green Spaces</b>	<ul style="list-style-type: none"> <li>• All town owned facilities and other facilities the Town maintains</li> <li>• Memorial Way (65<sup>th</sup> Avenue Boulevards)</li> <li>• Centennial Park</li> <li>• Craig's Corner Memorial Park</li> <li>• Frank Wong Memorial Park</li> <li>• Hartman Green</li> <li>• Herb Samis Park</li> <li>• Highway 27 N &amp; S Blvd</li> </ul>	<ul style="list-style-type: none"> <li>• 50<sup>th</sup> Street and West CPR Boulevard (was A)</li> <li>• 5057 - 57 Avenue Close Playground</li> <li>• 60<sup>th</sup> Avenue Close</li> <li>• 61<sup>st</sup> Avenue</li> <li>• Cemetery</li> <li>• Lion Balsam Park</li> <li>• Beech Crescent</li> <li>• Harrison Green</li> <li>• Highlands Playground</li> <li>• Imperial Estates (3 big green spaces)</li> <li>• Kiwanis 56<sup>th</sup> Avenue and 58<sup>th</sup> Street Playground</li> <li>• Kiwanis Beech Playground</li> <li>• Kiwanis Destiny Playground</li> <li>• McLeod Crescent</li> <li>• Neil Leatherdale Memorial Park</li> <li>• Kiwanis Richard's Playground</li> <li>• Ralph Maybank Memorial Park</li> <li>• Ryan Boutwell Memorial Playground</li> <li>• Sherwood Crescent</li> <li>• Sierra Pathway</li> <li>• Vista's Rotary Playground</li> </ul>	<ul style="list-style-type: none"> <li>• 57<sup>th</sup> Ave Boulevard (58 St - border)</li> <li>• Imperial Pathways / Utility Right of Ways</li> <li>• Deer Ridge Tree Reserve and Pathways</li> <li>• Off-Leash Dog Park</li> </ul>

**Trail Systems**

Trail systems throughout town during grass care season are at a lower level. Some right of ways will be maintained every two weeks, however, those areas will be determined based on growing season and precipitation.

**Determining Ownership of Trees**

For Trees that transect the property of the Town and a Private residence, the Town will undertake and pay all costs associated with any necessary pruning or removal of Trees, the main stem of which, are proven to be 50% or greater, on Town Lands. All Trees main stems which are more than 50% on the private residence are the sole responsibility of the homeowner.

In determining ownership of the Tree, the Town will use the following resources: location of property pins; municipal GIS or; property line survey.

**Tree Conservation, Planting and Maintenance**

The Town will strive to conserve existing Trees in Green Spaces. Trees for planting shall be selected from an established Alberta list of species which favour native plants when site conditions and locations permit.

The current ratio for planting trees will be a one to one ratio.

**Street, Sidewalk and Trail Tree Clearances**

The Town will maintain suitable vertical and horizontal clearances on all streets, sidewalks and Trails to achieve a balance between maintaining Tree/shrub health or aesthetics, safety and operational needs.

**Tree and Tree Limb Removal**

Tree removal will only take place after it has been evaluated by qualified staff or qualified contracted service. Parks staff may remove the affected Tree limb(s) or the Tree itself immediately or within an appropriate time frame based on level of risk posed by the Tree. Visual signs of defect that could result in a catastrophic failure of the Tree indicating a Tree or Tree limb might be removed.

Logs and wood chips will be removed where possible. In natural areas or areas that are inaccessible, they will remain on site and left to break down naturally.

Boulevard Trees will not be removed if Tree roots grow into the property owners' sewer service line connection between private property and the town's main sewer line.

**Hazardous Tree Rating System**

Working in conjunction with a certified arborist, decisions regarding the Tree hazard assessment will be carried out by a qualified horticulturalist/arborist, in accordance with the ISA Tree Risk Assessment record.

*Approved: June 10, 2019 Resolution: 19-191  
Amended: July 12, 2021 Motion 21-288*

**POLICY #902C**

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<b>Policy Title:</b>	<b>Green Space Maintenance</b>
<b>Policy Number:</b>	<b>902C</b>
<b>Approval:</b>	<b>Town Council Motion # _____</b>
<b>Effective Date:</b>	<b>June 26, 2023</b>
<b>Review Date:</b>	<b>July 12, 2021, Motion #21-288</b>
<b>Approved Date:</b>	<b>June 10, 2019, Motion #19-191</b>
<b>Supersedes Policy No.:</b>	<b>New</b>

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**Policy Statement:**

The Town of Olds establishes standards to which Green Spaces will be maintained.

**Purpose:**

To establish service levels for Green Spaces that will:

- Ensure they are managed in an effective, efficient, and safe manner for public use.
- Reduce or eliminate potential liability claim exposure.
- Provide the public with clear maintenance expectations.
- Provide for more accurate annual budgeting.

**Standards:****1. General**

- 1.1. The Chief Administrative Officer (CAO) or designate(s) is responsible for administering this policy within the standards established.
- 1.2. The council recognizes that operational capacity may fluctuate, the CAO has the authority to temporarily adjust the service level schedule. Temporary adjustments to the service level schedule shall be communicated to Council.
- 1.3. Complaints shall be responded to as per Council Policy 105C Communication and Response, as amended from time to time.
- 1.4. The Town will be accountable to its regulatory responsibilities to the federal and provincial governments as well as to its own policies and procedures with respect to use, storage, transportation, and disposal of pesticides.
- 1.5. Playgrounds and outdoor facilities are maintained to meet user demand, as well as to ensure user safety and address legislative or liability requirements.



- 1.6. All Town staff and contractors carrying out pest management activities on behalf of the Town will receive appropriate training and certification.
- 1.7. The Town shall establish mowing, weed control, pest control, aeration, and fertilization programs, and review annually.
- 1.8. Maintenance is weather dependent and may not take place as scheduled.

## **2. Maintenance**

- 2.1. Maintenance shall be carried out on a priority basis with the understanding that some Green Spaces will receive higher priority based on the profile of the location, function, and amount of user interaction.
- 2.2. Where use of Pesticide is required, the Town is committed to the use of “preferred pesticides” which present the least short and long-term health risk to humans and with the lowest environmental impact by residual effects.
- 2.3. The Town will maintain a 15-metre pesticide free zone around all playground apparatus, unless the entire area is closed to the public for a period of 12 hours following the application.

## **3. Tree Conservation, Planting and Maintenance**

- 3.1. The Town will strive to conserve existing Trees in Green Spaces. Trees for planting shall be selected from an established Alberta list of species which favors native plants when site conditions and locations permit.
- 3.2. For Trees that transect the property of the Town and a Private residence, the Town will undertake and pay all costs associated with any necessary pruning or removal of Trees, the main stem of which, are proven to be 50% or greater, on Town Lands. All trees main stems which are more than 50% on the private residence are the sole responsibility of the homeowner.
- 3.3. The Town will maintain suitable vertical and horizontal clearances on all streets, sidewalks, and trails to achieve a balance between maintaining tree/shrub health or aesthetics, safety, and operational needs.
- 3.4. Tree removal will only take place after it has been evaluated by qualified staff or qualified contracted service. Parks staff may remove the affected tree limb(s) or the tree itself immediately or within an appropriate time frame based on the level of risk posed by the tree. Visual signs of defect that could result in a catastrophic failure of the tree indicating a tree or tree limb might be removed.
- 3.5. Logs and wood chips will be removed where possible. In natural areas or areas that are inaccessible, they will remain on site and be left to break down naturally.
- 3.6. Boulevard tree removal shall be at the sole discretion of the Town. Property owners requesting removal shall advise the Town of Olds prior to the removal or relocation.
- 3.7. The Town of Olds shall then determine if the tree can be moved to another location, and if so, shall be relocated at the cost of the Town. If the tree’s location is not deemed to be practical,

the property owner shall be responsible to remove the tree at the property owners' expense through a vendor approved by the Town.

- 3.8. Working in conjunction with a certified arborist, decisions regarding the tree hazard assessment will be carried out by a qualified horticulturalist/arborist, in accordance with the International Society of Arboriculture (ISA) tree risk assessment record.

DRAFT

## SCHEDULE A: SERVICE LEVELS

### **1. Mowing**

1.1. The inventory for mowing area is summarized as follows:

- Sportsfields
- Parks
- Playgrounds
- Cemetery
- Off Leash Dog Park
- Green Spaces and Boulevards
- Flower Planters, Flower Beds, and Shrub Beds

1.2 The mowing service level shall be set as follows:

- Sportsfields and Parks:
  - Sportsfields: Weekly
  - Parks: Bi-weekly
- Playgrounds: Bi-weekly
- Trails: Bi-weekly
- Off Leash Dog Park: Three times per year
- Green Spaces and Boulevards: Bi-Weekly
- Flower Planters and Flower Beds: Monthly
- Shrub Beds: Every second year

1.3 Exceptions

- Notwithstanding clause 1.2, High Visibility amenities shall have a service level that exceeds the Service Level Schedule for its category. The High Visibility amenities include:
  - Town property along Highway 27
  - Centennial Park

### **2. Weed Control**

2.1. Priority will be locations with built recreational facilities (sports fields and playgrounds), other areas may be addressed as budgets permit.

2.2. The Town will use a combination of techniques including mechanical and physical treatments, biological control, habitat manipulation, and judicious application of pesticides.

2.3. Efforts will be made to identify novel or innovative approaches to pest prevention and pest management. These alternative techniques will be pilot tested for applicability and efficacy and will be considered for further implementation based on observed results.

### **3. Trees**

3.1. The Town shall strive to achieve an annual tree replacement of one-to-one ratio.  
Arbor care shall be provided as budgets permit.



## **POLICIES AND PRIORITIES COMMITTEE REPORT**

Date: July 4, 2023

Author: Sandra Blyth

Department: Economic Development

SUBJECT: Policy 1002C Economic Development  
Economic Development Action Committee (EDAC) Terms of Reference

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### **COUNCIL DIRECTION**

That Council accept the revised Policy 1002C Economic Development, as presented and direct administration to bring forward to a future council meeting.

That Council approve the Economic Development Action Committee (EDAC) Terms of Reference as presented.

### **BACKGROUND**

Economic Development has been identified by Council and the community as a priority for the Town. The attached draft policy seeks to provide high-level direction to focus our efforts by establishing core priorities of economic development, codifying the need for an economic development strategy, and creating the Economic Development Action Committee (EDAC).

The terms of reference for EDAC is also attached. If approved, a bylaw formally establishing the committee shall follow.

The intent is to have this committee ready by the 2023 Organizational Meeting of Council.

### **ATTACHMENTS**

1. DRAFT Town of Olds - Policy 1002C Economic Development
2. Current Town of Olds – Policy 1002C Economic Development
3. Economic Development Action Committee - Terms of Reference

**POLICY #1002C**

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<b>Policy Title:</b>	<b>Economic Development</b>
<b>Policy Number:</b>	<b>1002C</b>
<b>Approval:</b>	<b>Town Council Motion #__</b>
<b>Effective Date:</b>	<b>June 26, 2023</b>
<b>Review Date:</b>	<b>May 2023</b>
<b>Approved Date:</b>	<b>September 14, 2020, Motion #<u>20-335</u></b>
<b>Supersedes Policy No.:</b>	<b>New</b>

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**Policy Statement:**

Economic Development is focused on creating an environment with advantages that enable business, industry, and overall cluster competitiveness. This environment offers:

- Accessible innovation;
- Adaptable human resources;
- Available financing;
- Adequate physical infrastructure;
- Advanced information infrastructure;
- Acceptable business climate;
- Active marketing; *and*
- Achievable quality of life.

**Purpose:**

Economic Development is a process that improves community well-being through the creation of wealth three primary efforts:

- a) Business retention and expansion - enhancing existing business;
- b) Business attraction - attracting new business; *and*
- c) Business creation - encouraging entrepreneurship and the growth of new business.

**Standards:**

1. Economic Development will facilitate a growth of cluster value-chains through the:  
Retention and expansion of existing business;  
Attraction of new business; *and*  
Creation of new business through facilitation of entrepreneurship.

