



AGENDA

Strategic Planning Council Committee of the Whole

9:00 AM - Monday, June 22, 2026

Council Chambers, 4340 – 47 Avenue, Rocky Mountain House, AB

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1. CALL TO ORDER	
2. ADOPTION OF AGENDA	
3. ADOPTION OF MINUTES	
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4. DELEGATIONS	
4.1. 9:00 a.m. - Delegation - Alberta Animal Services	6 - 28
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7. PLANNING & DEVELOPMENT	
7.1. Discussion on Proposed Amendments to Development Node ASPsSaunders- Alexo and Whitegoat Lakes	92 - 93
8. PUBLIC WORKS	
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8.2. Solid Waste and Recycling Master Management Plan Overview and Central Transfer Station Options Analysis - Budget 2027	100 - 137
9. ADJOURNMENT	



MINUTES

Strategic Planning Council Committee of the Whole Meeting

9:00 AM - Monday, May 25, 2026
Council Chambers, 4340 – 47 Avenue,
Rocky Mountain House, AB

**COUNCIL
PRESENT:**

Reeve Jordon Northcott
Deputy Reeve Drew McKay
Councillor Breanne Powell
Councillor Hazen Letwin
Councillor Tyler McCauley
Councillor Bryan Cermak
Councillor Lorne Humphrey

**ADMINISTRATION
PRESENT:**

Chief Administrative Officer, Rick Emmons
Director, Agriculture & Community Services, Bettina van Nieuwkerk
Acting Director, Kim Gilham
Director, Public Works Operations, Kurt Magnus
Director, Public Works Infrastructure, Erik Hansen
Finance Manager, Rhonda Serhan
Legislative Services Coordinator, Tracy Haight
Community Services Supervisor, Sydney Graham
Heritage & Culture Supervisor, Whitney Wedman
Senior Planner, Dustin Bisson
Planner, Adrian Clarke
Economic Development Officer, Jerry Pratt
Health & Safety Supervisor, Steve Maki
Health & Safety Technician, Fallon Johnson
Gravel Roads Supervisor, Hugh Leslie
Project Technologist, Shawn Hou
Capital Project Supervisor, Kate Reglin
Recording Secretary, Jana Thomson

1. CALL TO ORDER

Reeve Northcott called the meeting to order at 9:02 a.m.

2. ADOPTION OF AGENDA

2.1. Adoption of the Agenda

RES-306-2026 Motion by Deputy Reeve Drew McKay that the May 25, 2026 Strategic Planning Council Committee of the Whole meeting agenda be approved as presented.
CARRIED

3. ADOPTION OF MINUTES

3.1. Adoption of Minutes

RES-307-2026 Motion by Councillor Hazen Letwin that the March 23, 2026 Strategic Planning Council Committee of the Whole meeting minutes be approved as circulated.
CARRIED

4. AGRICULTURE & COMMUNITY SERVICES

4.1. Condor Trail

RES-308-2026 Motion by Deputy Reeve Drew McKay that the Committee direct administration to proceed with the work to make the first half mile of the trail in Condor ready for users, excluding lighting, and include the second half mile in budget 2027.
CARRIED

Councillor Humphrey joined the meeting at 11:18 a.m.

4.2. Animal Control Bylaw

RES-309-2026 Motion by Reeve Jordon Northcott that the Committee direct administration to request a delegation with Alberta Animal Services at a future Strategic Planning Committee meeting.
CARRIED

5. PLANNING & DEVELOPMENT

5.1. Approaches to Business Licensing for Clearwater County

RES-310-2026 Motion by Deputy Reeve Drew McKay that the Committee recommends Council proceed with status quo regarding business licensing.
WITHDRAWN

RES-311-2026 Motion by Councillor Bryan Cermak that the Committee recommends Council direct administration to develop a low fee or no fee business registration process.
DEFEATED

RES-312-2026 Motion by Councillor Hazen Letwin that the Committee direct administration to proceed with status quo regarding business licensing.
CARRIED

5.2. Economic Development Strategy

RES-313-2026 Motion by Reeve Jordon Northcott that the Committee rescind the 2019 Economic Development Strategy.

Councillor Cermak requested a recorded vote.
Councillors Powell, Letwin, McKay, and Northcott voted in favor of the motion
Councillors McCauley and Cermak voted in opposition.
CARRIED

6. OFFICE OF THE CAO

6.1. Health and Safety Policies (Template Alignment and Legislative Updates)

RES-314-2026 Motion by Councillor Lorne Humphrey that the Strategic Planning Council Committee of the Whole recommend that Council approve HS-2001 Employee Vaccination Policy, HS-2002 Working Alone Policy, HS-2003 Incident Reporting to Council Policy and HS-2004 Incident Reporting Policy as presented.
CARRIED

6.2. Draft Protection of Privacy Policy

RES-315-2026 Motion by Councillor Lorne Humphrey that the Committee adopt the draft *Council-007 Protection of Privacy Policy* and recommend that Council adopt the policy at the June 9, 2026 Regular Council Meeting and include it within the *June 2026 Clearwater County Privacy Management Program* document.
CARRIED

7. PUBLIC WORKS

7.1. Gravel Road Network Maintenance Operations Program Review

RES-316-2026 Motion by Councillor Breanne Powell that the Committee receives the Gravel Road Network Maintenance Operations Program Review as information as presented.
CARRIED

7.2. Clearwater County Bylaw Review - Bylaw 26/090 Repeal of Obsolete or Redundant Bylaw

RES-317-2026 Motion by Councillor Tyler McCauley that the Committee recommends Council grant first, second and third readings of Bylaw 26/090 for the purpose of repealing obsolete or redundant Village of Caroline Bylaw 350.
CARRIED

RES-318-2026 Motion by Councillor Lorne Humphrey that the Committee enter closed session to discuss Campground Agreement Updates; ATIA s.19 Disclosure Harmful to Business Interests of a Third Party at 1:07 p.m.
CARRIED

8. CLOSED SESSION*

* For discussions relating to and in accordance with: a) the *Municipal Government Act*, Section 197 (2) and b) the *Access to Information Act* and *Protection of Privacy Act*.

COUNCIL Reeve Jordon Northcott
PRESENT: Deputy Reeve Drew McKay
Councillor Breanne Powell
Councillor Hazen Letwin
Councillor Tyler McCauley
Councillor Bryan Cermak
Councillor Lorne Humphrey

ADMINISTRATION Chief Administrative Officer, Rick Emmons
PRESENT: Director, Agriculture & Community Services, Bettina van Nieuwkerk
Finance Manager, Rhonda Serhan
Community Services Supervisor, Sydney Graham
Recording Secretary, Jana Thomson

8.1. Campground Agreement Updates; ATIA s.19 Disclosure Harmful to Business Interests of a Third Party

RES-319-2026 Motion by Councillor Tyler McCauley that the Committee return to open session at 2:19 p.m.
CARRIED

9. ADJOURNMENT

9.1. Adjournment

RES-320-2026 Motion by Deputy Reeve Drew McKay that the matters of the May 25, 2026 Strategic Planning Council Committee of the Whole meeting have concluded and the meeting be adjourned at 2:20 p.m.
CARRIED






Reeve

Chief Administrative Officer



Agenda Item Report

Strategic Planning Council Committee of the Whole

AIR Type:	Delegation			
SUBJECT:	9:00 a.m. - Delegation - Alberta Animal Services			
PRESENTATION DATE:	Monday, June 22, 2026			
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Agriculture & Community Services Jana Thomson - Legislative Services Assistant Bettina van Nieuwkerk, Director of Agriculture & Community Services and Rick Emmons, CAO			
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation			
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input checked="" type="checkbox"/> County Bylaw or Policy			
Council Values				
 Economic Prosperity Grow our population and economy by attracting people, investment, businesses, and industry.	 Cooperative Alliances Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.	 Environmental Stewardship Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.	 Community Social Growth Ensure the health and well-being of our communities and its residents.	 Financial Responsibility Reduce the fiscal burden of future Councils, as well as the community, for generations to come.
ATTACHMENTS:				
2026 Draft Animal Control Bylaw CWC Animal Bylaw Subject Matter				

STAFF RECOMMENDATION:

that the Committee receives the 9:00 a.m. - Delegation - Alberta Animal Services presentation as information and provide administration with direction regarding the DRAFT Animal Control Bylaw.

BACKGROUND:

At the May 25, 2026 Strategic Planning Council Committee of the Whole Meeting administration presented a Draft Animal Control Bylaw (as attached) for the Committee to review and provide direction regarding services levels for animal control in the County and Hamlets. You can find the current individual Animal Control Bylaws for Clearwater County and Caroline by clicking [here](#).

The Committee's discussion surrounded the number of cats and dogs permissible in the County and Hamlets, current enforcement levels and costs associated with changing service levels.

Following discussion Council made and carried the following motion:

RES-309-2026 Motion by Reeve Jordon Northcott that the Committee direct administration to request a delegation with Alberta Animal Services at a future Strategic Planning Committee meeting.

Duane Thomas, Director of Operations and Sergeant Michelle Kristian with Alberta Animal Services are here to provide answers to the Committee's questions as discussed at the May 25 meeting.

CLEARWATER COUNTY
BYLAW NUMBER ###/2026

Being a bylaw of Clearwater County, in the Province of Alberta, regarding the regulation, control and confinement of dogs and cats within Clearwater County.

WHEREAS the Municipal Government Act, R.S.A. 2000, c M-26, and amendments thereto, of the Province of Alberta, provides that a Municipal Government may enact a Bylaw respecting wild and domestic animals in relation to them.

WHEREAS the Municipal Government Act, R.S.A. 2000, c M-26, and amendments thereto, of the Province of Alberta, provides that a Municipal Government may pass bylaws for the municipal purposes respecting the safety, health and welfare of people and the protection of people and property.

WHEREAS the Council of Clearwater County wishes to establish regulations for the control of Dogs including the restraint and regulation of Running at Large Dogs within Clearwater County.

WHEREAS the Council of Clearwater County wishes to establish penalties and procedures for non-compliance with the regulations established.

NOW THEREFORE, the Council of Clearwater County in the Province of Alberta, enacts as follows:

1. Title

- a) This Bylaw shall be known as the “Animal Control Bylaw”

2. Definitions

- a) “Act” means the Municipal Government Act, RSA 2000, c M-26 and amendments and includes associated regulations;
- b) “Administration” mean the Chief Administrative Officer (CAO) and all municipal employees under the CAO’s authority.
- c) “Officer” means a person appointed by the County to enforce the provisions of this Bylaw.

- d) “CAO” means the Chief Administrative Officer of Clearwater County or designate.
- e) “Contractor” means a person employed, or under contract, with the County to enforce the provisions of this Bylaw and maintain and administer an impound facility for Dogs.
- f) “Council” means the Council of Clearwater County.
- g) “Dog” means either male or female of the canine family.
- h) “Hamlet” means the hamlets of Condor, Leslieville, Caroline, Condor and Nordegg.
- i) “Municipal Ticket” means a municipal ticket issued on behalf of the County for a violation under this Bylaw.
- j) “Officer” includes and Animal Control Officer, Bylaw Enforcement Officer, Peace Officer and a member of the Royal Canadian Mounted Police.
- k) “Owner” includes any person, partnership, association or corporation:
 - i. Owning, or possessing, or having charge of or control of any Dog;
 - ii. Harboring any Dog;
 - iii. Suffering or permitting any Dog to remain about his or her property;
 - iv. To whom a License for such Dog has been issued by the County.

For the purposes of this bylaw, a Dog can have multiple Owners at any given time as defined by this Bylaw.

- l) “Poultry” means domestic fowl, such as chickens, turkeys, ducks and geese.
- m) “Restricted Covenant” means a legally binding registered agreement on a property title.
- n) “Restricted Dog”, “Vicious Dog” or “Nuisance Dog” means any dog, of any age:

- i. That has been convicted under this bylaw of two (2) separate minor attacks to either a human being or another animal;
 - ii. That has been convicted under this bylaw of one (1) serious or severe injury dog attack (where injury has occurred) to either a human being or another animal; or
 - iii. That has been made the subject of an order under the Dangerous Dog Act.
- o) "Running at Large" means off the premises of the Owner and not on a leash held by a person able to control the Dog.
- p) "Severe Injury" means any physical injury to another domestic animal, poultry, livestock or a person caused by a Dog or Aggressive Dog that results in broken bones or lacerations requiring sutures or cosmetic surgery.
- q) "Threatening Behaviour" means behaviour that creates a reasonable apprehension of a threat of physical injury and may include growling, lunging, snarling or chasing in a menacing fashion.
- r) "Violation Ticket" means a ticket issued pursuant to the provisions of the *Provincial Offences Procedures Act*, RSA 2000, c P-34.

Part I
Licensing of Dogs

3. Requirement for License

- a. The owner of a dog shall obtain a License annually for each dog owned.
- b. The Owner of a Restricted Dog shall obtain a License for the Restricted Dog annually. No person shall while knowing that the dog to be licensed as a Restricted Dog as defined in this bylaw, attempt to license the dog other than as a "Restricted Dog".
- c. This section does not apply to dogs or restricted dogs under the age of six months.

4. Puppy License

- a) The Owner of a Dog or Restricted Dog aged less than 6 months may obtain a Puppy License for the Dog or Restricted Dog by providing the information required to Clearwater County.

5. Application

- a) Before the issue or renewal of a License pursuant to this section the Owner must submit to Clearwater County:
- b) The License fee as established by this Bylaw;
- c) Any additional information as required by Clearwater County.

6. Issue or Renewal

- a) Clearwater County may not issue or renew a License pursuant to this Part unless all or part has been satisfied that:
 - i. At least one person named on the License is 18 years of age;
 - ii. Require proof of spay or neutering;
 - iii. All applicable fees have been paid; and
 - iv. All other required information has been provided

7. Term

- i. The Dog License expires December 31 of each given year and must be renewed prior to the end of January the following year.
- ii. The term of a Puppy License expires upon the Dog or Restricted Dog reaching the age of 6 months.

8. License Fees

- a) The annual License fee for a Dog is set out in Schedule "A"
- b) The annual License fee for a Restricted Dog is set out in Schedule "A"

- c) There is no fee payable for a Puppy License.

9. Display of License Tag

- a) The Owner of any other person having care or control of a Dog or Restricted Dog, shall, at all times when it is off the property of the Owner, ensure it displays the License tag issued by Clearwater County.

Part II

Licensing and Regulation of Cats

10. Requirement for License

- a) The Owner of a Cat shall obtain a License for the Cat.

11. Kitten License

- a) The Owner of a Cat aged less than 6 months may obtain a Kitten License for the Cat by Providing the information required by Clearwater County.

12. Application

- a) Before the issue or renewal of a License pursuant to this Part, the Owner must submit to Clearwater County:
 - i. The License fee as established by this bylaw;
 - ii. Any additional information required by Clearwater County.

13. Issue for Renewal

- a) Clearwater County may not issue or renew a License pursuant to this Part unless satisfied that:
 - i. At least one person named on the License is 18 years of age;
 - ii. All applicable fees have been paid; and
 - iii. All required information has been provided.

14. Term

- a) The Cat License expires December 31 of each given year and must be renewed prior to the end of January the following year.
- b) The term of a Kitten License expires upon the Cat reaching the age of 6 months.

15. License Fees

- a) The annual License fee for a Cat is set out in a Schedule "A"
- b) There is no fee payable for a Kitten License.

16. Display of License Tag

- a) The Owner or any other person having care or control of a Cat, shall, at all times when it is off the property of the Owner, ensure it displays the License tag issued by Clearwater County.

17. Off Property of Owner

- a) The Owner or any other person having care or control of a Cat shall ensure the Cat does not enter onto private property other than that of the Owner;
- b) This section does not apply if the person on charge of the private property consents to the Cat being there.

Part III

Regulations Applying to all Dogs

18. Excessive Barking/Howling

- a) The Owner or any other person having care or control of a Dog, or Restricted Dog, shall ensure it does not bark in a manner that is reasonably likely to annoy or disturb the peace of others.
- b) In determining whether barking is reasonably likely to annoy or disturb the peace of others consideration may be given, but is not limited to the:
 - i. Proximity of the property where the Dog or Restricted Dog resides;
 - ii. Duration of the barking;
 - iii. Time of day and day of the week;
 - iv. Nature and use of the surrounding area; and

19. Running at Large

- a) No Owner shall allow or permit a Dog to run at large within the Municipality. For the purposes of this Bylaw, a Dog is running at large if it is:
 - i. not on the property of its Owner and not under the physical control of a Person by means of a leash; or
 - ii. on any property other than that of its Owner without the consent of the property owner or occupant.

20. Defecation & Urination

- a) No owner shall allow or permit a Dog to defecate on any public or private property other than the property of its Owner and the Owner fails to immediately remove and

properly disposes of such defecation. This provision shall not apply to a registered guide Dog while it is assisting a person who is blind.

- b) No owner shall allow or permit a Dog to urinate on any public or private property other than the property of its Owner, without the permission of that property owner. This provision shall not apply to a registered guide Dog while it is assisting a blind person.

21. Damage to Public or Private Property

No Owner shall allow or permit a Dog to damage, deface, or otherwise interfere with any public or private property. An Owner is responsible for any damage caused by their Dog and shall promptly repair or restore the affected property to its original condition or compensate the property owner for the cost of such repair or restoration. Such compensation shall be in addition to, and not in lieu of, any fines, penalties, or violation tickets issued under this Bylaw.

22. Aggressive Dogs

No Owner shall allow or permit a Dog to chase, threaten, harass, or otherwise act in an aggressive manner toward any Person, domestic animal, bicycle, or motor vehicle.

No Owner shall allow or permit a Dog to attack, bite, or attempt to bite any Person or domestic animal or poultry. An Owner is responsible for ensuring their Dog is kept under control at all times so as to prevent such behaviour.

a) Insurance – Restricted Dog

The Owner of a Restricted Dog shall have liability insurance specifically covering damages for personal injury caused by the Restricted Dog in an amount not less than one million dollars.

b) Off Property of Owner – Restricted Dog

The Owner or any other person having care or control of a Restricted Dog shall, at all times when it is off the property of the owner; have it:

- i. Under control;
- ii. Muzzled; and
- iii. Held on a leash not exceeding 2 meters in length

23. Maximum Number of Dogs

No Owner shall harbour or permit more than the maximum allowable dogs, 6 or more months old, on any land specified below:

- a) The maximum number of dogs is as follows:
 - i. 3 dogs on any land designated as residential, specifically Country Residential (CR), Country Residential Agriculture (CRA), Hamlet Residential (HR), and Manufactured Home Park (MHP).
 - ii. 3 dogs on any land designated as Industrial/Commercial/Institutional.
 - iii. 5 dogs on any land designated as Agricultural (A) or unlimited on any land designated as Agricultural (A).
- b) These provisions do not apply to a veterinary clinic operated by a certified and registered veterinarian or a person with a valid and subsisting development approval from the County for a kennel or small animal breeding facility.
- c) The keeping of Dogs for a commercial purpose shall be in compliance with the requirements associated with Kennels contained in Clearwater County's Land Use Bylaw.
- d) Where a restrictive covenant applies to a parcel of land, the provisions of that covenant shall be complied with in addition to the requirements of this Bylaw.

Caroline

Limit On Dogs, Restricted Dogs and Cats

No person shall keep or have more than four (4) animals that consists of Dogs, Cats, or any combination thereof on any premises with a municipal address in the Village; with the exception that only one (1) Restricted Dog will be allowed as part of the combination on any premises with a municipal address in the Village.

- a. This section does not apply:
 - i. In the case of Dogs, Restricted Dogs or Cats under the age of 6 months;
 - ii. If the person has a valid business license to operate a Small Animal Breeding/Boarding Establishment or the General Business of a pet store;
 - iii. To any veterinary clinic or hospital;

- iv. In the case of premises with a municipal address in the Village on land zoned Agriculture.

Part IV

Regulations Applying to Dogs and Restricted Dogs in Hamlets

24. Unattended Dogs

- a) The Owner of a dog shall ensure that such dog(s) are not left unattended while tethered or tied up on premises where the public has access, whether the right of access is expressed or implied.
- b) No Owner shall allow a Dog to be unattended while tethered or tied on premises where the Dog will create a nuisance.
- c) No Owner may cause, permit, or allow a dog:
 - i. To be hitched, tied, or fastened to a fixed object in such a way that the animal is able to leave the boundaries of the property; or
 - ii. To be hitched, tied, or fastened to a fixed object where a choke collar forms part of the securing apparatus, or where a rope or cord is tied directly around the animal's neck; or be tethered other than with a collar that is properly fitted to that dog and attached in a manner that will not injure the animal or enable the animal to injure itself by pulling on the tether; or
 - iii. To be hitched, tied, or fastened to a fixed object except with a tether of sufficient length to enable the full and unrestricted movement of the animal; or
 - iv. To be hitched, tied, or fastened to a fixed object unattended at any time; or
 - v. To be hitched, tied, or fastened to a fixed object for longer than four (4) hours in within a 24 hour period; or
 - vi. To be hitched, tied or fastened to a fixed object as the primary means of confinement for an extended period of time.

25. Off Property of Owner

- a) The Owner or any other person having care or control of a Dog shall, at all times when it is off the property of the Owner have it:
 - i. Under control; and
 - ii. Held on a leash not exceeding two meters in length.

26. Off Property of Owner – Restricted Dogs

- a) The Owner or any other person having care or control of a Restricted Dog shall, at all times when it is off the property of the Owner, have it:

- i. Under control;
- ii. Muzzled; and
- iii. Held on a leash not exceeding 2 meters in length.

27. On Property of Owner – Restricted Dogs

a) The Owner or any other person having care or control of a Restricted Dog shall, at all times when it is on the property of the owner, have it:

- i. Indoors
- ii. Outdoors, secured in a fully enclosed pen; or
- iii. Outdoors, muzzled and tethered fixed to the property that prevents the Restricted Dog from coming closer than 2 meters to the apparent boundary of the property.

28. Attacks

a) The Owner or any other person having care or control of a Restricted Dog shall ensure it does not:

- i. Damage property;
- ii. Chase, attack or bite any person or animal; or
- iii. Chase, attack or bite any person or animal causing physical injury.
 - a. This section does not apply if the chase, attack, bite or damage is a direct result of the Restricted Dog being provoked.

Part VI

29. Authority of Officers

- a) The Contractor shall keep an up-to-date record of all complaints, notices and reports relating to enforcement or investigation, including a record of any Dog's disposition, under this Bylaw.

An Officer may seize and impound:

- i. Any Dog Running at Large;
 - ii. Any Dog that has attacked or bitten or is alleged to have attacked or bitten a person or domestic animal;
- b) To enforce the provisions of this Bylaw, an Officer is authorized to enter upon private property, other than a dwelling house, at all reasonable times.
- c) No person, whether or not he or she is the Owner of a Dog which is being, or has been, pursued, or has been captured, shall not:
- i. Interfere with, or attempt to obstruct, an Officer who is attempting to capture or who has captured any Dog in accordance with the provisions of this Bylaw;
 - ii. Unlock or unlatch or otherwise open the vehicle in which animals captured for impoundment have been placed, so as to allow or attempt to allow any animal to escape therefore; or
 - iii. Remove or attempt to remove any Dog from the possession of an Officer.
- d) Any person who, in any way, interferes with the enforcement of the provisions of this Bylaw and in particular, breaches any provision of **Section #** herein, is guilty of an offence.
- e) The Owner or occupier of any private property may apprehend a Dog found Running at Large on his or her property and shall immediately thereafter notify the County or an Officer. Following notification, an Animal Control Officer shall arrange to take delivery of the Dog as soon as possible.

30. EFFECTIVE DATE

- 1) This Bylaw comes into force and effect upon third and final reading.

2) Bylaw (###), Village of Caroline Bylaws (15, 132, 164, 222, 256, 295, 402, 298-002) and Clearwater County Bylaw 947 and all amendments thereto are hereby repealed.

Bylaw ### and all amendments thereto are hereby repealed.

Read a first time on the _____ day of _____, _____.

Reeve

Chief Administrative
Officer

Read a second time on the _____ day of _____, _____.

Read a third and final time on the _____ day of _____, _____.

Reeve

Chief Administrative
Officer

SCHEDULE "A"
LICENSING FEES

Licensing Fees that are paid prior to January 31 of the current year are reduced 50%.

Dog License Fee – Unaltered	\$70.00
Dog License Fee – Neutered or Spayed	\$35.00
Restricted Dog License Fee	\$200.00
Cat License Fee- Unaltered	\$30.00
Cat License Fee – Neutered or Spayed	\$15.00
Shelter and Care	
a. First day or part of day	\$50.00
b. Each additional day or part of day	\$25.00
Replacement License Tag	\$5.00

SCHEDULE "B"**PENALTIES****Dog Control Penalties****Option #1 – no change to penalties**

SECTION OF OFFENCE	FIRST OFFENCE	SECOND OFFENSE	THIRD AND SUBSEQUENT OFFENCES
Dog Runs at large	\$250.00	\$400.00	\$500.00
Fail to immediately remove defecation	\$250.00	\$400.00	\$500.00
Bark/Howl so as to disturb	\$250.00	\$400.00	\$500.00
Damage public or private property	\$250.00	\$400.00	\$500.00
Chase, threaten, harass person, animal, bicycle or motor vehicle	\$300.00	\$400.00	COURT
Attack or bite any person or animal	COURT	COURT	COURT
Have more than 3 dogs	\$300.00	\$400.00	\$500.00
Interfere with/obstruct Officer	\$300.00	\$400.00	\$500.00
Unlock or open vehicle to allow animal to escape	\$300.00	\$400.00	\$500.00
Remove dog from Officer	\$300.00	\$400.00	\$500.00

Option #2 – 50% penalty increase

SECTION OF OFFENCE	FIRST OFFENCE	SECOND OFFENSE	THIRD AND SUBSEQUENT OFFENCES
Dog Runs at large	\$375.00	\$600.00	\$750.00
Fail to immediately remove defecation	\$375.00	\$600.00	\$750.00
Bark/Howl so as to disturb	\$375.00	\$600.00	\$750.00
Damage public or private property	\$375.00	\$600.00	\$750.00
Chase, threaten, harass person, animal, bicycle or motor vehicle	\$300.00	\$600.00	COURT
Attack or bite any person or animal	COURT	COURT	COURT
Have more than 3 dogs	\$450.00	\$600.00	\$750.00
Interfere with/obstruct Officer	\$450.00	\$600.00	\$750.00
Unlock or open vehicle to allow animal to escape	\$450.00	\$600.00	\$750.00
Remove dog from Officer	\$450.00	\$600.00	\$750.00

Option #3 – 100% penalty increase

SECTION OF OFFENCE	FIRST OFFENCE	SECOND OFFENSE	THIRD AND SUBSEQUENT OFFENCES
Dog Runs at large	\$500.00	\$800.00	\$1,000.00
Fail to immediately remove defecation	\$500.00	\$800.00	\$1,000.00
Bark/Howl so as to disturb	\$500.00	\$800.00	\$1,000.00
Damage public or private property	\$500.00	\$800.00	\$1,000.00
Chase, threaten, harass person, animal, bicycle or motor vehicle	\$600.00	\$800.00	COURT
Attack or bite any person or animal	COURT	COURT	COURT
Have more than 3 dogs	\$600.00	\$800.00	\$1,000.00
Interfere with/obstruct Officer	\$600.00	\$800.00	\$1,000.00
Unlock or open vehicle to allow animal to escape	\$600.00	\$800.00	\$1,000.00
Remove dog from Officer	\$600.00	\$800.00	\$1,000.00

Caroline Bylaw Penalties

SECTION OF OFFENCE	Penalty	Section
Harboring an unlicensed dog or cat	\$250.00	5 (a) & 27 (a)
Releasing a dog or cat to run at large	\$250.00	45 & 46
Neglect or teasing of a cat in a trap	\$250.00	46
Harboring an unlicensed restricted dog	\$500.00	5(b)
Failure to insure a restricted dog	\$500.00	23
Failure to control, muzzle and/or leash a restricted dog	\$500.00	24
Dog Runs at large	\$100.00	21
Cat runs at large	\$500.00	34
Fail to immediately remove defecation	\$100.00	12(a) & (b)
Bark/Howl so as to disturb	\$100.00	11 (a)
Damage public or private property	\$500.00	22(a)(i) 26(a)(i)
Chase, threaten, harass person, animal, bicycle or motor vehicle	\$500.00	22(a)(ii) 26(a)(ii)
Attack or bite any person or animal	\$2,500.00	22 (a)(iii) 26(a)(iii)
Have more than 4 dogs or cats	\$500.00	40(a)
Unlock or open vehicle to allow animal to escape	\$100.00	45



Clearwater County Strategic Planning Committee on the Animal Bylaw

1. Capacity to enforce cats in Hamlets of Leslieville, Caroline, Condor, Withrow, Nordegg and Alhambra.

a. Does Animal Services have the Capacity to enforce cat related complaints:

Response: In order for Animal Services to take on the enforcement of cat complaints in these hamlets we would need to hire an additional Officer, fully outfit, purchase an additional patrol vehicle and outfit vehicle with decaling, lighting, safety gear and kennel equipment. We would have to purchase additional cat kennels in our facility in order to house any additional cats that would come in. In addition the cost to purchase some cat traps to be rented out to citizens.

b. Cost estimate of additional patrols and cat kennels required:

Response:

Patrol rate for patrols is \$130.00 per hour. Overall cost would depend on the number of patrol hours extra the County is requesting but from a Contractor standpoint we would need at least 25-30 hours per week patrol time to make it feasible based on the cost of equipment we would have to purchase.

Cost of additional banks of cat kennels in Facility: \$20,000.00

Professional Grade Cat Traps: \$250.00 per trap

Patrol truck cost/outfit: \$85,000.00.

Boarding Fees: \$33.00 per day/minimum 10 days

Adoption/Rehoming Fees - \$175.00 per animal.



c. Does Animal Services have data on cat related calls in hamlets/villages?

Response: Currently we do not provide any cat related enforcement in any Counties that we service. We provide cat bylaw enforcement in the City of Red Deer and the Town of Stettler but the volumes of calls in these Municipalities are not comparable to what would come from a Hamlet.

On average we intake approximately 400-450 cats per year from these two Municipalities and our return to owner rate in 2025 was around 11 percent.

Most of the Counties in the Province of Alberta do not have cat enforcement programs or Bylaws relating to cats due to the overall cost of enforcement, housing of stray cats and the re-homing of the cats not claimed as this number would be significantly lower in the County (maybe 2-3 percent return to owner). This is a significant cost to the County for housing (\$33.00 per day/minimum 10 days and adoption/rehoming fees).

d. What is the common allowable limit of cats in rural and urban areas?

