



**TOWN OF DRUMHELLER**  
**SPECIAL COUNCIL MEETING**

**AGENDA**

TIME & DATE: 4:30 PM – Monday, August 18, 2025

LOCATION: Council Chambers, 224 Centre St., via Teams Platform, and  
[Live Stream on Drumheller Valley YouTube Channel](#).

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1. CALL TO ORDER

2. OPENING COMMENTS

3. ADOPTION OF AGENDA

3.1 **Agenda for the August 18, 2025, Special Council Meeting**

Proposed Motion: That Council adopt the agenda for the August 18, 2025, Special Council Meeting, as presented.

4. REPORTS FROM ADMINISTRATION

CORPORATE & COMMUNITY SERVICES

4.1 **Director of Corporate & Community Services**

4.1.1 **Corporate & Community Services – 2025 Q2 Quarterly Report**

[Briefing Note](#)  
[2025 Q2 Quarterly Report Presentation](#)

Proposed Motion: That Council accepts the 2025 Q2 Quarterly Report of the Corporate & Community Services Department, as information.

4.1.2 **Proposed Dino Drifter Community Event Float 2026 Schedule**

[Request for Decision](#)

Proposed Motion: That Council accepts the proposed Dino Drifter Community Event Float 2026 Schedule as information, and furthermore, directs Administration to bring it to the 2026 Municipal Budget deliberations for Council consideration.

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

## **4.2 Chief Administrative Officer**

### **4.2.1 Record Retention and Disposition Bylaw #25.25 (3<sup>rd</sup> Reading)**

[Request for Decision](#)

[Bylaw #25.25 – Record Retention and Disposition Bylaw \(3<sup>rd</sup> Reading\)](#)

[Policy #C-04-99 – Retention and Disposition of Inactive Records](#)

Proposed Motion: That Council gives third and final reading to Record Retention and Disposition Bylaw #25.25, as presented.

### **4.2.2 Transition of Chief Administrative Officer**

[Request for Decision](#)

[Bylaw #21.21 – CAO Bylaw](#)

Proposed Motion: That Council accepts the resignation and retirement of Chief Administrative Officer, Darryl Drohomerski, effective August 23, 2025.

Proposed Motion: That Administration brings a Designated Officer Bylaw to Council to allow for the Flood Program Authority delegation in accordance with section 210 of the Municipal Government Act.

Proposed Motion: That Council appoints Esther Quiambao as the Chief Administrative Officer for the Town of Drumheller, effective August 24, 2025.

## **5. ADJOURNMENT**

Proposed Motion: That Council adjourn the meeting at \_\_\_\_\_ p.m.

## BRIEFING NOTE

<b>TITLE:</b>	Corporate & Community Services - 2025 Quarter 2 Report
<b>DATE:</b>	August 18, 2025
<b>PRESENTED BY:</b>	Victoria Chan, Chief Financial Officer / Director of Corporate and Community Services Zeyu Zhang, A/Finance Manager Andrea Leavitt, A/Manager, Recreation, Arts & Culture Karen Schneck, Seniors Programming Coordinator Sandra Leitner, FCSS Coordinator
<b>ATTACHMENT:</b>	2025 Q2 Report – Department of Corporate & Community Services

### SUMMARY:

The Second Quarterly Report includes three departments: Corporate & Finance, Recreation, Arts & Culture, and Family & Community Support Services under the Corporate & Community Services portfolio for key deliverables and achievements from April 1 to June 30, 2025.

### DIRECTION:

Administration recommends that Council accepts as information the 2025 Second Quarterly Report for Corporate & Community Services, as presented.

### DISCUSSION:

N/A

### STRATEGIC POLICY ALIGNMENT:

To promote transparent and accountable government, while creating an effective channel for communication between administration, council, and the public.

### COMMUNICATION STRATEGY:

Quarterly reports are provided to Council by each department on an ongoing basis and are included for future public reference in the agenda package and on the Town YouTube Channel.

### MOTION:

That Council accepts the 2025 Q2 Quarterly Report of the Corporate & Community Services Department, as information.