2. An Economic Development Action Committee (EDAC) shall be created to support Economic Development.
3. EDAC will be a Standing Committee created to provide local perspective, guidance and support, and act on economic development initiatives. It is a mechanism for enhancing cooperation and consensus among private and public sector agencies, institutions, and non-profit organizations.
4. Guided by the EDAC, related strategies will be developed and implemented through the formation and support of Ad-Hoc Committees.



Town of

## 1002C Economic Development

Prepared By: Office of the CAO

Effective Date: Sept. 14, 2020

References: Municipal Government Act  
Records Management Retention Schedule Bylaw  
Destination Olds Collective Fund Policy  
Elected Official Appointments Policy  
Engagement Policy  
Terms of Reference Policy

Council Resolution No.: 20-335

### POLICY STATEMENT

Economic Development is all about creating an environment where businesses and investors can thrive. This environment:

- Encourages innovation;
- Welcomes diversity;
- Streamlines processes and timelines;
- Creates tools that allow for growth;
- Provides consumers with choices;
- Protects our environment; and
- Protects our health and safety

### PURPOSE

Economic Development is a process by which the economic well being and quality of life of the Town of Olds and its residents, are enriched resulting in stronger, more resilient, and inclusiveness.

### SCOPE

The scope of this policy applies to all economic development efforts within the Town of Olds. which will use its best efforts to connect and engage partners, stakeholders and clients to help meet their needs and, is dedicated to providing timely, accessible, engaged and collaborative services to all of our clients, community partners, and residents of Olds.

### DEFINITIONS

**Ad Hoc Committee** means a committee with a specific task or objective, and dissolved after the completion of the task or achievement of the objective. This committee has a beginning and an end.

**Business Retention, Investment and Expansion (BRIE)** is an economic development strategy focussed on encouraging existing businesses to stay and grow, through proactively connecting with those businesses to understand and respond to local business needs. This also involves creating the right environment for which business and industry wish to invest in.

**Economic Development** is programs, policies or activities that seek to improve the economic well-being and quality of life for a community.

**Economic Development Secertariat** is a Standing Committee created to provide local perspective and guidance on economic development initiatives. It is a mechanism for collaboration between the Town of Olds, the Olds Institute for Community and Regional Development and the Olds & District Chamber of Commerce, to provide consistent and accurate information out to the public regarding the Town of Olds, to create a prosperous and resilient community.

**Standing Committee** means a committee, formed to do its assigned work on an ongoing basis. This committee does not have an end date and it is formed to discuss items specific to municipal functions. (I.e. Standing Committee on Transportation).

**Tourism** is defined as the act and process of spending time away from home in pursuit of recreation, relaxation, and pleasure, while making use of the commercial provision of services.

### **RESPONSIBILITIES**

The Chief Administrative Officer (CAO) or designate(s) is responsible for administering this policy within the standards established.

### **STANDARDS**

Economic Development in the Town of Olds will promote a process that is coordinated through:

- Improvement of the business environment
- Development of a skilled workforce
- Availability of marketable buildings and land
- Investment in built assets to attract business
- Improvement of the community's quality of life
- Promotion of the Town of Olds

Through Ad-Hoc Committees, guided by the Economic Development Secretariat, strategies will be developed regarding Economic Development, Tourism, and Business Retention, Investment and Expansion.



Town of

Economic Development Action Committee (EDAC)

July 3, 2023

## Purpose

The Economic Development Action Committee (EDAC) is a mechanism for prioritizing the needs of business and creating an environment that fosters the competitiveness of industries by enhancing cooperation and consensus among private and public sector agencies, institutions, and non-profit organizations.

EDAC shall be a Standing Committee that will provide local perspective, guidance, support and act on economic development initiatives. Guided by the EDAC, strategies will be developed and implemented through the formation and support of Ad-hoc Committees, as required.

## Membership and Voting

EDAC shall consist of a maximum of 9 members. Membership shall consist of the following:

- Town of Olds Elected Officials {maximum of two}
- Public at Large – seven (7) persons \*

*\*Considerations for public at large appointments for EDAC will include, when possible:*

- *Business representative(s) of key industries (agriculture, oil and gas, retail, manufacturing, service)*
- *Business & Industry service association representative*
- *Educational / research and innovation institution representative*
- *Financial institution, business development officer / advisor*

The Town of Olds' Economic Development Officer shall be responsible for the management and support of the committee.

EDAC shall make decisions on a consensus basis.

## Member Responsibilities

Members will provide guidance and support in the development and implementation of economic strategies. Members will assess the needs of business and act on issues / opportunities as identified within economic development strategies. Members will assist in forming and guiding Ad-hoc committees, as required.

The Town of Olds Economic Development Officer will be responsible for: serving as Chair when required; organizing and managing all meetings; and providing leadership and direction for development and implementation of economic development strategies.

Quorum for meetings shall mean a majority of eligible voting members being present.

## Frequency of Meetings

EDAC shall meet monthly unless otherwise agreed to. Meetings will be held at the Town of Olds Administrative Office unless an alternate location is approved by a motion of the EDAC Committee.

## Guiding Principles

Town of Olds Council Policy 1002C

EDAC is not intended to be a decision-making committee, but rather an advisory committee.



### **Authority**

This committee has been formed under the direction of the Chief Administrative Officer. Final administrative authority resides with the CAO and ultimately, the Council.

### **Term**

The EDAC is a Standing Committee on Economic Development

The Council will appoint public-at-large members to the EDAC, by resolution, for a term to be specified by council.

- a) Terms of EDAC membership, excluding Council member appointments:
  - i. An appointment shall be for a two-year term, or as required to fill a membership vacancy.
  - ii. Each member's appointment shall take effect on appointment at the annual organizational meeting, of the effective year of appointment except where a member is appointed to fill a membership vacancy.
  - iii. A member shall not serve more than two consecutive terms.

At any time, by resolution, Council may terminate the appointment of any Member of the Commission who:

- a) Misses three (3) consecutive regular meetings or any three (3) out of five (5) meetings of the Committee unless the absence is caused by illness or is authorized by resolution of the Committee;
- b) Uses information gained through their position as a Member to gain a pecuniary benefit; or
- c) Conducts themselves in a manner that Council considers to be inappropriate;

or for any other reason that the Council deems appropriate.

Any public-at-large Member may resign from the Committee at any time by sending written notice to the Chair of the committee or designate and such resignation shall take effect on the date therein stated, or where no date is stated, then upon the date when the resignation was received by the Secretary of the Committee or designate.

In the event a vacancy occurs on the Committee, Council will appoint a new Member to serve the remainder of the existing term.

### **Receiving Body**

The Town of Olds Economic Development Officer or designate will provide EDAC updates to Council in the Economic Development quarterly report.

### **Resource and Budget**

The EDAC budget will be included under the Economic Development Officer's budget. It may, however, identify a budget item subject to approval of the Council or as delegated through a reserve or operating budget.

### **Record Management**

All committee agendas and minutes are records of the Town of Olds and as such are subject to the Records Management Bylaw Schedule.



## **POLICIES AND PRIORITIES COMMITTEE REPORT**

Date: July 4, 2023  
Author: Marcie McKinnon, Legislative Clerk  
Department: OCAO  
SUBJECT: Records and Information Management Bylaw 2023-18

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### **COUNCIL DIRECTION**

That Council accept the draft Records and Information Management Bylaw 2023-18, as presented and directs administration to bring forward to a future council meeting.

### **BACKGROUND**

The Town received a Records Management Gap Report. The report focused on implementing an Electronic Document and Records Management Solution (EDRMS) to manage the Town's physical and electronic records and documents. It recommended updating the existing records management program to create a foundation for compliant recordkeeping practices.

A review of the Records and Information Management Bylaw has been completed and a draft has been finalized. This new version will replace the extremely outdated Freedom of Information and Protection of Privacy Act (FOIP) bylaw 99-014 and the existing Records Management Retention Schedule Bylaw 2018-22; in a more streamlined plain language document. Much of the information in both of the bylaws was directly from the *Acts* that govern record and information management and the access to information and had been regurgitated into bylaws.

As part of the recent Town of Olds organizational review, recommendation #34 suggests that the records and information management bylaw be updated and presented to council for approval; followed by a new records and information management procedure to complement the bylaw. This procedure will come forward at a future council meeting.

### **ATTACHMENTS**

1. DRAFT Bylaw 2023-18 Records and Information Management
2. Current Records Management Retention Schedule Bylaw 2018-22
3. Current Freedom of Information and Protection of Privacy Act (FOIP) Bylaw 99-014

**TOWN OF OLDS  
BYLAW 2023-18**

**BEING A BYLAW OF THE TOWN OF OLDS TO PROVIDE FOR THE RECORDS  
MANAGEMENT FOR ALL RECORDS WITHIN ITS CUSTODY AND CONTROL**

**WHEREAS**, section 214 (2) of the Municipal Government Act, R.S.A. 2000, c M-26, states that Council may authorize the destruction of documents;

**WHEREAS**, section 214 (3) of the Municipal Government Act, R.S.A. 2000, c M-26, governs the retention of personal information, and

**WHEREAS**, sections 88, 93, and 95 of the Freedom of Information Protection of Privacy Act R.S.A 2000 c. F-25 allows citizens to access information and the Municipality to set fees for these services;

**NOW THEREFORE** the Council of the Town of Olds in the Province of Alberta, duly assembled, enacts as follows:

**BYLAW TITLE**

1.0 This Bylaw may be referred to as the **“Records and Information Management Bylaw.”**

**DEFINITIONS**

- 2.1 **“CAO”** means the Chief Administrative Officer or designate;
- 2.2 **“Disposition”** means the structured process of determining what happens to a record at the end of its retention period, actions may include destruction or permanent retention in an archive;
- 2.3 **“FOIP ACT”** means the Freedom of Information Protection of Privacy Act R.S.A 2000 c. F-25
- 2.4 **“Hold”** means the process of preserving all forms of potentially relevant information when litigation or a freedom of information request is reasonably anticipated or underway.
- 2.5 **“Record(s)”** means information, regardless of format, created, received, and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business;
- 2.6 **“Retention Schedule”** means the timetable that identifies the retention period during which a record must be retained before Disposition;
- 2.7 **“Town”** means the Municipal Corporation of the Town of Olds;
- 2.8 Terms not specifically defined have the same definition as provided in the *Municipal Government Act* and FOIP Act.

**STATEMENT OF TO WHOM AND TO WHAT THE BYLAW APPLIES**

3.1 This Bylaw applies to all Records in the possession of the Town.

**GENERAL RULES AND SPECIAL PROVISIONS**

- 4.1 The CAO shall:
  - a. Establish, by way of administrative procedure, a Records Retention Schedule that is consistent with current professional and legal standards.
  - b. Ensure that all Records are retained or processed through Disposition in accordance with the Records Retention Schedule.
  - c. Have discretion to retain records longer than the retention period provided for in the Records Retention Schedule via a Hold. Such decision to retain records shall be recorded.
- 4.2 The CAO shall keep an index of:

- a. Records permanently retained and details of storage, where appropriate,
  - b. Records permanently destroyed,
  - c. Listing of the current Records Retention Schedule,
  - d. Records retained in provincial or other archives,
  - e. To the extent practical, all other Records retained by the Town.
- 4.3 Any Record not referenced in the Records Retention Schedule may only be destroyed with the direction and approval of the CAO.
- 4.4 Disposition of election material shall be completed in accordance with the provisions of the *Local Authorities Election Act*, RSA 2000, Chapter L-21 and amendments thereto.
- 4.5 The CAO shall be responsible for the administration of the release of information in accordance with the FOIP Act.
- 4.6 Fees for access to information are governed by the FOIP Act and the Town Rates Bylaw.

**PENALTY CLAUSE**

5.1 Penalties shall be defined as provided in the *Municipal Government Act* and *FOIP Act*.

**REPEAL CLAUSE**

- 6.1 Bylaw 99-014 Freedom of Information & Protection of Privacy Act Bylaw and all amendments thereto are hereby repealed.
- 6.2 Bylaw 2018-22 Records Management Retention Schedule and all amendments thereto are hereby repealed.