Response: There are no common limits currently in any County Municipalities in Alberta. Urban areas like Town of Stettler currently have a limit of three (3) cats allowed on a residential property. City of Red Deer Cat Bylaw does not have a limit on the number of cats allowed.

e. Do rural Municipalities usually have licensing for cats?

Response: Currently there is no rural Municipality in the Province that has a licensing requirement for cats.



2. Regulations on dogs and cats per residence.

- a. Does Animal Services have experience or data on dog limits and what number usually works best?

Response: Currently in the City of Red Deer the limit is 3 dogs per residence and no limit on cats under the current cat bylaw. Town of Stettler the limit is 3 dogs and 3 cats per residential property. Red Deer County does not have a limit per residential or rural properties for dogs or cats. They only require a kennel license if operating a business that receives money for boarding or kenneling.

Recommendation: Limit number of dogs in residential areas to three (3) and no limit in rural/agricultural properties due to the difficulty in enforcing.

Limit number of cats in residential areas to five (5) and no limits in rural areas.

3. Regulations on Restricted Dogs

- a. Carolines current bylaw has a section on restricted dogs. Is this something you would recommend we implement? Do you have any data on whether this process is successful in containing a restricted dog?

Response: In Caroline's current Bylaw the section pertaining to Restricted dogs does have some issues.

- There is no appeal hearing process in place when an animal is deemed restricted.
- The process for deeming a dog restricted is not included in the Bylaw (does the Village administrator deem the dog restricted or is it the Bylaw/Animal Control Officer).








- The insurance requirement of not less than 1 million dollars is almost impossible to obtain. Most Bylaws that have this requirement will set it at not less than \$500,000.00 which is available through insurance companies.

Most Municipalities that do have a dangerous or restricted dog clause and provisions in a Bylaw do see benefits to reducing further incidents involving the dogs in question. The only other option is under the Provincial Dangerous Dog Act, and this section only deals with serious dog attacks on people and not animals.



Agenda Item Report

Strategic Planning Council Committee of the Whole

AIR Type:	Request for Decision			
SUBJECT:	Brush Clearing Policy			
PRESENTATION DATE:	Monday, June 22, 2026			
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Agriculture & Community Services Bettina van Nieuwkerk, Director Of Agriculture and Community Services Rick Emmons, CAO			
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation			
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input checked="" type="checkbox"/> County Bylaw or Policy (Brush Clearing Policy within municipal right of way)			
Council Values				
 Economic Prosperity Grow our population and economy by attracting people, investment, businesses, and industry.	 Cooperative Alliances Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.	 Environmental Stewardship Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.	 Community Social Growth Ensure the health and well-being of our communities and its residents.	 Financial Responsibility Reduce the fiscal burden of future Councils, as well as the community, for generations to come.
ATTACHMENTS:				
POLICY DRAFT - Brush Clearing Brushing Policy Original 2012 Brushing Policy Original 2012 with Strike				

STAFF RECOMMENDATION:

That the Strategic Planning Council Committee of the Whole review the Brush Clearing Policy that has been updated to coincide with the County's current policy framework and updated to align with current program delivery.


BACKGROUND:

The Agriculture and Community Services Department has been working on reviewing and updating policies to better align with the County's current policy framework and to coincide with the current program delivery provided.

Previously County policies were a document that combined both the policy and procedure within a single document. To maintain consistency across municipal policies, going forward policy and procedure documents will be split out into a Policy, which is governance, and a procedure which is administrative.

The Brush Clearing within Public Right of Way Policy has been reviewed and revised to better reflect the shared responsibilities of both the Agriculture and Community Services and Public Works Departments.

As part of this review, the policy has been renamed the Brush Clearing Policy to provide a more accurate title. The policy has been updated to ensure Clearwater County's approach to vegetation management remains effective, fiscally responsible, and aligned with current operational practices and available resources.

	Brush Clearing	
	Category:	
	Policy No.	
	Corresponding Procedure No.	
	Approved:	Resolution No.:
	Effective Date:	Next Review Date:
	Supersedes Policy No.	

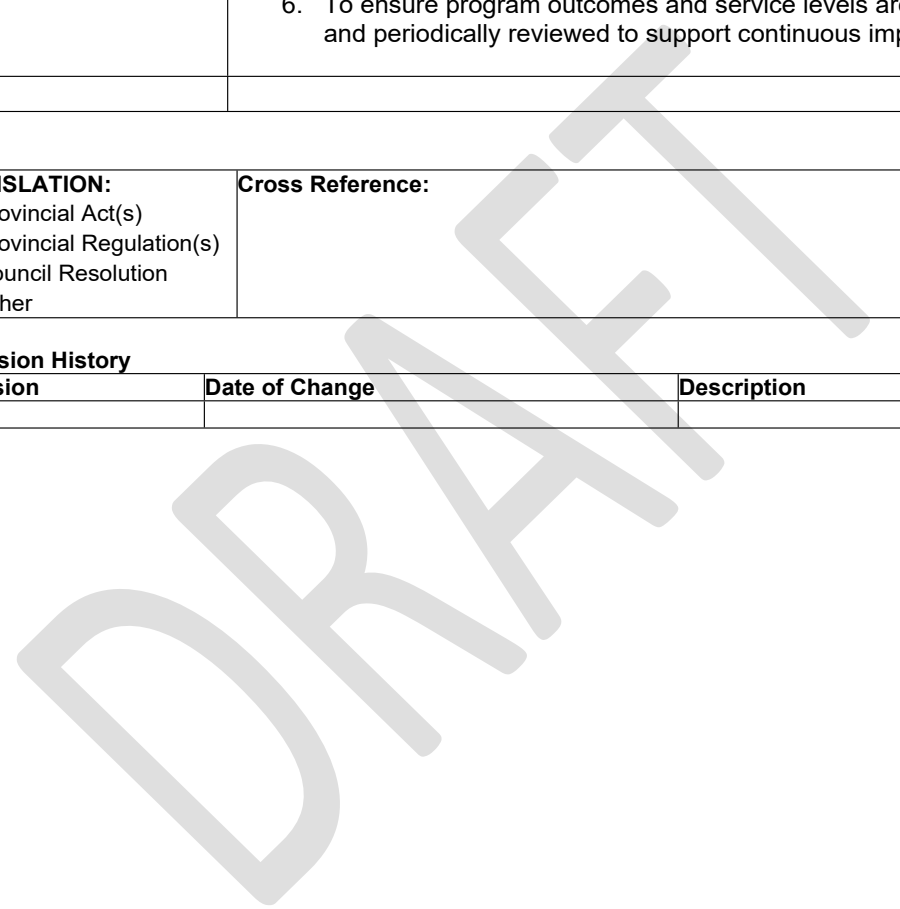
POLICY STATEMENT:	Clearwater County is responsible to plan, coordinate and facilitate brush control activities within approved budgetary limits to support public safety, adequate drainage, infrastructure protection and agricultural viability.
DEFINITIONS:	<p>For the purpose of this policy,</p> <p>“Brush” shall refer to any or all woody vegetation.</p> <p>“Removal” refers to the cutting, shredding or otherwise separating a tree or brush from its roots.</p> <p>“County” shall refer to Clearwater County</p> <p>“Municipal Road Allowances” shall refer to any municipal right-of-way owned or managed by Clearwater County and used for the purpose of transportation, utilities and/or drainage.</p> <p>“Municipal Lands” shall refer to Municipal Reserves (MR), Environmental Reserves (ER) and any land owned or maintained by the County.</p>
PURPOSE:	To establish guidelines for the delivery of Clearwater County’s brush control through a prioritized and fiscally responsible program that maintains safe and functional road allowances, protects county assets, supports agricultural productivity, reduces vegetation related hazards and promotes effective management of County lands.
PRINCIPLES:	<ol style="list-style-type: none"> 1. Clearwater County reserves the right to remove all brush along or within the Municipal Road Allowances and Municipal Lands prioritizing the improvement of public safety, maintaining safe travel and reducing vegetation related hazards. 2. Clearwater County will endeavour to remove all brush within the Municipal Road Allowances and where applicable on Municipal Lands. <ol style="list-style-type: none"> a. For the Agriculture and Community Services Department, Brush Clearing program, brush will be cleared from property line to property line or from fence line to fence line, whichever is first.

	<ol style="list-style-type: none"> 3. To ensure Clearwater County is managing vegetation to protect and support the function, accessibility and longevity of roads, drainage systems, utilities, signs and other County infrastructure. 4. To ensure the allocation of resources are used within established prioritization criteria that considers risk, operational requirements, public benefit, available funding and agricultural objectives. 5. To ensure environmental impacts are considered. 6. To ensure program outcomes and service levels are monitored and periodically reviewed to support continuous improvement.

LEGISLATION: <input type="checkbox"/> Provincial Act(s) <input type="checkbox"/> Provincial Regulation(s) <input type="checkbox"/> Council Resolution <input type="checkbox"/> Other	Cross Reference:
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Revision History

Version	Date of Change	Description



Clearwater County

BRUSH CLEARING WITHIN PUBLIC RIGHT-OF-WAY

EFFECTIVE DATE: MAY 2006

REVISED: NOVEMBER 2012

SECTION: AGRICULTURAL SERVICES

POLICY STATEMENT:

Clearwater County endeavours to maintain roadside ditches to a standard that assists with road safety, possesses a high degree of visibility, aids in vegetation management, increases the capacity for snow storage, limits the presence of brush, supports adequate drainage and maintains consistent roadside aesthetics to the highest and most practical degree. County Administration will also inform landowners of brush removal in accordance with Section 6.

DEFINITIONS:

For the purposes of this policy,

“*Brush*” shall refer to any or all woody vegetation;

“*Dilapidated fence*” refers to a fence that is rotting or rotten AND/OR relies on brush to support itself AND/OR has numerous fence posts that have fallen or are falling down AND/OR is uneconomical to repair.

PROCEDURE:

Section 1. DIRECTIVE:

1. Clearwater County reserves the right to remove all brush along or within the Municipal Road Allowance.
2. Clearwater County will endeavour to brush municipal road allowances from property-line to property-line.
3. The provisions of this policy do not apply to multi-lot subdivisions.

Section 2. BRUSH REMOVAL ALONG ROADWAYS:

1. Roadside vegetation control shall be conducted according to the Industrial Vegetation Management Association of Alberta’s *Industry Standards and Good Practices Handbook*.
2. Wherever possible, cooperative cost-sharing arrangements with utility companies and others sharing the right-of-way will be pursued to identify mutual benefits.
3. Brushing will be done in accordance with all provincial and federal legislation, particularly the *Migratory Birds Convention Act* and other relevant environmental laws.

Section 3. BRUSH REMOVAL ON PRIVATE PROPERTY: Section 3. BRUSH REMOVAL ON PRIVATE PRO

1. Brush removal on private property shall only be done if, in the opinion of Clearwater County, it benefits the municipality. Prior to the commencement of work on private property, an "Agreement for Brush Clearing" shall be signed by the landowner and property, an "Agr municipality. municipality.

Section 4. RESIDENT REQUESTS: Section 4. RESIDENT REQUESTS:

1. A single area of brush that does not exceed 100 meters in length may be left in the ditch per ¼ Section at the request of the landowner, measuring 1 meter in width from ditch per ¼ Se the property-line, and only in instances where brush within the road allowance is the property-line, ai used to protect residences, subject to the following conditions: used to protect residences, subject to
 - a) The brush does not block culverts or negatively affect drainage; a) The brush does not bloc
 - b) The remainder of the Municipal Road Allowance of the adjacent parcel is b) The remainder removed of brush to the greatest extent possible; removed of brush to the greatest extent pc
 - c) The residence that is protected by the proposed area of brush is no more c) The residence than 100 meters from the Municipal Road Allowance; and than 100 meters from the Municipa
 - d) In the opinion of Clearwater County, the area of brush will not significantly d) In the opinion affect the safety or overall conditions of the road or right-of-way. affect the safety or overall c
2. In the case of residences located on the corner of a parcel that is adjacent to two Municipal Road Allowances, two areas of brush may be left in the ditch adjacent to Municipal Road / the residence, subject to the conditions listed in 4(1). the residence, subject to the conditions listed ii
3. In the case where multiple residences are situated within a ¼ Section, 3. In the case where multipl
 - a) Each property-owner within the section may request that less than 100 meters of a) Each prope brush be left within the Municipal Road Allowance adjacent to their residence; brush be left withii and and
 - b) All other conditions listed in Section 4 above. b) All other conditions listed in Section 4 above.

Section 5. DILAPIDATED FENCES: Section 5. DILAPIDATED FENCES:

1. In the case of dilapidated fences, Clearwater County staff will work to ensure property-1. In the case of owners are given a letter with three (3) years notice prior to brushing to remove the owners are given a l fence if residents wish, and to make arrangements to replace it at their own cost. fence if residents wish Relevant communications will be developed in unison with the 3-Year Brushing Plan, so Relevant commr affected residents are made aware of brushing plans in advance. affected residents are made aware of
2. The municipality may choose to remove brush on private property along the property line 2. The munic in consultation with residents prior to the brush-removal of the municipal road allowance, in consultation as to create an open line for residents to put up a new fence. as to create an open line for residents to p

Section 6. COMMUNICATIONS: Section 6. COMMUNICATIONS:

1. The Director of Agricultural Services will establish a 3-Year Brushing Plan in 1. The Director of Agri accordance with this policy and subject to budget availability. The Plan will be placed accordance wi on the Clearwater County webpage, and will include which roads are subject to be on the Clearwater brushed within that 3-year period. brushed within that 3-year period.
2. Clearwater County will strive to notify landowners who own property adjacent to 2. Clearwater Cour municipal road allowances of brush-removal within those allowances in advance municipal road allc within a given 3-Year Plan. Administration will endeavour to inform landowners three within a given 3

Page 3 of 3 Page 3 of 3

(3) years ahead of time by mail, and will send a reminder notification each (3) years ahead of time by subsequent year leading up to the commencement of brush removal. subsequent year leading up to

Clearwater County

BRUSH CLEARING ~~WITHIN PUBLIC RIGHT OF WAY~~

EFFECTIVE DATE: MAY 2006

REVISED: NOVEMBER 2012

SECTION: AGRICULTURAL SERVICES

POLICY STATEMENT:

~~Clearwater County endeavours to maintain roadside ditches to a standard that assists with road safety, possesses a high degree of visibility, aids in vegetation management, increases the capacity for snow storage, limits the presence of brush, supports adequate drainage and maintains consistent roadside aesthetics to the highest and most practical degree. County Administration will also inform landowners of brush removal in accordance with Section 6.~~

DEFINITIONS:

For the purposes of this policy,

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 - ~~a) The brush does not block culverts or negatively affect drainage;~~ a) The brush does not block culverts or negatively affect drainage;
 - ~~b) The remainder of the Municipal Road Allowance of the adjacent parcel is removed of brush to the greatest extent possible;~~ b) The remainder of the Municipal Road Allowance of the adjacent parcel is removed of brush to the greatest extent possible;
 - ~~c) The residence that is protected by the proposed area of brush is no more than 100 meters from the Municipal Road Allowance;~~ c) The residence that is protected by the proposed area of brush is no more than 100 meters from the Municipal Road Allowance;
 - ~~d) In the opinion of Clearwater County, the area of brush will not significantly affect the safety or overall conditions of the road or right of way.~~ d) In the opinion of Clearwater County, the area of brush will not significantly affect the safety or overall conditions of the road or right of way.
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- ~~3. In the case where multiple residences are situated within a ¼ Section:~~ 3. In the case where multiple residences are situated within a ¼ Section:
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 - ~~b) All other conditions listed in Section 4 above.~~ b) All other conditions listed in Section 4 above.

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- ~~2. Clearwater County will strive to notify landowners who own property adjacent to municipal road allowances of brush removal within those allowances in advance within a given 3-Year Plan. Administration will endeavour to inform landowners three~~ 2. Clearwater County will strive to notify landowners who own property adjacent to municipal road allowances of brush removal within those allowances in advance within a given 3-Year Plan. Administration will endeavour to inform landowners three






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~~subsequent year leading up to the commencement of brush removal.~~ subsequent year leading up to



Agenda Item Report

Strategic Planning Council Committee of the Whole

AIR Type:	Request for Decision			
SUBJECT:	Draft Bylaw 26/076 - Records Management Bylaw			
PRESENTATION DATE:	Monday, June 22, 2026			
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Corporate Services Kristine Hovdebo, Records Management Coordinator Murray Hagan, Director, Corporate Services and Rick Emmons, CAO			
BUDGET CONSIDERATIONS:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation			
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (Municipal Government Act, section 214) <input checked="" type="checkbox"/> County Bylaw or Policy (Records Management Bylaw 1189/24)			
Council Values				
 <p>Economic Prosperity Grow our population and economy by attracting people, investment, businesses, and industry.</p>	 <p>Cooperative Alliances Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.</p>	 <p>Environmental Stewardship Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.</p>	 <p>Community Social Growth Ensure the health and well-being of our communities and its residents.</p>	 <p>Financial Responsibility Reduce the fiscal burden of future Councils, as well as the community, for generations to come.</p>
ATTACHMENTS:				
DRAFT Records Management Bylaw w Markups DRAFT Final - Schedule A - Records Retention and Disposition Schedule DRAFT Records Management Bylaw Clean				

STAFF RECOMMENDATION:

That the Committee review draft bylaw #26/076 for the purpose of management, retention, and disposition of municipal records, provide amendments as required, and consider recommending adoption of the bylaw to Council.

BACKGROUND:

The Records Management Bylaw and attached Schedule A, the Records Retention and Disposition Schedule are reviewed and updated periodically with the bylaw naturally returning to Council every few years to ensure it reflects current legislative requirements and operational practices.

The revisions presented simplify the bylaw by removing references to supporting documents such as the Records Digitization Policy and Procedure and the Records Management Manual, which are not part of the bylaw itself. Removing these references keeps the bylaw focused on its core requirements, reduces duplication and prevents inconsistencies that can arise as supporting documents evolve. Additional updates reflect current legislative requirements and ensure the bylaw aligns with updated statutory language and privacy obligations.

Schedule A – Records Retention and Disposition Schedule

The updated retention schedule adds missing record series, introduces a new Heritage Management function and expands descriptions to better reflect current operations and requirements. Record locations and closure criteria have been aligned, and outdated or redundant wording has been removed. Select record series have been updated to an 11-year retention period where alignment with the *Limitations Act* is appropriate. Overall, these changes improve usability while ensuring the schedule remains consistent and compliant.

Due to the size and detail of the document, Council may review each individual addition and strikeout if desired, or specific questions or concerns can be addressed.

CLEARWATER COUNTY

BYLAW NUMBER 26/076

Being a bylaw of Clearwater County, in the Province of Alberta, for the purpose of management, retention, and disposition of municipal records.

WHEREAS the Council of Clearwater County deems it necessary and appropriate to ensure municipal records, in both paper and electronic format, are retained and disposed of in a manner consistent with applicable statutes and regulations; ~~and,~~

AND WHEREAS in accordance with the *Municipal Government Act*, RSA 2000 Chapter c M-26 (the Act), and amendments thereto, ~~and amendments, Section 208(1)(b) the Chief Administrative Officer (CAO) must ensure that~~ all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe; ~~and,~~

AND WHEREAS in accordance with the ~~Act~~ *Municipal Government Act*, RSA 2000 Chapter M-26, Section 214(2) a council may pass a bylaw respecting the destruction of other records and documents of the municipality; ~~and,~~

AND WHEREAS in accordance with the *Protection of Privacy Act, SA 2024 Chapter P-28.5 (POPA)* ~~Freedom of Information and Protection of Privacy Act, RSA 2000 Chapter F-25, Section 38~~ the head of a public body must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, or destruction; ~~and,~~

AND WHEREAS in accordance with the *Electronic Transactions Act*, SA 2001 Chapter E-5.5, ~~Section 10,~~ information or a record to which the Act applies must not be denied legal effect or enforceability solely by reason that it is in electronic form;

NOW THEREFORE, the Council of Clearwater County in the Province of Alberta, enacts as follows:

1 TITLE

1.1 This bylaw shall be known as the "Records Management Bylaw."

2 PURPOSE

2.1 The purpose of this bylaw is to provide for the proper management, retention, and disposition of municipal records.

3 DEFINITIONS

3.1 "Act" means the *Municipal Government Act*, RSA 2000, c M-26, and amendments and includes associated regulations.

3.2 "CAO" means the Chief Administrative Officer of Clearwater County or designate.

3.3 "Council" means the Council of Clearwater County.

- 3.4 “County” means Clearwater County.
- ~~3.5 “Designated Officer” means the Chief Administrative Officer or designate duly appointed by Council or the Chief Administrative Officer of Clearwater County.~~
- 3.5 “Disposition” means the final retention action conducted on a record.
- 3.6 “Endorsed Repositories” means approved and recognized systems for records storage.
- 3.7 “Metadata” means attributes that identify a record and describe its use, management, custodial history, and technological changes.
- 3.8 “Outside Agency” means an organization and/or individual under a contract with the County.
- 3.9 “Personal Information” means recorded information about an identifiable individual.
- 3.10 “Personal Information Bank” means a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to an individual.
- 3.11 “Record” means any electronic record or other record in any form in which information is contained or stored, including information in any written, graphic, electronic, digital, photographic, audio or other medium. ~~Records are the product of activities; they are created or received in the normal course of business and deliberately captured. Records are defined by their primary purpose and value, which is to provide needed evidence of actions and events, providing information about who, what, when and why something happened. A record can come in many formats; notes, images, audiovisual recordings, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded, or stored in any manner, but does not include software or any mechanism that~~ used to store or produces the records.
- 3.12 “Record Retention” means the time frame that records are retained by the County.
- ~~3.13 “Records Management Manual” means the document that describes the roles, responsibilities, principles, and procedures applicable to the information staff create and receive, and to help County staff manage their information in a secure and efficient manner.~~
- 3.13 “Schedule A” means Schedule A – Records Retention & Disposition Schedule, attached to and forming part of this Bylaw.
- 3.14 “Substantive Record” means a record that is judged to hold administrative, legal, fiscal, research or historical value.
- 3.15 “Transitory Record” means a record that has only immediate or short-term usefulness or value and will not be needed again in the future. ~~Transitory records contain information that is not required to meet legal or financial obligations or to sustain administrative or operational functions and has no archival value.~~

- 3.16 “Vital Records” means records needed to support emergency response, resume operations, and fulfill critical responsibilities.

4 APPLICATION

- 4.1 All records in the care and custody of County staff are the property of the County and must be managed in accordance with this Bylaw and **Schedule A**, ~~associated policies and procedures, and the Records Management Manual.~~
- 4.2 The Records Management Program forms part of Clearwater County’s usual and ordinary course of business.
- 4.3 Where records are in the possession of an Outside Agency, such records **may** ~~will~~ be under the County’s control when:
- 4.3.1 The record is specified in the contract as being under the control of the County;
or
 - 4.3.2 The content of the records relates to the County’s mandate and functions; **or**
 - 4.3.3 The County has the authority to regulate the record’s use and disposition; **or**
 - 4.3.4 The Outside Agency is a consultant, and the record was created for the public body; or
 - 4.3.5 The contract permits the County to inspect, review, or copy the records produced, received, or acquired.
- 4.4 **References to provisions of statutes, rules or regulations shall be deemed to include all references to such provisions as amended, modified, or re-enacted from time to time.**

5 GENERAL RULES & SPECIAL PROVISIONS

- 5.1 ~~All County staff are responsible for managing the records they create and receive in the course of their work and in accordance with legislation, County bylaws, policies and procedures and the Records Management Manual.~~
- 5.1 Records **must** ~~will~~ be stored in endorsed repositories in accordance with this Bylaw **and Schedule A**, ~~the Records Digitization Policy and Procedure and the Records Management Manual~~
- 5.2 **All County records are assigned a security classification that reflects the sensitivity of the information, in accordance with the Protection of Privacy (Ministerial) Regulation.**
- 5.3 **All records shall be securely stored to prevent unauthorized access, use, disclosure, or destruction and be appropriate and proportional with the security classification level of that information or data.**

- 5.4 Digitization of records shall be carried out in accordance with the County's applicable record digitization standards.
- 5.5 ~~Records will be stored within a reasonable time after the events to which they relate or stored within a reasonable time after they are received.~~
- 5.6 ~~Records originally created, sent, or received electronically shall be retained in the same format, or in a format that accurately represents the information contained in the record that was originally created, sent, or received.~~
- 5.5 Records identified as Vital ("V") are fundamental to the County's ability to function and contain information necessary to recreate legal and financial status and preserve the rights and obligations of stakeholders, including employees, customers, investors, and citizens.
- 5.5.1 Vital records will be stored using the most secure **and** environmentally safe ~~and economical~~ means.
- 5.5.2 Vital records may be duplicated, in both paper and electronic format, and stored with geographical separation.
- 5.6 The **CAO** ~~Chief Administrative Officer or designate~~ **shall** ~~will~~ publish a directory, in printed or electronic form, which lists the public body's personal information banks in accordance with the **POPA**. ~~Freedom of Information and Protection of Privacy Act, RSA 2000 Chapter F-25.~~
- (s.37.1(1) FOIP)
- 5.7 ~~All substantive records will be retained and destroyed in accordance with this Bylaw and the Records Management Manual.~~
- 5.7 Any substantive record not referenced within Schedule A of this Bylaw **shall** ~~may~~ only be destroyed with the direction and approval of the **CAO**. ~~Designated Officer or delegate~~. A listing of substantive records not referenced **must** ~~will~~ be maintained for bylaw amendment.
- 5.8 ~~Pursuant to the *Municipal Government Act*, Section 214(1), a council may authorize the destruction of the original bylaws and minutes of council meetings if the originals have been recorded by a method that will enable copies of the originals to be made.~~
- 5.8 Pursuant to the **Act**, ~~*Municipal Government Act*, Section 214(3)~~, if an individual's personal information will be used by the municipality to make a decision that directly affects the individual, the municipality must retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it.
- 5.9 Transitory records **shall** ~~may~~ be discarded routinely following established procedures.
- 5.10 ~~Hard copy records digitized and imported into the ERMS, according to the Records Digitization Policy and Procedure, become transitory and shall be destroyed without due process with the exception of paper records referenced in policy and the Records Management Manual.~~
- 5.10 Records **must** ~~are to~~ be reviewed for retention and disposal on an annual basis.

- 5.11 If a record is associated with more than one **group** aggregation of records, it may be disposed of in **one** context **while retained in another.** ~~of one aggregation and retained in the context of another.~~
- 5.12 Election material shall be destroyed in accordance with the *Local Authorities Election Act*, **RSA 2000, c L-21.**
- 5.13 The **CAO Designated Officer or delegate:**
- 5.13.1 Shall ensure that all records are retained or disposed of in accordance with this Bylaw **and Schedule A.** ~~and the Records Retention and Disposition Schedule identified as Schedule A and the Records Management Manual.~~
- 5.13.2 Shall certify in writing when records have been destroyed under this Bylaw and identify the records destroyed, the time and place of destruction and the method of disposal used. A destruction certificate shall accompany the written statement when using a third-party contractor for disposal services.
- 5.13.3 Shall keep an index (audit trail) of:
- a) Records destroyed;
 - b) Record metadata **(where system capabilities allow);**
 - c) Records referred to Archives, that is, internal **archives,** Provincial Archives of Alberta or another archival centre.
- 5.13.4 Shall have the authority to place a hold on record disposition processes for records associated with civil action, anticipated civil action, audit, or **FOIP Access to Information** request. Such decisions to retain the records longer than the period provided for shall be recorded.
- 5.14 **Nothing in this Bylaw relieves any person from compliance with any other Bylaw or applicable federal or provincial law, regulation, or enactment.**

6 SEVERABILITY

- 6.1 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed, and the remainder of the Bylaw shall be deemed valid.

7 EFFECTIVE DATE

7.1 This bylaw comes into force and effect upon third and final reading.

7.2 Bylaw 26/076 repeals Bylaw 1189/24 and all amendments.

Read a first time on ____ day of _____, ____.

Reeve

Chief Administrative Officer

Public hearing held on ____ day of _____, ____.

Read a second time on ____ day of _____, ____.

Unanimous consent granted for third reading on ____ day of _____, ____.

Read a third and final time on ____ day of _____, ____.