Prepared by:  
Beth Caswell  
Administrative Assistant,  
Corporate & Community  
Services



Approved by:  
Victoria Chan CPA, LL.B,  
LL.M  
Chief Financial Officer, Director  
of Corporate & Community  
Services



Approved by:  
Esther Quiambao, CLGM  
Assistant Chief Administrative  
Officer



**DRUMHELLER  
VALLEY**

# **Corporate & Community Services**

**2025 Second Quarterly Report**

## **Introduction**

Highlights key deliverables and accomplishments from three departments under Corporate & Community Services for April 1 to June 30, 2025;

- Corporate & Finance
- Recreation, Arts & Culture
- Family & Community Support Services





# 1. Corporate Services

## This Quarter briefly...

- 2024 Audited Financial Statements – "clean" audit
- Received Council approval of amending the 2025 Operating and Capital Budgets
- Received Council approval of the 2025 Property Tax Rate Bylaw:
  - 7% decrease in the residential mill-rate
  - Introduction of minimum tax
- Successful roll-out of the physical parking passes (logistics, payment setup, etc.) complementing the Hot Spot Parking app
- Recruitment activities:
  - FCSS Coordinator (completed)
  - Payroll Administrator (completed)
  - Finance Manager (interview stage)
  - Manager, Parks & Recreation (active)



# 2. Finance Department

## Utilities & Cemetery- April – June 2025

### Utilities

Water Users – 3,197 Sewer Users- 3,068. Garbage Users – 3,100

Water Revenue	2025 - \$1,177,528	2024 - \$1,032,840
Sewer Revenue	2025 - \$711,594	2024 - \$636,750
Total Garbage Revenue	2025 - \$128,468	2024 - \$116,752

### E-Billing

Percentage of e-utility bills	2025 - 66%	2024 - 52%
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### Cemetery

Number of Internments	2025 - 14	2024 - 18
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## 2. Finance Department

### Business License & Pet License Q1 and Q2 2025

#### Pet Licenses:

Pet License issued/renewed:            2025 - 177                      2024 - 262

#### Business License

Business License issued:                      2025 - 641                      2024 - 651  
Business License Fees Issued:            2025 - \$135,710            2024 - \$132,113



## 2. Finance Department

### Unaudited Financial Statement- Q2 2025

Actual vs Budget Year To Date			
January 2025 To June 2025 (6 Months)			
Budget	Amended- Main Budget		
	Budget	YTD Actual	% of Budget YTD
Franchise Fees	2,090,000	1,005,448	48.11%
Government Transfers	1,225,471	309,999	25.30%
Investment Income	300,000	183,555	61.18%
Net Municipal Taxes	14,732,762	15,761,933	106.99%
Other Revenue	971,013	260,076	26.78%
Penalties and Costs on Taxes	148,800	49,741	33.43%
Sales and User Fees	10,354,686	5,139,191	49.63%
Transfers From Reserves	548,212	-	0.00%
Total Revenues	30,370,945	22,709,944	74.78%
Amortization	3,714,386	-	0.00%
Contracted and General Services	7,582,961	2,919,709	38.50%
Interest on Long-term Debt	388,021	76,149	19.63%
Materials, Goods and Utilities	3,273,875	1,556,384	47.54%
Other Expenditures	791,534	60,687	7.67%
Requisitions	3,697,830	2,001,068	54.11%
Salary, Wages and Benefits	9,719,207	4,621,655	47.55%
Transfer to Local Agencies	686,113	347,152	50.60%
Transfers to Reserves	517,017	15,841	3.06%
Total Expenses	30,370,945	11,598,645	38.19%
<b>Net Total</b>	<b>0</b>	<b>11,111,299</b>	