**EFFECTIVE DATE**

7.0 This Bylaw shall come into force and take effect on its passing thereof.

**READINGS**

Read a first time this \_\_\_\_ day of \_\_\_\_\_, 2023.  
Read a second time this \_\_\_\_ day of \_\_\_\_\_, 2023.  
Received Unanimous Consent for presentation of third reading this \_\_\_\_ day of \_\_\_\_\_, 2023.  
Read a third time this \_\_\_\_ day of \_\_\_\_\_, 2023.

**SIGNATURE LINE**

\_\_\_\_\_  
Judy Dahl,  
Mayor

\_\_\_\_\_  
Brent Williams,  
Chief Administrative Officer

Signed by the Chief Elected Official and the Chief Administrative Officer this \_\_\_\_ day of \_\_\_\_\_ 2023.

**TOWN OF OLDS**  
**Bylaw 2018-22**  
**Records Management Retention Schedule**

53

A Bylaw of the Town of Olds to provide for the **Records Management Retention Schedule** for all records within its custody and control.

**WHEREAS** under the authority of and subject to the provisions of the Municipal Government Act, Statutes of Alberta, Chapter M-26.1, 2000 and amendments thereto (hereinafter referred to as the "MGA") a Municipal Council may, by bylaw, authorize the destruction of certain records and documents of the Municipality; and

**WHEREAS** under the authority of and subject to the provisions of the Freedom of Information and Protection of Privacy Act, Statutes of Alberta, 2000, Chapter F-25, and amendments thereto (hereinafter referred to as "FOIP"), the municipality is to allow any person a right of access to the records in the custody and control of the municipality and is to control the manner in which the municipality may collect, use and disclose personal information from individuals, and

**WHEREAS** it is deemed expedient by Council that a Bylaw be established to provide procedures for the retention and disposal of records;

**NOW THEREFORE** the Council in the Town of Olds, in the Province of Alberta, duly assembled, enacts as follows:

**SHORT TITLE:** This Bylaw may be referred to as the **Records Management Retention Appendix** of the Town of Olds.

**REPEAL:** Bylaw 2008-19 Records Management Retention Schedule and Bylaw 2014-14 Records Management Retention Schedule Amendment Bylaw and all amendments thereto are hereby repealed

<b>SECTION I - DEFINITIONS</b>
--------------------------------

**1.1 IN THIS BYLAW:**

- a) **"Administrator"** means the person assigned to the position of Records Management Co-coordinator for the Town of Olds.
- b) **"Active Period"** means the period of time that a record is in the conduct of active departmental business.
- c) **"Archival Review"** means those records that have been determined to have sufficient historical or other value to warrant their continued preservation. See also INDEFINITE.
- d) **"CAO"** means the Chief Administrative Officer appointed by Council or such other person to whom the CAO may delegate.
- e) **"Confidential"** means any record that contains personal information about individual: third party, commercial, financial, scientific or technical information supplied either explicitly or implicitly in confidence; or other sensitive information as described in the FOIP Act.
- f) **"Corporate Records"** means all records of every Town department.
- g) **"Council"** shall mean the Council of the Town of Olds.
- h) **"Disposition"** means the disposal of records via destruction or transfer of records of enduring value to archives.
- i) **"Indefinite"** means records having sufficient historical or other value to warrant continued preservation beyond the time they are needed for administrative, legal, or fiscal purposes. Sometimes called archival records. See also ARCHIVAL REVIEW.
- j) **"Personal Information"** means any information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.
- k) **"Record"** means information in any recorded form that is in the custody and control of the Town, which includes but is not limited to documents, hand written notes, draft documents, voice mail vouchers, drawings, letters, papers, e-mail, books, maps, photographs, calendars and post-it notes.



- l) **"Retention Period"** means the total length of time a record must be kept before final disposition is implemented.
- m) **"Retention Appendix"** means the timetable that identifies the retention period during which a record must be retained before disposition and is set forth in Appendix "A" attached hereto and forming a part of this bylaw.
- n) **"Town"** means the municipality of the Town of Olds.
- o) **"Transitory Record"** means records in any media that have only temporary usefulness, are not part of an administrative or operational record series, are not regularly filed in a records information system, and are required only for a limited period of time for the completion of a routine action or the preparation of records, which include but are not limited to temporary information, duplicate documents, draft documents, publications, advertising material and blank information media.
- p) **"Year End"** means a one-year period of time starting January 1 and ending on December 31, based on the commonly used Georgian calendar.

## **SECTION II - RECORD RETENTION AND DESTRUCTION**

2.1 The CAO shall be responsible for the supervision, retention, and destruction of the Town's records, and for the administration of this Bylaw.

2.2 Subject to the restrictions set out in this Bylaw, the CAO and Administrator shall have authority to:

- a) Dispose of all transitory records, which do not contain confidential information, at any time, when they no longer serve any valid purpose.
- b) Dispose of all transitory records containing potentially confidential information, at any time, when they no longer serve any purpose, in a manner so that the information contained therein is completely obliterated.
- c) Dispose of all records, in accordance with the retention appendix, excluding transitory records of the Town.
- d) The CAO shall have the discretion to retain records longer than the period provided for in the retention appendix and shall do so where the CAO deems it is appropriate and shall do so where the CAO has received an indication that there, is or may be, any litigation involving any said records. Such decisions to retain records longer than the period provided for therein shall be recorded in the retention appendix.
- e) Retain an individual's personal information that will be used by the Town to make a decision that directly affects the individual for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it.
- f) Retain records in their original form that may be of significant historical value.
- g) Upon the Administrator being satisfied that the relevant retention period established by this bylaw has expired and that no reason exists for further retention of a given class of records or specific records, the Administrator may then order the records to be disposed of.
- h) When records have been disposed of under this bylaw, with the exception of transitory records, the Administrator shall certify same in writing.
- i) The Administrator shall keep an index of all records that have been disposed of.
- j) When records are disposed of under this bylaw, the proper and complete disposition thereof is the responsibility of the Administrator.
- k) Election material that has been locked in ballot boxes may be destroyed in accordance with the provisions of the Local Authorities Election Act.

**RECORDS MANAGEMENT RETENTION APPENDIX "A"**

<b>File #</b>	<b>Title</b>	<b>Description</b>	<b>Closure, Retention &amp; Disposition</b>
<b>GOVERNANCE/ADMINISTRATION (ADM)</b>			
<b>ADM 10</b>	<b>Administration General</b>	<p><b>Includes:</b> request for comments on the development of new or proposed policies, approved policies and procedures, distribution lists and supporting documentation, development of new or proposed policies and review of approved policies and procedures, office guidelines and step-by-step instructions that do not require official approval or an official number</p> <p><b>Excludes:</b> approved departmental, corporate and council policies and procedures, and requests for approval documentation</p>	Active Period 10 Years Archival Review
<b>ADM 20</b>	<b>Authorities – Boards-Committees - Commissions</b>	<p><b>Includes:</b> standing committees of Council, ad hoc committees, and official administrative committees</p> <p style="text-align: right;"><b>**Duplicate Copies</b></p>	Year End Archive Indefinite  3 years
<b>ADM 25</b>	<b>Associations – Foundations - Societies</b>	<p><b>Includes:</b> Outside association, organization, foundation or societies for mutual professional interest agendas, minutes, general information, correspondence, and individual memberships</p> <p><b>Excludes:</b> records relating to boards or committees, Council meetings, administrative meetings, community associations, and recreation associations and clubs</p>	Year End 10 years Archival Review
<b>ADM 30</b>	<b>Office Services</b>	<p><b>Includes:</b> meeting room requests and bookings, distribution of internal/external mail, mail statements, printing orders for business cards, and meter reading sheets for photocopiers and printers, office equipment maintenance and repairs, permits, warranties, manuals, guarantees, regulations, compliance testing, recall notices, and manufacturers maintenance schedules</p> <p><b>**Accounts payable records regarding purchase of equipment for Town buildings and sites</b></p>	Year End 3 Years Destroy  Active Period 7 Years Destroy
<b>ADM 35</b>	<b>Public/Media Relations – Communications</b>	<b>Includes:</b> records relating to the design, compilation and production of publications for advertising of programs, activities, projects, and initiatives. Communication of the Town's local, provincial, national and international news	Active Period 5 Years Archival Review



		media. Corporate or departmental initiatives that are sensitive or confidential in nature that require ongoing public relations support. Corporate or departmental initiatives that require ongoing public relations support until the initiative is complete (news releases, question and answer documentation, promotion and awareness, public service announcements). Photographs, pictures taken, received, or purchased through vendors for use in internal and external Town related web sites, promotional materials and publications. Web site material. Education and Outreach Records relating to the planning, development, implementation, production and evaluations of programs designed to promote Town services, initiatives and projects to the public.	
<b>ADM 40</b>	<b>Orders &amp; Directives</b>	<p><b><i>Includes:</i></b> board orders, ministerial orders and proclamations. Decisions or rulings made on behalf of Municipal Government Board, Assessment Review Board and proclamations</p> <p><b><i>** Executive orders issued by CAO and/or Council containing directives, policies and procedures for implementation of Town's business practices, Delegations, orders and instructions of commissioners and managers.</i></b></p>	<p>Active Period 10 Years Indefinite</p> <p>Year End Archive Indefinite</p>
<b>ADM 45</b>	<b>Planning, Goals and Objectives</b>	<p><b><i>Includes:</i></b> structure, work purposes, long range planning of organization, master, action and concept, implementation, and project plans relating to workshops and retreats, strategic planning, service levels</p> <p><b><i>Excludes:</i></b> program review, department business plans that are submitted with budget, employee work plans, and records relating to the establishment, implementation, construction and completion of development projects.</p>	<p>Active Period 10 Years Archival Review</p>
<b>ADM 50</b>	<b>Council</b>	<b><i>Includes:</i></b> decisions, bylaws and policies that have been adopted. Council meeting agendas, minutes, topics, resolutions, petitions and Council portraits	<p>Year End Archive Indefinite</p>
<b>ADM 55</b>	<b>Awards and Recognition</b>	<b><i>Includes:</i></b> the development, implementation, and presentation of awards given to citizens and received by the Town, meetings, booking information, lists of participants and recipients, speeches, pictures and itinerary	<p>Active Period 10 Years Archival Review</p>
<b>ADM 60</b>	<b>Statistics</b>	<p><b><i>Includes:</i></b> management studies, surveys, counts, and quarterly and annual reports</p> <p><b><i>Excludes:</i></b> financial reports, development and planning reports</p>	<p>Active Period 10 Years Archival Review</p>