Reeve

Chief Administrative Officer

ADMINISTRATION										
Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
AD-01	Address Changes	Includes documentation received by the County related to address changes.	Originating Department Financial Services	CY - December 31	5 Y	Destroy	Y			Content Manager Digital
AD-02	Applications	Includes received applications for County programs such as Solid Waste Disposal Access Cards (SWDAC), contests, Conifer Tree Seedling, etc. *Not related to Planning & Development, Payment Plan Applications or Customer Accounts	Originating Department	Upon withdrawal or completion of from County program	1 Y	Destroy	Y			Content Manager Digital Database: Flowpoint - SWDAC
AD-03	Associations & Organizations	Includes correspondence, minutes, agenda, notices and reports regarding external organizations and associations to which staff belong or with which they communicate in the course of their duties. *Not related to Council or Council Committees, see Municipal Governance.	Originating Department	CY - December 31	5 Y	Destroy				Content Manager Digital
AD-04	Authorization Delegation	Includes records documenting the delegation of authority from the CAO or department directors such as delegation forms, appointment letters, authorizations to act, etc. Delegation of signing authority to designated staff from authorized parties during absence.	Originating Department	Upon revocation, expiry, supersession, or termination CY - December 31	11 Y	Destroy	N		Signing Authorities Policy Chief Administrative Officer Bylaw	Content Manager Digital
AD-05	Complaints & Inquiries	Non-enforcement related complaints or inquiries that require follow-up on a general topic from any business function.	Originating Department	Resolved and no further action	3 Y	Destroy	Y			Content Manager Digital
AD-06	Conferences & Seminars	Includes invitations, approvals, agendas, notes on proceedings and other records regarding conferences, conventions, seminars and special functions attended by staff or sponsored by the municipality.	Originating Department	CY - December 31	5 Y	Destroy				Content Manager Digital
AD-07	Guidelines, Procedures & Directives (Administration)	Includes records regarding directives approved by senior leadership referencing internal controls such as regulations and procedure-manuals, guidelines and directives, procedures to accompany policy and all other procedures established by departments and programs.	Originating Department	Until replaced by next approved version	11 Y	Destroy		Y		Content Manager Digital
AD-08	Internal Administrative Audits & Reports	Includes documents related to evaluations of departmental operations and compliance, used to improve internal controls, identify inefficiencies, and inform administrative decision-making across all departments. Not related to finance.	Originating Department	Until replaced by next approved version	11 Y	Destroy				Content Manager
AD-09	Staff Committees & Meetings	Includes records regarding internal the activities of staff committees and meetings (Social, IT etc.). Includes notices of meetings, agendas and minutes. May also include copies of staff activity reports. * Does not include Health & Safety Committee.	Originating Department	CY - December 31	5 Y	Destroy				Content Manager Digital

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Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
AD-10	Vendors & Suppliers	Includes records of correspondence from vendors and suppliers of goods and services. Records include General Vendor Form, Heavy Equipment Listing Form, proof of WCB, Insurance, CVIPS's, and approved vendor listing.	Financial Services/Public Works Originating Department	Upon discontinuation of service or dissolution of business	3 Y	Destroy	Y	Y	Hiring of Equipment Policy	Content Manager Digital
AD-11	Work Orders	Includes Work Orders assigned, from both internal and external stakeholders, for maintenance and inspection requests, asset tracking, inventory, etc.	Originating Department	System decommission Upon completion of Work Order	See Databases under Information Technology	Destroy Permanent	Y			Database: Pearl

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AGRICULTURAL MANAGEMENT										
Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
AG-01	Agriculture Awards & Special Celebrations	Includes records related to agriculture awards and special celebrations such as Environmental Stewardship Award, Century Farm Award, Farm Family Award, Rural Beautification Award.	Agriculture	CY - December 31		Permanent	Y			Content Manager Digital
AG-02	Agricultural Programs and Events	Includes records that are evidence of the development, coordination and delivery of agricultural programs and events (Weed Extension Program, Eradicable Weeds Program, Caring for My Land, Sasquatch and Partners, Pest Control Program, Cattlemen's Day, etc.), designed to increase awareness, support and assistance to County communities. Records may include educational information, collaborative initiatives, event planning, liaison with organizations, etc.	Agriculture	Upon completion of program or event	10 15 Y	Destroy	Y			Content Manager Digital
AG-03	Agricultural Planning	Includes records related to development of strategic and departmental plans including research materials, stakeholder consultation, materials, drafts, etc.	Agriculture	Plan approved or abandoned	5 Y	Destroy				Content Manager Digital
AG-04	Agricultural Plans & Studies	Includes final version of agriculture plan or study.	Agriculture	Until replaced by next approved version	10 Y	Destroy Permanent		Y		Content Manager Digital
AG-05	Chemical Compliance	Includes records related to chemical warehousing compliance such as emergency response plan, authorization, building permit, Audits, Agrichemical Warehousing Standards Association Certificate of Compliance, training and procedures.	Agriculture	Upon disposal of chemical warehouse	11 Y	Destroy		Y	Agriculture Warehousing Standards Association & Environmental Protection & Enhancement Act	Content Manager. Paper & Digital. Active paper stored in Agriculture & Community Services, inactive in Retention. Digital
AG-06	Livestock Traceability	Includes records related to assisting County producers with livestock traceability requirements such as age verification, premise identification and animal movement.	Agriculture	CY - December 31	5 Y	Destroy	Y	✗	Animal Health Act & Canadian Cattle Identification Agency (CCIA)	Content Manager Paper & Digital. Active paper stored in Agriculture & Community Services, inactive in Retention. Digital, secure.
AG-07	Magazine Compliance	Includes records related to holding a magazine license including security plans (Key Control Plan), fire safety plans, location details and site plan, licence and application, inspection reports, annual reporting, storage records, maintenance, etc.	Agriculture	Upon disposal of magazine	11 Y	Destroy		Y	Explosives Act & Explosives Regulations, 2013.	Content Manager Digital
AG-08	On Farm Demonstration & Research	Includes records related to agronomic trials and practices such as weed and pest plots, cereal crop variety plots, grazing management demos, shelter belt and wood lot management.	Agriculture	Upon completion of trial or demonstration		Permanent				Content Manager Digital
AG-09	Pesticide Application	Includes records related to the application of pesticide such as applicator licences, contact information for who pesticide was applied, location, date and time, pest, pesticide used, method of application, etc.	Agriculture	December 31 of year applied CY - December 31	7 Y	Destroy	Y	Y	Environmental Protection and Enhancement Act / Pesticide (Ministerial) Regulation	Content Manager Digital

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Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
AG-10	Pesticide Sales	Includes records related to sale of pesticide such as purchaser contact information, quantities, qualifications of the purchaser to purchase, etc. *Also includes Custom Spraying records not entered in Pearl.	Agriculture	December 31 of year applied CY - December 31	7 11 Y	Destroy	Y	Y	Environmental Protection and Enhancement Act / Pesticide (Ministerial) Regulation	Content Manager Digital
AG-101	Vegetation Management & Maintenance	Includes records related to vegetation management and maintenance such as roadside brush clearing, roadside brush spraying, roadside seeding and roadside mowing.	Agriculture	CY - December 31	10 11 Y	Destroy			Brush Clearing within Public Right-of-Way Policy & Grass Mowing Policy	Content Manager Digital
	Weed, Pest & Disease Inspection Case Files									
AG-12	Disease - Inspection & Management	Includes records related to disease inspection and management, including formal inspections, reports, and notices.	Agriculture	Upon notification of property title change		Permanent	Y	Y	Agricultural Pests Act & Pest & Nuisance Control Regulation	Content Manager
AG-13	Pest - Inspection & Management	Includes records related to pest inspection and management, including formal inspections, reports, and notices.	Agriculture	Upon notification of property title change		Permanent	Y	Y	Agricultural Pests Act & Pest & Nuisance Control Regulation	Content Manager
AG-144	Weed & Pest - Inspection & Management	Includes records related to weed and pest inspection and management including formal inspections, weed reports and weed notices.	Agriculture	Upon notification of property title change		Permanent	Y	Y	Agricultural Services Board Act & Weed Control Act	Content Manager Digital & secure

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ASSESSMENT & TAXATION										
Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
AT-01	Assessment Roll (Final)	Annual roll run at year end with all amendments, appeals and changes incorporated.	Assessment	CY - December 31	See Databases under Information Technology	Permanent - extract and/or transfer where technically feasible.	Y	Y	Municipal Government Act	Database: Catalis Server
AT-02	Assessment Roll Preparation	Records relating to preparation of the assessment roll such as regulated assessments, establishment of market value and associated statistical data such as sale, cost, or income property information for income-producing properties and assessment class, etc.	Assessment	System decommissioned CY - December 31	5 Y See Databases under Information Technology	Destroy	Y		Municipal Government Act	Database: Catalis Digital, Camalet
AT-03	Assessment & Taxation Compliance	Includes records related to assessment and taxation compliance such as provincial reporting, Land Title changes, 305 correction of roll changes, name changes, amalgamation, annual tax roll report, tax arrears list sent to Registrar, etc.	Assessment	CY - December 31	11 Y	Destroy	Y		Municipal Government Act	Content Manager Digital
AT-04	Assessment & Taxation Forms	Includes completed Assessment forms such as Small Business Assessment Tax Sub-Class Registration, Sale Confirmations, Property Tax Exemption Forms, etc. forms for assessment and tax purposes such as Property Assessment Request for Information, Tax Year Agent Authorization, Property Information Request, Non-Residential Annual Property Tenant Report, Property Tax Exemption.	Assessment	Title Change - December 31 of year purpose of form is complete	2 Y	Destroy	Y		Municipal Government Act	Database: Catalis Digital
AT-05	Assessment & Tax Notices	Annual assessment and taxation notices sent to assessed persons/properties within Clearwater County.	Assessment			Permanent	Y	Y	Municipal Government Act	Great Plains
AT-0605	Equalized Assessment	Includes records related to equalized assessment such as correspondence with Minister and/or Municipal Affairs, returns or forms, report of prepared equalized assessment, etc.	Assessment					Y	Municipal Government Act	Information accessed through Held by Municipal Affairs Asset System - (Milenet.ca). Access only, County does not retain the authoritative record.
AT-0606	Inspections	Includes records produced from property inspections within Clearwater County to ensure accurate property data for assessment such as detailed property information, notifications, and correspondence with the landowner. Property - linear property, equipment, machinery, mobile homes, improvements, land, and farmland.	Assessment	System decommissioned Inspection completed	*See Databases under Information Technology	Permanent - extract and/or transfer where technically feasible.	Y	Y	Municipal Government Act	Database: Catalis Camalet
AT-07	Notice of Assessment	Includes annual notice issued to property owners detailing assessed property values for taxation purposes.	Assessment	System decommissioned	7 Y *See Databases under Information Technology	Destroy	Y		Municipal Government Act	Database: Catalis

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**BYLAW 26/076
SCHEDULE A**

AT-01	Assessment Roll (Final)	Annual roll run at year end with all amendments, appeals and changes incorporated.	Assessment	CY - December 31	See Databases under Information Technology	Permanent - extract and/or transfer where technically feasible.	Y	Y	Municipal Government Act	Database: Catalis Server
AT-0608	Property Tax Levy Preparation	Includes general records relating to the preparation of the property tax levy. See Finance, Offsite levies/Other taxes that includes financial records for specific offsite levies such as generation and background information, deferred revenues and all payment ledgers.	Financial Services	CY - December 31	7 Y	Destroy				Content Manager Digital
AT-0609	Returned Tax Notices	Includes returned tax notices unable to be delivered.	Financial Services	CY - December 31	5 Y	Destroy	Y		Municipal Government Act	Content Manager Digital
AT-0610	School Support Declarations	Includes records relating to the collection and maintenance of school tax declarations as part of assessment and taxation roll requirements. Documents include School Support Declaration forms.	Assessment	Title Change	5 Y	Destroy	Y	Y	Municipal Government Act & The Constitution Act	Database: Catalis Digital
AT-0611	Tax Certificates	Includes records relating to issuance of tax certificates including the Property Information Request Form.	Financial Services	CY - December 31	2 Y	Destroy	Y		Municipal Government Act	Content Manager Digital
AT-0612	Tax Notice	Includes annual tax notice issued to property owners outlining annual property tax levies.	Financial Services	CY - December 31	7 Y	Destroy	Y		Municipal Government Act	Content Manager
	Taxation Case File									
AT-0613	Tax Recovery	Includes records relating to the recovery of County owed tax such as bankruptcy and caveat notifications and sale of property.	Financial Services	Until taxes recovered	20 Y	Destroy	Y	Y	Municipal Government Act	Content Manager Digital, secure

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ASSET MANAGEMENT & MAINTENANCE										
Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
AM-01	Energy Management	Includes records relating to energy consumption and conservation at County buildings and facilities such as consumption profiles, commodity procurement strategies and energy related feasibility studies. *For energy agreements see Legal.	Public Works	CY - December 31	11 Y	Destroy				Content Manager Digital
AM-02	Facilities & Land	Includes records related to the routine maintenance and management of Clearwater County buildings, facilities, airport, transfer stations, campgrounds, cemeteries, playgrounds, recreation facilities, lands, burn pits, bulk water station etc. * For cemetery records and registers see Community Services.	Originating Department	Upon disposal of asset	11 Y See Databases under Information Technology	Destroy	Y	Y	Cemeteries Act, General Regulation	Content Manager Digital or paper. If paper, Active paper stored in originating department, inactive stored in retention. Database: Great Plains/Pearl (assets over \$5000) Database: Flowpoint - bulk water Financial aspects of assets over \$5000 noted in Great Plains & Pearl & year end TCA reporting.
AM-03	Fire Ponds & Dry Hydrants	Includes records related to installation, maintenance, and operation of fire ponds and dry hydrants such as assessments, inspections, testing, maintenance records, maps etc.	Emergency Services/Public Works	Upon disposal of asset	11 Y	Destroy		Y	Rural Water Supply for Multi-Lot Subdivision Policy	Content Manager Digital or paper. If paper, active stored in originating department, inactive stored in retention.
AM-04	Fleet - Daily Inspections	Includes records for daily inspection of vehicles for pre/post trips.	Public Works	CY - December 31	4 Y	Destroy			Fleet & Equipment Management Plan	Content Manager Digital
AM-05	General Equipment & Furnishings	Includes records for general equipment such as compressors, heat exchangers, air handlers, elevator/lift, laptops, mobile devices, tablets and other office equipment, etc. Includes correspondence with vendor, equipment user and procedural manuals, warranty, maintenance records and testing.	Originating Department	Upon disposal of asset	5 Y	Destroy				Content Manager Database: Great Plains/Pearl (assets over \$5000) Digital or paper. If paper, active stored in originating department, inactive stored in retention. Financial aspects of assets over \$5000 noted in Great Plains & Pearl & year end TCA reporting.
AM-06	Gravel Pit Maintenance	Includes records regarding the design, construction and maintenance of County gravel pits and stockpiles. Includes pit approval, engineer's reports, assessments, general specifications, clean-up/reclamation plans, public notifications and correspondence.	Public Works	Upon reclamation of pit		Permanent	Y	Y	AB Code of Practice for Pits	Content Manager Digital or paper. If paper, active stored in Public Works, inactive stored in retention.
AM-07	Gravel Pit Reporting	Includes records related to annual gravel pit inventories, surveys and reporting.	Public Works	CY - December 31	11 Y	Destroy			AB Code of Practice for Pits	Content Manager Digital

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SCHEDULE A

Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
AM-08	Protective & Safety Equipment	Includes records regarding protective equipment used by the County such as breathing apparatus, breathing tanks, down alarms, etc. Includes correspondence with vendor, equipment user and procedural manuals, warranty, maintenance records and testing.	Emergency Services	Upon disposal of asset	5 Y	Destroy			Occupational Health and Safety Act	Content Manager Database: First Due Digital - Equipment listing in FirePro 2
	Asset Management & Maintenance Fleet File									
AM-09	Fire Rescue Fleet	Includes maintenance records for specialized equipment for emergency, fire and rescue. Records include bill of sale, warranty, vehicle service reports, CVIP's, registration, etc.	Emergency Services	Upon disposal of asset	11 Y	Destroy		Y	NFPA (National Fire Protection Association) Standards	Content Manager Database: Pearl Digital
AM-10	Fleet	Includes maintenance records for vehicles, construction equipment, trailers, etc. such as bill of sale, warranty, vehicle service reports, CVIP's, registration, etc.	Originating Department	Upon disposal of asset	11 Y	Destroy		Y	Traffic Safety Act	Content Manager Database: Pearl Digital

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COMMUNICATIONS										
Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
CO-01	Advertising	Includes information campaigns promoting County activities, services, programs or facilities via any medium: radio, television, newspaper, website, social media or other platforms. Includes marketing materials produced under statutory obligation to outside organizations.	Communications	CY - December 31	5 Y	Destroy	Y		Municipal Government Act Public Notification Methods Policy	Content Manager Digital
CO-02	Branding & Visual Identity	Includes records regarding the standards which apply to graphic designs in the interest of establishing a Visual Identity Program. Includes logo and letterhead design, signage, flags, vehicle identification, branding guidelines, templates, business cards templates, etc.	Communications	Until replaced by next approved version		Permanent		✘		Content Manager Digital or paper. Paper stored in Vault.
CO-03	Community Engagement	Includes records related to activities that increase community engagement including outreach, workshops, open house, public participation, surveys, studies, etc.	Originating Department	CY - December 31	11 5 Y	Destroy	Y		Public Participation Policy	Content Manager Digital
CO-04	Media Monitoring	Includes records regarding media monitoring of the County.	Communications	CY - December 31	3 Y	Destroy				Content Manager Digital
CO-05	Memorabilia	Includes content showcasing development of the County and the ratepayer's relationship with the County and Council such as special events, mental health coin, county pins, anniversaries, photographs, etc.	Communications	Upon completion of item, event, celebration or submission		Permanent	Y	✘		Content Manager Digital or paper. Active paper stored in Corporate Services, inactive Paper/physical records stored in Vault retention.
CO-06	News Releases	Includes final versions of news releases issued.	Communications	CY - December 31	5 Y	Destroy				Content Manager Digital
CO-07	Publications	Includes Clearwater County publications such as community and visitor guides, County Highlights newsletter, Farm Campaigns and educational podcasts and videos.	Communications	CY - December 31		Permanent				Content Manager Digital
CO-08	Public Relations	Includes records such as key messaging, community announcements, correspondence with media, presentations and Reeve's speaking notes.	Communications	CY - December 31	5 Y	Destroy				Content Manager Digital

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COMMUNITY SERVICES										
Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
CS-01	Animal Control Complaints	Includes records related to animal control complaints.	Community Services	CY - December 31	11 Y	Destroy	Y		Animal Control Bylaw Bylaw 947/11	Content Manager Digital, secure
CS-02	Cemetery	Includes burial permits, maps, plot ownership records, interment registers and indexes for municipal cemeteries.	Community Services	Upon closure of cemetery		Permanent	Y	Y	Cemeteries Act, General Regulation	Content Manager Digital and paper. Active paper stored in Agricultural Services, inactive paper stored in vault.
CS-03	Community Education & Recreation Programs	Records generated by programs and courses offered by the County. Includes registration lists, program descriptions, registrations, attendance records, worksheets, consent forms, photo release forms.	Community Services	CY - December 31	5 11 Y	Destroy	Y			Content Manager Digital
CS-04	Community Events	Includes records relating to community events occurring in Clearwater County. Includes events organized or hosted by the County and external events hosted by outside vendors, organizations or partners. Records may include event proposals, permits, correspondence, schedules, etc. * Records related to County anniversaries, milestone celebrations, or other significant events are classified under the Memorabilia records series and are retained permanently. organizing, arranging, or managing an official or formal event conducted by the County to enhance external relationships or to promote programs and services.	Community Services	Upon completion of event	5 11 Y	Destroy	Y			Content Manager Digital
CS-05	Community Events Sponsorship	Includes records related to sponsorship or donations received from private individuals, businesses, or organizations for community events. Excludes grants or other public-sector funding.	Community Services	Upon completion of event	11 Y	Destroy	Y			Content Manager
CS-06	Community Project Planning	Includes records relating to determining, developing and implementing community programs, services and projects.	Community Services	Upon completion of project		Permanent	Y	✗		Content Manager Digital
CS-07	Community Relations/Liaison	Includes records related to establishing and maintaining community relations in Clearwater County such as letters of support, invitations and communications with external associations and organizations.	Originating Department	CY - December 31	3 Y	Destroy	Y			Content Manager Digital
CS-08	Community Reporting	Includes reports and statistics relating to County programs and services.	Community Services	CY - December 31	11 Y	Destroy				Content Manager Digital

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Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System-of Record Location
CS-09	Requests from External Community Organizations	Includes records relating to requests, such as financial, from external organizations such as cemeteries, campgrounds, community halls, recreational groups, seniors' organizations etc.	Community Services	CY - December 31	11 Y	Destroy	Y		Annual Capital Grant Funding for Community Halls/Associations Policy & Grant Funding for Community Halls Policy	Content Manager Digital

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EMERGENCY MANAGEMENT										
Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
EM-01	Community Preparedness	Includes records regarding community preparedness and awareness for emergencies such as public awareness programs and education events.	Emergency Services	Upon completion of program or event	10 11 Y	Destroy		Y		Content Manager Digital
EM-02	Disaster Recovery	Includes records related to disaster recovery such as available assistance programs and guidelines, applications, disaster cost daily tracking, project detail forms, etc.	Emergency Services	Disaster recovery complete	11 Y	Destroy	Y		Disaster Recovery Regulation	Content Manager Digital
EM-03	Disaster Recovery	Includes permanent records related to disaster recovery such as final reports and summaries, funding approval for cost reimbursement, Municipal Payment Summary from GOA, recovery details, pictures, correspondence and reporting with provincial or federal representatives, etc.	Emergency Services	Disaster recovery complete		Permanent	Y	Y	Emergency Management Act & Disaster Recovery Regulation	Content Manager Digital
EM-04	Disaster Response	Includes records related disaster response such as Incident Command Post, Emergency Coordination Centre and declaration of a state of local emergency.	Emergency Services	Upon deactivation or cancellation of response		Permanent	Y	Y	Emergency Management Act	Content Manager Digital
EM-05	Emergency Management Planning	Includes emergency plans aimed at minimizing potentially serious harm to the safety, health or welfare of people or widespread property damage in the event of a large scale disaster (flood, fire, snowstorm, tornado, pandemic, etc.) within the County. Records include Emergency Management Plans, Fire Services Master Plans, continuity plans, training and mandatory exercises and correspondence with the Minister regarding municipal emergency plans.	Emergency Services	Until replaced by next approved version		Permanent	Y	Y	Emergency Management Act & Local Authority Emergency Management Regulation Bylaw: Regional Emergency Management 1100/21	Content Manager Digital or paper. Active paper stored in Emergency Services, inactive stored in retention.
EM-06	Emergency Response Plans (ERPs) from External Agencies	Includes ERPs from external agencies located in or within proximity to the County.	Emergency Services	Close at the end of year received.	2 Y	Destroy	y			Content Manager/SharePoint Digital

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ENFORCEMENT										
Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
*The series and retentions below are for supporting records and documentation related to enforcement and community protection. Report Exec is the primary records management software utilized by Community Peace Officers. Report Exec is recognized by Justice and Solicitor General (JSG). Disposition requirements for records within Report Exec are under the control of JSG.										
EN-01	Community Peace Officer Complaints	Includes records relating to complaints or incidents involving peace officers and the investigation of the complaint/incident.	Emergency Services	Upon investigation complete		Permanent	Y		Peace Officer Act/Peace Officer (Ministerial) Regulation	Digital or Paper, secured in office of Peace Officer Manager/Sergeant Database: Report Exec
EN-02	Daily Logs	Includes daily operational logs identifying daily occurrences, complaints and incidents.	Emergency Services	Stored in Report Exec		Permanent	Y		Peace Officer Act/Peace Officer (Ministerial) Regulation	Database: Report Exec
EN-03	E-Ticketing	Includes tickets generated by Community Peace Officers.	Emergency Services	Stored in Smart Squad/Safe Roads		Permanent	Y			Database: Smart Squad/Safe Roads/Report Exec
EN-04	Incident/Investigation Reporting	Includes records related to incidents, actions on complaints and observations of Community Peace Officers such as vandalism, damage, security incident reports, reports of accidents that occur at County facilities and properties, permit checks, vehicle inspections and other records generated from role to protect County infrastructure.	Emergency Services	December 31 of 2nd year from date opened	3 Y	Destroy	Y		Peace Officer Act/Peace Officer (Ministerial) Regulation	Paper. Active & Inactive secured in Emergency Services Database: Report Exec.
EN-05	Information or Service Requests	Includes general inquiries, minor and routine complaints and public relations.	Emergency Services	December 31 of 2nd year from date opened	3 Y	Destroy	Y			Paper. Active & Inactive secured in Emergency Services Database: Report Exec.
EN-06	Municipal Enforcement Administration	Includes records of an administrative nature related to municipal enforcement such as meetings, reporting to council and correspondence and collaboration with other agencies who work to provide services for public protection.	Emergency Services	CY - December 31	7 Y	Destroy			Peace Officer Act/Peace Officer (Ministerial) Regulation	Digital & paper. Active & Inactive stored in Emergency Services
EN-07	Prosecutions	Includes records related to prosecution, appeals, warnings, orders violations and offences and penalties resulting from an Order to comply with an Act, permit, certificate or variance. Also includes complaints (including traffic under County bylaws), provincial offenses, including court appearance reminders, notices of trial, violation tickets, issuance execution of warrants, conversation records correspondence, trial packages, disputed tags, prosecutor information, complaint investigation reports, witness lists statements, subpoenas, summonses, court briefs and decision appeals.	Emergency Services	December 31 of year prosecution complete and no further action required	3 Y	Destroy	Y		Peace Officer Act/Peace Officer (Ministerial) Regulation	Paper. Active & Inactive secured in Emergency Services Database: Report Exec.
	For Peace Officer's oath of office, letter of appointment, employment dates, training and certification see HR - Employee Case File						Y	Y	Peace Officer Act/Peace Officer (Ministerial) Regulation	

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FINANCE										
Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
FN-01	Accounts Payable	Includes records documenting funds payable by the County, such as invoices, cheque requisitions, issued to pay accounts, rebates, levies payable and credit cards.	Financial Services	CY - December 31	7 Y	Destroy	Y	Y	Municipal Government Act	Content Manager Digital & paper. Active paper stored in Corporate Services. If paper, inactive stored in Retention. Database: Great Plains/Pearl
FN-02	Assets	Includes cash, inventories and accounts receivable such as utilities, billing lists, recovery reports, NSF cheques and prepaids.	Financial Services	CY - December 31	7 Y	Destroy	Y	Y	Municipal Government Act	Content Manager Database: Great Plains/Pearl Digital & paper. Active stored in Corporate Services. If paper, inactive stored in Retention.
FN-03	Audits	Includes records regarding internal and external financial audits of accounts.	Financial Services	Upon completion of Audit		Permanent		Y	Municipal Government Act	Content Manager Digital
FN-04	Banking	Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations, deposit records and security deposits.	Financial Services	CY - December 31	7 Y	Destroy		Y	Municipal Government Act	Content Manager Digital & paper. Active paper stored in Corporate Services. If paper, inactive stored in Retention. Database: Great Plains
FN-05	Budgets & Forecasts	Includes approved capital and operating budget. Also includes budget forecast and variances.	Financial Services	CY - December 31		Permanent		Y	Municipal Government Act	Digital & Database: Questica/Content Manager
FN-06	Budget Preparation	Includes departmental records regarding budget preparation.	Financial Services	Upon Budget Approval	2 Y	Destroy				Content Manager Digital & Paper
FN-07	Cheque Reports	Includes cancelled cheques, cheque listings and supporting documents used to authorize issuance of cheques.	Financial Services	CY - December 31	7 Y	Destroy	Y		Municipal Government Act	Content Manager Digital Active paper stored in Corporate Services, inactive in Retention.
FN-08	Customer Account Applications	Includes customer applications for receivable accounts such as utility services & Landfill. Records may include customer contacts, mailing addresses and banking information.	Financial Services	Upon withdrawal from County service or Title Change	1 Y	Destroy	Y	Y	Accounts Receivable Policy	Content Manager Digital, secure
FN-09	Debentures/Loans	Includes records regarding debentures and long-term debt. Includes initial issuance of the debenture, supporting documentation, and administrative correspondence. as well as all records of payments made to investors.	Financial Services	Until Repayment is complete	7 Y	Destroy		Y	Municipal Government Act	Content Manager Database: Great Plains Digital & paper. Active stored in Corporate Services. If paper, inactive stored in Retention.
FN-10	Financial Statements	Includes audited Financial Statements, Balance Sheets, Financial Information Return, Statistical Information Return, Income Statement, General Ledger, etc.	Financial Services	CY - December 31		Permanent		Y	Municipal Government Act	Content Manager Digital & paper. Active paper stored in Corporate Services. If paper, inactive stored in Retention.

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Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
FN-11	Grant Funding	Includes records regarding grant funding such as grants in lieu, provincial and federal grants, applications, approvals, submissions, acknowledgments, reporting and general correspondence.	Financial Services	1. If denied 2. Project specific - upon completion of project 3. Annual funding - until grant no longer available	1. 2 Y 2. 11 Y 3. 11 Y	Destroy		✗	Municipal Government Act	Content Manager Digital Database: Great Plains/Pearl
FN-12	Investments	Includes documents related to investments of the municipality.	Financial Services	Upon closing of investment	7 Y	Destroy		✗	Municipal Government Act	Content Manager Digital Database: Great Plains
FN-13	Journal Entries	Includes completed journal entries and all background documentation used to substantiate journal entries.	Financial Services	CY - December 31		Permanent		Y	Municipal Government Act	Content Manager Paper- Active paper stored in Corporate Services. Inactive stored in Retention. Database: Great Plains
FN-14	Offsite Levies/Other Taxes	Includes financial records for offsite levies such as generation and background information, deferred revenues and all payment ledgers.	Financial Services	Until recuperation of levy		Permanent	Y	Y	Municipal Government Act	Content Manager Digital Database: Great Plains
FN-15	Payment Plans	Includes records related to installment payment plans for ratepayers. Includes sign up documentation, void cheques, correspondence, inquiries, database records, cancellations.	Financial Services	Until cancellation of payment plan	1 Y	Destroy	Y	Y	Municipal Government Act	Content Manager Digital Database: Great Plains
FN-16	Payroll Processing	Includes all records of payments of salary, wages and deductions to employees. Includes pay lists, benefits reconciliations, T-4 Slips and Service Canada reports. Also includes honoraria and fees to Council.	Human Resources	CY - December 31	7 Y	Destroy	Y	Y	Employment Standards Regulation, Employment Standards Code, Employment Insurance Act, Canada Pension Plan, Income Tax Act	Content Manager Digital & paper secure- Active paper stored in Human Resources, - If paper, inactive stored in the Vault. Database: Great Plains/Pearl
FN-17	Receipts	Includes receipts issued for payment of items such as licenses, rentals, taxes, utilities, etc.	Financial Services	CY - December 31	7 Y	Destroy	Y		Municipal Government Act	Content Manager Paper- Active paper stored in Corporate Services, inactive stored in Retention
FN-18	Reporting/Surveys	Includes records regarding the preparation of statistics and/or ongoing reporting such as departmental activity reports, municipal permit reporting, surveys, provincial and federal surveys, etc.	Originating Department	CY - December 31	11 Y	Destroy				Content Manager Digital
FN-19	Restricted Surplus	Includes records documenting obligatory and/or discretionary restricted funds such as reserves for contingencies and operating and future capital projects.	Financial Services	Upon dissolution of County		Permanent		Y	Municipal Government Act	Content Manager Digital & paper- Active stored in Corporate Services. If paper, inactive stored in Retention. Database: Great Plains

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Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
FN-20	Tangible Capital Assets	Includes records regarding current and fixed tangible capital assets. Includes records of initial expenditure, depreciation, amortization, and disposal.	Financial Services	Upon completion of Audit		Permanent		Y	Municipal Government Act	Content Manager Digital & paper. Active paper stored in Corporate Services. If paper, inactive stored in Retention. Database: Great Plains/Pearl
FN-21	Tax Returns	Includes records related to Goods and Service Tax payment, assessments, remittance and supporting documentation	Financial Services	CY - December 31	11 Y	Destroy		Y	Canada Revenue Agency	Content Manager Digital Database: Great Plains
FN-22	Variance Analysis	Includes cost analysis of capital and non-capital projects.	Financial Services	CY - December 31	7 Y	Destroy			Municipal Government Act	Content Manager Digital & paper. Active paper stored in Corporate Services, if paper, inactive stored in Retention.
FN-23	Working Papers	Includes supporting documentation for the balances in the Annual Financial Statements.	Financial Services	CY - December 31		Permanent		Y	Municipal Government Act	Content Manager Digital & paper. Active paper stored in Corporate Services, if paper, inactive stored in Retention.