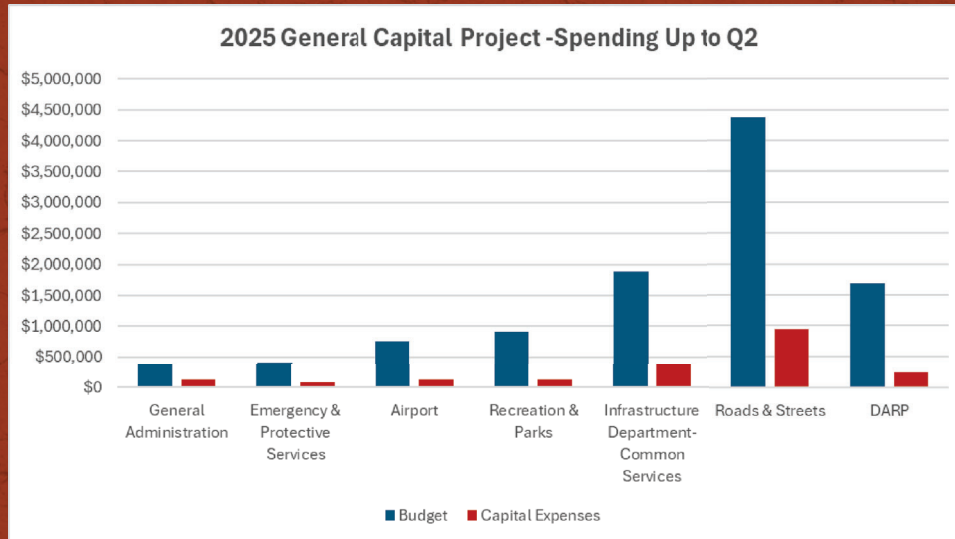




## 2. Finance Department

### Capital Budget Updates

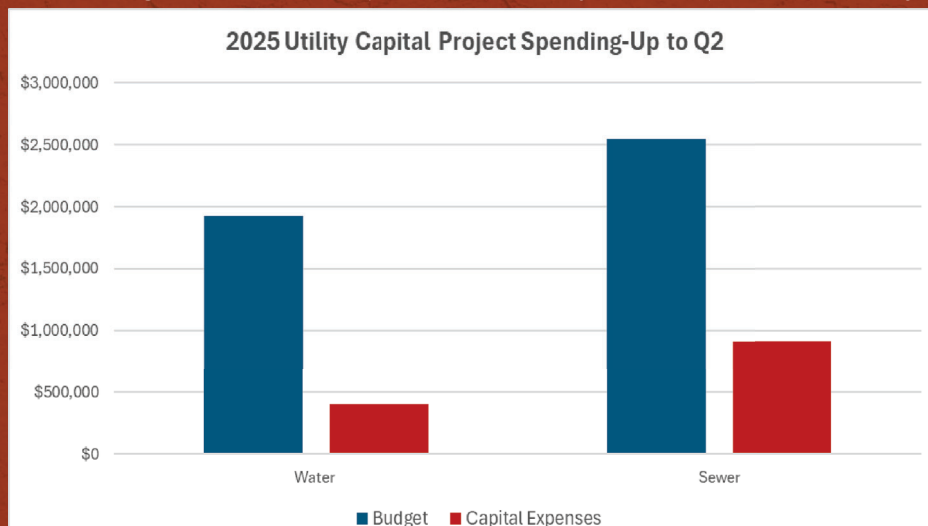
Capital Budget: 5.6 Million + (5.2 million Carry forward)    Total Projects: 49



## 2. Finance Department

### Capital Budget Updates

Utility Capital Budget: 1.8 Million + (2.6 million Carry forward)    Total Projects: 19



## 4. Recreation, Arts and Culture

### Badlands Community Facility Quarterly Report: Q2: April - June 2025

<u>Expenses</u>	2025	2024
Staffing	\$ 224,424.00	\$ 196,116.00
Utilities, Supplies & Services	\$ 265,335.00	\$ 194,747.00
<b>Total (Quarter)</b>	<b>\$ 489,759.00</b>	<b>\$ 391,863.00</b>
<u>Revenues</u>	2025	2024
Drop in	\$ 9,173.60	\$ 10,889.10
Memberships	\$ 104,826.29	\$ 81,277.12
Programs	\$ 6,931.40	\$ 6,517.54
Reservations	\$ 53,356.92	\$ 32,272.14
<b>Total (Quarter)</b>	<b>\$ 174,288.21</b>	<b>\$130,955.90</b>
<u>Attendance</u>	2025	2024
POS / Drop-ins	1,066	790
Memberships (of scans)	13,854	13,403
<b>Total (Quarter)</b>	<b>20,612</b>	<b>20,071</b>