<b>ADM 65</b>	<b>Conferences, Seminars, and Workshops</b>	<b><i>Includes:</i></b> course materials, copies of completion certificates, evaluation forms, registration forms, and any other material from the event.	Active Period 5 Years Destroy
<b>ADM 70</b>	<b>Information Technology</b>	<b><i>Includes:</i></b> technology needs assessments, security reviews and audits, storage of software licenses and key codes, system testing, troubleshooting and upgrading, IT service requests, general system maintenance and operations, system information and training	Active Period 5 Years Destroy
<b>ADM 75</b>	<b>Records and Information Management</b>	<b><i>Includes:</i></b> transfer requests, retrieval requests, box locations, procedures, departmental initial setup, presentations, central or inactive indexes, email management, naming conventions and the administration of records management actions.  **Approved classification and retention manuals, destruction notices, annexation transfer certificates, legal opinions regarding the management of records, and legislation specific to records practices	Active Period 10 Years Destroy   Indefinite
<b>ADM 80</b>	<b>Freedom of Information and Protection of Privacy (FOIPP)</b>	<b><i>Includes:</i></b> planning, the generation of, maintenance, access restrictions, and access to public records, requests to departments, compiled request response package including severed information, tracking documents and billing	Active Period 5 Years Archival Review
<b>ADM 85</b>	<b>Security</b>	<b><i>Includes:</i></b> personnel clearances, passes, identification, security of buildings and sites, and alarm and detection systems	Active Period 5 Years Destroy
<b>ADM 90</b>	<b>Legal Activities and Litigation</b>	<b><i>Includes:</i></b> legal activities and/or litigation cases of the organization.  <b><i>Excludes:</i></b> insurance claims, protective services and compliance	Active Period 12 Years Destroy
<b>ADM 95</b>	<b>Government</b>	<b><i>Includes:</i></b> "general" documentation originating from various government departments.	Year End 2 Years Destroy
<b>ADM 100</b>	<b>Complaints</b>	<b><i>Includes:</i></b> Report a Problem, complaints and/or criticism received by the Town.	Year End 2 Years Destroy
<b>ADM 110</b>	<b>Signing Authority</b>	<b><i>Includes:</i></b> signature cards, purchasing limit approvals, appointment to sign for correspondence, financial and personal matters.	Active Period 7 Years Destroy
<b>ADM 115</b>	<b>Acts &amp; Legislation</b>	<b><i>Includes:</i></b> proposed changes, amendments, feedback regarding creation/implementation of Acts, Legislation, and Regulations, impact statements with Federal/Provincial Government	Active Period 2 Years Archival Review
<b>ADM 120</b>	<b>Bylaws</b>	<b><i>Includes:</i></b> development and review, requests for comments, distribution lists, supporting documentation, original bylaws, original	Active Period Indefinite Indefinite

		amendments	
ADM 125	Policies & Procedures	<b>Includes:</b> development and review, requests for comments, distribution lists, supporting documentation, approved and assigned policies & procedures, approved and assigned amendments to policies and procedures	Active Period 10 Years Archival Review
ADM 130	Sustainability	<b>Includes:</b> 5 dimensions of sustainability, historical plans, fair trade	Active Period 10 Years Archival Review
ADM 135	Research & Development	<b>Includes:</b> briefing notes, key messages, bylaws, resolutions, moving to city status	Active Period 10 Years Archival Review
ADM 140	Economic Development	<b>Includes:</b> community profile, demographic data, site selections, tourism, special projects including Olds Institute and Marijuana Facilities, Destination Olds	Active Period Archival Review Indefinite
ADM 145	Liaison	<b>Includes:</b> shared information, planning, and decisions in conjunction with Olds Institute	Active Period Archival Review Indefinite
ADM 150	Census	<b>Includes:</b> reports, zone maps, procedures, purpose of census, affidavit to provincial government, enumerator books	Active Period 12 Years Archival Review
ADM 155	Elections	<b>Includes:</b> maps, procedures, drafts, promotional information, voting systems, project plans, meetings, affidavits to the provincial government, voting stations, election results, official declaration, poll by poll results	Active Period 10 Years Archival Review
ADM 160	Election Ballots	<b>Includes:</b> voter registers (seals unbroken kept 6 weeks from date of voting)  <i>**2 Witnesses - Affidavit required</i>	Immediately Opened  Destroy
ADM 160	Information Management	<b>Includes:</b> management and delivery of information services, routine requests for information, electronic scheduling systems data, grader/plow operator diaries, personal planners/diaries	Year End 2 Years Destroy
FINANCE AND TAXATION (FIN)			
FIN 10	Finance	<b>Includes:</b> general correspondence of functions of finance department	Active Period 2 Years Destroy
FIN 20	General Ledger	<b>Includes:</b> working papers, classification of accounts, and the ledgers  <b>Excludes:</b> journal entries, financial reporting systems, management reports and statistics, and statements from affiliated agencies.	Year End Archive Indefinite
FIN 25	Cash	<b>Includes:</b> receipt and recoding of incoming cheques and cash, cash control systems, cash register tapes, and cash receipt journals, petty cash and cashiers daily books.	Year End 7 Years Destroy



<b>FIN 30</b>	<b>Loans</b>	<b><i>Includes:</i></b> request, approval and monitoring of loans	Active Period 7 Years Destroy
<b>FIN 35</b>	<b>Payables</b>	<b><i>Includes:</i></b> billings, statements, purchase orders, payment vouchers, packing slips, receipts, invoices, non-negotiables, financial transactions, distribution of cheques, post-date cheques, employee expense accounts and reimbursement	Year End 7 Years Destroy
<b>FIN 40</b>	<b>Receivables</b>	<b><i>Includes:</i></b> utility billings, vouchers, invoices, remittances, cash receipts, bad debts, write-offs, compromise of debts, aging accounts, and current expenditure refunds, discharge notices	Year End 7 Years Destroy
<b>FIN 45</b>	<b>Banking</b>	<b><i>Includes:</i></b> administration of banking methods and establishment of bank accounts, deposits, statements, reconciliations, currency rates and acquisition of currency. Records relating to the issuing, maintenance, and control credit cards	Year End 7 Years Destroy
<b>FIN 50</b>	<b>Budgets</b>	<b><i>Includes:</i></b> budget practices, controls and programs. Initial and supplemental budget estimate preparations, submissions, related guidelines, supporting justifications, final approved budgets and department business plans	Year End 7 Years Destroy
		<b>**Operating and Capital (in minutes)</b>	Indefinite
<b>FIN 55</b>	<b>Contracts &amp; Agreements</b>	<b><i>Includes:</i></b> administration and monitoring of financial and non-financial contracts and agreements, contract tender and agreement, completion certificate, amendments, and performance bonds.  <b><i>Excludes:</i></b> franchise, easement, utility right of way, land acquisition, caveat, license and encroachment agreements, and land lease agreements. (Roll Files)	Active Period 12 Years Destroy
<b>FIN 60</b>	<b>Franchise Agreements</b>	<b><i>Includes:</i></b> franchise agreements granted by the Town of Olds to allow external parties to provide public services within identified areas, actual agreement for provision of services, contracts, reports and correspondence.	Active Period Archive Indefinite
<b>FIN 65</b>	<b>Accounting</b>	<b><i>Includes:</i></b> overall administration of income and expenditures, and all supporting documentation required to meet audit, legal and financial obligations.	Year End 7 Years Destroy
<b>FIN 70</b>	<b>Levies</b>	<b><i>Includes:</i></b> control, allocation, distribution or collection of appropriated funds, such as recreation, fire, offsite, special and separate levies.	Active Period Archive Indefinite
<b>FIN 75</b>	<b>Fees &amp; Charges</b>	<b><i>Includes:</i></b> the establishment, monitoring, implementation and review of fees and charges for services – not including bylaws	Year End 7 Years Destroy
<b>FIN 80</b>	<b>Capital Assets</b>	<b><i>Includes:</i></b> the control and operation of capital assets such as project documentation, capital	Active Period Archive

		asset system description of limitations, summary of system changes, capital asset additions or disposals, depreciation models and details, capitalization review, fixed or capital asset register, infrastructure review	Indefinite
FIN 85	Debentures	<b>Includes:</b> debts incurred to fund capital purchase, documentation pertaining to issue and cancellation, limitations and instructions from Council, and administrative decisions regarding debentures.	Active Period 12 Years Destroy
FIN 90	Grants & Contributions	<b>Includes:</b> the administration of grants and contributions, requests, requests for extensions, submissions, approvals, applications, funding waivers, and donations.	Active Period 7 Years Archival Review
FIN 95	Risk Management	<b>Includes:</b> the strategic planning, analysis, evaluation, monitoring and implementation of risk management, assessments, planning and implementation, and the review.	Active Period 10 Years Destroy
FIN 100	Insurance	<b>Includes:</b> the establishment and coverage of the Town of Olds insurance requirements, insurance claims, notifications, and insurance company documentation.	Active Period 12 Years Destroy
FIN 110	Reports & Statistics	<b>Includes:</b> working papers and correspondence, relating to financial reporting on a regular basis.	Year End 7 Years Destroy
		<b>**Certified Financial Statements</b>	Indefinite
FIN 115	Investments	<b>Includes:</b> securities purchased by the Town of Olds bonds, guaranteed investment certificated, investment decisions and instructions, and proposals for investment management	Active Period 12 Years Destroy
FIN 120	Taxes	<b>Includes:</b> taxation matters not associated with land titles, arrears, municipal credits, receipts	Year End 7 Years Destroy
		<b>**Final Billing</b>	Active Period 12 Years Destroy
FIN 125	Assessment	<b>Includes:</b> assessment of Non-Residential and Residential lands, owner information, assessment values, structure, and analysis. CAMA lot including reports produced by assessment for reconciliations, and minor and major projects that are completed in various parts. Provision of information to Municipal Affairs regarding equitable funding and equalized assessments throughout Alberta.	Year End 7 Years Destroy
FIN 130	Assessment - Appeals	<b>Includes:</b> assessment appeals including Assessment Review Board (ARB) and Municipal Government Board (MGB) background information, correspondence, appeal notices and withdrawn appeals	Active Period 12 Years Destroy
FIN 135	Assessment – Roll	<b>Includes:</b> reports identifying residential and non-residential assessment information, listings	Year End Archive



Town of Olds Council Policies and Priorities Committee Meeting, Tuesday, July 4, 2023

		celebrations, fairs, parades	
COM 35	Recreational Programs (Case Files)	<b>Includes:</b> lesson plans, course materials, program budget, schedules, contracts/agreements with no monies attached, correspondence, rate charts, release and indemnity forms Ex) swimming lessons, pond hockey, yoga, softball	Active Period 5 Years Destroy
COM 40	Family & Community Support Services	<b>Includes:</b> individual programs, correspondence, contracts/agreements with no monies attached Ex) Boys & Girls Club, Parent Link, Big Bros/Sisters	Active Period 10 Years Destroy
COM 45	Public Art (Case Files)	<b>Includes:</b> formal/informal proposals for public art, contracts/agreements with no monies attached, records relating to artists, acquisition of art via donations or commissions, inventories of public art	Active Period 10 Years Indefinite
COM 50	Municipal Historic Resources	<b>Includes:</b> historic site surveys, inventories, ceremonial trees, heritage signage, heritage designation signage, negotiations with property owner, notices of intent to designate site, Statements of Significance, Orders in Council, Municipal and Provincial Heritage designations, National Historic designations, supporting documentation to Town Bylaw adoption	Active Period 10 Years Indefinite
COM 55	Volunteer Development	<b>Includes:</b> recognition of outstanding volunteers serving the needs of the community	Active Period 5 Years Destroy
COM 60	Sunshine Bus	<b>Includes:</b> bookings, applications, registrations, bus schedules, special transportation, dispatch and assignment of Sunshine Bus Drivers, production, security and distribution of Sunshine Bus tickets, incident reports	Active Period 7 Years Destroy
COM 65	Recreation Facilities – Passes/Bookings	<b>Includes:</b> punch, monthly, yearly passes, gift certificates, complimentary passes, applications for bookings, time allocation, and scheduling	Active Period 2 Years Destroy
COM 70	Cemetery - Operations	<b>Includes:</b> burial permits, register of burials, monument permits, cemetery application, niche & columbarium engraving, cemetery reports, creation and alteration of maps, transfer and repurchases of cemetery plots	Year End Indefinite Indefinite
COM 75	Archives – Gift Agreements	<b>Includes:</b> signed agreement of gifted records between Mountain View Museum	Year End Indefinite Indefinite
COM 80	Community Engagement	<b>Includes:</b> relating to Public Engagement Policy, open houses, focus groups, community/public meetings Ex) parks engagement, community standards bylaw engagement, tree reserve	Active Period 10 Years Archival Review
<b>OPERATIONS (OPE)</b>			
OPE 10	Operations - General	<b>Includes:</b> general correspondence of functions for Core Services	Year End 2 Years Destroy