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FIRE RESCUE SERVICES										
Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
FR-01	CRFRS Operational Procedures	Includes records related to CRFRS Safe Operating Guidelines and Safe Operating Procedures	Emergency Services	Until replaced by next approved version	10 11 Y	Destroy		Y		Current in Aladtec/SharePoint - replaced versions digital.
FR-02	Fire Inspections	Includes records related to fire inspections for buildings, sites and special events to ensure compliance with fire code such as compliance inspections, fire permit approvals, occupancy levels, fire safety plan assistance, maintenance requirements, etc.	Emergency Services	When superseded by three subsequent inspections - life of, sale of, or closure of facility and/or completion of event	11 Y	Destroy	Y	Y	Municipal Government Act Bylaw: Establish & Operate a Fire Service	First Due/Content Manager FirePro-2, hard copies stored in Emergency Services.
FR-03	Fire Reporting	Includes collection and reporting of fire/emergency related data such as quarterly reports, annual reports, highlights, etc.	Emergency Services	CY - December 31	11 Y	Destroy				Content Manager-Digital
FR-04	Fire Training	Includes specialized fire training records, materials, and certifications required by CRFRS.	Emergency Services	Until replaced by re-certification or employment ceases	10 3 Y	Destroy	Y	Y		First Due/SharePoint FirePro-2
FR-05	Incident Call Logs	Includes call logs related to motor vehicles, EMS and Fire such as incident log and photos.	Emergency Services	CY - December 31	11 Y	Permanent Destroy - Incident log permanent in FirePro2	Y			First Due/Content Manager Digital & FirePro-2
FR-06	Inter-agency Partnerships	Includes records related to emergency services liaison with inter-agency partnerships such as Search and Rescue, RCMP, Emergency Medical Services, and other municipal service providers.	Emergency Services	CY - December 31	5 Y	Destroy				Content Manager-Digital
Fire Rescue Case File										
FR-07	Fire Investigations	Includes records generated in the course of a fire investigation including statements, photos, reports, approvals for information releases, court minutes, fire loss inventories, apparatus response fees, statement of claim, service report, arson scene examinations, follow-up reports, detector/alarm reports, fire deaths, casualties, injuries, detaining or removing for the purposes of evidence records, fire report, response crew, firefighter or witness statements, scene diagrams, outside agency reports, motor vehicle collisions or medical response records.	Emergency Services	Completion of investigation and all matters resolved		Permanent	Y	Y	Municipal Government Act Bylaw: Establish & Operate a Fire Service 1069	First Due/Content Manager FirePro-2, secure

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HEALTH & SAFETY										
Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
HS-01	Air & Environmental Quality Testing	Includes monitoring records related to indoor air quality testing, water testing, radon and noise measurements. Includes air testing data and reports for mold and asbestos abatement projects for clearance purposes.	Health & Safety	Until replaced by next approved version	10 11 Y	Destroy			Occupational Health & Safety Code	Content Manager Digital
HS-02	Audiometric Testing	Includes audiometric authorization forms and audiometric summaries with projected retest dates.	Health & Safety	CY - December 31	10 30 Y 15 Y with Audiometric technician	Destroy	Y		Occupational Health & Safety Act & Occupational Health & Safety Code	Content Manager Digital, secure
HS-03	Hazardous Material Management	Includes records related to the inventory, management and disposal of chemical and biological materials including site hazardous waste disposal forms, hazardous waste manifests and certificates of disposal and invoices.	Health & Safety	Upon disposal of hazardous material	5 Y	Destroy		Y	Environmental Protection & Enhancement Act & Occupational Health & Safety Code	Digital and MSDS Online/SharePoint program.
HS-04	Health & Safety Audits	Includes records from both internal and external audits of health and safety including Partners in Injury Reduction (PIR). Includes activities to rectify identified deficiencies and follow up on recommendations for improvement.	Health & Safety	Upon completion of audit and all outstanding issues addressed	5 Y	Destroy	Y	Y	Occupational Health & Safety Act & Occupational Health & Safety Code	Content Manager Digital
HS-05	Health & Safety Committee	Includes agendas, minutes, terms of reference and supporting documentation, and orientation and training records for Committee members.	Health & Safety	CY - December 31	5 Y	Destroy		✗	Occupational Health & Safety Act & Occupational Health & Safety Code	Content Manager Digital
HS-06	Health & Safety Inspections	Includes records of inspections carried out in accordance with the Occupational Health and Safety Act, Fire Code, and County requirements along with inspection checklists. Records include Toolbox meetings and Formal Inspections.	Health & Safety	Upon completion of Inspection and all identified issues rectified	11 Y	Destroy	Y	Y	Occupational Health & Safety Act	Content Manager Digital
HS-07	Health & Safety Program	Includes records regarding the development, objectives and administration of the County's Occupational Health and Safety program such as Safe Work and Job Procedures, hazard assessments, fit tests, inspection forms, roles and responsibilities, and Safety Manuals.	Health & Safety	Until replaced by next approved version	10 11 Y	Destroy		Y	Occupational Health & Safety Act	Content Manager Digital & paper. Active paper stored in originating department. If paper, inactive stored in Retention.

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Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
HS-08	Health & Safety Training	Includes records related to Health & Safety & employee training such as Orientations, First Aid, H2S, Confined Space, Ground Disturbance, Chainsaw, TDG, Fall Arrest, Driving and Equipment Operation, Supervisor, Flag Person, Prime Contractor, WHMIS, Incident Investigation, Emergency Management (ICS), etc. *See employee file for training and certifications outside of Health & Safety	Health & Safety	Term of Employment or December 31 of year training expires	3 Y	Destroy	Y	Y	Occupational Health & Safety Act	Content Manager/First Due (Fire) Digital, secure
HS-09	Working Alone	Includes Working Alone Tracking Forms.	Health & Safety	CY - December 31	1 Y	Destroy	Y		Occupational Health & Safety Code	Content Manager Digital
	Health & Safety Case Files									
HS-10	Health & Safety Incidents & Investigations	Includes records from reporting and investigation of occurrences or near misses at the workplace involving damages or injuries such as incident/occurrence reports, witness reports, investigation reports and reviews of incident/occurrence.	Health & Safety	Upon completion of Investigation and all matters rectified	11 Y	Destroy	Y	Y	Occupational Health & Safety Act & Occupational Health & Safety Code	Content Manager Digital, secure

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HERITAGE MANAGEMENT										
Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
HM-01	Building Drawings & General Building Maintenance	Includes records such as master sets of building drawings/blueprints, historical architectural plans, surveys, studies, building specifications, historic building records, etc. *See Administration - Work Orders for general facility maintenance requests.	Agriculture & Community Services	Upon disposal or transfer of heritage asset		Permanent		Y	Historical Resource Act	Content Manager Active paper stored in Ag & Community Services, inactive in vault.
HM-02	Capital, Conservation & Restoration Projects	Includes records related to restoration, structural stabilization, and conservation interventions. Also includes major building system replacements such as HVAC, electrical, roofing, etc.	Agriculture & Community Services	Upon completion of project		Permanent	Y	Y	Historical Resource Act	Content Manager Active paper stored in Ag & Community Services, inactive in vault.
HM-03	Collections & Archives	Includes records related to documenting the acquisition, management, and stewardship of archival and heritage collections held by the County. Records include legal transfer of ownership, donor relationships, accession and deaccessioning records, and the ongoing management of artifacts, documents and other historical materials. *For unaccepted donor applications see Administration - Applications.	Agriculture & Community Services	Upon deaccession or transfer of collection		Permanent	Y	Y	Historical Resource Act	Database: CatalogIt
HM-04	Commemorations & Heritage Events	Includes records documenting the delivery of heritage events and commemoration activities that capture how significant historical events, anniversaries, cultural milestones or community heritage moments are recognized and celebrated. May include event programs, speeches, commemorative artwork or media, promotional materials, photographs, and summaries. *See operational activities for visitor logs and event logistics unrelated to the commemorative purpose.	Agriculture & Community Services	Upon completion of event		Permanent	Y		Historical Resource Act	Content Manager Active paper stored in Ag & Community Services, inactive in vault.
HM-05	Operational Activities	Includes records related to routine operational services that support the day-to-day functioning of the site including documentation of visitor presence, site access, tour schedules, facility use, daily operational logs, etc.	Agriculture & Community Services	CY - December 31	11 Y	Destroy	Y		Historical Resource Act	Content Manager
HM-06	Site Designation & Registration	Includes records related to documenting the legal recognition, designation, and registration of the heritage site(s), including applications, approvals, supporting documentation, and official status records required to establish and maintain its designated heritage standing.	Agriculture & Community Services	Upon disposal or transfer of heritage asset		Permanent		Y	Historical Resource Act	Content Manager

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HUMAN RESOURCES										
Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
HR-01	Attendance & Scheduling	Includes timesheets regarding employee attendance.	Human Resources	CY - December 31	3 Y	Destroy	Y		Employment Standards Code sec. 14	Content Manager Digital, secure
HR-02	Benefits Administration	Includes rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, and general information.	Human Resources	Upon new benefit provider	3 Y	Destroy				Content Manager Digital & paper. Active paper stored in HR, inactive stored in vault.
HR-03	Human Resources Planning & Reporting	Includes records of succession planning, executive placement, retirement programs, staff turnover rates, annual hires, recruitment freezes, employment equity, and related records.	Human Resources	Until replaced by next approved version	5 Y	Destroy		✗		Content Manager Digital & paper. Active paper stored in HR, inactive stored in vault.
HR-04	Job Descriptions	Includes job descriptions as well as background information used in their preparation or amendment.	Human Resources	Until replaced by next approved version	1 Y	Destroy				Content Manager Digital & paper. Active paper stored in HR, inactive stored in vault.
HR-05	Pension Administration	Includes <u>general</u> pension information from LAPP, does not include obligations to individuals.	Human Resources	Until replaced by next approved version	3 Y	Destroy				Content Manager Digital & paper. Active paper stored in HR, inactive stored in vault.
HR-06	Position Classification	Includes position classification such as defined duties and responsibilities, salary grids and background information used in their preparation or amendment.	Human Resources	Until replaced by next approved version		Permanent				Content Manager Digital & paper. Active paper stored in HR, inactive stored in vault.
	HR Employee Case File *All series are subfolders within									
HR-07	General Records	Records may include initial resumes and applications, performance evaluations, correspondence with the employee, job description, address and name changes, banking information, discipline, long-term service awards, Use of Technology form, Commitment to Respectful Workplace form and Photo Release form.	Human Resources	December 31 of year employment ceases	5 Y	Destroy	Y	Y	Employment Standards Code sec. 14	Content Manager Digital (secure) & paper. Active paper stored in locked cabinet in HR, inactive stored in vault in locked cabinet
HR-08	Health Accommodation	Includes employee medical information to support leave of absence or duty to accommodate such as doctor's notes, correspondence, health reports related to an employee's medical situation, short-term disability (STD) and long-term disability (LTD).	Human Resources	December 31 of year employment ceases	5 Y	Destroy	Y	Y	Workers' Compensation Act	Content Manager Digital (secure) & paper. Active paper stored in locked cabinet in HR, inactive stored in vault in locked cabinet
HR-09	Employment Administration	Includes records detailing employment administration. Includes obligations to individuals under LAPP, pension information of retired personnel, employee contract, ROE, leave of absences such as maternity, parental and compassionate leaves along with termination notices and severance and release documents.	Human Resources	December 31 of year employment ceases	Date of Birth + 70 years or Deceased + 1 or if over 70 and employment ceases 5 Y after employment ceases	Destroy	Y	Y	Employment Standards Code & Income Tax Act & Canada Pension Plan Act	Content Manager Digital (secure) & paper. Active paper stored in locked cabinet in HR, inactive stored in vault in locked cabinet

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Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
HR-10	Training & Development	Includes completed courses, training, certifications and career & professional development programs. Not related to Health & Safety training.	Human Resources	December 31 of year employment ceases	3 Y	Destroy	Y		Occupational Health & Safety Code	Digital (secure) & paper. Active paper records stored in locked cabinet in HR. Inactive paper records stored in Vault in locked cabinet. CRFRS training also in FirePro 2
HR-10	Workplace Claims	Includes records regarding claims to the Workers Compensation Board (WCB).	Human Resources	December 31 of year employment ceases	5 Y	Destroy	Y	Y	Workers' Compensation Act	Content Manager Digital (secure) & paper. Active paper stored in locked cabinet in HR, inactive stored in vault in locked cabinet
HR Case Files - Other										
HR-11	Council Appointed Committee & Board Members	Includes records related to committee and board positions such as approved applications, member documentation, member resignation, etc.	Human Resources	Completion of committee or board term	5 Y	Destroy	Y		Bylaw: Council Committees 1001	Content Manager Digital (secure) & paper. Active paper stored in locked cabinet in HR, inactive stored in vault in locked cabinet
HR-12	Council Member	Includes records related to onboarding of a Council member including Code of Conduct, Oath of Office, Orientation, Financial Disclosure Statements, CPP contributions, etc.	Office of the CAO	Completion of Service	Date of Birth + 70 years or Deceased + 1 or if over 70 and term ceases 5 Y after term ceases	Destroy	Y	Y	Canada Pension Plan Act	Content Manager Digital (secure) & paper. Active paper stored in locked cabinet in HR, inactive stored in vault in locked cabinet
HR-13	Investigations	Includes records dealing with complaints filed such as the initial complaint, investigation, reports and final resolution.	Human Resources	Investigation complete and resolved	11 Y	Destroy	Y		Employment Policies and Procedures Manual	Content Manager Digital (secure) & paper. Active paper stored in locked cabinet in HR, inactive stored in vault in locked cabinet
HR-14	Recruitment/Competition	Includes job postings, copies of advertisements, interview guides, rubrics and other records regarding the competition.	Human Resources	Offer letter accepted	2 Y	Destroy	Y			Content Manager Digital (secure) & paper. Active paper stored in locked cabinet in HR, inactive stored in vault in locked cabinet

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INFORMATION MANAGEMENT										
Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
IM-01	Database Management	Includes data stored on databases maintained by the County.	Information Technology	Upon decommission of database	Extract permanent data where technically feasible. If not feasible or permanent, retain for the longest retention period applicable to the data contained within the system.	Destroy	Y	Y		Databases
IM-02	FOIP Access to Information (ATI) Administration	Includes records relating to the development, implementation and amendment of policies, guidelines and procedures to comply with the provisions of the Act. Records relating to the roles and responsibilities for administering the FOIP ATI legislation; delegating of authority; internal and Government Services' reporting requirements, etc.	Office of the CAO	Until replaced by next approved version	5 Y	Destroy		Y	Access to Information Act & Protection of Privacy Act Freedom of Information and Protection of Privacy Act	Content Manager Digital
IM-03	FOIP Access to Information (ATI) Requests	Includes records produced in response to a specific FOIP ATI request of general or personal information or of a correction of personal information. Includes initial request, responsive material, working papers, notes and correspondence and activities related to the completion of the request and any reviews by the Office of the Information and Privacy Commissioner (OIPC).	Office of the CAO	Until request completed and no further appeal	3 Y	Destroy	Y		Municipal Government Act & Access to Information Act & Protection of Privacy Act Freedom of Information and Protection of Privacy Act	Content Manager Digital & paper. Active stored Corporate Services. If paper, inactive stored in Retention. Secure if required.
IM-04	Email Communications	Includes email messages created, received, or maintained by employees. This includes messages sent or received through official email accounts, as well as any attachments, metadata, and related transmission information.	Information Technology	Upon Creation	Rolling 4 Y Auto-Delete	Transitory Email Destroy. Retention for email record is based on the content and record series they support.	Y			Temporarily stored in Microsoft Outlook
IM-04 05	Information Security	Includes records about processes and procedures in place for protection of information and information systems from unauthorized access, use, infection from viruses, disclosure, disruption, modification, perusal, inspection, recording or destruction.	Information Technology	Until replaced by next approved version	3 Y	Destroy		Y		Content Manager Digital

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Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
IM-05 06	Information System Development & Implementation	Includes records that are evidence of planning, design, testing and implementation of County' s information systems such as identification of business needs, research of software and hardware and development of user documentation. Records may include technical documentation and user documentation.	Information Technology	Life of system	2 Y	Destroy		Y		Content Manager Digital
IM-06-07	Intranet & Website	Includes planning, design, development and maintenance of internal-facing and external-facing websites and intranet.	Communications	Upon discontinuation of site or service	5 Y	Destroy				Content Manager Digital
IM-07 08	Privacy Considerations	Includes records related to the protection of privacy such as privacy practices, risk management and privacy impact assessments.	FOIP Coordinator & Records Management	Until replaced by next approved version	3 Y	Destroy		Y	Access to Information Act & Protection of Privacy Act Freedom of Information and Protection of Privacy Act	Content Manager Digital
IM-08 09	Records Management Planning & Administration	Includes records generated from program administration including management of archives, stored records, retention schedule, record audits, inventory, procedures, training materials for end users, offsite storage, movement of records to offsite locations, etc.	Records Management	Until replaced by next approved version	5 Y	Destroy			Records Management Digitization Policy	Content Manager Digital
IM-09 10	Records Disposition	Includes records regarding the disposition of municipal records such as the disposal method used, forms authorizing destruction of records, destruction certificates, list of destroyed records and Legal Holds. Also includes records regarding the destruction and disposal of hard drives.	Records Management	Upon destruction of records		Permanent	Y	Y	Municipal Government Act & Records Management Bylaw	Content Manager Digital
IM-10 11	Remotely Piloted Aircraft System (RPAS) - Individual Flights	Includes records related to individual flights with remotely piloted aircraft such as the Flight Plan Worksheet containing flight logs with pilot and crew, date, time, maintenance, modifications or repairs and mandatory actions. Also includes collected data such as images and video.	Information Technology	CY - December 31 of flight completed	11 Y *unredacted video is recorded over within a 2 Y period. Images used for compliance will follow retention period of Function and Series it is allocated to*	Destroy	Y	Y	Canadian Aviation Regulations	SharePoint, secure

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Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
IM-11 12	Remotely Piloted Aircraft System (RPAS) - Operations	Includes records related to the operations of RPAS such as registration, licensing, certifications and RPAS Operating Manual.	Information Technology	Until replaced by next approved version	11 Y	Destroy		Y	Canadian Aviation Regulations	SharePoint, secure
IM-12 13	Security Cameras (Facilities)	Includes footage from facility security cameras.	Information Technology	n/a	30 Average 21-22 Days	Recorded Over If incident occurs, retention of extracted footage is based on the content and record series they support	Y			Camera Server Digital
IM-13 14	Security Cameras (Dash & Body Cameras)	Includes footage from dash and body cameras. *Body camera footage related to a charge will follow the retention period identified under Enforcement.	Information Technology	n/a	2 Y	Recorded Over If incident occurs, retention of extracted footage is based on the content and record series they support	Y			Dash Camera - SD Card Body Camera - Cloud Based Digital
IM-15	Team Communications & Collaboration Data	Includes records created or stored within Microsoft Teams, including chat messages, posts, and shared content generated during routine communication and collaboration.	Information Technology	Upon Creation	Rolling 1 Y Auto-Delete	Destroy	Y			Microsoft Teams
IM-14 16	Telecommunication Systems	Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communications systems, and 911 emergency systems.	Information Technology	Upon removal of system or system decommissioned	11 Y	Destroy				Content Manager Digital

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INFRASTRUCTURE, MAINTENANCE & UTILITIES										
Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
IU-01	Industry Approvals	Includes records related to industry approvals in relation to construction or operation of a facility, pipeline, well, utility etc. Documents include pipeline and utility crossings, proximity, industry approach use, access, seismic activity, waterlines, etc.	Public Works	December 31 of year of approval expiry		Permanent	Y	Y		Content Manager Digital Inactive paper stored in retention.
IU-02	Industry Notifications	Records related to inspections of industry notifications. Documents include Directive 056 notifications, Alberta Environment & Parks (EAP) and Alberta Transportation (AT) notifications and approvals, Alberta Energy Regulator - AER Directives, Alberta One Calls.	Public Works	CY - December 31	7 Y	Destroy	Y			Content Manager Digital
Bridges										
IU-03	Bridge Construction	Includes records related to bridge construction, bridge/bridge-culvert replacement and major repairs and upgrades such as engineering assessments, contract award, tender summaries, construction contracts and specifications, project summaries and reports, design plans, completion certificates, as-built drawings, payment recommendations, etc.	Public Works	Upon construction completion		Permanent	Y	Y		Content Manager. Digital & paper. Active paper stored in Public Works. If paper, inactive stored in Retention.
Bridge Maintenance Case File										
IU-04	Bridge Maintenance	Includes records of minor bridge construction, repairs, maintenance and inspections. Includes BIM reports (Bridge Inspection Maintenance System), bridge maintenance forms and photos.	Public Works	Upon removal of bridge	11 Y	Destroy		Y		Content Manager Digital
Infrastructure Planning & Development										
IU-05	Infrastructure Development	Includes records related to infrastructure development, site development, hamlet development, facility development and area redevelopment such as engineering designs and assessments, utility planning, stormwater, water environmental approvals and site assessments, contract award, tender summaries, construction contracts and specifications, project summaries and reports, site plans, completion certificates, as-built drawings, payment recommendations, etc.	Public Works	Upon completion of development		Permanent	Y	Y	Residential Subdivision Standards Policy & Industrial Commercial Subdivision Standards Policy	Content Manager. Digital & paper. Active paper stored in Public Works. If paper, inactive stored in Retention.
IU-06	Infrastructure Planning	Includes records related to planning and capital expenditure identification for improvements to County infrastructure.	Public Works	Plan approved or abandoned	5 Y	Destroy				Content Manager Digital

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Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
IU-07	Infrastructure Plans & Studies	Includes final version of Infrastructure Plan or Study.	Public Works	Until replaced by next approved version	10 11 Y	Destroy		Y		Content Manager. Digital & paper. Active paper stored in Public Works. If paper, inactive stored in Retention.
	For infrastructure/facility maintenance see Asset Management & Maintenance									
Roads										
IU-08	Road Closures	Includes records on roads and lanes closed on a permanent or regular basis. Records include a description of the road as recognized by land titles, surveys, copy of recommendation to Council stating intent to close, notice of intent advertisement, list of affected parties, proof of receipt; i.e. registered mail receipt, written comments from the affected parties, proposed bylaw, letter to land titles, registration documentation and the decision letter of Council.	Public Works	Upon closure of road		Permanent	Y	Y	Municipal Government Act	Content Manager Digital
IU-09	Road Construction	Includes records that are evidence of road construction, road rehabilitation and major road maintenance projects such as engineering assessments, contract award, tender summaries, construction contracts and specifications, project summaries and reports, site/design plans, completion certificates, as-built drawings, road surveys and registration, payment recommendations, environmental site assessments, etc.	Public Works	Upon completion of construction		Permanent	Y	Y	Road Design Standards Policy	Content Manager. Digital & paper. Active paper stored in Public Works. If paper, inactive stored in Retention.
IU-10	Road Maintenance	Includes records that are evidence of routine County programs and/or general maintenance on County roads to keep serviceable and extend life such as line painting, gravel programs, road ban information, highway orders, road activity reports, grader beat mapping, patching, crack seal/fill, ditching, beaver control, signs, guardrails, culverts, fencing, erosion and flood/drainage control, plowing and sanding, dust suppression (high-maintenance areas, not ratepayer contracts), etc.	Public Works	CY - December 31	11 Y	Destroy	Y	Y	Municipal Government Act	Content Manager Digital
IU-11	Traffic Counts	Includes records related to traffic counts on County roads.	Public Works	CY - December 31	20 Y	Destroy				Content Manager Digital
Solid Waste Management										
IU-12	Recycling	Includes records related to the tracking of recyclables such as quantities, processors, and claims for payment to Alberta Recycling Management Authority (ARMA), etc.	Public Works	CY - December 31	10 11 Y	Destroy				Content Manager Digital

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Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
IU-13	Scale Tickets	Includes scale tickets for loads in/out of the landfill.	Public Works		Life of Waste Works	Permanent while system in use	Y			Waste Works
IU-14	Waste Manifests for Soil Hauls	Records include waste manifests for soil hauls as required by Alberta Energy Regulator (AER).	Public Works	CY - December 31	10 11 Y	Destroy			Alberta Energy Regulator	Content Manager. Digital & paper. Active paper stored in Public Works. If paper, inactive stored in Retention.
Case File * All series are subfolders within Landfill File										
IU-15	Landfill Authorizations & Registrations Compliance	Includes records regarding the authorization, approval and registration of the landfill by external regulators (Alberta Environment & Parks, EAP). Records include application, approval, terms and conditions. Notifications, contravention reporting, and all correspondence with EAP.	Public Works	Upon acceptance of landfill reclamation Life of Asset	25 Y	Destroy Permanent		Y	Environment Protection & Enhancement Act & Standards for Landfills in Alberta & Waste Control Regulation	Content Manager. Digital & paper. Active paper stored in Public Works. If paper, inactive stored in Retention.
IU-16	Landfill Construction	Includes records related to landfill development, construction and reclamation such as engineering designs, site assessments, detailed construction plans and specifications, construction contracts, as-built drawings, project studies, construction quality assurance and control plans, contract award, tender summaries, project summaries and final reports, completion certificates, payment recommendations, etc. *For transfer stations see Asset Management and Maintenance.	Public Works	Upon acceptance of landfill reclamation Life of Asset	25 Y	Destroy Permanent	Y	Y	Environment Protection & Enhancement Act & Standards for Landfills in Alberta & Waste Control Regulation	Content Manager. Digital & paper. Active paper stored in Public Works. If paper, inactive stored in Retention.
IU-17	Landfill Contravention Reporting	Includes records related to actual or suspected contraventions at County landfill such as reports, notifications, summaries, and supporting documentation submitted to or generated by the County regarding non-compliance with environmental, operational, or regulatory requirements.	Public Works	Upon acceptance of landfill reclamation	25 Y	Destroy			Environment Protection & Enhancement Act & Standards for Landfills in Alberta & Waste Control Regulation	Content Manager. Digital & paper. Active paper stored in Public Works, inactive stored in Retention.
IU-18	Landfill Maintenance & Monitoring	Includes records regarding the maintenance and monitoring of the landfill such as monthly reports, Operations Plan, monitoring programs, Annual Operations and Groundwater Summary Reports, Landfill Annual Report, site maps, Greenhouse Gas Assessment, release reporting, etc. *For transfer stations see Asset Management and Maintenance.	Public Works	Upon acceptance of landfill reclamation Life of Asset	25 Y	Destroy Permanent	Y	Y	Environment Protection & Enhancement Act & Standards for Landfills in Alberta & Waste Control Regulation	Content Manager. Digital & paper. Active paper stored in Public Works. If paper, inactive stored in Retention.
IU-19	Landfill Monitoring & Compliance	Includes records related to environmental monitoring and regulatory compliance such as sampling results, inspections, annual reporting, audits and documents required to demonstrate compliance.	Public Works	Upon acceptance of landfill reclamation Life of Asset	25 Y	Destroy Permanent		Y	Environment Protection & Enhancement Act & Standards for Landfills in Alberta & Waste Control Regulation	Content Manager. Digital & paper. Active paper stored in Public Works, inactive stored in Retention.
Utility Management General										

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Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
IU-2018	Lighting	Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as streetlights.	Public Works	Removal of equipment	7 Y	Destroy		Y		Content Manager Digital & paper. Active paper stored in Public Works, if paper , inactive stored in Retention.
IU-2118	Utility Connections	Includes applications submitted for service connection to County operated utilities. Records regarding connection to County utilities such as meter reading requests, line locates, meter hookups and utility change forms.	Public Works	CY - December 31	7 Y	Destroy	Y			Content Manager Digital
	Utility Case File									
	Case File * All series are subfolders within									
IU-2218	Utility Authorizations & Registrations	Includes records related to permits, approvals, authorizations, and registrations, issued by external agencies or authorities, required for the operation or development of County utility services. regarding the authorization, approval and registration of the utility by external regulators (Government of Alberta). Records include Application, Approval, Terms and Conditions, Notifications, Contravention Reporting, and all correspondence with the regulator.	Originating Department	Life of Upon utility decommission	11 Y	Destroy Permanent		Y	<i>Municipal Government Act</i>	Content Manager/SharePoint Digital Digital & paper. Active paper stored in Public Works, inactive stored in Retention.
IU-2318	Utility Construction	Includes records related to the construction, design, replacement, extension, modification, expansion or reclamation of the utility such as construction documents, build phases, record drawings, project reports, engineered drawings and specifications, site assessments, contract award, tender summaries, construction contracts, project summaries and reports, completion certificates, as-built drawings, payment recommendations, photos etc.	Originating Department	Life of Upon utility decommission	10 11 Y	Destroy	Y	Y	<i>Municipal Government Act</i>	Content Manager/SharePoint Digital & paper. Active paper stored in originating department, if paper , inactive stored in Retention.
IU-2418	Utility Maintenance	Includes records that are evidence of routine operations, inspection, monitoring and preventative maintenance on utility infrastructure. Records may include work site location map, work orders, service connection inspection records, crossing agreements, line locating, etc.	Originating Department	Life of Upon utility decommission	10 11 Y	Destroy	Y	Y	<i>Municipal Government Act</i>	Content Manager/SharePoint Digital & paper. Active paper stored in originating department, if paper , inactive stored in Retention.
	Water Management									
	Case File * All series are subfolders within Utility									

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Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
IU-2518	Emergency Incidents	Includes records related to an unplanned/unscheduled repair or maintenance due to breakage, blockage or backup. Includes all documentation related to the incident such as plans, remedial actions, reports, incident review and analysis, lessons learned, etc.	Public Works	Life of Upon utility decommission	10 11 Y	Destroy		Y	Code of Practice for Waterworks Systems using High Quality Groundwater	Content Manager Digital & paper. Active paper stored in Public Works, inactive stored in Retention.
IU-2618	Metering	Includes records related to the planning, tracking and installation of water meters.	Public Works	Life of Upon utility decommission	10 11 Y	Destroy		Y		Content Manager Digital & paper. Active paper stored in Public Works, inactive stored in Retention.
IU-2718	Water Authorizations & Registrations	Includes records regarding the authorization, approval and registration of the water system by external regulators (Government of Alberta). Records include Application, Approval, Terms and Conditions, Notifications, and all correspondence with Alberta Environment.	Public Works	Life of Upon utility decommission	11 Y	Destroy Permanent		Y	Code of Practice for Waterworks Systems using High Quality Groundwater	Content Manager Digital & paper. Active paper stored in Public Works, inactive stored in Retention.
IU-2818	Water Contravention Reporting	Includes records related to water contravention reporting such as proof of contravention notification, contravention report, actions taken to correct contraventions of potable water quality limits including name and address of person who discovered the contravention and copies of all notifications sent to the public.	Public Works	Life of Upon utility decommission	10 11 Y	Destroy		Y	Code of Practice for Waterworks Systems using High Quality Groundwater	Content Manager Digital & paper. Active paper stored in Public Works, inactive stored in Retention.
IU-2918	Water Monitoring & Compliance	Includes daily records regarding water monitoring and compliance such as bacteriological analysis results, monthly reports, flow meter readings, chlorine concentrations, treatment chemical dosages, iron and manganese concentrations, fluoridation information, monthly and annual reports, etc. Also includes certification of qualification for operators.	Public Works	Life of Upon utility decommission	10 11 Y	Destroy		Y	Code of Practice for Waterworks Systems using High Quality Groundwater	Content Manager Digital & paper. Active paper stored in Public Works, inactive stored in Retention.
IU-3018	Water System Construction	Includes records related to the construction, design, replacement, extension, modification, expansion or reclamation of the water system such as construction documents, record drawings, project reports, engineered drawings and specifications, water planning, site assessments, contract award, tender summaries, construction contracts, project summaries and reports, completion certificates, as-built drawings, payment recommendations, current version of design, etc.	Public Works	Life of Upon utility decommission	10 11 Y	Destroy	Y	Y	Code of Practice for Waterworks Systems using High Quality Groundwater	Content Manager Digital & paper. Active paper stored in Public Works. If paper, inactive stored in Retention.