## 4. Recreation, Arts and Culture

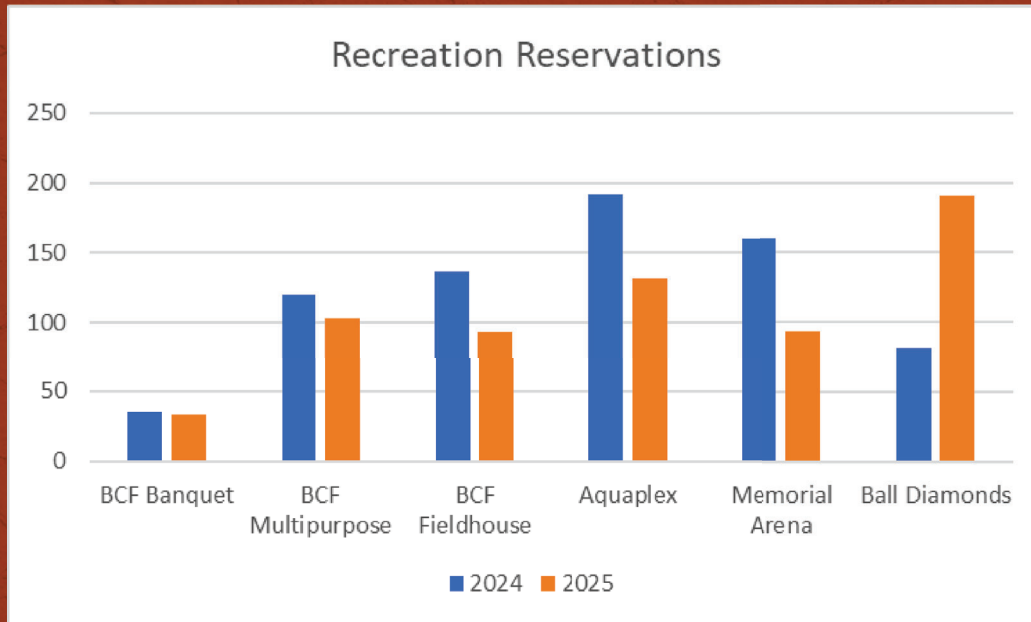
### Aquaplex Quarterly Report: Q2: April - June 2025

<u>Expenses</u>	<u>2025</u>	<u>2024</u>	<u>Attendance</u>	<u>2025</u>	<u>2024</u>
Staffing	\$ 179,347.00	\$ 205,689.00	POS / Drop-ins	1,669	2,430
Utilities, Chemicals, Supplies & Services	\$ 103,503.00	\$ 18,763.00	Memberships (# of scans)	2,486	3,221
<b>Total (Quarter)</b>	<b>\$ 241,588.00</b>	<b>\$ 247,604.00</b>	Swimming Lessons / Leadership	721	986
			Reservations	3,881	4,900
<u>Revenues</u>	<u>2025</u>	<u>2024</u>	Other attendance	381	471
Drop in	\$ 11,982.09	\$ 18,481.05	<b>Total (Quarter)</b>	<b>9,138</b>	<b>12,008</b>
Memberships	\$ 37,354.65	\$ 26,923.51			
Programs (Swimming Lessons/Leadership)	\$ 11,628.99	\$ 22,326.44			
Pool Rentals	\$ 10,405.94	\$ 5,980.11			
Other (Concession / Pro shop)	\$ 2,282.80	\$ 2,038.29			
<b>Total (Quarter)</b>	<b>\$ 73,654.47</b>	<b>\$ 75,749.40</b>			