OPE 20	<b>Shops &amp; Buildings – External</b>	<b><i>Includes:</i></b> documentation about shops & buildings not owned by the Town of Olds.	Year End 10 Years Archival Review
OPE 25	<b>Shops &amp; Buildings – Internal</b>	<b><i>Includes:</i></b> purchase of land, plans, construction, and disposal or sale of shops & buildings owned by the Town of Olds.	Active Period 10 Years Archival Review
OPE 30	<b>Audits</b>	<b><i>Includes:</i></b> reports, statements, inspections, and hazard identifications collected from the audit for shops and buildings	Active Period 10 Years Destroy
OPE 35	<b>Maintenance &amp; Repairs</b>	<b><i>Includes:</i></b> maintenance and repair of buildings and shops owned, operated, or monitored by the Town of Olds, shutdowns, maintenance logs and reports, and any supporting documentation.	Active Period 12 Years Destroy
OPE 40	<b>Utilities – Consumption</b>	<b><i>Includes:</i></b> readings of utility meters and statistics/analysis of utility consumption	Year End 5 Years Destroy
OPE 45	<b>Utilities – Services</b>	<b><i>Includes:</i></b> administration, requirements, monitoring of utility services, utility service providers to utility customers, requirements/services provided to commercial utility customers	Year End 5 Years Destroy
OPE 50	<b>Utilities – Water Meters</b>	<b><i>Includes:</i></b> installation, maintenance, operation and repair of residential and commercial water meters	Year End Indefinite Indefinite
OPE 55	<b>Chemical Inventory</b>	<b><i>Includes:</i></b> ordering/stocking of chemicals, Material Safety Data Sheets (MSDS), laboratory chemicals, certificates of analysis, chemical receiving inventories	Active Period 15 Years Destroy
OPE 60	<b>Underground Utility Locations</b>	<b><i>Includes:</i></b> alignment approvals, digging approvals, underground utility locate sheets  <b><i>Excludes:</i></b> near miss reports, drawings relating to installation of sewer, water, and other underground infrastructure, and maintenance, operation, repair of underground utilities	Year End 5 Years Destroy
OPE 65	<b>Excavations</b>	<b><i>Includes:</i></b> excavation permits, excavations repairs	Active Period 10 Years Archival Review
OPE 70	<b>Electrical Testing</b>	<b><i>Includes:</i></b> testing, analysis and monitoring of voltage, load and flow, load settlement, load flow, fault analysis, power quality monitoring, lightning arrestor analysis	Year End 7 Years Destroy
OPE 75	<b>Traffic Sign/Signal Maintenance</b>	<b><i>Includes:</i></b> maintenance and repair of traffic and pedestrian signs and signals, daily truck sign diaries, drawings outlining location and installation of temporary traffic/pedestrian signs, equipment and switches, associated work orders  <b><i>Excludes:</i></b> installation of permanent traffic	Year End 7 Years Destroy

		signs/signals, sign permits, monitoring, control, evaluation of traffic signs/signals	
OPE 80	Traffic Monitoring	<b>Includes:</b> monitoring, control, evaluation of traffic, traffic signs, and signals, sign/signal monitoring records of centrally, field, isolated field controlled signals and pedestrian crossing lights, evaluation of traffic flow and parking zones, on-street parking, counts for pedestrian and turning movements, and traffic counts	Year End 10 Years Destroy
OPE 85	Snow & Ice Removal	<b>Includes:</b> removal of snow/ice from streets, sidewalks, lanes, alleyways, parking lots, snow removal dumping permits, dumping charges, sanding	Active Period 7 Years Destroy
OPE 90	Sanitary Sewer Maintenance	<b>Includes:</b> maintenance, operation, monitoring, testing, and repair of sanitary sewers, plugged and blockages, cleaning and inspection reports, minor replacements, applications for connections, quality assurance and control	Year End 20 Years Destroy
OPE 95	Storm Sewer Maintenance	<b>Includes:</b> maintenance, operation, monitoring, testing, and repair of storm sewer, catch basins, storm detention ponds, storm water monitoring program, plugged or blockages, cleaning inspection reports, minor replacements, application for storm sewer connections	Year End 20 Years Destroy
OPE 100	Water Distribution Maintenance	<b>Includes:</b> maintenance, minor replacement and repair of water distribution systems, repair of waterlines, hydrants, valves, cathodic protection, quality assurance and control	Year End Indefinite Indefinite
OPE 105	Water/Wastewater Treatment Plant – Testing	<b>Includes:</b> testing, analysis, results of water/wastewater treatment, laboratory analysis and results of bacteriological, biannual, fluoride, monthly, project, lead, spring, waste stream, stack, and dilution testing, pressure/flow testing	Year End 15 Years Destroy
OPE 110	Water/Wastewater Treatment Plant	<b>Includes:</b> daily operations and monitoring of Water/Wastewater Treatment Plant, water/wastewater treatment processes, operational an process chemical usage, daily logs, daily record books, operating reports, site surveys, and plant shutdowns  <b>Excludes:</b> installation, maintenance, or repair of physical building or plant equipment, agreements, storm sewer maintenance, water distribution system maintenance, manuals, chemical ordering/stocking, treatment plant testing, pressure/flow testing, routine scheduled shutdowns	Year End Indefinite Indefinite
OPE 120	Waste Management – Programs	<b>Includes:</b> management and monitoring of recycling programs, yard waste programs/services, hazardous waste programs, Household Toxic Round-up	Active Period 7 Years Destroy
OPE 125	Waste Management – Disposal Sites	<b>Includes:</b> management/monitoring of landfills and dry waste sites, soil testing, groundwater testing, disposal of underground utility tanks	Year End Indefinite Indefinite



OPE 130	<b>Waste Management – Yard Waste/Hazardous Waste</b>	<b><i>Includes:</i></b> management and monitoring of yard waste programs/services and hazardous waste programs/services, Household Toxic Round-up	Active Period 7 Years Destroy
OPE 135	<b>Recreation Facility Operation</b>	<b><i>Includes:</i></b> daily operation and patron use of Town-owned recreation facilities, facility closures, hours of operations, facility use signage, instructions for patrons, patron feedback/concerns, area layouts, equipment sign-outs, communication log books, information requests	Active Period 10 Years Destroy
OPE 140	<b>Environment Management</b>	<b><i>Includes:</i></b> air quality, greenhouse gases, alternate energy, energy conservation, water conservation, water shed management, participation in agreements, expressions of concerns, products and services	Active Period 10 Years Archival Review
OPE 145	<b>Parks - Ecological Services</b>	<b><i>Includes:</i></b> integrated pest management, wildlife monitoring, mosquito control, weed inspections, Dutch Elm Disease, environmental testing/audits	Active Period 20 Years Archival Review
OPE 150	<b>Parks – Landscaping</b>	<b><i>Includes:</i></b> landscaping within Town of Olds parks, greenspaces, plantings, replacements, turf installation, turf seeing, mowing, fertilization, weed control, repairs for damages to parks/greenspaces	Active Period 7 Years Destroy
OPE 155	<b>Parks – Amenities</b>	<b><i>Includes:</i></b> routine maintenance/repairs of playgrounds, trails, soccer fields, ball diamonds, park furniture, shelters, and washrooms, daily safety checklists/inspections,	Year End 10 Years Destroy
OPE 160	<b>Parks – Design/Planning (Case Files)</b>	<b><i>Includes:</i></b> overall design/planning of Town of Olds parks, trails, greenspaces, background materials, meetings, site plans/maps, landscape designs, trail plans, park/trail signage, photographs, and pictures, design/construction/renovations of playgrounds, trails, soccer fields, ball diamonds, park furniture, shelters, washrooms	Active Period 10 Years Archival Review
OPE 165	<b>Parks – Inventory</b>	<b><i>Includes:</i></b> daily inventory and monitoring of playgrounds, trails, soccer fields, ball diamonds, park furniture, shelters, washrooms	Year End 2 Years Destroy
OPE 170	<b>Parks – Greenery</b>	<b><i>Includes:</i></b> development, implementation, monitoring of greenery, tree programs, neighborhood enhancements, tree nursery management, tree inventories, plant health care management	Active Period 5 Years Indefinite
OPE 175	<b>Cemetery Maintenance</b>	<b><i>Includes:</i></b> maintenance, repair, servicing of cemetery grounds, monument replacements, gravesite preparations (opening and closing)	Year End 2 Years Destroy
OPE 180	<b>Call Out Log</b>	<b><i>Includes:</i></b> requests for service outside regular working hours	Year End 5 Years Destroy
OPE 185	<b>Work Orders</b>	<b><i>Includes:</i></b> work orders generated for installation, maintenance, repair for general projects	Year End 5 Years Destroy
<b>PLANNING &amp; DEVELOPMENT (PLA)</b>			

<b>PLA 10</b>	<b>Planning &amp; Development</b>	<b><i>Includes:</i></b> general correspondence of functions for Planning and Development	Year End 2 Years Destroy
<b>PLA 20</b>	<b>Civic Addressing and Amendments</b>	<b><i>Includes:</i></b> numbering of new subdivisions, re-addressing of existing properties, correspondence with Canada Post, proposed addresses, and notices to Town of Olds	Year End Indefinite Indefinite
<b>PLA 25</b>	<b>Land Administration</b>	<b><i>Includes:</i></b> amalgamation, annexation, expropriation	Active Period Indefinite Indefinite
<b>PLA 30</b>	<b>Roll Files</b>	<b><i>Includes:</i></b> development permits, caveats, building inspections (AB Safety Codes), development agreements, easements, land exchange agreements, land lease agreements, land purchase agreements, licenses and encroachments, Parkland Community Planning Services, public utility lots, road use agreements, utility right-of-way, certificates of title, home occupation permits, sign permits, certificates of compliance, decisions of the development officer, electrical permits, plumbing permits, gas permits	Active Period Indefinite Indefinite
<b>PLA 35</b>	<b>Development</b>	<b><i>Includes:</i></b> residential development, industrial development, commercial development, institutional development, major development projects	Active Period Indefinite Indefinite
<b>PLA 40</b>	<b>Land Mapping</b>	<b><i>Includes:</i></b> mapping, town maps, aerial photos, geographic information system	Active Period Indefinite Indefinite
<b>PLA 45</b>	<b>Land (Town Owned)</b>	<b><i>Includes:</i></b> inventory, acquisition, caveats, residential land, commercial land, industrial land, land sales	Active Period 10 Years Destroy
<b>PLA 50</b>	<b>Municipal Planning</b>	<b><i>Includes:</i></b> municipal development plan, municipal development review, area structure plans, area re-development plans, proposed subdivisions, outline plans, setback inspections, subdivision plans	Active Period Indefinite Indefinite
<b>PLA 55</b>	<b>Inter-Municipal Planning</b>	<b><i>Includes:</i></b> inter-municipal development plan, county referrals, initiatives, inter-municipal development plan committee, transportation plan, infrastructure plan, oil and gas infrastructure, infrastructural controls & guidelines	Active Period Indefinite Indefinite
<b>PLA 60</b>	<b>Regional Planning</b>	<b><i>Includes:</i></b> provincial land use framework, crown land, heritage conservation & preservation	Active Period 7 Years Archival Review
<b>PLA 65</b>	<b>Statistics &amp; Reports</b>	<b><i>Includes:</i></b> numbers based on the building, development growth of the area, number of permits issued	Active Period Indefinite Indefinite
<b>PLA 70</b>	<b>Road Closures</b>	<b><i>Includes:</i></b> temporary closures	Active Period 5 Years Destroy