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Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
IU-31	Water System Maintenance	Includes records related to water system maintenance such as reports and inspections by the Government of Alberta, maintenance logs, all physical, organic, inorganic chemical and pesticide analytical results (excluding daily monitoring), operations program, all annual reporting requirements, pressure reports, service line leak detections, minor water main repairs, photographs, etc.	Public Works	Life of Upon utility decommission	10 11 Y	Destroy	Y	Y	Code of Practice for Waterworks Systems using High Quality Groundwater	Content Manager Digital & paper. Active paper stored in Public Works, inactive stored in Retention.
	Wastewater Management Case File * All series are subfolders within Utility									
IU-32	Emergency Incidents	Records involving an unplanned and unscheduled repair or maintenance, such as a breakage, blockage or backup. All records elated to the incident including plans, remedial actions, reports, incident review and analysis, lessons learned, etc.	Public Works	Life of Upon utility decommission	10 11 Y	Destroy		Y	Code of Practice for Wastewater Systems using a Wastewater Lagoon	Content Manager Digital & paper. Active paper stored in Public Works, inactive stored in Retention.
IU-33	Wastewater Authorizations & Registrations	Includes records related to authorizations or registrations issued for the operation of wastewater treatment facilities by external regulators (Government of Alberta). Records include Authorizations, Registrations, Terms and Conditions, all documentation provided to Director regarding extensions and replacements of the wastewater system, conducting treated wastewater irrigation or sludge application.	Public Works	Life of Upon utility decommission	11 Y	Destroy Permanent		Y	Code of Practice for Wastewater Systems using a Wastewater Lagoon	Content Manager Digital & paper. Active paper stored in Public Works, inactive stored in Retention.
IU-34	Wastewater Contravention Reporting	Includes records related to wastewater contravention reporting such as proof of contravention notification, contravention report, actions taken to correct contraventions including name and address of person who discovered the contravention and copies of all notifications sent to the public.	Public Works	Life of Upon utility decommission	10 11 Y	Destroy		Y	Code of Practice for Wastewater Systems using a Wastewater Lagoon	Content Manager Digital & paper. Active paper stored in Public Works, inactive stored in Retention.
IU-35	Wastewater Monitoring & Compliance	Includes records regarding the monitoring and compliance of wastewater quality through collection, drainage, treatment, discharge, lab test analysis results study reports, influent characteristic investigation monitoring of domestic, commercial industrial discharges, spills groundwater clean-up, discharges, internal external laboratory quality control. Also includes certification of qualification for operators.	Public Works	Life of Upon utility decommission	10 11 Y	Destroy		Y	Code of Practice for Wastewater Systems using a Wastewater Lagoon	Content Manager Digital & paper. Active paper stored in Public Works, inactive stored in Retention.

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Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
IU-36 18	Wastewater System Construction	Includes records related to the construction, design, replacement, extension, modification, expansion or reclamation of the wastewater systems such as construction documents, record drawings, project reports, engineered drawings and specifications, wastewater planning, site assessments, contract award, tender summaries, construction contracts, project summaries and reports, completion certificates, as-built drawings, payment recommendations, current version of design, etc.	Public Works	Life of Upon utility decommission	10 11 Y	Destroy	Y	Y	Code of Practice for Wastewater Systems using a Wastewater Lagoon	Content Manager Digital & paper. Active paper stored in Public Works. If paper, inactive stored in Retention.
IU-37 18	Wastewater System Maintenance	Includes records related to wastewater system maintenance such as annual wastewater reports, maintenance logs, wastewater lagoon site evaluation reports, biosolid management, sludge monitoring, annual discharge reports and all notifications given to downstream land users, all complaints received regarding potential adverse effect of wastewater lagoon operation and how they were resolved, operating procedures, reclamation plans and operator's log.	Public Works	Life of Upon utility decommission	10 11 Y	Destroy	Y	Y	Code of Practice for Wastewater Systems using a Wastewater Lagoon	Content Manager Digital & paper. Active paper stored in Public Works, inactive stored in Retention.

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LEGAL										
Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
LG-01	Agreements & Contracts	Includes records that are evidence of the negotiation, preparation, monitoring and administration of agreements and contracts between Clearwater County and service providers, landowners, vendors, contractors, community groups, municipalities, or other entities etc. Records may include financial services, consulting, contracted services, liability waivers for programs , Road Use Permits, Third-Party Access, land leases, rental, private property, Road Allowance Licenses, dust suppression, beaver control, inter-municipal, MOU's, utility and sanitary. *For land acquisition see Land Interest. *For land acquisition related to construction and construction contracts and agreements see Infrastructure, Maintenance & Utilities.	Originating Department.	Termination of Contract or Agreement and all conditions met.	11 Y	Destroy	Y	Y	Limitations Act	Content Manager Digital & paper. Active paper stored in originating department- if paper , inactive stored in Retention.
LG-02	Appeals & Hearings	Includes all transcripts and exhibits regarding appeals, hearings, and legal proceedings. Includes zoning appeals, official plan appeals, assessment appeals, SDAB appeals and final judgments. Also includes orders issued by regulatory bodies and boards.	Originating Department	Upon conclusion of hearing and no further appeal.		Permanent	Y	Y	Municipal Government Act Bylaws: Designated Officer SDAB Clerk, Central Alberta Regional Assessment Review Board, Subdivision & Development Appeal Board 1039/18 & 1096/20 & 1098/20	Content Manager Paper maintained permanently for minutes and final decisions . Appeal and Hearing Packages will be digital only after an 11 year period.
LG-03	Consents - Anti Spam	Includes records collected from ratepayers and others requesting to not be sent County publications.	Originating Department	Date of Request	5 Y	Destroy	Y	Y	Canada Anti-Spam Legislation	Content Manager Digital
LG-04	Expropriations	Includes records relating to acquiring an estate or interest in land by full or partial expropriation. (Final Order).	Office of the CAO	Upon completion of expropriation		Permanent	Y	Y	Municipal Government Act	Content Manager Digital & paper. Active paper stored in Corporate Services- if paper , inactive stored in Retention.
LG-05	Incorporation	Includes records regarding the municipality's incorporation and organizational structure. Founding and establishment of County, related authorities and corporate entities, articles of incumbency, certificates of incorporation, certificates of name change, corporate seal.	Office of the CAO			Permanent		Y	Municipal Government Act	Content Manager Digital & paper. Active paper stored in Corporate Services- if paper , inactive stored in Retention.
LG-06	Insurance Appraisals	Includes appraisals of municipal property for insurance purposes.	Financial Services	Until replaced by next approved version	7 Y	Destroy				Content Manager Digital
LG-07	Insurance Policies	Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance.	Financial Services	Expiration of Policy	11 Y	Destroy				Content Manager Digital

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Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
LG-08	Land Interest	Includes records that are evidence of the monitoring and protection of Clearwater County's interests and rights in land holdings, such as land acquisition, borrow pit, landscaping, backsloping, Master Pipeline Crossing License Agreements, Right-Of-Way, environmental information on County properties & infrastructure. *For land acquisition related to capital projects see Infrastructure, Maintenance & Utilities. *For sale of County land see Planning & Development.	Originating Department	Upon completion of Land Interest and/or all conditions met.		Permanent	Y	Y	Right-of-Way Acquisitions, Backsloping Agreements, and Borrow Pit Acquisitions & Agreements	Content Manager Digital & paper. Active paper stored in originating department- if paper , inactive stored in Retention.
LG-09	Power of Attorney	Records that provide legal authority to act for another person in specified or all legal or financial matters.	Financial Services	Upon title change of property	1 Y	Destroy	Y	Y	Powers of Attorney Act	Content Manager Digital & paper, secure . Active paper stored in Corporate Services- if paper , inactive stored in Retention.
LG-10	Procurement	Includes records related to selection, procurement, and purchasing of products, supplies, material and services from external vendors such as identification of potential vendors, preparing and issuing requests, tenders and invitations, receiving bids from vendors, tender evaluations, etc. *Excludes Contract/Agreement of Successful Tenderer.	Originating Department	CY - December 31	11 Y	Destroy	Y	Y	Canada-European Union Comprehensive Economic and Trade Agreement (CETA), UK-Canada Trade Continuity Agreement (TCA), Canadian Free Trade Agreement (CFTA), New West Partnership Trade Agreement (NWPTA)	Content Manager Digital & paper. Active paper stored in originating department, inactive stored in retention.
Case File - Legal										
LG-11	Bylaw Enforcement	Includes records regarding prosecutions to enforce bylaws. *Does not include records of Community Peace Officers.	Originating Department	Until matter concluded and no further appeal	11 Y	Destroy	Y	Y		Digital & paper, secure. Active stored in originating department. If paper, inactive stored in Vault.
LG-112	Claims against the Municipality	Includes all litigation made by other parties against the municipality.	Office of the CAO	Upon completion of claim and no further appeal	11 Y	Destroy	Y	Y	Limitations Act	Content Manager Digital, secure
LG-123	Claims by the Municipality	Includes all litigation made against other parties by the municipality.	Office of the CAO	Upon completion of claim and no further appeal	11 Y	Destroy	Y	Y	Limitations Act	Content Manager Digital, secure
LG-133	Opinions & Briefs	Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	Originating Department	Upon matter concluded and no further appeal	11 Y	Destroy	Y		Limitations Act	Content Manager Digital, secure
LG-143	Public Interest Disclosures	Includes records related to confidential public interest disclosures along with administration, training and communication about these disclosures.	Council, CAO & Leadership Management	Incident investigated and resolved	11 Y	Destroy	Y	Y	Public Interest Disclosure Act (Whistleblower Protection) Employment Policies and Procedures Manual	Content Manager Digital (secure) & paper. Active paper stored in locked cabinet in HR, inactive stored in locked cabinet in vault.

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MUNICIPAL GOVERNANCE										
Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
MG-01	Awards	Includes records related to awards issued to Clearwater County.	Office of the CAO	1. If declined 2. Upon receipt of award	1. 2 Y 2. Permanent					Content Manager Paper/Digital
MG-02	Bylaws	Includes final versions of the municipality's bylaws. Includes amended, rescinded and repealed bylaws.	Office of the CAO	Upon amended, rescinded, or repealed, or expired		Permanent		Y	Municipal Government Act	Content Manager/SharePoint Digital & paper. Paper stored in Corporate Services & Vault - Stored in Corporate Services and vault.
MG-03	Bylaw Development/Drafts	Includes records related to research, analysis and development of draft bylaws for approval by Council.	Originating Department	Upon approval, abandonment or defeated	5 Y	Destroy			Municipal Government Act	Content Manager Digital
MG-04	Census	Includes records relating to conducting a municipal Census. Includes working papers, response sheets, and enumerator info/oaths.	Office of the CAO	Completion of Census	5 Y	Destroy	Y		Municipal Government Act	Content Manager Digital
MG-05	Census	Includes final Census, reports and Census Highlights.	Office of the CAO	Completion of Census		Permanent	Y	Y	Municipal Government Act	Content Manager Digital
MG-06	Intergovernmental Relations	Includes records relating to involvement with other municipalities, government bodies and agencies, provincial ministries etc. such as correspondence, negotiations, advice, reporting, policy directives, notifications, inquiries, and reports.	Originating Department	CY - December 31	5 Y	Destroy			Municipal Government Act	Content Manager Digital
MG-07	Ministerial Orders - Not Specific to Clearwater County	Includes Ministerial Orders not specific to Clearwater County	Office of the CAO	CY - December 31	5 Y	Destroy			Municipal Government Act	Content Manager Digital
MG-08	Ministerial Orders - Specific to Clearwater County	Includes Ministerial Orders specific to Clearwater County	Office of the CAO	CY - December 31		Permanent			Municipal Government Act	Content Manager Digital & Paper. Paper stored in Corporate Services & Vault.
MG-09	Petitions - Formal	Includes records relating to Petitions received in accordance with MGA requirements such as reports on sufficiency of the Petition, records of response and analysis of the Petition.	Originating Department	Petition concluded		Permanent	Y	Y	Municipal Government Act	Content Manager Digital
MG-10	Petitions - Informal	Includes records relating to informal Petitions that do not meet the requirements of the MGA such as online petition websites and letter-writing campaigns. Documents include records of response and analysis of the Petition.	Originating Department	Petition concluded	5 Y	Destroy	Y		Municipal Government Act	Content Manager Digital

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Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
MG-11	Policies	Includes all policies approved and adopted by Council.	Office of the CAO	Until replaced by next approved version		Permanent		Y	Municipal Government Act	Content Manager. Paper/Digital. Active paper in Office of CAO, inactive in retention.
MG-12	Policy Development	Includes records related to policy development, review and maintenance such as drafts, supporting documentation and correspondence.	Originating Department	Upon policy approval or abandonment	5 Y	Destroy				Content Manager Digital
MG-13	Strategic Planning	Includes records for strategic planning, goals and objectives, and mission statements.	Office of the CAO	Until replaced by next approved version	5 Y	Destroy		Y	Municipal Government Act	Content Manager Digital & paper. Active paper stored in Office of CAO, if paper , inactive stored in the Vault.
Council										
MG-14	Council Agendas, Minutes, Motions, Presentations, Resolutions & Supporting Documentation	Includes notices, agendas, minutes, presentation content, reporting, supporting documentation for regular, special & organizational meetings.	Office of the CAO	CY - December 31		Permanent	Y	Y	Municipal Government Act	Content Manager Digital & paper. Current year stored in Corporate Services, inactive stored in vault. Database: iCompass
MG-15	Video Council Meetings	Includes video recordings of Council meetings.	Office of the CAO			Permanent	Y		Municipal Government Act	I-Compass, YouTube, & Content Manager Digital when required.
Case File - Council										
MG-16	Accountability, Transparency & Governance	Includes records relating to Councils' adherence to the Code of Conduct such as documenting inquires, complaints, or allegations regarding Council members, and related investigation.	Office of the CAO	Upon Council decision on sanctions & respondent has been informed of Council Decision.	5 Y	Destroy	Y	Y	Municipal Government Act	Content Manager Digital, secure
Council Appointed Committees & Boards										
MG-17	Committees & Board Administration	Includes records identifying purpose, structure and appointment of Boards and Committees including ad hoc, plans and specific initiatives. Records also includes Terms of Reference.	Originating Department	Until replaced by next approved version	10 Y	Destroy		Y	Municipal Government Act	Content Manager Digital
MG-18	Committee & Board Agenda & Minutes	Includes Committee and Board Agendas and Minutes. Reporting is submitted to Council.	Originating Department	CY - December 31		Permanent	Y	Y	Bylaw Council Committees 108/19	Content Manager Digital & paper. Current year stored in originating department, inactive stored in Vault
MG-19	Committee & Board Applications and Roster	Includes applications and /or nomination for Boards and Committees. Also includes roster for individuals willing to serve on a Board or Committee. * Once application approved, see HR for member documentation.	Originating Department	Until appointed or application withdrawn	1 Y	Destroy	Y			Content Manager Digital

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Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
MG-20	Committee & Board Dissolution	Includes records from dissolution of a Council appointed committee or board.	Office of the CAO	Upon completion of dissolution		Permanent	Y		Municipal Government Act	Content Manager Digital
MG-21	Committee & Board Training & Certification	Includes records of committee and board training such as SDAB.	Office of the CAO	Upon Expiry of Training	3 Y	Destroy	Y	Y	Municipal Government Act & Subdivision and Development Appeal Board Regulation	Content Manager Digital
	Election									
MG-22	Election Administration	Includes records from planning and management of general elections, by-elections or votes on a bylaw or question. Includes lists of officials, advertising, general correspondence regarding the election, oaths by staff, election worker applications, etc.	Legislative Services	Election concluded	5 Y	Destroy	Y	Y	Municipal Government Act & Local Authorities Election Act	Content Manager Digital
MG-23	Election Ballots	Includes records mandated for collection such as the register of voters and ballots.	Legislative Services	Election results declared and no recount or appeal	6 weeks from day of voting and approval from Returning Officer	Destroy		Y	Local Authorities Election Act	Paper, secure in vault
MG-24	Elections - Final Outcome	Includes reports of final election results such as Declaration of Election Results.	Legislative Services	Election concluded		Permanent		Y	Local Authorities Election Act	Content Manager Digital
MG-25	Election Nominations	Includes submitted Forms of Nomination for candidates, Campaign Financial Disclosure Statements, etc. may include financial information.	Legislative Services	Term of office	1 Y	Destroy	Y	Y	Local Authorities Election Act	Content Manager Digital
MG-26	Elections & Plebiscites - Advertising & Reporting	Includes records produced from conducting and reporting of elections and plebiscites.	Legislative Services	Election concluded	5 Y	Destroy		Y	Local Authorities Election Act	Content Manager Digital

CY= Current Year
PIB = Personal Information Bank

PLANNING & DEVELOPMENT										
Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
PD-01	Annexation & Amalgamation	Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on restructuring.	Office of the CAO & Planning & Development	Upon completion of annexation or amalgamation		Permanent	Y	Y	Municipal Government Act	Content Manager Digital & paper. Active stored in Corporate Services, inactive stored in vault.
PD-02	Area Structure Plans/Area Redevelopment Plans	Includes Area Structure Plans and Area Redevelopment Plans to identify land use, servicing requirements and infrastructure needs within select areas. Documents include final plan, background reports, statistics and work plan.	Planning & Development	Upon replacement with next approved version		Permanent		Y	Municipal Government Act	Content Manager Digital
PD-03	Area Structure Plans/Area Redevelopment Plans - Review & Drafts	Includes records relating to review, planning and drafting of Area Structure Plans and Area Redevelopment Plans including draft plans, public consultation, working file and notes.	Planning & Development	Upon approval or abandonment of plan	10 Y	Destroy				Content Manager Digital & paper. Active stored in Planning, inactive stored in retention.
PD-04	Economic Development	Includes records that are evidence of planning, promotion and expansion of County tax base and growth. *For studies, see Planning & Development Studies.	Planning & Development	CY - December 31	10 Y	Destroy	Y	Y	Municipal Government Act	Content Manager Digital
PD-05	Heritage Sites	Includes records related to heritage sites within the County. Documents include background historical information, site documentation, plans, photos, heritage evaluation, preservation actions, rehabilitation activities, restoration activities, etc.	Planning & Development	-	-	Permanent	Y	Y	-	Digital & paper, stored in Planning & Development & Vault. *Option to transfer to provincial archives.
PD-05	Intergovernmental Development	Includes collaborative planning initiatives involving multiple levels of government - municipal, provincial, federal, and agencies managing Crown land within the boundaries of Clearwater County.	Planning & Development	1. Initiative Cancelled 2. Upon completion of initiative	1. 10 Y 2. Permanent	Destroy	Y	Y		Content Manager
PD-06	Intermunicipal Development Plans	Includes intermunicipal development plans with neighbouring municipalities.	Planning & Development	Upon replacement with next approved version		Permanent		Y	Municipal Government Act	Content Manager Digital
PD-07	Land Use Designation	Includes records and standards regarding the designation of districts for land use planning purposes.	Planning & Development	Upon replacement with next approved version		Permanent		Y	Municipal Government Act	Content Manager Digital & paper, stored in Planning & Development
PD-08	Municipal Development Plan	Includes approved Municipal Development Plan, background reports, statistics and work plan.	Planning & Development	Upon replacement with next approved version		Permanent		Y	Municipal Government Act & Alberta Land Stewardship Act	Content Manager

CY= Current Year
PIB = Personal Information Bank



Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
PD-09	Municipal Development Plan - Review & Drafts	Includes records relating to review, planning and drafting of the Municipal Development Plan such as public consultation and input, steering committee input, draft plans, etc.	Planning & Development	Upon adoption and approval of plan	10 Y	Destroy				Content Manager Digital & paper, stored in Planning & Development
PD-10	Planning & Development Studies	Includes records related to Planning & Development studies such as economic development studies, demographic studies, tourism studies and development studies.	Planning & Development	Upon completion of study		Permanent		Y		Content Manager Digital & paper, stored in Planning & Development
PD-11	Tourism Development	Includes records regarding the David Thompson Regional Tourism Group, the tourism industry and efforts made to promote and encourage tourism within the County. *For studies, see Planning & Development Studies.	Planning & Development	CY - December 31	10 Y	Destroy	Y		Municipal Government Act	Content Manager Digital
	Development Case File (Established by Legal Land Description or Lot, Block, Plan)									
PD-12	Development Permits	Includes records related to receiving, reviewing, processing and issuance of development permits, including commercial and residential, such as application forms, approach construction, site plans, real property reports, business letters, public input, Appeal & Hearing decisions, compliance, etc.	Planning & Development	Active		Permanent	Y	Y	Municipal Government Act	Content Manager Within-Development Case File- Digital & paper, stored in Planning & Development.
PD-13	Encroachments	Includes all records regarding private properties encroaching on municipal lands, municipal reserves, and municipal road allowances, including encroachment agreements. Also includes surveys and any other related documentation.	Planning & Development	Active		Permanent	Y	Y	Municipal Government Act	Content Manager Within-Development Case File- Digital & paper, stored in Planning & Development.
PD-14	Land Use Bylaw Amendment	Includes records related to bylaw amendment including applications, supporting documents, legislation, submissions to Council, and copy of bylaw.	Planning & Development	Active		Permanent	Y	Y	Municipal Government Act	Content Manager Within-Development Case File- Digital & paper, stored in Planning & Development.
PD-15	Sale of County Land	Includes all records related to the sale of County Land.	Planning & Development	Active		Permanent	Y	Y	Nordegg Lot Purchasing Policy	Content Manager Within-Development Case File- Digital & paper, stored in Planning & Development.
	Registered Plan Case File									
PD-16	Registered Plans	Includes plans registered with Land Titles accompanied with a survey such as utility rights-of-way, easements, caveats, restricted covenants, etc.	Planning & Development	Active		Permanent	N	Y		Content Manager Within-Registered Plan Case File- Digital & paper, stored in Planning & Development.
	Subdivision Case File									

CY= Current Year
PIB = Personal Information Bank

BYLAW 26/076
SCHEDULE A

Code	Record Series Title and Description	Record Series Description	Responsible Business Unit Owner	Closure Criteria	Retention Period	Disposition	PIB	Vital	Defining Authorities	System of Record Location
PD-17	Boundary Adjustment	Includes records regarding applications and background material for boundary adjustments, including Council decisions, copy of by-law, correspondence, Appeal & Hearing decisions, etc.	Planning & Development	Active		Permanent	Y	Y	<i>Municipal Government Act</i>	Content Manager Within Subdivision Case File. Digital & paper, stored in Planning & Development.
PD-18	Easements	Includes records on Right of Way and Easements concerning municipal ownership of private lands in order to maintain public service. *See Registered Plans for easements that have a survey.	Planning & Development	Active		Permanent	Y	Y	<i>Municipal Government Act</i>	Content Manager Within Subdivision Case File. Digital & paper, stored in Planning & Development.
PD-19	Subdivision Applications	Includes records related to the approval of a subdivision (both residential and commercial) such as applications, first parcel out, fragmented parcel, drawings, technical reports, draft plans, storm water plans, correspondence, working notes and background information, Appeal & Hearing decisions, compliance etc.	Planning & Development	Active		Permanent	Y	Y	<i>Municipal Government Act & Application for Subdivision Policy & Future Land Acquisition Policy</i>	Content Manager Within Subdivision Case File. Digital & paper, stored in Planning & Development.
	*See Legal for Appeals & Hearings (SDAB) and Bylaw Enforcement									

CY= Current Year
PIB = Personal Information Bank



CLEARWATER COUNTY

BYLAW NUMBER 26/076

Being a bylaw of Clearwater County, in the Province of Alberta, for the purpose of management, retention, and disposition of municipal records.

WHEREAS the Council of Clearwater County deems it necessary and appropriate to ensure municipal records, in both paper and electronic format, are retained and disposed of in a manner consistent with applicable statutes and regulations;

AND WHEREAS in accordance with the *Municipal Government Act*, RSA 2000 c M-26 (the Act), and amendments thereto, the Chief Administrative Officer (CAO) must ensure that all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe;

AND WHEREAS in accordance with the Act council may pass a bylaw respecting the destruction of other records and documents of the municipality;

AND WHEREAS in accordance with the *Protection of Privacy Act*, SA 2024 Chapter P-28.5 (POPA) the head of a public body must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, or destruction;

AND WHEREAS in accordance with the *Electronic Transactions Act*, SA 2001 Chapter E-5.5, information or a record to which the Act applies must not be denied legal effect or enforceability solely by reason that it is in electronic form;

NOW THEREFORE, the Council of Clearwater County in the Province of Alberta enacts as follows:

1 TITLE

- 1.1 This bylaw shall be known as the "Records Management Bylaw."

2 PURPOSE

- 2.1 The purpose of this bylaw is to provide for the proper management, retention, and disposition of municipal records.

3 DEFINITIONS

- 3.1 "Act" means the *Municipal Government Act*, RSA 2000, c M-26, and amendments and includes associated regulations.
- 3.2 "CAO" means the Chief Administrative Officer of Clearwater County or designate.
- 3.3 "Council" means the Council of Clearwater County.
- 3.4 "County" means Clearwater County.

- 3.5 “Disposition” means the final retention action conducted on a record.
- 3.6 “Endorsed Repositories” means approved and recognized systems for records storage.
- 3.7 “Metadata” means attributes that identify a record and describe its use, management, custodial history, and technological changes.
- 3.8 “Outside Agency” means an organization and/or individual under a contract with the County.
- 3.9 “Personal Information” means recorded information about an identifiable individual.
- 3.10 “Personal Information Bank” means a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to an individual.
- 3.11 “Record” means any electronic record or other record in any form in which information is contained or stored, including information in any written, graphic, electronic, digital, photographic, audio, or other medium, but does not include software or any mechanism used to store or produce the record.
- 3.12 “Record Retention” means the time frame that records are retained by the County.
- 3.13 “Schedule A” means Schedule A – Records Retention & Disposition Schedule, attached to and forming part of this Bylaw.
- 3.14 “Substantive Record” means a record that is judged to hold administrative, legal, fiscal, research or historical value.
- 3.15 “Transitory Record” means a record that has only immediate or short-term usefulness or value and will not be needed again in the future.
- 3.16 “Vital Records” means records needed to support emergency response, resume operations, and fulfill critical responsibilities.

4 APPLICATION

- 4.1 All records in the care and custody of County staff are the property of the County and must be managed in accordance with this Bylaw and Schedule A.
- 4.2 The Records Management Program forms part of Clearwater County’s usual and ordinary course of business.
- 4.3 Where records are in the possession of an Outside Agency, such records may be under the County’s control when:
 - 4.3.1 The record is specified in the contract as being under the control of the County;
or

- 4.3.2 The content of the records relates to the County's mandate and functions; or
 - 4.3.3 The County has the authority to regulate the record's use and disposition; or
 - 4.3.4 The Outside Agency is a consultant, and the record was created for the public body; or
 - 4.3.5 The contract permits the County to inspect, review, or copy the records produced, received, or acquired.
- 4.4 References to provisions of statutes, rules or regulations shall be deemed to include all references to such provisions as amended, modified, or re-enacted from time to time.

5 GENERAL RULES & SPECIAL PROVISIONS

- 5.1 Records must be stored in endorsed repositories in accordance with this Bylaw and Schedule A.
- 5.2 All County records are assigned a security classification that reflects the sensitivity of the information, in accordance with the Protection of Privacy (Ministerial) Regulation.
- 5.3 All records shall be securely stored to prevent unauthorized access, use, disclosure, or destruction and be appropriate and proportional with the security classification level of that information or data.
- 5.4 Digitization of records shall be carried out in accordance with the County's applicable record digitization standards.
- 5.5 Records identified as Vital ("V") are fundamental to the County's ability to function and contain information necessary to recreate legal and financial status and preserve the rights and obligations of stakeholders, including employees, customers, investors, and citizens.
 - 5.5.1 Vital records will be stored using the most secure and environmentally safe means.
 - 5.5.2 Vital records may be duplicated, in both paper and electronic format, and stored with geographical separation.
- 5.6 The CAO shall publish a directory, in printed or electronic form, which lists the public body's personal information banks in accordance with POPA.
- 5.7 Any substantive record not referenced within Schedule A of this Bylaw shall only be destroyed with the direction and approval of the CAO. A listing of substantive records not referenced must be maintained for bylaw amendment.
- 5.8 Pursuant to the Act, if an individual's personal information will be used by the municipality to make a decision that directly affects the individual, the municipality must retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it.

- 5.9 Transitory records shall be discarded routinely following established procedures.
- 5.10 Records must be reviewed for retention and disposal on an annual basis.
- 5.11 If a record is associated with more than one group of records, it may be disposed of in one context while being retained in another.
- 5.12 Election material shall be destroyed in accordance with the *Local Authorities Election Act*, RSA 2000, c L-21.
- 5.13 The CAO:
 - 5.13.1 Shall ensure that all records are retained or disposed of in accordance with this Bylaw and Schedule A.
 - 5.13.2 Shall certify in writing when records have been destroyed under this Bylaw and identify the records destroyed, the time and place of destruction and the method of disposal used. A destruction certificate shall accompany the written statement when using a third-party contractor for disposal services.
 - 5.13.3 Shall keep an index (audit trail) of:
 - a) Records destroyed;
 - b) Record metadata (where system capabilities allow);
 - c) Records referred to Archives, that is, internal archives, Provincial Archives of Alberta, or another archival centre.
 - 5.13.4 Shall have the authority to place a hold on record disposition processes for records associated with civil action, anticipated civil action, audit, or Access to Information request. Such decisions to retain the records longer than the period provided for shall be recorded.
- 5.14 Nothing in this Bylaw relieves any person from compliance with any other Bylaw or applicable federal or provincial law, regulation, or enactment.