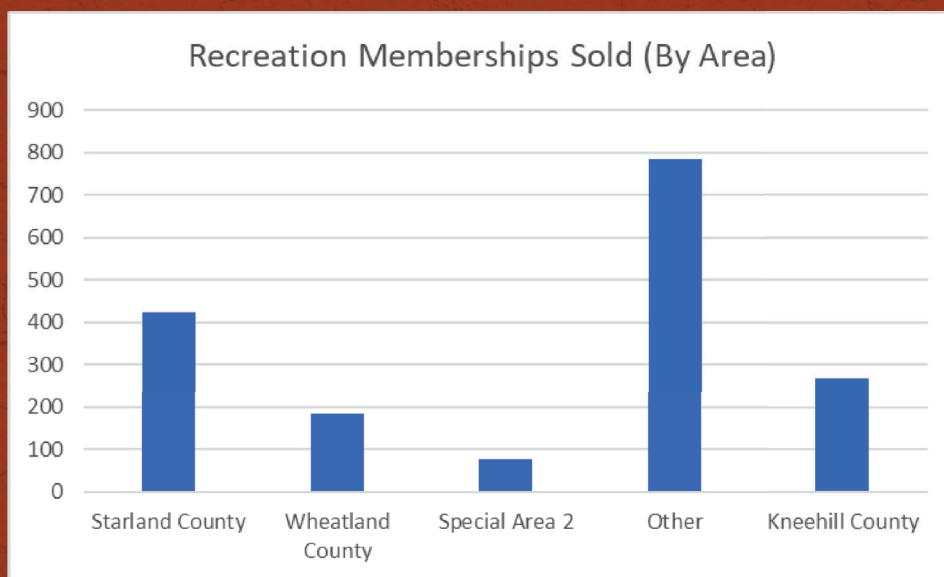




## 4. Recreation, Arts and Culture



## 4. Recreation, Arts and Culture



Drumheller Valley 7,806 memberships sold in Q2





## 4. Recreation, Arts & Culture

### Community Assistance Grant

Dinosaur Valley Heritage Society/East Coulee School Museum	Cash Approved	\$1,000.00
Homestead Museum Society	Cash Approved	\$1,500.00
Seniors Train Ride Event	Cash Approved	\$3,500.00
Atlas Coal Mine National Historic Site	In-Kind Approved	\$2,000.00
U15 Provincials	Cash Approved	\$1,000.00

There is currently \$10,568.60 In-Kind remaining for application. The Cash fund has been exhausted for 2025.



## 4. Recreation, Arts & Culture

### Special Event Permits / Applications

Special Event Permit Submissions:	Q1 Jan – Mar:	14
Special Event Permit Submissions:	Q2 Apr – Jun:	18

#### Special Event Highlights

- Wild Rose Women's Run
- Wild Rose Women's Triathlon
- Gran Fondo Badlands
- Cold Bones Festival
- Boogie in the Badlands Show & Shine
- Chainsaw Wizard
- Hoofing for Hope
- Canada Day Parade





## 4. Recreation, Arts and Culture

### Program & Event Review

#### Winter & Spring Programs

- Continued to perform well overall.

#### New Program Launch:

- *No-Gi Brazilian Jiu Jitsu* (April)
- Was a big hit with youth participants

#### BCF Registered & Drop-In Programs

- Wrapped up in June

#### Parent & Tot Drop-In

- Continues to show strong attendance and engagement (BCF)
- Numbers dropped at AQP when it switched to outdoor pool only

#### Make & Take Series – *Charcuterie*

- April 11, 21 participants and great feedback

#### E-Games Tournament (Super Smash Bros.)

- April 29, 36 Youth Attendees

#### Walk Across Canada

- Continues to be well-received by the Senior community



## 4. Recreation, Arts and Culture

### Ongoing / Upcoming Programs & Events



#### Camp BCF:

- Program themes finalized and completed.

#### Summer at the Plaza

- Another entertaining summer with live music and entertainment
- 11 different artist performing 5 different genres

#### Giant Water Fights

- July 23 & August 13

#### Teen Swim

- August 29, outdoor pool

#### Fall 2025 Exhibit:

- Revamp in progress with a goal of increasing booth participation

Currently planning dates and new/returning programming for Fall.





## 6. Recreation & FCSS Partnership



## 6. Recreation & FCSS Partnership

### E-Games Tournament

#### April E-Games Tournament

- 24 Participants
- 12 Additional Attendees
- 4 Adult Supervisors
- Big screen for all to enjoy





## 6. Recreation & FCSS Partnership

### **Bike Rodeo** - Collaborating Event Recreation – FCSS – RCMP - EPS

Ages 5+ 13 attendants

Ages 7+ 11 attendants

Ages 10+ 8 attendants



In April, a fun and educational training session was held for kids aged 5+ at the BCF parking lot, supported by the RCMP, FCSS staff, EPS, and the Recreation team, fostering safety awareness and positive community engagement.