<b>PLA 75</b>	<b>Safety Codes Council</b>	<b><i>Includes:</i></b> accreditation, audits, contracts, remittance	Active Period 10 Years Destroy
<b>PLA 80</b>	<b>Municipal Planning Commission</b>	<b><i>Includes:</i></b> meeting agendas, minutes, training, appointments	Active Period Indefinite Indefinite
<b>PLA 85</b>	<b>Subdivision &amp; Development Appeal Board</b>	<b><i>Includes:</i></b> appeals, decisions, agendas, meeting materials, decisions, training, appointments	Active Period Indefinite Indefinite
<b>HUMAN RESOURCES (HUM)</b>			
<b>HUM 00</b>	<b>Human Resources General</b>	<b><i>Includes:</i></b> general correspondence of functions for Human Resources	Year End 2 Years Destroy
<b>HUM 10</b>	<b>Payroll</b>	<b><i>Includes:</i></b> source deductions, remittances, apply reports, misc. deductions, general ledger distribution, pay period notes, payroll registers, year end processes, correspondence & audit, T4s, T4As and summaries, timesheets	Year End 7 Years Destroy
<b>HUM 20</b>	<b>Personnel Files</b>	<b><i>Includes:</i></b> emergency contacts, certification, education, testing, designation of powers, performance appraisals, personal learning plans, recognition, awards, discipline, character references, benefits, pension, leaves of absence (not illness related), retirement, payroll forms, wage increments, bonuses, merit payments, lump sum payments, payroll deductions, confirmation of employment, vacation requests, employment contracts, terms of employment, changes in employment, resumes, reference checks, interview materials and recruitment materials associated with hired employees	Active Period Permanent – Town Termination Indefinite  Active Period 7 Years - Voluntary Termination Destroy
<b>HUM 30</b>	<b>Compensation</b>	<b><i>Includes:</i></b> personnel policy, wage scales, cost of living adjustments (COLA), merit & bonuses, employment insurance (EI) rebates, performance pay, compensation surveys, workouts, monetary recognition & awards	Year End 7 Years Destroy
<b>HUM 40</b>	<b>Medical Files</b>	<b><i>Includes:</i></b> short term disability claims, long term disability claims, absences due to illness, surgery or injury (not WCB-related), Alberta health care, maternity leave, parental leave, physician notes and correspondence	Active Period Permanent Indefinite
<b>HUM 50</b>	<b>Local Authorities Pension Plan (LAPP)</b>	<b><i>Includes:</i></b> registrations, terminations, reports, remittances	Year End Permanent Indefinite
<b>HUM 60</b>	<b>Registered Retirement Plans</b>	<b><i>Includes:</i></b> registrations, terminations, reports, remittances	Year End Permanent Indefinite
<b>HUM 70</b>	<b>Recruitment</b>	<b><i>Includes:</i></b> job competitions, job applications (not hired), reference checks (not hired), advertising, screening and interview materials (not hired), job descriptions	Year End 2 Years Destroy
<b>HUM 80</b>	<b>Health &amp; Safety</b>	<b><i>Includes:</i></b> injury reports, incident / near miss reports, WCB claims, WCB reports, WCB	Year End Permanent

		correspondence, WCB rates, health & safety statistics, workplace violence, workplace harassment, health & safety training and events, employer certification	Indefinite
HUM 90	Employee Benefits	<b>Includes:</b> current ASO and insurance carriers, previous ASO and insurance carriers, requests for proposals (RFPs), benefit schedules and rates, benefits contracts <b>** Current Insurer: retain all years until superseded by another insurer; once superseded, see below</b> <b>Previous Insurer: retain contract, schedule of benefits and most recent year file until current insurer is superseded</b> <b>**RFPs</b>	Year End Active Period Destroy  Active Period 5 Years Destroy
HUM 100	Legal	<b>Includes:</b> lawsuits, human rights complaints	Active Period Permanent Indefinite
HUM 110	APEX Pension Plan (AMSC)	<b>Includes:</b> registrations, terminations, reports, remittances	Year End Permanent Indefinite
<b>FIRE SERVICES</b>			
FIRE 10	Fire Services	<b>Includes:</b> general correspondence of functions for Fire Services	Year End 2 Years Destroy
FIRE 20	Communications – 911	<b>Includes:</b> purchase of 911 system, provincial 911, implementation of Enhanced 911, media releases, general Fire investigation information,	Year End 10 Years Destroy
FIRE 25	Incident Reports	<b>Includes:</b> recordings, log books, captains reports, incident reports, Rip and Run sheets, End Run Reports	Year End 10 Years Destroy
FIRE 30	Fire Prevention	<b>Includes:</b> mitigation of risks, public education, Wildland Fire Prevention Program, joint effort with Parks, identification of urban interface problem areas, Home Safety Program	Year End 2 Years Archival Review
FIRE 35	Compliance and Monitoring	<b>Includes:</b> lockbox and lifeline recipients, status of recipients, burning permits, dangerous goods permits, high and wide load permits, special event permits, Fireworks permit, inquiries about permits, requests for permits, permit applications, open/completed permits	Year End 10 Years Destroy
FIRE 40	Inspections – Property	<b>Includes:</b> inspection reports, correspondence, follow up reports, address specific information, hydrant inspection reports, charges, infractions, orders	Active Period Indefinite Indefinite
FIRE 45	Inspection – Quality Management	<b>Includes:</b> quality management plan, municipal accreditation, agency accreditation, safety codes compliance	Year End 10 Years Destroy
FIRE 50	Fire Investigations	<b>Includes:</b> investigation reports, correspondence, follow up reports	Active Period 10 Years Destroy
<b>MUNICIPAL ENFORCEMENT (ENF)</b>			
ENF 10	Municipal Enforcement	<b>Includes:</b> general correspondence of functions for Municipal Enforcement	Year End 2 Years



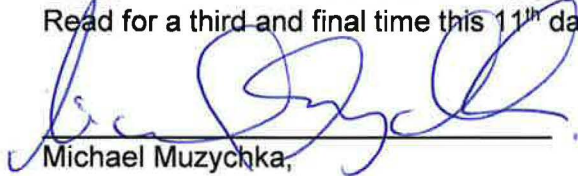
			Destroy
<b>ENF 20</b>	<b>Vandalism</b>	<b>Includes:</b> investigation reports, photographs, pictures, video surveillance, offender follow-up	Active Period 10 Years Destroy
<b>ENF 25</b>	<b>Licenses</b>	<b>Includes:</b> application and issuing of business licenses and animal licenses	Year End 7 Years Destroy
<b>ENF 30</b>	<b>Bylaw Enforcement</b>	<b>Includes:</b> enforcement violations in regards to traffic, business, animal, occupancy capacity, and unsatisfactory inspections involving bylaw enforcement	Active Period 7 Years Destroy
<b>ENF 35</b>	<b>Unpaid Tickets</b>	<b>Includes:</b> unpaid tickets issued for Town of Olds bylaw violations	Active Period 7 Years Destroy
<b>ENF 40</b>	<b>Warrants</b>	<b>Includes:</b> warrants issued for bylaw enforcement	Active Period 10 Years Destroy
<b>EMERGENCY MANAGEMENT (EMG)</b>			
<b>EMG 10</b>	<b>Emergency Management</b>	<b>Includes:</b> general correspondence of functions for Municipal Enforcement	Year End 2 Years Destroy
<b>EMG 20</b>	<b>Emergency Planning</b>	<b>Includes:</b> contingency plans for operations in earthquake, flood, train derailment, tornado, pandemic, bomb threat, act of terrorism, and other disasters	Active Period 7 Years Destroy
<b>EMG 25</b>	<b>Major Situations/Disasters (Case Files)</b>	<b>Includes:</b> Emergency Operations Centre (EOC) records, photographs, pictures, correspondence, news releases, briefing notes, action plans, staff scheduling, cost estimates, follow up reports, and all other records pertaining to case file	Active Period 10 Years Archival Review

Read for a First time this 11<sup>th</sup> day of June, 2018.

Read for a second time this 11<sup>th</sup> day of June, 2018.

Given unanimous consent for third reading this 11<sup>th</sup> day of June, 2018.

Read for a third and final time this 11<sup>th</sup> day of June, 2018.

  
Michael Muzychka,  
Mayor

  
Michael Merritt  
Chief Administrative Officer

SIGNED by the Chief Elected Officer and Chief Administrative Officer this 11<sup>th</sup> day of June, 2018.

**Bylaw No. 99-014**

BEING A BYLAW OF THE TOWN OF OLDS, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF THE **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIP)**.

NOW THEREFORE THE COUNCIL OF THE TOWN OF OLDS, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

**PART 1 – PURPOSE, DEFINITIONS AND INTERPRETATION**

101. The purpose of the Bylaw is to establish the administrative structure of the Town of Olds in relation to the ***Freedom of Information and Protection of Privacy Act***, and to set fees thereunder.

102. In this Bylaw, unless the context otherwise requires:

‘**ACT**’ means the Freedom of Information and Protection of Privacy Act, S. A. 1994, c.F-18.5;

‘**APPLICANT**’ means a person who makes a request for access to a record under Section 7(1) of the Act;

‘**MUNICIPALITY**’ means the Town of Olds and includes any board, committee, commission, panel, agency or corporation that is created or owned by the Town of Olds and all the members or officers of which are appointed or chosen by the Town of Olds;

‘**CHIEF ADMINISTRATIVE OFFICER**’ means the person appointed as the Chief Administrative Officer of the Town of Olds and includes any person who holds the position of Chief Administrative Officer in an Acting capacity;

‘**PROVINCE**’ means the Province of Alberta.

**PART 2 – DESIGNATED HEAD**

103. For the purpose of the Act, the Chief Administrative Officer is designated as the Head of the Municipality.

**PART 3 - FEES**

104. Where an Applicant is required to pay a fee for services, the fee payable is in accordance with the Freedom of Information and Protection of Privacy Regulation, AR 200/95, as amended from time-to-time or any successor Regulation that sets fees for requests for information from the Province.

**PART 4 - GENERAL**

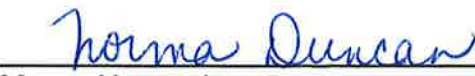
105. The Bylaw comes into effect October 01<sup>st</sup>, 1999.
106. Where a request for information was given and not disposed of before the coming into force of this Bylaw, the request is deemed to be a request made on October 01<sup>st</sup>, 1999, under the provision of the Act.

Read a first time the 27<sup>th</sup> day of September 1999 on a motion made by  
Councillor Bull.  
Motion Carried

Read a second time the 27<sup>th</sup> day of September 1999 on a motion made by  
Councillor Bodnar.  
Motion Carried

Unanimous consent granted to consider third reading on the 27<sup>th</sup> day of  
September 1999 on a motion made by Councillor Fritz.  
Motion Carried

Read a third and final time the 27<sup>th</sup> day of September 1999 on a motion made by  
Councillor Peterman.

  
\_\_\_\_\_  
Mayor Norma Lea Duncan

  
\_\_\_\_\_  
Doug Plamping, Interim CAO

Date of signature(s): 99 October 12th

(Consolidated up to 15/99)

**ALBERTA REGULATION 200/95**

**Freedom of Information and  
Protection of Privacy Act**

**FREEDOM OF INFORMATION AND  
PROTECTION OF PRIVACY REGULATION**

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Schedules

Interpretation

**1(1)** In this Regulation,

(a) "Act" means the *Freedom of Information and Protection of Privacy Act*;

(b) "directory" means the directory published under section 82 of the Act.

(2) For the purposes of section 1(1)(p)(ii) of the Act, an agency, board, commission, corporation, office or other body listed in Schedule 1 is considered to be a public body.

(3) For the purposes of the Act, "enactment of Alberta" means an Act or a regulation or any portion of an Act or regulation and includes a directive issued by the Treasury Board.

AR 200/95 s1;96/96

Making requests

**2(1)** Public bodies must make public in the directory and in other reasonable ways



(a) the addresses of all offices authorized to receive requests made to the public body, and

(b) the various methods by which those offices can receive requests.

(2) A request may be delivered to any office of the public body during normal business hours of that office, but the time limit for responding to the request does not commence until the request is received in an office authorized to receive requests.

(3) When a request is received in an office not authorized to accept it, that office must forward it to an authorized office by the fastest means available.

Responding to a request

**3** Where a person is given access to a record, the head of the public body may require that the person be given a copy of the record, rather than the opportunity to examine it, if the head is of the opinion that

(a) providing for examination of the record would unreasonably interfere with the operations of the public body, or

(b) providing examination of the record might result in the disclosure of information that is restricted or prohibited from disclosure under section 5 of the Act or Part 1, Division 2 of the Act.

Oral requests

**4** An applicant may make an oral request for access to a record if

(a) the applicant's ability to read or write English is limited, or

(b) the applicant has a physical disability or condition that impairs the applicant's ability to make a written request.

Disclosure of health care information

**5(1)** The head of a public body may disclose information relating to the mental or physical health of an individual to a medical or other expert for an opinion on whether disclosure of this information could reasonably be expected to result in grave and immediate harm to the individual's safety or mental or physical health.

(2) A medical or other expert to whom information is disclosed under subsection (1) must not use the information except for the purposes described in that subsection.

(3) The head of the public body must require a medical or other expert to whom information will be disclosed under this section to enter into an agreement relating to the confidentiality of the information.

(4) If a copy of a record containing information relating to the mental or physical health of an individual is given to a medical or other expert for examination, the medical or other expert must, after giving the opinion referred to in subsection (1), return the copy of the record to the head of the public body or dispose of it in accordance with an agreement under subsection (3).

(5) The head of the public body that has custody or control of the record may require that an applicant who makes a request for access to a record containing information relating to the applicant's mental or physical health must examine the information in person, and may not examine the record until a medical or other expert or a member of the applicant's family or some other person approved by the head of the public body is present to clarify the nature of the record and to assist the applicant in understanding the information in the record.