6 SEVERABILITY

- 6.1 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed, and the remainder of the Bylaw shall be deemed valid.

7 EFFECTIVE DATE

- 7.1 This bylaw comes into force and effect upon third and final reading.
- 7.2 Bylaw 26/076 repeals Bylaw 1189/24 and all amendments.

Read a first time on _____ day of _____, _____.

Reeve

Chief Administrative Officer

Public hearing held on ____ day of _____, ____.

Read a second time on ____ day of _____, ____.

Unanimous consent granted for third reading on ____ day of _____, ____.

Read a third and final time on ____ day of _____, ____.
















Reeve

Chief Administrative Officer



Agenda Item Report

Strategic Planning Council Committee of the Whole

AIR Type:	Presentation					
SUBJECT:	Discussion on Proposed Amendments to Development Node ASPs Saunders- Alexo and Whitegoat Lakes					
PRESENTATION DATE:	Monday, June 22, 2026					
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Planning & Development Kim Gilham, Acting Director Rick Emmons, CAO					
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation					
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (MGA) <input type="checkbox"/> County Bylaw or Policy (LUB No. 25/050 and MDP (2023) as amended)					
<p>Council Values</p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center; vertical-align: top;">  Economic Prosperity Grow our population and economy by attracting people, investment, businesses, and industry. </td> <td style="text-align: center; vertical-align: top;">  Cooperative Alliances Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing. </td> <td style="text-align: center; vertical-align: top;">  Environmental Stewardship Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits. </td> <td style="text-align: center; vertical-align: top;">  Community Social Growth Ensure the health and well-being of our communities and its residents. </td> <td style="text-align: center; vertical-align: top;">  Financial Responsibility Reduce the fiscal burden of future Councils, as well as the community, for generations to come. </td> </tr> </table>		 Economic Prosperity Grow our population and economy by attracting people, investment, businesses, and industry.	 Cooperative Alliances Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.	 Environmental Stewardship Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.	 Community Social Growth Ensure the health and well-being of our communities and its residents.	 Financial Responsibility Reduce the fiscal burden of future Councils, as well as the community, for generations to come.
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ATTACHMENTS:	None					

STAFF RECOMMENDATION:

That Council discuss and direct administration on where amendments should be made to the Development Node ASPs

BACKGROUND:

Administration presented the [What We Heard Report](#) to Council at the Regular Council Meeting on June 9, 2026 for the Development Node ASP's public engagement sessions that were held earlier this year. Following the presentation Council defeated 1st Reading of Bylaw 25/068 to repeal the ASP

bylaws for the Development Nodes. Administration was directed to bring the bylaws forward to a future Strategic Planning Meeting to discuss amendments to the documents in response to the feedback received during the public engagement sessions.

The Saunders-Alexo Area Structure Plan can be found [here](#).






The Whitegoat Lakes Area Structure Plan can be found [here](#).

Administration is requesting that Council review and discuss the plans and indicate what areas of the plans they would like to see amendments drafted, and what further information should be included in the plans.



Agenda Item Report

Strategic Planning Council Committee of the Whole

AIR Type:	Request for Decision
SUBJECT:	Heated Storage Facility Project/Operational Performance Analysis – Budget 2027
PRESENTATION DATE:	Monday, June 22, 2026
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Public Works Operations Shawn Hou, Project Technologist Kurt Magnus, Director; Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input checked="" type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input type="checkbox"/> County Bylaw or Policy
Council Values	
 Economic Prosperity Grow our population and economy by attracting people, investment, businesses, and industry.	 Cooperative Alliances Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.
 Environmental Stewardship Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.	 Community Social Growth Ensure the health and well-being of our communities and its residents.
	 Financial Responsibility Reduce the fiscal burden of future Councils, as well as the community, for generations to come.
ATTACHMENTS:	
None	

STAFF RECOMMENDATION:

That the 'Strategic Planning Council Committee of the Whole' direct Administration on which year the Heated Storage Facility Project, located on NE 3-40-7 W5M, should be scheduled within the 10-year capital plan.

BACKGROUND:

During the Strategic Planning Council Committee of the Whole meeting on December 10th, 2025, the following motion was **carried**:

Motion by Reeve Jordon Northcott that the Committee recommend Council defer the Heated Storage Facility project's start until 2027.

To support the Committee's strategic planning for the project, beginning in 2027, and, to follow through with the Council of the day's plan to construct, at a later stage, the new administration building and corresponding structures, on the County-owned quarter section (NE 3-40-7 W5M), Administration has reviewed Clearwater County's existing operations and analyzed the benefits and operational synergies, across County facilities, (including the existing salt/sand facility and proximity to the future Central Solid Waste and Recycling Transfer Facility) in continuing to move forward in the construction of the heated storage facility which will, ultimately, become part of the new Clearwater County Administration facility.

As such, as presented at the December 10th, 2025, meeting, the Heated Storage Project Facility would include:

- 8 - 100' drive through bays.
- Washroom, storage room, mechanical room, coffee room.
- Pressure washer, compressor, shelving, etc.
- Power, natural gas, water well, septic holding tank.
- Site preparation, gravel and concrete works.
- Estimated building size is 22,000 sq.ft. @ \$250/sq.ft. - \$5,500,000
- Engineering/ Site works/ Servicing/Contingency- \$1,500,000

The total estimate is approximately \$7,000,000.

To assist the Committee, in the decision-making process to implement the construction of a heated storage building, Administration conducted a review of heated storage operations. Hence, Administration has identified key efficiency and response-time challenges that currently impact performance objectives, particularly during snow and cold-weather events.

1.Snowplow Operations

1.1Loader's Reliability for Snowplow Trucks

Currently, Clearwater County utilizes two loaders for snowplow operations. One is stored in the heated Caroline Facility. The other is stored within the non-heated North Salt Shed (located at NE 3-40-7 W5M). Due to the lack of heated storage, usage of the loader, located at the North Salt Shed, is not efficient.

Specifically, in the cold mornings (less than minus five degrees celsius), the loader needs to be warmed up for at least 20 minutes before loading sand/salt into the trucks. In addition, the loader needs to be kept running for the entire day. Snowplow drivers typically drive to the salt shed first thing in the morning, idle the plow truck, ignite the loader, wait for the loader to warm up, and then load salt/sand on to the plow trucks. Occasionally, up to five trucks might queue up, waiting for the loader to operate. What's more, even when plugged in during cold temperatures, battery failure can still occur. This would lead to an even longer response time which involves, potentially, replacing the battery.

Building a heated storage in the North Salt Shed yard (NE 3-40-7 W5M) would reduce the response time for the County's operations team, which, in turn, would create safer roads for residents during snowfalls.

In addition to the operational efficiency, the cost implications, which depend on the downtime, are shown as below:

For example, if a loader is down for two hours, then costs can be calculated as:

2 hours x 5 drivers at a salary rate of \$35/hour = \$350 and a potential extended overtime of 2 hours of \$ 525. This leads to a total of \$875 on the day.

Failing to clear snow in a timely manner may also lead to some potential social and economic consequences such as increased road accidents, delivery disruptions, slower emergency response times, etc.

1.2 Utilization of Technicians

From Nov. 1st to April 30th, all the snowplow trucks are stored within the Public Works Shop. Regardless of whether there is a snow event or not, the technicians and drivers are responsible to ignite the trucks and move them outside every morning, to allow for working space of other County vehicles and equipment. Once the trucks are outside, the technicians take time to clean the bay free off dirt or other debris. As such, the technicians usually spend a total of four hours daily on the task. (Note: four hours for all technicians collectively, instead of four hours per person.)

Storing plow trucks at another heated building would provide workspace for other vehicles and decrease the technicians' response time for equipment maintenance and emergencies.

Cost implications:

An additional heated building will save at least 4 hours x \$35 /hour = \$140 (per day) from technicians' time. However, such cost will be transferred to the drivers, since they will do the moving and cleaning instead. The primary advantage lies in the reduced response time of the technicians for equipment maintenance and handling emergencies.

1.3 Daily Commute from the Rocky Yard to the North Shed

Currently, snowplow drivers first report at the County's shop in Rocky, and then take the trucks to load salt from the North Salt Shed, and bring the trucks back to Rocky at the end of their shift. One way distance is 8.4 kilometres (approximately 10 minutes) and we have 5 snowplow trucks which utilize the north shed. There are usually two shifts arranged during heavy snowfalls. As such, the costs of such unnecessary travel (if a heated storage is built next to the salt shed) is 168 kilometers (200 minutes) every day. Assuming an average salary of \$35/hour, fuel price of \$1.6/litre and fuel consumption rate of 3 miles/gallon, the cost spent on unnecessary fuel (including unnecessary idling time) and staff travelling is \$ 327/day.

Cost implications: \$327 per day

Number of snowplow days from the last three winters is listed below:

2021-2022 winter	59 days
2022-2023 winter	74 days
2023-2024 winter	70 days
2024-2025 winter	90 days
2025-2026 winter	95 days

A 5-year average is 78 days for snowplow operations. Assuming \$327 per day, this would lead to a total extra cost of \$25,506 per winter.

In summary, the current level of service is such that it takes approximately one hour, assuming no issues with the loader, from the time the snowplow trucks leave their current storage space to being fully loaded with salt and sand. With a heated storage building at the north facility, the total time would drop to 15 minutes.

2.Future Growth and Storage Space

As Council is aware, paving Township Road 42-5A Road is currently under discussion. If this road were paved, an additional plow truck would, potentially, be required for winter operations. Consequently, there would be insufficient heated storage for the plow trucks. Heated storage is essential to accommodate the increased snowplow lane kilometers.

In addition, with Alberta Transportations twinning of Highway 11, there is always the possibility Clearwater County will be responsible in the upkeep of any service roads.

3.Solid Waste Operations

3.1 The Reliability of Solid Waste Trucks on Waste Transfer and Collections

Currently, in order to meet the current level of service, two solid waste trucks (#210 and #213) are stored at the heated Emergency (Peak) building, and another solid waste truck (#315) is stored at the main administration building (heated). These trucks are used for solid waste transfer and collections every weekday, and occasionally on weekends, from 6:30 am to 5:00 pm. All the pre-trip inspection and maintenance services are conducted inside the heated buildings. If the trucks are stored outside during the winter, a minimum of 30-45 minutes is required for the vehicles to warm up. Furthermore, the risk of failing to start the trucks greatly increases, which would significantly delay the waste collection process.

If Truck #315 or #210 (semi-tractor units which pull the 53-foot walking floor trailers) are down, the County's Tandem Tractor Unit may be used as a backup. However, this would affect this tractor unit's other regular service delivery requirements.

If Truck #213 (roll off unit) is down, a contractor would need to be called, which, typically, can only arrive as fast as the following day. The cost of bringing in a contractor is \$150 - \$170 per hour, which is typically utilized for 10 hours a day.

5.2 Loss of Heated Storage Spaces

Current County construction project(s) would potentially require heated storage for various materials. As such, there may be no heated storage for all three solid waste trucks.

Cost implications per day:

The additional warming up time for vehicles: 45 mins x salary rate of 3 drivers @\$35/hour= \$79 (per day) @ 180 days/year = \$14,220/year

The cost implications regarding the downtime would be as follows: If Truck #213 is down for two days, then the cost of hiring an external contractor is \$3200. Costs of truck towing and repair may also need be added.

Another negative impact is the inability to collect and transfer solid waste in a timely manner.

To summarize,

A heated storage building at the North Salt Shed yard would help maintain Clearwater County’s service delivery, considering the future growth of paved roads and broadband construction. It also improves the reliability of vehicles and equipment, reduces costs, and reduces staff’s response time in extreme weather conditions.

Table 1 below summarizes the number of required heated stalls for an uninterrupted service delivery of Public Works (PW) Operations, assuming upcoming additional paving.

Table 1 Required heated stalls for uninterrupted service delivery of PW Operations

Heated stalls	Number of heated stalls
Current available stalls	10
The potential loss of stalls	3
Additional stalls needed for potential pavement growth (Township Road 42-5A Road, and etc.)	1
Potential stall shortfall from 2027 onwards (if Township Road 42-5A Road is paved)	4

Figure 1 below shows the improved efficiency of snowplow operations with a heated storage building.

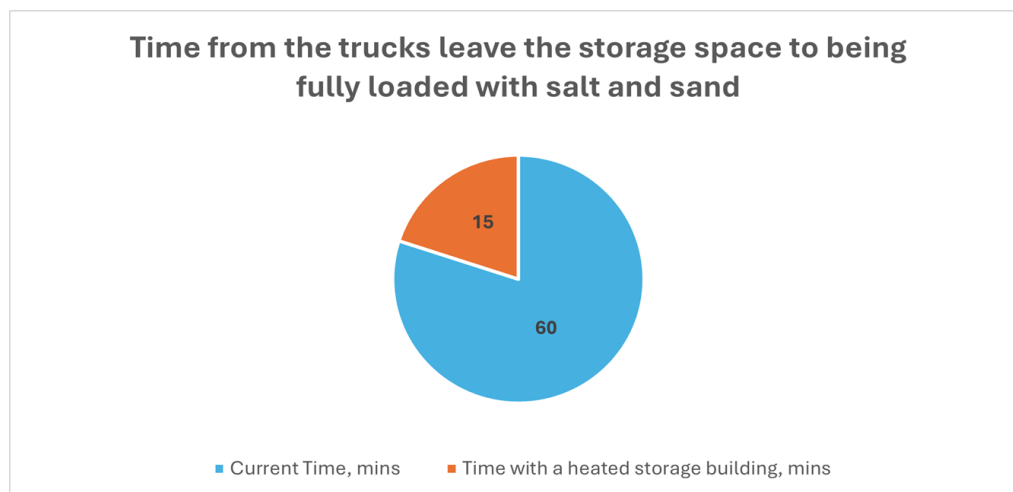


Figure 1 Improved snowplow efficiency

Table 2 Cost implications (not exhaustive)

Operational cost implications	\$ per year
Extra commute for snowplow	25,506
Warming up solid waste trucks (with no heated storage)	14,220
Failure cost implications (not including repairing fees)	\$ per hour
Loader failure	175
Solid waste truck failure	160

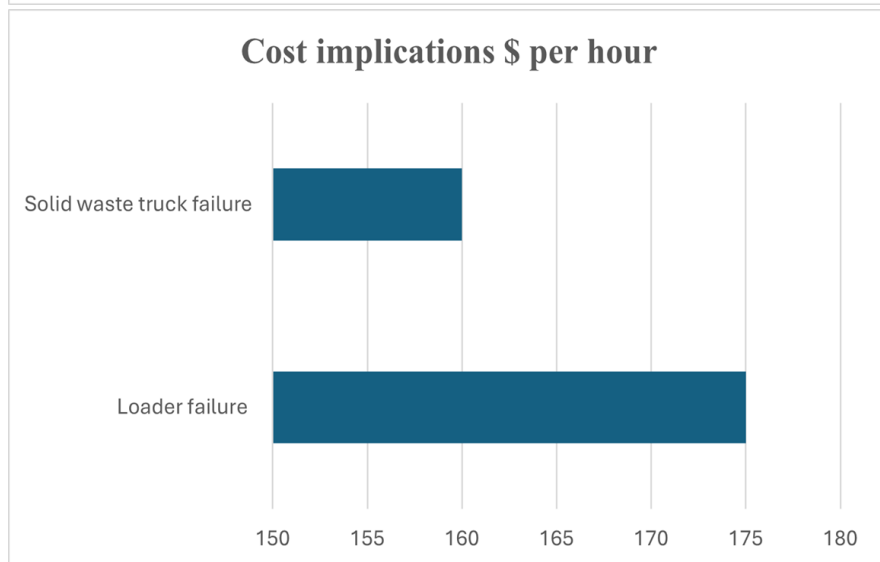
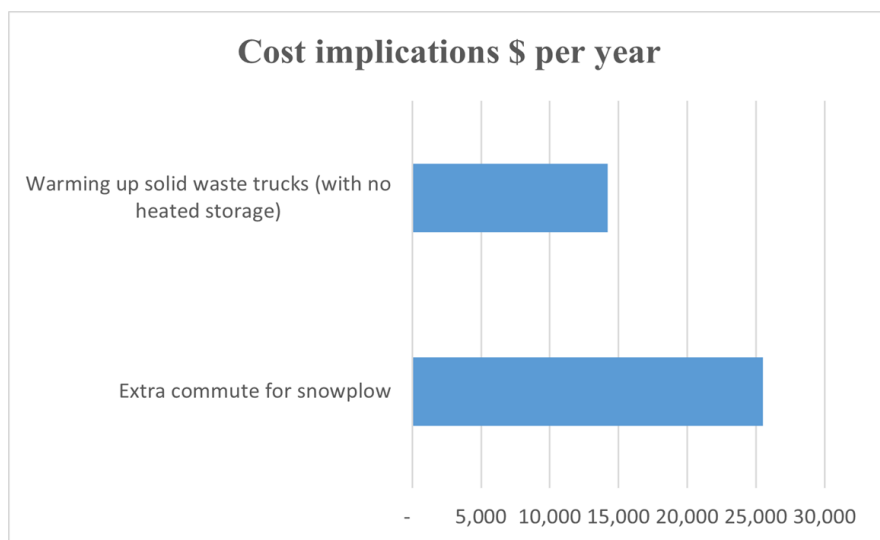







Figure 2 Cost implications (not exhaustive)



Agenda Item Report

Strategic Planning Council Committee of the Whole

AIR Type:	Presentation			
SUBJECT:	Solid Waste and Recycling Master Management Plan Overview and Central Transfer Station Options Analysis - Budget 2027			
PRESENTATION DATE:	Monday, June 22, 2026			
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Public Works Operations Reid Williams, Manager of Solid Waste and Recycling K. Magnus, Director, Public Works Operations, Rick Emmons, CAO			
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Funded by Dept Reallocation	<input checked="" type="checkbox"/>	
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None or Policy	<input type="checkbox"/> Provincial Legislation	<input type="checkbox"/> County Bylaw	
Council Values				
 Economic Prosperity Grow our population and economy by attracting people, investment, businesses, and industry.	 Cooperative Alliances Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.	 Environmental Stewardship Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.	 Community Social Growth Ensure the health and well-being of our communities and its residents.	 Financial Responsibility Reduce the fiscal burden of future Councils, as well as the community, for generations to come.
ATTACHMENTS:				
CTFS.OptionsAnalysis.Oct.2024 TransferStation.Cost.Options.2024 CTFS.Layout.Options2024 2026 - 10 Year Transfer Station Capital Budget 2026 - 10 Year Landfil Capital Budget Solid Waste and Recycling Management Plan - Overview				

STAFF RECOMMENDATION:

That the Committee reviews the information presented, in the *"Solid Waste and Recycling Master Management Plan Overview and Central Transfer Station Options Analysis"* and provides recommendations and direction in moving forward with future planning, to Council, in preparation for the 2027-2036 Capital Budget.

BACKGROUND:

A. Background

The County, upon the dissolution of the *'Rocky Mountain Regional Solid Waste Authority' (RMRSWA)*, was provided the opportunity to re-evaluate and plan to develop a long-term strategy to effectively provide residents, and various other stakeholders within the County, with continued solid waste and diversion management services. These services would continue to be provided on a level that Council and the community have come to expect.

In 2022, as per Council and through the approved 2022 Capital Budget, Administration was tasked to research, assess, evaluate and then develop a solid waste and recycling management plan which would outline a plan to optimize the County's existing solid waste and recycling network. The County, therefore, retained the services of Tetra Tech Canada, Inc. (Tetra Tech), an environmental engineering firm, to research and put forth a *'Solid Waste Master Management Plan' (SWMMP)* that would evaluate the current system, and furthermore, prepare a plan for the County to integrate their solid waste and diversion needs over the course of the next thirty (30) years.

Through the process and specifically, the planning phases, analysis does identify that municipalities are often tasked with providing efficient and effective waste-management services while meeting the service levels of their community. When it comes to waste and waste diversion planning, one size does not fit all, and the County has unique considerations to weigh when envisioning the future.

B. Solid Waste and Recycling Master Management Plan (SWMMP)

The SWMMP was finalized in March 2023 (see link [Solid Waste and Recycling Management Plan](#)) with preliminary capital cost estimates included and made available for budget purposes and provided in December 2022. The project identified strategies to optimize the County's waste management system, manage future costs, and assess potential facility and service upgrades, expansions, or consolidations. The plan was intended to provide the community with a comprehensive waste services operation for the residential and business community, and to be adaptable with change. Potential changes to environmental regulation and safety practices, and the continued evolution of managing various waste streams and regional demographics, the SWMMP was prepared to further assist the County with these changes and assist in planning accordingly.

The Project-Creating Plan

The project was completed in two phases:

1. Phase 1: Review and assess the existing solid waste management system.
2. Phase 2: Prepare the Solid Waste Management Plan.

In Phase 1, the SWMMP process involved defining the project scope, reviewing the existing solid waste system, considering the dissolution of the RMRSWA, and developing a public survey, in coordination with the County's Communication Team, to engage the public.

The key issues identified through the Phase 1 study, site visits, and SWOT analysis can be grouped into the following categories:

- Aging Infrastructure
- Operational Inefficiencies
- Financial Risk
- Service Levels (Maintain Current)
- Municipal Developments
- Affordable Solid Waste Services

In Phase II, the SWMMP plan itself, noted that the results of effective planning is noticed over time, as incremental changes will assist in producing the desired results for the community. The key discussion points moving forward relate to service levels, changing municipal developments and strategies to provide affordable solid waste services.

The key strategies of the Plan include the following listed below, and are discussed in greater detail in the SWMMP. :

1. Strategy 1: Existing Transfer Station Improvements
2. Strategy 2: Optimize the Waste Transfer Station Network
 - a. Existing System
 - b. Long Term Transfer Station Strategy, including the discussion on the following designs.
3. Strategy 3 - Residential and Commercial Collection Strategy
4. Strategy 4 - Clearwater Regional Landfill Planning
5. Strategy 5 - Continuous Improvement
6. Strategy 6 - Waste Diversion and Reduction
 - Programs Household Recycling and Household Hazardous Waste
 - Alberta Recycling Management Authority (ARMA)
 - Provincial Extended Producer Responsibility (EPR) Programs
7. Strategy 7 - Education and Public Outreach
8. Strategy 8 - Alternative Technology Strategy
9. Strategy 9 - Regulatory Compliance

These strategies are key components of the SWMMP and are incorporated to address the long-term viability of the system. The provision of capital investment is required to address the issues related to aging infrastructure, develop new facilities and to help implement efficient operations.

The Implementation Plan

The implementation of the transfer station strategy may occur over a period of years. The plan outlines short-term, medium term, and long-term implementation timelines. This was an important component of the SWMMP as flexibility, most specifically, as it relates to the capital budget and financial planning, is required. The higher capital costs discussed are due to the development of future waste facilities that would be required to replace the aged ones, upgrade others, and establish facilities that provide the County with the optimum service levels that are expected. The strategies below highlight the proposed term and estimate the major capital requirement as it relates to the proposed Facility Level, which is defined in the SWMMP.

1. Short-term Strategy 1-5 years

- Proposes development of a permanent "Centrally" located Transfer Station that would provide access to residents in that area. The SWMMP identifies this proposed facility as a Level 1 facility, with current estimated capital costs of \$8,900,000.

2. Medium-Term Strategy 5-15 years

- Suggests that a development of an "East-Central" Level 2 transfer station to replace the Leslieville and Crossroads sites and a "South-East" Level 2 transfer station to replace the Caroline and Crammond sites. The estimated capital cost for consolidating these two facilities is approximately \$7,600,000.

3. Long-Term Strategy 15 plus years

- Propose the development of consolidating the Cow Lake and Everdell transfer stations to a Level 2 facility. The "South-Central" facility would be estimated to cost \$ 3,800,000.

The replacement of the main transfer station network facilities is the major projected cost component of the SWMMP.

Optimization Results

The optimization improvements of a successfully integrated transfer station network, as part of the long-term strategy, is accomplished by:

1. Reducing the kilometers travelled by transfer and other waste collection units.
2. Improve/increase average load weights hauled by transfer trucks.
3. Consolidating bulky material storage to reduce the handling of these types of waste materials.
4. Ability to increase the number of operational days at select transfer stations without increasing staff requirements.

The reduced number of transfer stations is expected to reduce the overall kilometers to be travelled by transfer trucks. The consolidating of bulky material, along with construction, renovation waste and metals at fewer sites should also reduce the frequency of collection. The reduction in kilometers travelled, based on current estimates and information, project a significant improvement from the current operation.

The reduced transfer station locations (reducing from 10 to 7) would mean that some residents may have further travel distances to access these services, however, there would be more days or time to access the nearest site. These potentially extended hours or days, along with less sites to supervise, would not require additional hours from operations staff.

The system operation costs, as outlined in the attached '*Solid Waste and Recycling Management Plan - Overview*' PowerPoint, as shown through analysis, indicates that the overall system operating costs could be reduced by approximately 7.9%. This is significant given that the transfer station operating hours can be increased by 12.3% and new collection services could be assumed to be provided in the future to residents of Caroline and Nordegg.

As with any system that is constructed and operated, the generation of funding and revenue is another important component to acknowledge in the overall development of the SWMMP. One of the largest single revenue sources is landfill disposal fees. As identified in Phase I of the baseline report, there is financial risk of revenue loss should current landfill customers find other options that are more economical to their business (Landfill revenue considerations were discussed within the report as part of Strategy 4: Clearwater Regional Landfill Planning).

As shown in the attached PowerPoint, specifically, **Figure 7-1, Landfill Revenue Sensitivity on System Costs**, reduced revenue may impact system financing through the County tax base. The Table shows both scenarios of a revenue drop of 50% and a revenue increase of 50% compared to current tax revenues. A drop of 50% revenues would add approximately \$ 500,000 in annual tax base funding, and an increase in revenue of 50%, would reduce the tax base burden by approximately \$ 500,000.

Summary of SWMMP

In summary, it is evident that aging infrastructure will require replacement at some point in the future and the key priorities identified include:

- Financial Stability
- Waste Diversion
- Determining an appropriate service level
- Improving operational efficiencies

The implementation schedule was developed with flexibility in mind. There is recognition that to plan and manage the significant capital investment required to replace existing facilities and to further refine the infrastructure requirements within the County, will all require continued planning and time.

C. Clearwater County - Central Transfer Station Concepts Analysis

Tetra Tech was then tasked to prepare conceptual designs and evaluate transfer station options for a permanent *Central Solid Waste Transfer Station*. This facility was identified earlier in the SWMMP, and addresses the County's need to develop a centrally located solid waste transfer station. The objective was to provide concepts that would meet the definition of a Level 1 facility as per the SWMMP.

Initially, Tetra Tech originally identified eight options for the transfer station approach, and then after further consultation, the following three options were presented:

- Z - wall grade separated drop-box system
- TRANSTOR bin system with a Z-wall grade separated drop-box system
- Push-Pit system with a Z-wall grade separated drop-box system

There were three conceptual designs layouts that were prepared and discussed in Section 4 of the report. These options would then be located slightly west of the existing temporary transfer station.

Additional features for the future transfer station discussed in Section 5 of the report, includes adding a share/re-use center, weigh scale, and asphalt paving the site.

The financial analysis that was provided discusses the capital, operating and annual cost projected over a 30 year lifecycle cost for the three evaluated options. Please see Table E-1 below:

Table E-1 Summary of Costs

Item	Z-Wall	TRANSTOR	Push-Pit
Annual capacity (tonnes/year)	1,500	1,500	1,500
Capital Cost	\$ 4,006,496	\$ 4,933,696	\$ 8,100,254
Annual Amortized Capital Cost	\$ 315,932	\$ 389,046	\$ 638,745
Annual Operating Cost	\$ 966,157	\$ 903,627	\$ 870,894
Total Annual Cost	\$ 1,302,089	\$ 1,292,673	\$ 1,509,639

* Additional information, providing greater detail on the concepts analysis summary of costs, is available on the attached 6.0 Financial Analysis - which includes Capital, Operating, Annual and Lifecycle cost estimates.

Conclusion

The three transfer station design options presented are feasible for the County to plan and develop. In terms of selecting an option that best addresses the County's needs, it was identified that the key considerations are as follows:

1. Cost (initial, operational, and life-cycle costs)
2. Fit/Compatibility with existing system
3. Level of Service and ease of use by residents
4. Regulatory Compliance
5. Operational efficiencies

From a cost perspective, the Z-Wall option has the lowest capital cost requirement, and the Push-Pit has the highest initial cost. However, the operational cost is lowest for the Push-Pit option and the Z-wall is the highest. When considering both capital and operating costs, the TRANSTOR option has the lowest estimated annual cost and 30 year lifecycle cost. The annual costs over time can have an impact on future costs, however, also to note, the County's current push-pits have been operational for approximately 40 years.

Level of service and ease of use is important to residents as this was identified in the survey, that was part of the SWMMP. Each option has strengths and weaknesses for various type of wastes; the key is that the public is satisfied with the system that is decided.

Regulatory compliance is not an issue for the three transfer station options being evaluated.

Operational efficiencies are most evident in the hauling or transfer of waste to the County's landfill. Larger loads, resulting in fewer trips, have a large impact on overall operating cost. Another consideration for operational efficiencies is hauling distance should the County ever want to haul waste to another site or facility in the future. The Push-pit option offers the flexibility to efficiently

transfer waste a greater distance. This was discussed as facilities are built for thirty years plus, and other facilities, such as Waste-to-Energy, may be viable in that time period.