Consent to the  
disclosure of  
personal  
information

**6** The consent of an individual to a public body's using or disclosing any of the individual's personal information under sections 37(b) or 38(1)(c) of the Act

(a) must be in writing, and

(b) must specify to whom the personal information may be disclosed and how the personal information may be used.

AR 200/95 s6;170/98

Disclosure for  
audit purposes

**7** Personal information may be disclosed to persons who are employees of a public body, including a person retained under a contract to perform services for the public body, in order to carry out a formal and methodological examination or review of a program, portion of a program or activity that includes personal information about individuals, provided such examination or review is sanctioned by statute, regulation or public policy relating to the public body.

AR 200/95 s7;170/98

Researcher  
agreements

**8** An agreement under sections 40 and 41 of the Act must include the following:

(a) that the person may use the personal information only for a research purpose set out in the agreement or for which the person has written authorization from the public body;

(b) the names of any other persons who will be

given access to the personal information;

(c) that, before disclosing personal information to persons referred to in clause (b), the person must enter into an agreement with those persons to ensure that they will adhere to the same policies and procedures of confidentiality as described in section 40(d) of the Act;

(d) that the person must keep the personal information in a secure location to which access is given only to the persons referred to in clause (b);

(e) that the person must remove or destroy all individual identifiers in the personal information by the date and in the manner specified in the agreement;

(f) that the person must not contact any individual to whom the personal information relates, directly or indirectly, without the prior written authority of the public body;

(g) that the person must ensure that no personal information will be used or disclosed in a form in which the individual to whom it relates can be identified without the written authority of the public body;

(h) that the person must ensure that identifiable personal information about an individual is not used for an administrative purpose directly affecting the individual;

(i) that the person must notify the public body in writing immediately if the person becomes aware that any of the conditions set out in the agreement have been breached;

(j) that, if a person fails to meet the conditions of the agreement, the agreement may be immediately cancelled and that the person may be guilty of an offence under section 86(1) of the Act.

#### Fees

**9** Where an applicant is required to pay a fee for services, the fee is payable in accordance with sections 10, 11, 12 and 13.

#### Fees for non-personal information

**10(1)** This section applies to a request for access to a record that is not a record of the personal information of the applicant.

(2) An applicant is required to pay

(a) an initial fee of \$25 when a non-continuing request is made, or

(b) an initial fee of \$50 when a continuing request is made.

(3) Processing of a request will not commence until the initial fee has been paid.

(4) In addition to the initial fee, fees in accordance with Schedule 2 may be charged if the amount of the fees, as estimated by the public body to which the request has been made, exceeds \$150.

(5) Where the amount estimated exceeds \$150, the total amount is to be charged.

(6) A fee may not be charged for the time spent in reviewing a record.

AR 200/95 s10; 182/97

Fees for personal  
information

**11(1)** This section applies to a request for access to a record that is a record of the personal information of the applicant.

(2) Only fees for copying in accordance with item 6 of Schedule 2 may be charged if the amount of the fees as estimated by the public body to which the request has been made exceeds \$10.

(3) Where the amount estimated exceeds \$10, the total amount is to be charged.

Estimate of fees

**12(1)** An estimate provided under section 87(3) of the Act must set out

(a) the time and cost required

(i) to search, locate and retrieve the record;

(ii) to prepare the record for disclosure;

(a.1) the cost of copying the record;

(b) the cost of computer time involved in locating and copying a record or, if necessary, re-programming to create a new record;

(c) the cost of supervising an applicant who wishes to examine the original record, when applicable;

(d) the cost of shipping the record or a copy of the record.

(2) An estimate for access to a record of the personal information of

the applicant need only include the time and cost of copying the record.

(3) In the case of a continuing request, the estimate is to include the total fees payable over the course of the continuing request.

(4) An applicant has up to 20 days to indicate if the fee estimate is accepted or to modify the request to change the amount of fees assessed.

AR 200/95 s12;182/97

Payment of fees

**13(1)** Processing of a request ceases once a notice of estimate has been forwarded to an applicant and recommences immediately on

(a) the receipt of an agreement to pay the fee, and

(b) the receipt of at least 50% of any estimated fee that exceeds \$150.

(2) The balance of any fee owing is payable at the time the information is delivered to the applicant.

(3) Fees, other than an initial fee, or any part of those fees will be refunded if the amount paid is higher than the actual fees required to be paid.

(4) In the case of a continuing request, the portion of the estimate applicable to each delivery of the request

(a) must be paid at the time of delivery, and

(b) is to be used to calculate any required payment under subsection (1).

Notice of  
Disclosure

**14** For the purposes of section 31(4) of the Act, the notice of disclosure must be in the form set out in Schedule 3.

Acts to prevail

**15(1)** The following provisions prevail despite the *Freedom of Information and Protection of Privacy Act*:

(a) *Alberta Evidence Act*, section 9;

(a.1) *Alcohol and Drug Abuse Act*, section 8;(b)  
*Child Welfare Act*, sections 66(6) and (8), 91(4);

(c) *Credit Union Act*, section 16;

(d) *Electric Utilities Act*, section 70(a);

(e) *Environmental Protection and Enhancement Act*, section 33(4) to (9);

(f) *Loan and Trust Corporations Act*, section 257;

(g) *Maintenance Enforcement Act*, section 11(3);

(h) *Securities Act*, sections 31, 34, 118(2), (3) and (4), and 192(4), (5), (6) and (7);

(i) *Statistics Bureau Act*, section 8;

(j) *Wills Act*, section 52.

(2) The following Acts and the regulations made under them prevail despite the *Freedom of Information and Protection of Privacy Act*:

(a) *Alberta Health Care Insurance Act*;

(b) *Ambulance Services Act*;

(c) *Blind Persons' Rights Act*;

(d) *Cancer Programs Act*;

(e) *Emergency Medical Aid Act*;

(f) *Government Organization Act*, Schedule 7;

(g) *Health Facilities Review Committee Act*;

(h) *Health Foundations Act*;

(i) *Health Insurance Premiums Act*;

(j) *Hospitals Act*;

(k) *Human Tissue Gift Act*;

(l) *Lloydminster Hospital Act*;

(m) *Mental Health Act*;

(n) *M.S.I. Foundation Act*;

(o) *Nursing Homes Act*;

(p) *Personal Directives Act*;

(q) *Premier's Council on the Status of Persons with Disabilities Act*;

(r) *Provincial Health Authorities of Alberta Act*;

(s) *Public Health Act*;

(t) *Regional Health Authorities Act*.

(3) Subsection (1)(a), (c), (d), (e) and (f) are repealed on October 1, 1999.

(4) Subsection (2) is repealed on October 1, 1999.

AR 182/97 s4;170/98;208/98

Mines and  
Minerals Act and  
Natural Gas  
Marketing Act

**16(1)** Section 49(1) of the *Mines and Minerals Act* prevails despite the *Freedom of Information and Protection of Privacy Act* with respect to any record, return or information obtained under the *Mines and Minerals Act* that would reveal geological work or geophysical work or allow any person to have access to any record, return or information obtained under the *Mines and Minerals Act* that would reveal geological work or geophysical work.

(2) Section 49(1) of the *Mines and Minerals Act* prevails despite the *Freedom of Information and Protection of Privacy Act* with respect to information that

(a) was obtained on a royalty return,

(b) appears on a royalty account, invoice or statement,

(c) was obtained for the purposes of determining or verifying royalty liability or collecting royalty, or

(d) was obtained for the purposes of determining, prescribing or verifying an amount, factor or other component that is used to calculate royalty.

(3) Section 155 of the *Mines and Minerals Act* prevails despite the *Freedom of Information and Protection of Privacy Act* but does not prevail with respect to reports, plans, maps, surveys, logs and other data filed with or surrendered to the Department pursuant to the regulations that can be made available to the public after one year of the termination or cancellation of a licence.

(4) Section 15(1) of the *Natural Gas Marketing Act* prevails despite the *Freedom of Information and Protection of Privacy Act* with respect to information obtained under Part 4 of the *Natural Gas Marketing Act* used for

(a) determining or verifying royalty liability or collecting royalty, or

(b) determining, prescribing or verifying an amount, factor or other component that is used to calculate royalty.

(5) In this section,

(a) "geological work" means reporting, advising, evaluating, interpreting, geological surveying, sampling or examining lithological, palaeontological, petrophysical or geochemical information related to any activity

(i) that is aimed at the discovery or development of minerals or water, or

(ii) that is aimed at the investigation of geological conditions,

and that requires the application of the principles of the geological sciences;

(b) "geophysical work" means geophysical reporting on, advising on, acquiring, processing, evaluating or interpreting geophysical data or geophysical surveying that relates to any activity

(i) that is aimed at the discovery or development of minerals or water, or

(ii) that is aimed at the subsurface investigation of the earth,

and that requires the application of the principles of the geophysical sciences;

(c) "mineral" means mineral as defined in the *Mines and Minerals Act*;

(d) "royalty" means royalty reserved to the Crown in right of Alberta on a mineral;

(e) "royalty return" means a report or other record obtained under the *Mines and Minerals Act* or under an agreement authorized by an order in council under section 9 of that Act that is used to determine or verify royalty liability or to collect royalty.

(6) Subsections (1), (2), (4) and (5) are repealed on October 1, 1999.  
AR 182/97 s4



Regulations to  
prevail

**17(1)** Subject to subsection (2), the following provisions prevail despite the *Freedom of Information and Protection of Privacy Act*:

(a) *Adoption Regulation* (AR 3/89), sections 35(2), 36 and 43(2)(e);

(b) *Chemical Hazards Regulation* (AR 393/88), sections 31, 32 and 33;

(c) *Coal Conservation Regulation* (AR 270/81), sections 51, 52, 56, 57, 58 and 59(2);

(d) *Joint Standards Directorate Regulation* (AR 161/88), section 5(3);

(e) *Metallic and Industrial Minerals Exploration Regulation* (AR 95/91), section 42(1);

(f) *Metallic and Industrial Minerals Regulation* (AR 66/93), section 15(3);

(g) *Metis Settlements Land Registry Regulation* (AR 361/91), sections 68(3) and 92(3);

(h) *Oil and Gas Conservation Regulations* (AR 151/71), sections 12.150(4), (5), (6), (7), (8) and (8.1);

(i) *Oil Sands Conservation Regulation* (AR 76/88), section 15(2), (6) and (7);

(j) *Student Evaluation Regulation* (AR 40/89), section 7(2)(c).

**(2)** Subsection (1)(e) does not prevail with respect to information contained in a preliminary plan, final plan or assessment work report after one year has expired from the date that the plan or report was received by the Government.

AR 182/97 s4

Meeting in  
absence of the  
public

**18(1)** A meeting of a local public body's elected officials, governing body or committee of its governing body may be held in the absence of the public only if the subject-matter being considered in the absence of the public concerns

(a) the security of the property of the local public body,

(b) personal information of an individual, including an employee of a public body,

(c) a proposed or pending acquisition or

disposition of property by or for a public body,

(d) labour relations or employee negotiations,

(e) a law enforcement matter, litigation or potential litigation, including matters before administrative tribunals affecting the local public body, or

(f) the consideration of a request for access for information under the *Freedom of Information and Protection of Privacy Act* if the governing body or committee of the governing body is itself designated as the head of the local public body for the purposes of the *Freedom of Information and Protection of Privacy Act*,

and no other subject-matter is considered in the absence of the public.

(2) Subsection (1) does not apply to a local public body if another Act

(a) expressly authorizes the local public body to hold meetings in the absence of the public, and

(b) specifies the matters that may be discussed at those meetings.

AR 161/98 s2

## **SCHEDULE 1**

### **ADVANCED EDUCATION AND CAREER DEVELOPMENT**

Advanced Education Foundations

-University of Alberta 1991 Foundation

-Athabasca University Foundation

-University of Calgary Foundation

-University of Lethbridge Foundation

-Banff Centre Foundation

-Public Colleges Foundation of Alberta

-Technical Institutes Foundation of Alberta

-Non-Profit Private Colleges Foundation

Alberta Apprenticeship and Industry Training Board

Alberta Council on Admissions and Transfer

Alberta Heritage Scholarship, fellowship or prize selection

committees under section 4 of the Alberta Heritage Scholarship Act

Appeal Boards appointed under Part 4 of the Apprenticeship and

Industry Training Act  
 Apprenticeship Committees - local and provincial  
 Personnel Administration Office  
 -Government of Alberta Dental Plan Trust  
 -Government Employees Group  
 Extended Medical Benefits Plan Trust  
 Private Colleges Accreditation Board  
 Private Vocational Schools Advisory Council  
 Students Finance Appeal Committees appointed  
 under section 7  
 of the Government Organization Act  
 Students Finance Board  
 Applied Degree Evaluation Advisory Committee  
 Intellectual Infrastructure Partnership Program  
 Review Team  
 Learning Enhancement Envelope Advisory  
 Committee

### **AGRICULTURE, FOOD AND RURAL DEVELOPMENT**

Alberta Agricultural Research Institute  
 Alberta Dairy Control Board  
 Alberta Grain Commission  
 Agricultural Development Committees  
 Agricultural Products Marketing Council  
 Agriculture Financial Services Corporation  
 Board of Trustees of the Wheat Board Money Trust  
 Committees formed under section 7 of the  
 Government  
 Organization Act  
 -Agricultural Lease Review Committee  
 -Alberta Environmentally Sustainable Agricultur  
 (AESA) Council and subcommittees  
 -Alberta Mastitis Committee  
 -Centralized Milk Testing Advisory Committee  
 -Hall of Fame Selection Committee  
 -Irrigation Act Review Committee  
 Dairy Manufacturing Plant Licensing Advisory  
 Board  
 Farmers' Advocate  
 Farm Implement Board  
 Irrigation Council  
 Irrigation Appeal Tribunal  
 Land Compensation Board  
 Meat Inspection Advisory Committee  
 Production Animal Medicine Advisory Committee  
 Selected Operational and Advisory Committees  
 formed under  
 various Federal or Provincial Agreements  
 Surface Rights Board

## **COMMUNITY DEVELOPMENT**

Alberta Alcohol and Drug Abuse Commission  
Alberta Foundation for the Arts  
Alberta Historical Resources Foundation  
Alberta Human Rights and Citizenship Commission  
Alberta Order of Excellence Council  
Alberta Sport, Recreation, Parks and Wildlife  
Foundation  
Government House Foundation  
Seniors Advisory Council for Alberta  
Wild Rose Foundation

## **ECONOMIC DEVELOPMENT**

Alberta Economic Development Authority  
Alberta Gaming and Liquor Commission  
Alberta Motion Picture Development Corporation  
Alberta Opportunity Company  
Appeal Tribunal established under section 23 of the  
Alberta Racing Corporation Act

## **EDUCATION**

Alberta Teachers' Retirement Fund Board  
Attendance Board  
Board of Reference  
Certification Appeal Committee  
Competency Review Appeal Committee  
Competency Review Panel  
Complainant Appeal Committee  
Council on Alberta Teaching Standards  
School Buildings Board  
Special Needs Tribunal  
Teaching Profession Appeal Board

## **ENERGY**

Alberta Energy and Utilities Board  
Alberta Oil Sands Technology and Research  
Authority  
Alberta Petroleum Marketing Commission  
Electric Utilities Act Advisory Committee  
Energy Research Council  
Freehold Mineral Rights Tax Appeal Board

**ENVIRONMENTAL PROTECTION**

Bow River Water Quality Council  
Environmental Appeal Board  
Natural Resources Conservation Board  
Special Waste Management Corporation

**EXECUTIVE COUNCIL**

Northern Alberta Development Council  
Public Affairs Bureau

**FAMILY AND SOCIAL SERVICES**

Appeal Panels appointed under the Assured Income  
for the  
Severely Handicapped Act  
Appeal Panels appointed under the Child Welfare  
Act  
Appeal Panels appointed under the Dependent  
Adults Act  
Appeal Panels appointed under the Social Care  
Facilities  
Licensing Act  
Appeal Panels appointed under the Social  
Development Act  
Appeal Panels appointed under the Widows'  
Pension Act  
Child and Family Services Authorities established  
under the Child and Family Services Authorities Act  
Provincial Board established under the Persons with  
Developmental Disabilities Community  
Governance Act  
Social Care Facilities Review Committee

**INTERGOVERNMENTAL AND ABORIGINAL AFFAIRS**

Metis Settlements Transition Commission  
Metis Settlements Appeal Tribunal

**HEALTH**

Alberta Advisory Committee on AIDS  
Alberta Aids to Daily Living Benefits and  
Extended Health  
Benefits Appeal Panels

Alberta Breast Screening Policy Council  
Alberta Health Facilities Review Committee  
Ambulance Advisory and Appeal Board  
Health (Crown) Foundations  
Hospital Privileges Appeal Board  
Incentive Payments Steering Committee  
Management Committee for the Northern River  
Basins Human  
Health Monitoring Program  
Mental Health Patient Advocate  
Provincial Health Council of Alberta  
Provincial Renal Program Advisory Committee  
Public Health Advisory and Appeal Board  
Review Panels appointed under the Mental Health  
Act  
Rural Physician Action Plan Co-ordinating  
Committee  
Alberta Cancer (Crown) Foundation  
Calgary Health (Crown) Foundation  
Capital Health (Crown) Foundation  
Chinook Health Region (Crown) Foundation  
Headwaters Health Authority (Crown)  
Foundation  
Health Region #6 (Crown) Foundation  
Keeweenaw Lakes (Crown) Foundation  
Northwestern Health Services (Crown)  
Foundation  
Peace Health (Crown) Foundation  
Health Professionals Expert Panel  
Out-of-Country Health Services Appeal Panel  
Out-of-Country Health Services Committee  
Premier's Council on the Status of Persons with  
Disabilities  
Senior Reference Committee  
Advisory Committee on the Usage of Blood, Blood  
Products and their Alternatives in Alberta  
Crossroads Transition Steering Committee  
Health Information Protection Act Steering  
Committee  
Long Term Care Review Policy Advisory  
Committee  
MRI/CT Diagnostic Imaging Provincial Task Force  
Population-Based Funding Implementation  
Committee  
Province-Wide Services Advisory Committee  
Technical Coordinating Group

## **JUSTICE**

Criminal Injuries Appeal Board

Fatality Review Board  
Law Enforcement Review Board  
Victims of Crime Programs Committee

**LABOUR**

Board of Examiners for Dental Mechanics  
Board of Examiners in Podiatry  
Combined Laboratory and X-Ray Technician  
Committee  
Council on Professions and Occupations  
Dental Disciplines Advisory Committee  
Electrical Board of Examiners  
Eye Care Disciplines Advisory Committee  
Health Disciplines Board  
Joint Standards Directorate  
Labour Relations Board  
Mental Deficiency Nurses Committee  
Occupational Health and Safety Council  
Radiation Health Advisory Committee  
Safety Codes Council  
Workers' Compensation Board  
Workers' Compensation Board Appeals  
Commission  
Acupuncture Committee  
Board of Examiners for Mines  
Midwifery Committee

**MUNICIPAL AFFAIRS**

Alberta Social Housing Corporation  
Debtors' Assistance Board  
Alberta Funeral Services Regulatory Board  
Municipal Government Board  
Special Areas Board

**MINISTER RESPONSIBLE FOR SCIENCE,  
RESEARCH AND INFORMATION TECHNOLOGY**

Alberta Heritage Foundation for Medical Research  
Alberta Research Council  
Science and Research Authority

**TRANSPORTATION AND UTILITIES**

Alberta Motor Transport Board  
Alberta Resources Railway Corporation

Driver Control Board

**TREASURY**

Alberta Automobile Insurance Board  
Alberta Government Telephones Commission and  
subsidiaries  
Alberta Insurance Council  
Alberta Municipal Financing Corporation  
Alberta Pensions Administration Corporation  
Alberta Securities Commission  
Alberta Securities Commission Policy Advisory  
Committee  
Alberta Treasury Branches  
Credit Union Deposit Guarantee Corporation  
Gainers Inc. and subsidiaries  
General Insurance Council  
Insurance Adjusters' Council  
Insurance Appeal Board  
Life Insurance Council  
Local Authorities Pension Plan Board of Trustees  
N.A. Properties (1994) Ltd. (amalgamates 354713  
Alberta Ltd.,  
391760 Alberta Ltd. and S.C. Properties Ltd.)  
Management Employees Pension Board  
Public Service Pension Board  
Special Forces Pension Board  
Universities Academic Pension Board  
Alberta Intermodal Services Ltd.  
Chemiomed Ltd.

AR 200/95 Sched.1;96/96;182/97;161/98;170/98;15/99

**SCHEDULE 2**

**FREEDOM OF INFORMATION AND PROTECTION  
OF PRIVACY ACT: FEES SCHEDULE**

The amount of the fees set out in this Schedule are the maximum  
amounts that can be charged to applicants.

- |          |   |                                    |
|----------|---|------------------------------------|
| <b>1</b> | For locating and retrieving a<br>record             | \$6.75 per ¼ hr.                   |
| <b>2</b> | For producing a record from<br>an electronic record |                                    |
| (a)      | Computer processing and<br>related charges          | Actual amount<br>charged to public |



		body
(b)	Computer programming	\$10.00 per ¼ hr.
<b>3</b>	For preparing and handling a record for disclosure	\$6.75 per ¼ hr.
<b>4</b>	For supervising the examination of a record	\$6.75 per ¼ hr.
<b>5</b>	For shipping a record or a copy	Actual amount incurred by public body
<b>6</b>	For copying a record:	
(a)	photocopies, hard copy laser print and computer printouts	\$0.25 per page
(b)	floppy disks	\$10.00 per disk
(c)	computer tapes	\$55.00 per tape
(d)	microfiche (diaz film)	\$0.50 per fiche
(e)	duplication of 16mm microfilm	\$25.00 per roll
(f)	duplication of 35mm microfilm	\$32.00 per roll
(g)	duplication microfilm or microfiche to paper	\$ 2.00 per page
(h)	photographs (colour or black and white from negative)	\$10.00
	(i)4" X 5"	\$13.00
	(ii)5" X 7"	\$19.00
	(iii)8" X 10"	\$26.00
	(iv)11" X 14"	\$40.00
	(v)16" X 20"	\$0.50 per sq. ft.
	(i)plans and blueprints	\$2.00 per slide
	(j)duplication of slide	\$5.00 per tape
	(k)duplication of audio cassette	\$20.00 per tape
	(l)duplication of video cassette (¼", ½" or 8mm - 1 hour)	

(m) duplication of video cassette (1/4", 1/2" or 8mm - 2 hour)	\$25.00 per tape
(n) duplication of video cassette (3/4" - 30 minutes)	\$18.00 per tape
(o) duplication of video cassette (3/4" - 1 hour)	\$23.00 per tape
(p) any other media not listed above	Actual cost to public body

### SCHEDULE 3

[date]

[third party's name and address]

#### **Notice of Disclosure of Information under the Freedom of Information and Protection of Privacy Act, section 31(4)**

[Name of public body] has disclosed  
information that relates to you in compliance with the requirements  
of section 31 of the Freedom of Information and Protection of  
Privacy Act. This Act requires a public body to disclose:

(1) information about a risk of significant harm  
to the environment, to the health or safety of the  
public, of a group of people, or of a person, or

(2) information the disclosure of which is, for  
any other reason, clearly in the public interest.

The information disclosed is [Explain the information. Provide a  
copy of the record if a record exists. Explain why section 31 applies  
to the information.]. This decision was made by [name, job title]

Signed: [name]  
[phone number, address]



## **POLICIES AND PRIORITIES COMMITTEE REPORT**

Date: July 4, 2023  
Author: Chylla Nault, Executive Support- CAO & Council  
Department: Office of the Chief Administrative Officer (OCAO)  
SUBJECT: Chief Administrative Officer's Report

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### **COUNCIL DIRECTION**

Accept the report as presented.

### **BACKGROUND**

CAO Williams will provide a verbal update to the council on recent administrative items.

### **ATTACHMENTS**

n/a