**CENTRAL TRANSFER STATION CONCEPTS ANALYSIS
PUBLIC WORKS INFRASTRUCTURE AND OPERATIONS
CLEARWATER COUNTY**

11-Oct-24

**CENTRAL TRANSFER STATION OPTIONS
TETRA-TECH CANADA, INC.**

6.0 FINANCIAL ANALYSIS

6.1 CAPITAL COST

TABLE 6-1 SUMMARY OF CAPITAL COSTS

ITEM	Z-WALL	TRANSTOR	PUSH-PIT
Site Development Cost	\$ 2,325,730.00	\$ 2,475,730.00	\$ 2,612,230.00
Z-Wall Related Costs	\$ 354,200.00	\$ 294,400.00	\$ 182,600.00
Stationary and mobile Equipment Costs		\$ 530,000.00	\$ 180,000.00
Building Cost			\$ 2,443,400.00
Sub-Total Infrastructure	\$ 2,679,930.00	\$ 3,300,130.00	\$ 5,418,230.00
Engineering Design (15%)	\$ 401,989.50	\$ 495,019.50	\$ 812,734.50
Sub-Total Infrastructure & Design	\$ 3,081,919.50	\$ 3,795,149.50	\$ 6,230,964.50
Administration (10%)	\$ 308,191.95	\$ 379,514.95	\$ 623,096.45
Contingency (20%)	\$ 616,383.90	\$ 759,029.90	\$ 1,246,192.90
Total Capital Cost	\$ 4,006,495.35	\$ 4,933,694.35	\$ 8,100,253.85

* Note Capital costs were calculated using design calculations and cost factors from recent solid waste management projects. Table 6-1 provides a summary of the capital costs for the three transfer station options. The costs provided are considered "Class D indicative" estimates as defined by Public Services and Procurement Canada. Class D estimates are based on a comprehensive statement of requirements but predate detailed design, and therefore, a 20% contingency has been included. Engineering design is estimated to be 15% of transfer station costs. The capital cost also includes a 30% administration and contingency fund to address any unforeseen issues or changes.

6.2 OPERATING COSTS

TABLE 6-2 SUMMARY OF OPERATING COSTS

ITEM	Z-WALL	TRANSTOR	PUSH-PIT
Labour/Administration	\$ 350,933.00	\$ 350,933.00	\$ 350,933.00
Hauling Cost	\$ 160,200.00	\$ 86,425.00	\$ 58,000.00
Landfill Tipping Fees	\$ 111,000.00	\$ 111,000.00	\$ 111,000.00
Mobile Equipment	\$ 104,832.00	\$ 104,832.00	\$ 105,768.00
Recycling	\$ 30,000.00	\$ 35,000.00	\$ 35,000.00
Program HHW	\$ 27,500.00	\$ 27,500.00	\$ 27,500.00
Utilities (electricity, fuel, etc.)	\$ 18,424.00	\$ 18,424.00	\$ 24,636.00
Maintenance	\$ 14,000.00	\$ 14,000.00	\$ 8,000.00
Site Vehicle (pick-up)	\$ 4,908.00	\$ 4,908.00	\$ 4,908.00
Sub-Total	\$ 821,797.00	\$ 753,022.00	\$ 725,745.00
Contingency (20%)	\$ 164,359.00	\$ 150,604.00	\$ 145,149.00
	\$ 986,156.00	\$ 903,626.00	\$ 870,894.00

6.3 ANNUAL COST

TABLE 6-3 SUMMARY OF TRANSFER STATION ANNUAL COSTS

ITEM	Z-WALL	TRANSTOR	PUSH-PIT
Annual Capacity (Tonnes/Year)	1,500	1,500	1,500
Capital Cost	\$ 4,006,496.00	\$ 4,933,696.00	\$ 8,100,000.00
Annual Operating Cost	\$ 986,157.00	\$ 903,627.00	\$ 870,894.00
COST/TONNE 1	657.44	602.42	580.60

* Notes: 1 Excludes capital cost in calculation

6.4 LIFECYCLE COST

TABLE 6-4 SUMMARY OF 30-YEAR CAPITAL AND OPERATIONS COSTS

ITEM	Z-WALL	TRANSTOR	PUSH-PIT
Capital Cost	\$ 4,006,495.35	\$ 4,933,694.35	\$ 8,100,253.85
30-Year Sustaining Capital and Maintenance Cost	\$ 1,965,080.00	\$ 1,929,380.00	\$ 2,922,680.00
30-Year Operations Cost	\$ 29,091,618.05	\$ 26,656,983.05	\$ 25,691,377.25
TOTAL 30-YEAR COST	\$ 35,063,193.40	\$ 33,520,057.40	\$ 36,714,311.10

*Note: The lifecycle cost was calculated over a 30 year period. Table 6-4 summarizes all estimate costs to construct, maintain, and operate each of the transfer station options. Sustaining Capital and Maintenance Costs were estimated based on the anticipated design life of infrastructure and rolling stock for each transfer station option. Where anticipated design life was more than 30 years, such as the case with a steel building in the Push-Pit option, an allowance for partial replacement was included in year 30.

As shown in Table 6-4 the majority of the 30 year costs are operational. The option with the lowest capital cost (ie. Z-Wall) also has the highest operational cost because the smaller load would require more frequent hauling. In contrast, the Push-Pit option offers the greatest hauling efficiency and therefore has the lowest anticipated operational cost.

The analysis shows that over 30 years the difference in the total costs between the three options are relatively minor. However, we note that the estimated operational costs are based on hauling from the transfer station to the County's Landfill. If the landfill were to close; or reduce volumes by transferring to another facility, the further haul distance would highlight the importance of hauling efficiency in managing costs.

Z-Wall - GRADE SEPARATED DROP-BOX - CLASS D ESTIMATE

SITE WORKS				
Item	Units	Quantity	Unit Price Estimate	Total
Start-Up	LS	1	\$ 10,000	\$ 10,000
Mob/Demob (10% of construction)	LS	1	\$ 80,000	\$ 80,000
Construction Surveys	LS	1	\$ 50,000	\$ 50,000
Land clearing	m ²	12,000	\$ 1	\$ 12,000
Stripping	m ²	12,000	\$ 3	\$ 36,000
General Excavation	m ³	6,500	\$ 12	\$ 78,000
Engineered Fill	m ³	19,000	\$ 65	\$ 1,235,000
Granular Subbase (300 mm)	m ³	3,180	\$ 69	\$ 219,420
Granular base (125mm)	m ³	1,325	\$ 82	\$ 108,650
Lock-Block Z-wall (8 bin bays)	LM	110	\$ 1,100	\$ 121,000
Fall Protection	LM	110	\$ 520	\$ 57,200
Concrete Bin Pads (8)	ea	8	\$ 22,000	\$ 176,000
40 yd ³ roll-off bins	ea	8	-	-
Attendant office on skids	LS	1	\$ 60,000	\$ 60,000
Site Grading	LS	10,000	\$ 12	\$ 120,000
Drainage infrastructure	LS	1	\$ 30,000	\$ 30,000
Topsoil & seeding	m ²	5,000	\$ 3.5	\$ 17,500
concrete curb stops	LS	16	\$ 260	\$ 4,160
Site Signs	LS	1	\$ 15,000	\$ 15,000
Electrical Services / Site Lighting	LS	1	\$ 250,000	\$ 250,000
Sub-total				\$ 2,679,930

PAVING				
	Units	Quantity	Unit Price Estimate	Total
Asphalt	m ²	10,600	\$ 119	\$ 1,261,400
Pavement Marking	LS	1	\$ 20,000	\$ 20,000
Sub-total				\$ 1,281,400

WIEGH SCALE AND OFFICE				
	Units	Quantity	Unit Price Estimate	Total
Suppy/Install 40 ft Scale	LS	1	\$ 115,000	\$ 115,000
Scale foundation	LS	1	\$ 49,000	\$ 49,000
Approach ramps	LS	1	\$ 65,000	\$ 65,000
Scale office (10x 12")	LS	1	\$ 179,000	\$ 179,000
Stairs and Landing	LS	1	\$ 30,000	\$ 30,000
Building Foundation	LS	1	\$ 25,000	\$ 25,000
Traffic control lights	ea	2	\$ 9,600	\$ 19,200
Sub-total				\$ 482,200

TRANSTOR WITH DROP BOX - D CLASS ESTIMATE

SITE WORKS				
Item	Units	Quantity	Unit Price Estimate	Total
Start-Up	LS	1	\$ 10,000	\$ 10,000
Mob/Demob (10% of construction)	LS	1	\$ 100,000	\$ 100,000
Construction Surveys	LS	1	\$ 50,000	\$ 50,000
Land clearing	m ²	12,000	\$ 1	\$ 12,000
Stripping	m ²	12,000	\$ 3	\$ 36,000
General Excavation	m ³	6,500	\$ 12	\$ 78,000
Engineered Fill	m ³	21,000	\$ 65	\$ 1,365,000
Granular Subbase (300 mm)	m ³	3,180	\$ 69	\$ 219,420
Granular base (125mm)	m ³	1,325	\$ 82	\$ 108,650
TRANSTOR BINS	ea	3	\$ 120,000	\$ 360,000
Transtor foundations	ea	3	\$ 20,000	\$ 60,000
Straight retaining wall (4 Transtor Bays)	LS	1	\$ 110,000	\$ 110,000
Lock-Block Z-wall (4 bin bays)	LM	120	\$ 1,200	\$ 144,000
Fall Protection	LM	120	\$ 520	\$ 62,400
Concrete Bin Pads (4)	ea	4	\$ 22,000	\$ 88,000
40 yd3 roll-off bins	ea	4	\$ -	\$ -
Attendant office on skids	LS	1	\$ 60,000	\$ 60,000
Site Grading	m ²	10,000	\$ 12	\$ 120,000
Drainage infrastructure	LS	1	\$ 30,000	\$ 30,000
Topsoil & seeding	m ²	5,000	\$ 3.5	\$ 17,500
concrete curb stops	LS	16	\$ 260	\$ 4,160
Site Signs	LS	1	\$ 15,000	\$ 15,000
Electrical Services / Site Lighting	LS	1	\$ 250,000	\$ 250,000
Sub-total				\$ 3,300,130

PAVING				
Item	Units	Quantity	Unit Price Estimate	Total
Asphalt	m ²	10,600	\$ 119	\$ 1,261,400
Pavement Marking	LS	1	\$ 20,000	\$ 20,000
Sub-total				\$ 1,281,400

WIEGH SCALE AND OFFICE				
Item	Units	Quantity	Unit Price Estimate	Total
Supply/Install 40 ft Scale	LS	1	\$ 115,000	\$ 115,000
Scale foundation	LS	1	\$ 49,000	\$ 49,000
Approach ramps	LS	1	\$ 65,000	\$ 65,000
Scale office (10x 12")	LS	1	\$ 179,000	\$ 179,000
Stairs and Landing	LS	1	\$ 30,000	\$ 30,000
Building Foundation	LS	1	\$ 25,000	\$ 25,000
Traffic control lights	ea	2	\$ 9,600	\$ 19,200
Sub-total				\$ 482,200

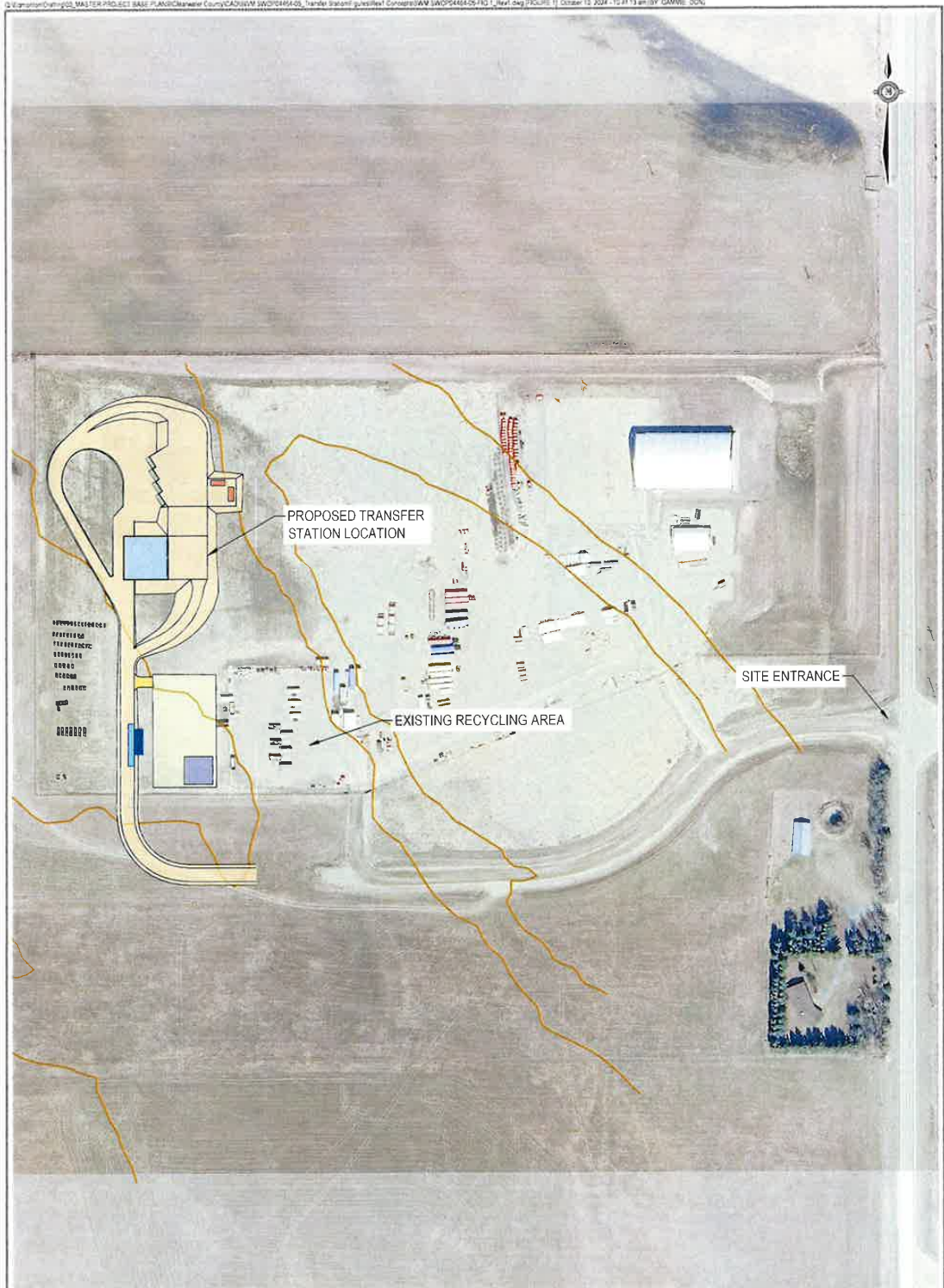
PUSH-PIT WITH DROP BOX - D CLASS ESTIMATE

SITE WORKS				
Item	Units	Quantity	Unit Price Estimate	Total
Start-Up	LS	1	\$ 10,000	\$ 10,000
Mob/Demob	LS	1	\$ 100,000	\$ 100,000
Construction Surveys	LS	1	\$ 50,000	\$ 50,000
Land clearing	m ²	12,000	\$ 1	\$ 12,000
Stripping	m ²	12,000	\$ 3	\$ 36,000
General Excavation	m ³	6,500	\$ 12	\$ 78,000
Engineered Fill	m ³	23,100	\$ 65	\$ 1,501,500
Granular Subbase (300 mm)	m ³	3,180	\$ 69	\$ 219,420
Granular base (125mm)	m ³	1,325	\$ 82	\$ 108,650
Push[Pit Structure (Standard Steel Building)	LS	1	\$ 1,560,000	\$ 1,560,000
Push-Pit Foundation	LS	1	\$ 725,000	\$ 725,000
Ramp retaining walls	LS	1	\$ 158,400	\$ 158,400
Lock-Block Z-wall (4 bin bays)	LM	55	\$ 1,200	\$ 66,000
Fall Protection	LM	55	\$ 520	\$ 28,600
Concrete Bin Pads (4)	ea	4	\$ 22,000	\$ 88,000
40 yd3 roll-off bins	ea	4	\$ -	\$ -
Attendant office on skids	LS	1	\$ 60,000	\$ 60,000
Site Grading	m ²	10,000	\$ 12	\$ 120,000
Drainage infrastructure	LS	1	\$ 30,000	\$ 30,000
Topsoil & seeding	m ²	5,000	\$ 3.5	\$ 17,500
concrete curb stops	LS	16	\$ 260	\$ 4,160
Site Signs	LS	1	\$ 15,000	\$ 15,000
Electrical Services / Site Lighting	LS	1	\$ 250,000	\$ 250,000
Wheeled Backhoe (solid Tires)	LS	1	\$ 180,000	\$ 180,000
Sub-total				\$ 5,418,230

PAVING				
	Units	Quantity	Unit Price Estimate	Total
Asphalt	m ²	10,600	\$ 119	\$ 1,261,400
Pavement Marking	LS	1	\$ 20,000	\$ 20,000
Sub-total				\$ 1,281,400

WIEGH SCALE AND OFFICE				
	Units	Quantity	Unit Price Estimate	Total
Supply/Install 40 ft Scale	LS	1	\$ 115,000	\$ 115,000
Scale foundation	LS	1	\$ 49,000	\$ 49,000
Approach ramps	LS	1	\$ 65,000	\$ 65,000
Scale office (10x 12")	LS	1	\$ 179,000	\$ 179,000
Stairs and Landing	LS	1	\$ 30,000	\$ 30,000
Building Foundation	LS	1	\$ 25,000	\$ 25,000
Traffic control lights	ea	2	\$ 9,600	\$ 19,200
Sub-total				\$ 482,200

©\projects\000020_MASTER PROJECT BASE PLANS\CLEARWATER COUNTY\CAD\DWG SWP\04054-05_transfer station\general\Concept\SWP\04054-05-FIG_1.dwg (FIGURE 1) October 12, 2024 - 10:41:13 am BY: GAMME, DON



TETRA
TECHNOLOGIES

CADW

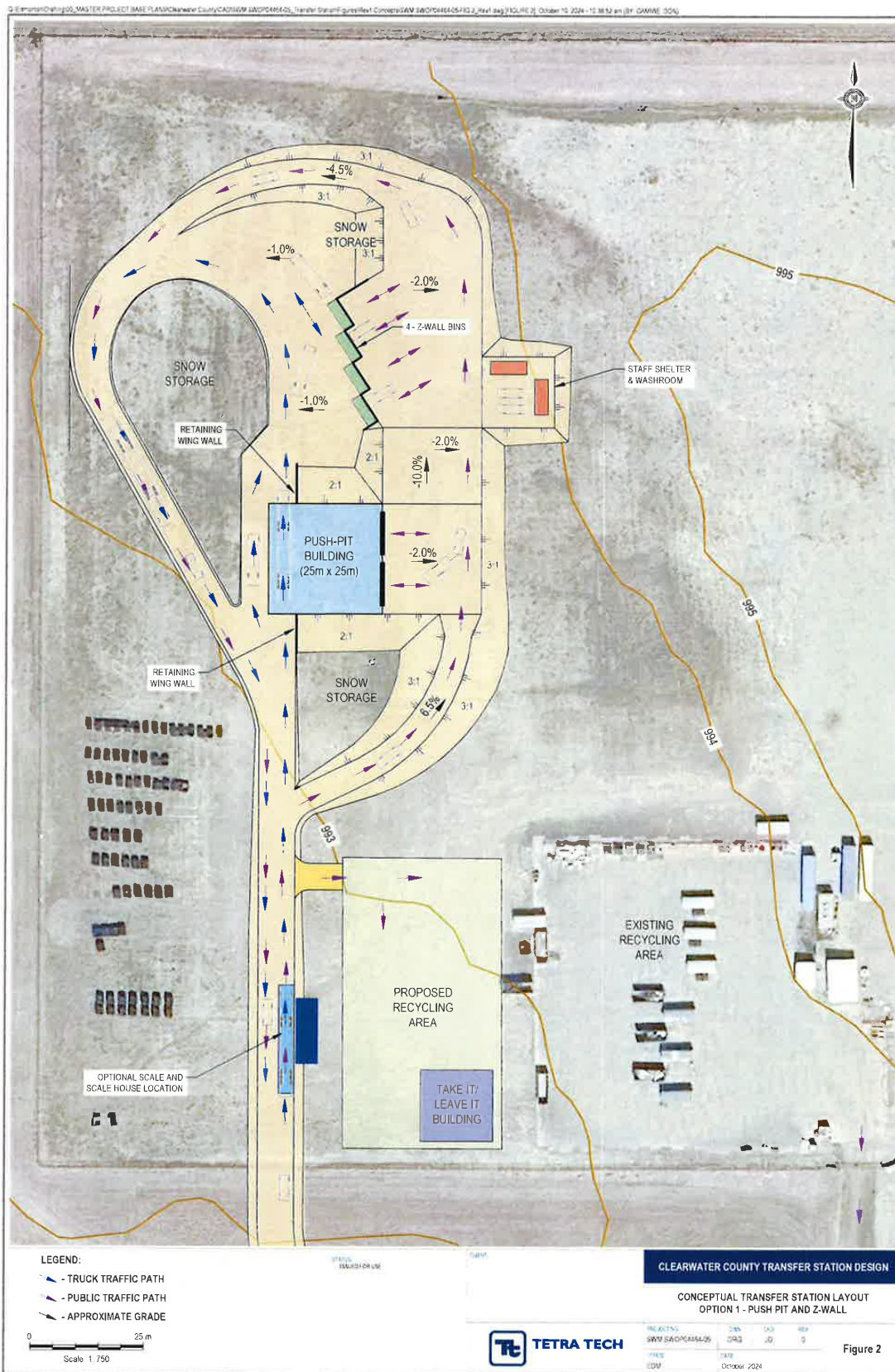
CLEARWATER COUNTY TRANSFER STATION DESIGN

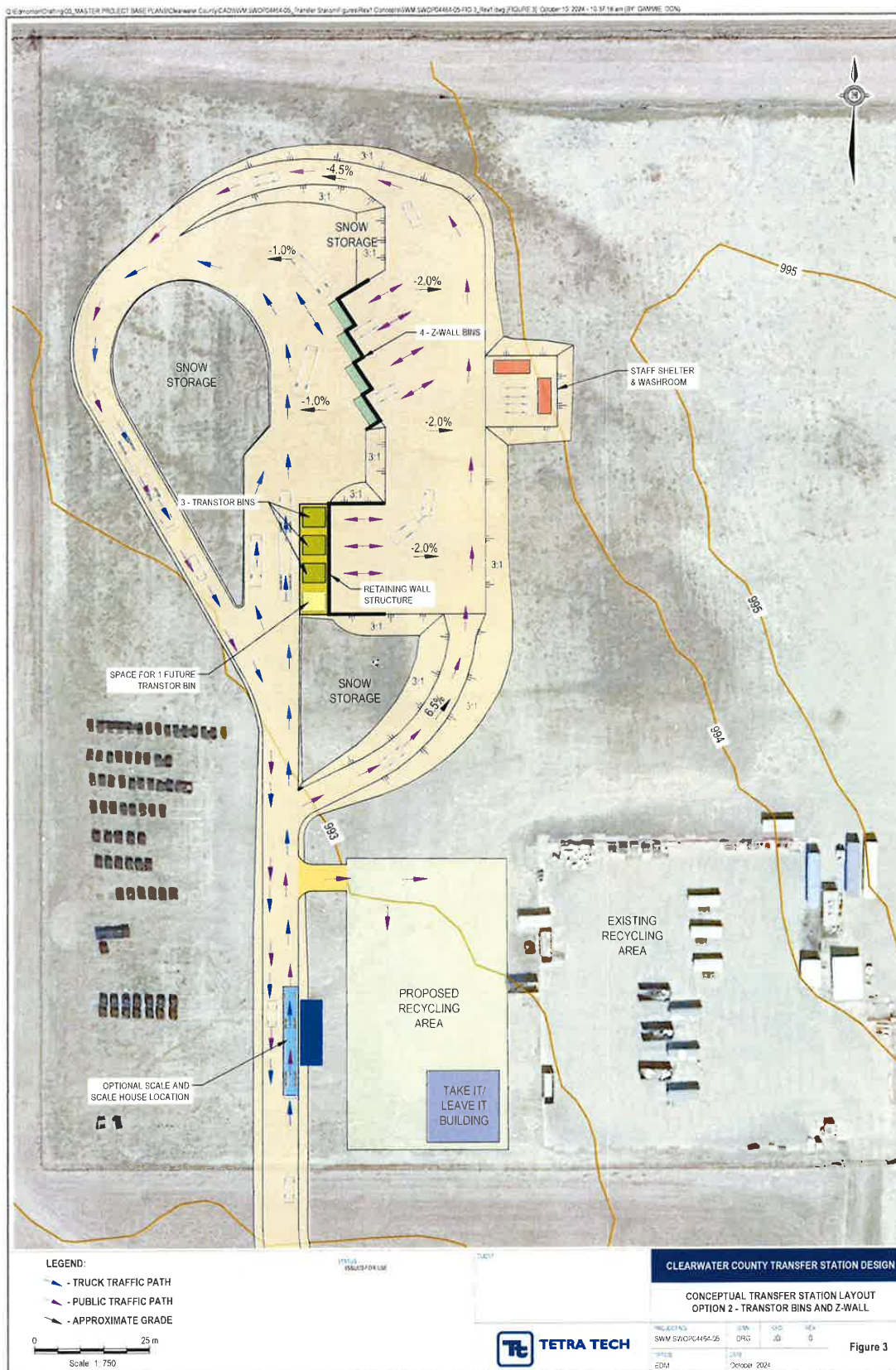
**CONCEPTUAL TRANSFER STATION LAYOUT
GENERAL SITE OVERVIEW**

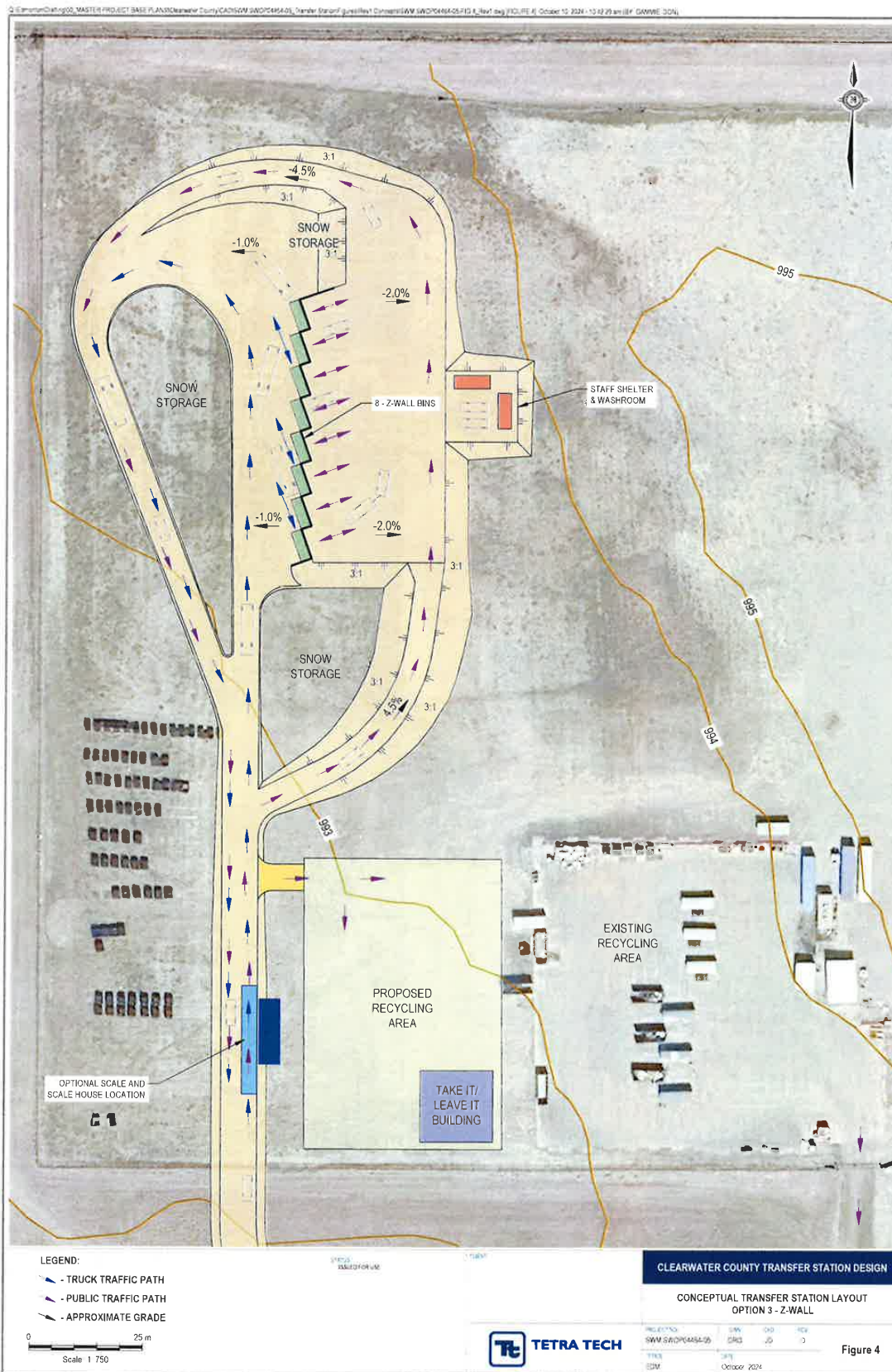


PROJECT NO.	ISSN	SUB	REV
SWP/04054-05	DRG	00	0
DATE	LATE		
EDW	October 2024		

Figure 1







Capital Object Summary - 10 Years

Report data returned based on the user's security permissions.

Budget Year 2026
 Report Group Fund Category
 Stage All
 Department or Sub Department 32 - Public Works Infrastructure
 Object Type or Object All
 Asset Class or Asset Category - 750 - Transfer Stations

	Rank	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Expenditure											
RS SRPL- Facilities											
35 - Solid Waste Facilities											
SW004 - Solid Waste-WTFS Central Site	0.0	-	275,000	4,023,796	5,890,132	-	-	-	-	699,190	-
SW005 - Solid Waste-WTFS Nordegg Upgrades	0.0	20,000	350,000	-	-	-	-	-	-	-	-
SW006 - Solid Waste-WTFS Faraway/Cline Upgrades	0.0	-	-	720,000	745,000	-	-	-	-	-	-
SW009 - Solid Waste-WTFS East Central	0.0	-	-	25,000	15,000	3,800,000	-	-	-	-	-
SW010 - Solid Waste-WTFS Southeast Central	0.0	-	-	-	-	-	25,000	15,000	3,800,000	-	-
SW011 - Solid Waste - Collection/Transportation Assets	0.0	60,000	-	60,000	-	-	-	-	-	-	-
Total 35 - Solid Waste Facilities		80,000	625,000	4,828,796	6,650,132	3,800,000	25,000	15,000	3,800,000	699,190	-
Total RS SRPL- Facilities		80,000	625,000	4,828,796	6,650,132	3,800,000	25,000	15,000	3,800,000	699,190	-
Total Expenditure		80,000	625,000	4,828,796	6,650,132	3,800,000	25,000	15,000	3,800,000	699,190	-

Capital Object Summary - 10 Years

Report data returned based on the user's security permissions.

Budget Year 2026
 Report Group Fund Category
 Stage All
 Department or Sub Department 32 - Public Works Infrastructure
 Object Type or Object All
 Asset Class or Asset Category - 120 - Landfill

	Rank	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Expenditure											
RS SRPL - Annual Expenditure supporting STND Services											
12 - Cell Development											
SW106 - Landfill-Cell 3 Development	0.0	-	-	3,500,000	-	-	-	-	-	-	-
Total 12 - Cell Development		-	-	3,500,000	-	-	-	-	-	-	-
Total RS SRPL - Annual Expenditure supporting STND Services		-	-	3,500,000	-	-	-	-	-	-	-
RS SRPL- Facilities											
35 - Solid Waste Facilities											
SW101 - Landfill-Recycle PDO/Diversion/Bulk Collection	0.0	-	250,000	-	-	-	-	-	-	-	-
SW102 - Landfill-Leachate Evaporator (C.F)	0.0	225,000	-	-	-	-	-	-	-	-	-
SW105 - Landfill-Industrial Cells Maintenance	0.0	25,000	250,000	-	-	-	-	-	-	-	-
SW107 - Landfill-Site/Road Upgrades	0.0	-	-	-	250,000	-	-	-	-	-	-
Total 35 - Solid Waste Facilities		250,000	500,000	-	250,000	-	-	-	-	-	-
Total RS SRPL- Facilities		250,000	500,000	-	250,000	-	-	-	-	-	-
Total Expenditure		250,000	500,000	3,500,000	250,000	-	-	-	-	-	-



Clearwater County

Solid Waste and Recycling Management Plan - Overview

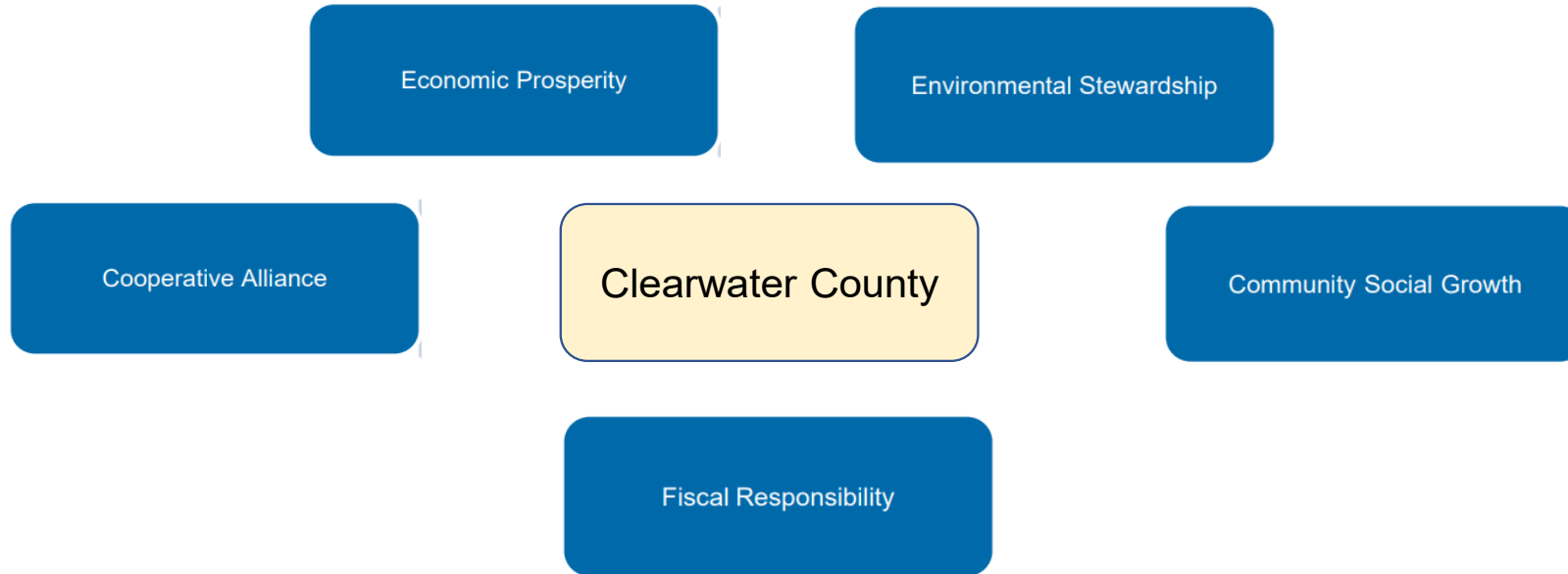
June 12, 2023

clearwatercounty.ca

Project Scope

The Solid Waste Management Plan's objective is to provide a framework for Clearwater County's solid waste system and to develop short-, medium-, and long-term strategies for future operations and system improvements over the next, potentially, 30 years.

Strategic Values



Public Survey

- To evaluate public opinions on the current solid waste system and understand the residents' priorities.
- Over 1,100 survey responses were received which represent about 20% of the County population (June 2022):
 - A majority of residents indicated satisfaction with the current level of service;
 - Garbage and 'blue-box' recycling are used the most;
 - 52.5% supported consolidation of services to reduce costs;
 - 82.6% did not support additional charges for increased waste services; and
 - Several respondents expressed safety concerns relating to the transfer stations.

Priorities Identified by the Respondents

- Hours of operation;
- Ease of unloading from vehicles;
- Recycling options; and
- Costs.

Key Issues Identified from Tetra Tech's Site Visits

- Aging infrastructure (most of the transfer stations were constructed in the mid 1980's)
- Operational inefficiencies (limited storage space and long hauling distance)
- Financial risk (potential for loss of tipping fee revenues from other more economical options outside the County)
- Services level (keep maintaining a reasonable and equitable level of service)
- Municipal developments (a cost recovery plan for potential demand for the waste collection services)
- Affordable solid waste services (changes or upgrades to the solid waste system must be affordable)

Solid Waste Service Compared with Other Municipalities

	Lacombe Regional Waste Services Commission	Yellowhead County	Mountainview Regional Waste Management Commission	Rockyview County	Brazeau County	Clearwater County
Facilities	<ul style="list-style-type: none"> Five (5) stationary compactor transfer stations Class III Landfill MSW transferred to West Dried Meat Lake Landfill 	<ul style="list-style-type: none"> Class II Landfill Fifteen (15) Drop-box Transfer stations Co-owner of Regional Landfill 	<ul style="list-style-type: none"> Class II landfill Two (2) transfer stations Drop-off station at the landfill 	<ul style="list-style-type: none"> Four (4) transfer stations Five (5) "Chuckwagons" Curb-side collection services where population density is over 400 person/km² Waste is hauled to outside landfills for disposal 	<ul style="list-style-type: none"> Eight (8) 40 yd drop box transfer stations Hauls to Aspen Waste Management Facility 	<ul style="list-style-type: none"> Ten (10) transfer stations Regional Landfill
Population (estimate)	30,000	County only 10,426	34,776	43,147	7,179	11,865
Annual Cost (approximate)	\$2,861,737	County only cost \$2,100,000	\$3,590,270	County Only cost \$2,500,000	County only 2023 Budget \$471,785	\$2,808,900
Tonnes/yr (approximate)	<ul style="list-style-type: none"> 10,000 inert 9,500 MSW 19,500 total 	<ul style="list-style-type: none"> County only 4,600 	23,000	N/A	N/A	20,000
Diversion rate (%)	N/A	<ul style="list-style-type: none"> County 1 to 3% Authority 18% 	N/A	44%	N/A	<ul style="list-style-type: none"> Approximately 7% Does not include diversion from Town of RMH and Commercial generators
System Cost/tonne (estimated)	\$146	\$456	\$156	N/A	\$65.70 (estimate)	\$140
Landfill Rates	\$40/tonne	\$61/tonne	\$95/tonne	N/A	N/A	\$70/tonne
Funding model	<ul style="list-style-type: none"> Requisition to member municipalities Tipping fees 	<ul style="list-style-type: none"> Authority requisitions member municipalities County recovers through utility fees 	User pay / tipping fees	Combination: <ul style="list-style-type: none"> – Utility fees – Tipping fees – Tax base 	N/A	<ul style="list-style-type: none"> Tax base Landfill Revenue

A.) Transfer Station Improvements/ Optimization

To maintain a good service level, transfer station options for aging infrastructure are:

Transfer Station	Method of Hauling	Single or Multi-Station Hauling	Average Transfer Load	Relative Hauling Distances	Relative Capital Cost
Drop-Box	Roll-off bins	Single station	3 tonnes	Short	Lowest
Transtor	Walking Floor Trailer	Multi-station	Up to 11 tonnes	Long	Medium
Push-pit	Walking Floor Trailer	Multi-station	Up to 11 tonnes loose Up to 17 tonnes tamped	Long	Highest

More detailed information of these options is listed below:

Option a.) Drop-Box Transfer Station



Typical Capital Cost:

- Four roll-off bin site: \$1,135,000.
- Two roll-off bin site: \$ 716,000.

Potential County Applications:

- May be suited as a low-cost option to replace the Faraway and Cline transfer station, or provide a drop-off option at the Regional Landfill.

Option b.) Transtor



Potential County Applications:

- Continued use of Transtors at Nordegg with an added third Transtor.
- Continued use of Transtors at Caroline and Crossroads for next 5 to 15 years.
- Two Transtor sites for new transfer stations.
- Four Transtor sites for the Central Transfer Station.

Typical Capital Cost:

- Add third Transtor at Nordegg \$ 500,000.
- A new site with two Transtors: \$ 1,424,000 with gravel road surfaces, or \$ 1,677,000 with asphalt road surfaces.
- A new site with four Transtors: \$ 2,357,500 with gravel road surfaces, or \$ 2,657,500 with asphalt road surfaces.



Option c.) Push-pit



Potential County Applications:

- For next 5 to 15 years, continue to use existing push pit stations at Everdell, Cow Lake, and Crammond.
- Next 5 years, replace the Leslieville site with a new push-pit station.
- Next 5 years, construct a new push pit station at the Central site.

Typical Capital Cost:

- Small push pit transfer station: \$ 3,665,200 with gravel roads, or \$ 3,854,200 with asphalt roads.
- Large push-pit transfer station: \$ 6,056,470 with gravel roads, or \$ 6,472,270 with asphalt roads.

B.) Waste Diversion Options - Diverting Waste from the Landfill by Recycling and Composting

Current Situation (2022)

- Yard Waste 300 tonnes (chipped and re-used)
- Metals 575 tonnes
- Wire 210 tonnes
- PPP (paper & plastic products) 228 tonnes
- ARMA (Product Stewardship items) 100 tonnes

The County's waste diversion is approximately 7% (1413 t/y diverted/ 20000 t/y).

Potential Waste Diversion Options

- Policy influence (Extended Producer Responsibility Program, public education and community outreach, differential tipping fees)
- New programs and services (drop-off option for recycling in hamlets, promote home composting, curbside organic collection)
- Education and behavior change (update signage, campaign to encourage diversion options, waste app, website update)
- Infrastructure (organics processing facility, automated cart-based collection for recycling) – This would only apply to more populated urban areas.

C.) The Implementation Plan

It is important for ratepayers that the County maintains a reasonable and equitable level of service. Further, with other key issues identified, it would be beneficial to implement the Solid Waste Management Strategic Plan.

Implementation of the Solid Waste Management Strategic Plan

Short Term (1 to 5 years)

Table: Short-Term (1 to 5 years) Capital Financial Schedule

Action	2024	2025	2026	2027	2028
Design Upgrade Crammond Ramp	\$20,000				
Crammond Ramp Construction		\$50,000			
Demolish crossroad structure	\$25,000				
Demolish Nordegg structure	\$25,000				
Design Central TS		\$100,000	\$100,000		
Replace Faraway Structure					\$720,000
Deign expansion Nordegg TS	\$20,000				
Construct Nordegg Expansion		\$350,000			
Land search, acquisition, permitting (East Central Transfer Station)					\$40,000
Evaluate Collection options - Nordegg	\$20,000				
Construct Central TS				\$6,500,000	
Totals	\$110,000	\$500,000	\$100,000	\$6,500,000	\$760,000

- Upgrades to the ramp at Crammond to address safety issues;
- Existing push-pit structures at Crossroads and Nordegg are demolished;
- Design of the Central Transfer station starts in 2025;
- The Nordegg transfer station is expanded with a third Transtor container;
- A collection study is completed for the Hamlet of Nordegg;
- The Faraway transfer station structure is replaced;
- The Central Transfer Station is constructed; and
- Land search, acquisition, and permit for new East Central site.

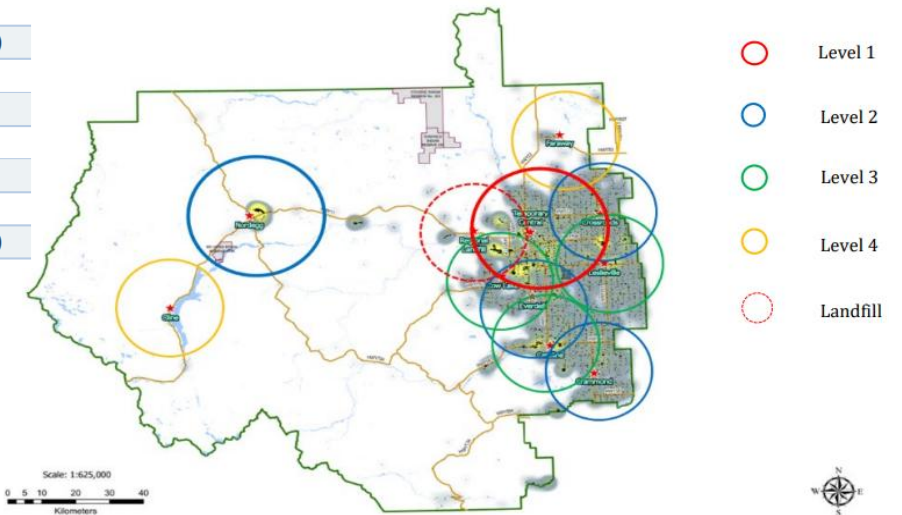


Figure 5-1: Short-Term Transfer Station Strategy 1 to 5 years

Medium Term (5 to 15 years)

To improve the operational efficiency:

- East Central transfer station replaces Leslieville and Crossroads sites (push-pit or transtor option).
- A Southeast transfer station replaces Caroline and Crammond sites (push-pit or transtor option).
- Cline is converted to a drop-box station.

Implementation of the Solid Waste Management Strategic Plan

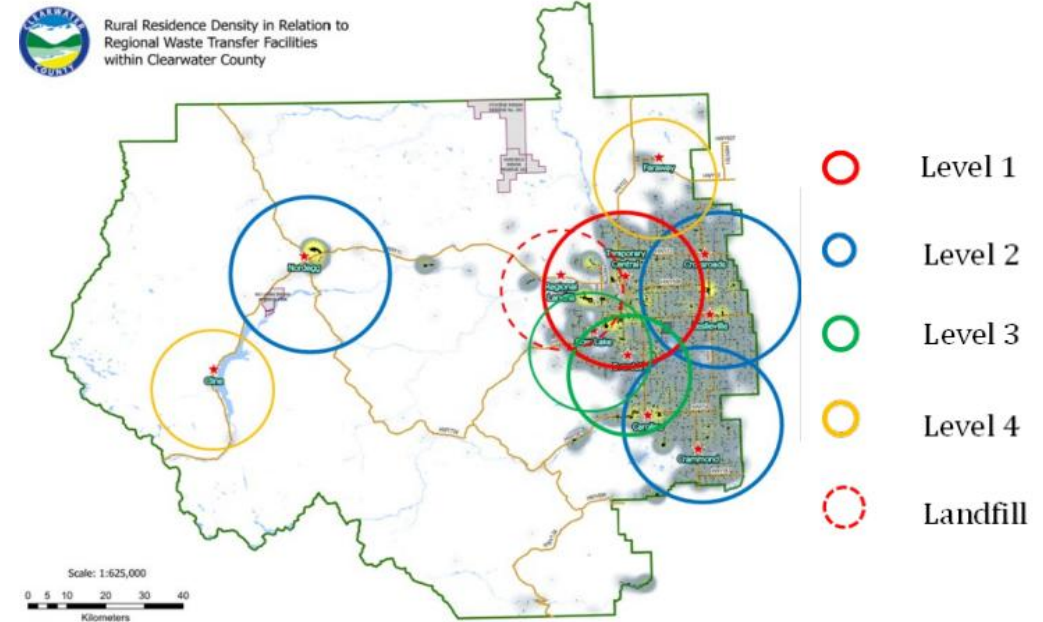


Table: Mid-Term (5 to 15 years) Capital Financial Schedule

Action	2029	2030	2032	2034	2037
Replace Cline TS Structure	\$720,000				
Demolish Cline Structure	\$25,000				
Design & Construct East Central TS		\$3,800,000			
Land search, acquisition, permitting			\$40,000		\$40,000
Design and Construct South East TS				\$3,800,000	
Totals	\$745,000	\$3,800,000	\$40,000	\$3,800,000	\$40,000

Figure 5-2: Medium Term Transfer Station Strategy 5 to 15 years

← (Southeast Transfer Station in 2032, and South Central Transfer Station in 2037)

Long Term (15 years +)

Implementation of the Solid Waste Management Strategic Plan

To improve the operational efficiency :

- A South Central transfer station to replace Cow Lake and Everdell (push-pit or transtor option).

Table: Long-Term (15 years +) Capital Financial Schedule

Action	2039	2040
Design and Construct South Central TS		\$3,800,000
Totals		\$3,800,000

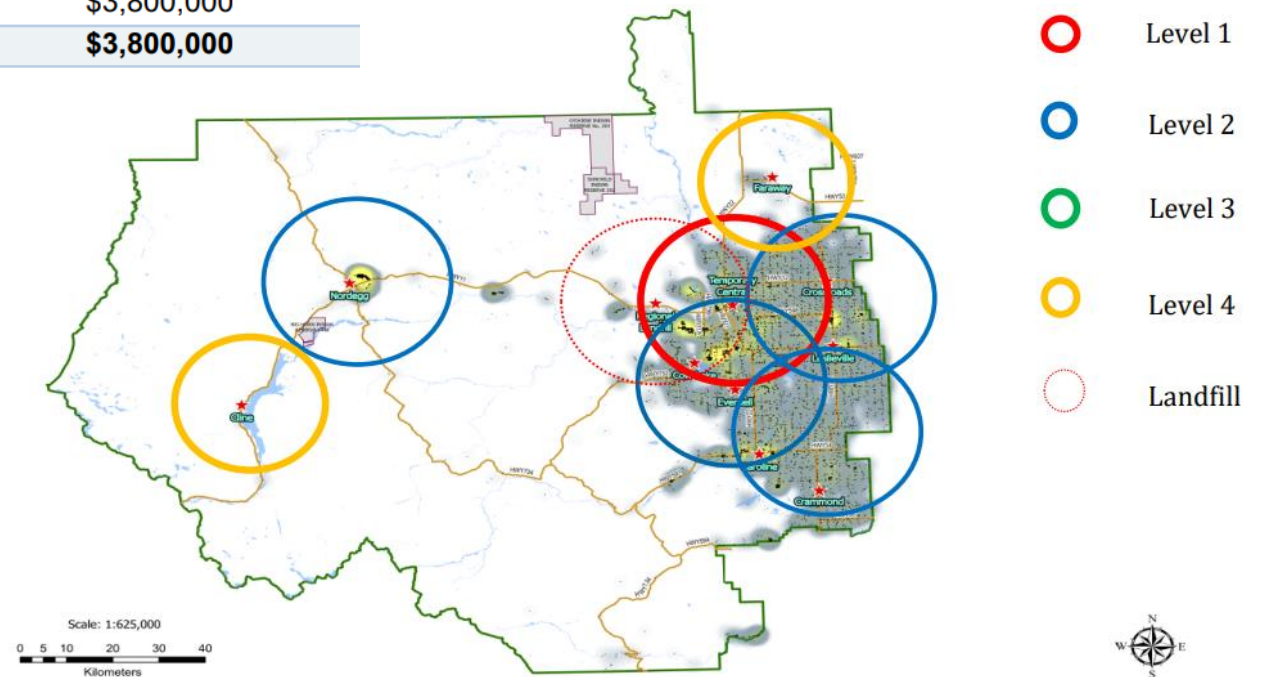


Figure 5-3: Long-Term Strategy 15 years plus

Clearwater County Central Transfer Station – Site Constraints and Options Feasibility Review (October 29, 2021, Tetra-Tech Inc.)

- The objective was to undertake a constraints and feasibility study for the future development of a permanent transfer station on the NE-03-40-07-W5, which is approximately 4 km North of the Town of Rocky Mountain House.
- The quarter section is owned by Clearwater County and the North-east portion of the site is intended for a Public Works facility. The land is set aside for the Public Works yard encompasses approximately 12 hectares, which has been graded and is enclosed with a perimeter chain-link fence. A temporary public drop-off transfer station was established within fenced area and covers an area of about half a hectare.

A new permanent transfer station at the site should be compatible with the overall regional transfer system. The location of the transfer station (permanent) is considered feasible based on the various setbacks and availability of land within the County owned quarter. The type of facility and services are optimized based on:

- Compatibility with regional transfer system
- Waste diversion goals and objectives
- Desired level of service to users
- User convenience and ease of use
- Cover and containment of putrescible waste to obtain authorization from the airport authority
- Capital costs and operating costs

Clearwater County Central Transfer Station – Site Constraints and Options Feasibility Review

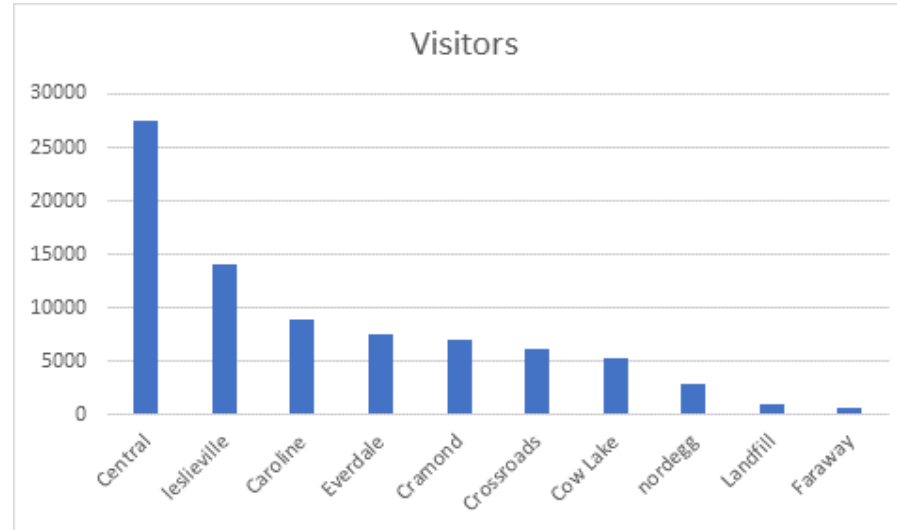
The current Central Transfer Station provides the necessary initial qualities that would enable the County to provide residents with a modern updated facility well into the future. The site, as identified in the Solid Waste Management Master Plan (SWMMP) as a Level 1 Facility , or a “Hub” creates a Facility that would be the main Transfer Station, where waste and recycling “Consolidation” would occur as part of the overall system.

The advantages of the current site’s location include:

1. Location

- a. The current location is relatively close (4 km) in proximity to the Town. County residents do work or conduct business in Town, and should have reasonably close access to waste and recycling services. The importance of this is that there is a population base of County residents that live within a 20 km radius of the facility, the distance used in the long-term strategy presented in the SWMMP suggests for future transfer station (network) development to create further operational efficiencies.
- b. Location has relatively easy road access. There is pavement up to the quarter section owned by County, the land at the location is owned by County.
- c. Size. The location would have adequate size of footprint, which enables efficient uses in a designed modern transfer station. (Currently, rural transfer stations have limited space, difficult to expand new facilities or to further increase recycle or diversion opportunities.) Depending on the design of the transfer station, the site provides adequate space for options.

Clearwater County Central Transfer Station – Site Constraints and Options Feasibility Review



Clearwater County – Waste Transfer Station User Counts, June 1st, 2021 – May 31st, 2022

2. Continue/Increase County Based Operational Synergies

- a. The location is part of a Public Works operational area, which is more conducive in creating synergies. This can have impacts with respect to capital funding, equipment, operational costs and staffing levels.
- b. Important operational consideration for all departments in Clearwater County.

D.) Optimization Results

Hauling Distances Reduction

Table 6-1: Calculated Reduction of Transfer Hauling Distances

Short-Term		Mid-Term		Long-Term	
Transfer Stations	km/y	Transfer Stations	km/y	Transfer Stations	km/y
Central Transfer Station	2,495	Central Transfer Station	2,495	Central Transfer Station	2,495
Leslieville Transfer Station	5,130	East Central Transfer Station	8,519	East Central Transfer Station	8,519
Crossroads Transfer Station	4,713	Southeast Transfer Station	11,605	Southeast Transfer Station	11,605
Caroline Transfer Station	6,325	Cow Lake Transfer Station	3,586	South Central Transfer Station	2,220
Crammond Transfer Station	7,726	Everdell Transfer Station	3,878	Nordegg Transfer Station	2,532
Cow Lake Transfer Station	3,848	Nordegg Transfer Station	2,532	Faraway Transfer Station	1,858
Everdell Transfer Station	3,952	Faraway Transfer Station	1,858	Cline Transfer Station	2,445
Nordegg Transfer Station	7,488	Cline Transfer Station	2,445		
Faraway Transfer Station	5,600		36,917		28,376
Cline Transfer Station	5,980				71%
Annual Travel km	53,256				
Percent of Current Travel	89%		83%		

Public Access to Transfer Station

Table 6-2: Comparison of Transfer Station Access Times

Existing			Proposed	
Transfer Station	Summer Hours/Week	Winter Hours/Week	Transfer Station	Hours/Week
Temporary Central	42.5	42.5	Central	42.5
Leslieville	20	18	East Central	24
Crossroads	11.5	9.5		
Caroline	14.5	11.5	South Central	24
Crammond	15.5	14.5		
Everdell	7.5	6.5	Southeast	24
Cow Lake	7.5	6.5		
Nordegg	14	12	Nordegg	18
Faraway	8	7	Faraway	12
Cline	Open (unsupervised)	Closed	Cline	N/A
Total Hours	141	128		144.5

With the implementation of all the strategies (long-term concept) and a more efficient loading of the transfer trailers:

- The transfer station operating hours in Winter can increase 12.3%.
- The overall system operating costs can be reduced by approximately 7.9%.

Revenue Sensitivity

- Current revenues are gained through investment income, landfill fees, and recycling income.
- It is expected that household recycling programs will not generate revenue for the County with introduction of the EPR programs, but the County should receive revenues from sale of scrap metals. The single largest revenue source is gained from landfill disposal fees.
- Figure 7-1 shows current revenues. Future revenues are assumed to remain the same.
- The Net cost represents the portion of the solid waste system costs that is funded through the County's tax base.

Further Explanation of Figure 7-1:

- It illustrates how gained or reduced revenue may impact system financing through the County tax base.
- The table shows a revenue drop of 50% and a revenue increase of 50% compared to current revenues.
- This shows with a drop of 50% in revenues, approximate \$500,000 would be added to the tax base funding, while an increase in revenue of 50% would reduce the burden to the tax base by about \$500,000 per year.

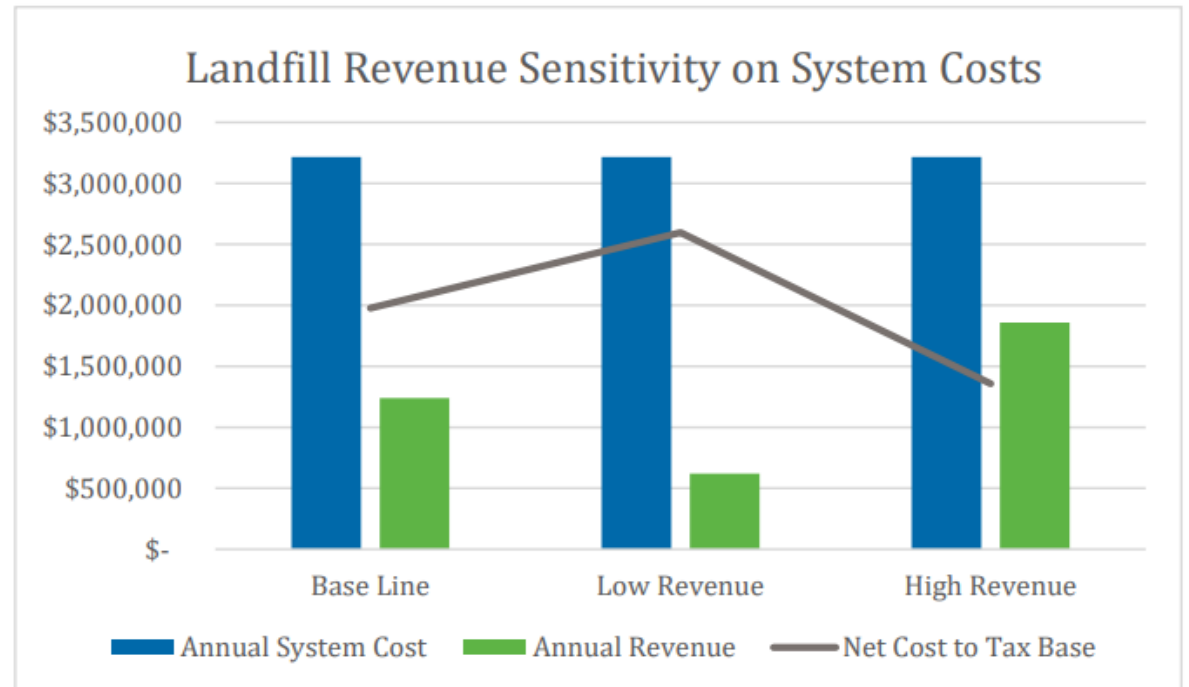


Figure 7-1: Landfill Revenue Sensitivity on System Costs

Summary

The current transfer station network is aging and can be anticipated to need replacing within the next few years.

To continue provide efficient solid waste service to ratepayers, key priorities for the future include:

- Financial stability
- Waste diversion
- Establishing an appropriate level of service
- Improving operation efficiencies

THANK YOU