This event was supported by Canadian Tire and Bikes and Bites



## 6. Recreation & FCSS Partnership

### **Teen Swim Nights**

An evening of swimming and pizza in a safe, fun and relaxed environment.

May Teen Swim

- 25 youth attended

Next Teen Swim Night

- August 29





## 6. Recreation & FCSS Partnership

### Volunteer Appreciation BBQ at BCF Terrace – May 26, 2025

To thank and celebrate Drumheller's dedicated volunteers who give their time, heart, and energy to building a stronger community.

#### Attendance

- ~80 volunteers
- Mayor & Council Members attended to show support and personally thank volunteers

#### Event Highlights

- Delicious BBQ hosted by BCF staff and FCSS
- Chocolates donated by Salvation Army for every volunteer
- Door prizes generously donated by local businesses
- Heartfelt atmosphere of gratitude and community pride



## 5. FCSS Programs

### Funding Decisions Summary – Q2 FCSS Grants

The FCSS Committee awarded \$70,000 to 8 local agencies

- Badlands Historical Centre
- Family Fun Committee
- Drumheller Public Library
- Golden Hills School Division
- Drumheller Pride Week 2025
- Cottonwood Clay Studio Society
- St. Anthony's School (Christ the Redeemer)
- Dinosaur Valley Heritage Society





## 5. FCSS Programs

### United Way Grant for Healthy Aging Year 2025 - 2026 \$100,00.00 for the Home Support Programs

Goal is to keep seniors in their homes as long as they can and grow old in their community! Home Support Programs:

- Grass cutting and Snow removal
- Housekeeping
- Grocery Shopping
- Frozen Meals
- Hot Meals
- Dementia Day Program
- Social events for prevention of Isolation.



## 5. FCSS Programs

### Funding Decisions Summary – Q2 FCSS Grants

#### United Way Grant

Funding Received for 2025-2026  
- \$19,000.00 for the Hot Meal Program



Two of the hot meal program clients are Ambassadors for the United Way.

United Way filmed a video with them in July.





## 5. FCSS Programs

### Home Support Programs

These programs are supported by the Healthy Aging Grant and United Way Grant:

#### Hot Meals

- 12 participants
- \$2,592.00 per month

#### Light Housekeeping

- 7 participants
- \$1,969.13 per month

#### Frozen Meals

- 10-15 participants varies
- \$990-1,200 per month

#### Snow Removal

- 10 participants for winter
- \$600.00 per month on average

#### Grocery Shopping

- 20 participants per month
- \$313.00 per month



## 6. FCSS Programming

### Senior Week Pancake Breakfast at the Pioneer Trail Centre - June 2, 2025

#### Attendance:

- ~82 seniors
- 22 students from Greentree School
- Mayor and Council, staff and volunteers helped prepare and serve food

#### Event Highlights:

- Attendance was double from last year
- New seniors attended the event
- Greentree School enjoyed performing for and eating breakfast with the seniors





## 5. FCSS Programs

### Arts and Social Programs

These programs are supported by the Healthy Aging Program

- Service Canada Info fair
  - 60 participants
- Scams presentation
  - 30 participants
- Cow Patti theatre
  - 21 participants
- East Coulee High Tea
  - 12 participants
- Dementia Day program
  - 10 participants
- Caregiver program
  - 5 participants
- E-Games
  - 26 participants



## 5. FCSS Programs

### Arts and Social Programs

These programs are not grant funded:

- Monthly Art Class
  - 10 participants
- Monthly Cardmaking Class
  - 7 participants
- Monthly Art Café
  - 5-10 participants on average
- Diamond Art Class
  - 12 participants
- Volunteer Tax Program
  - 330 to 420 participants







**BUSINESS'S WHO COME TOGETHER!  
THE SENIORS HOT MEAL PROGRAM.**

*This past week we had an opportunity of doing our Grand Cheque Presentation with the Mayor & Council.*

This was our **fifth (5) bi-annual** event & we could not be happier with what we raised \$1750.00.

The **FCSS Seniors Coordinator - Karen Schneck** works tirelessly to keep the program active, solidly now for two years non stop, thanks to grants from "The United Way" & a pinch from our efforts with the **"Movies For Meals"**.

A special shout out to the following business's:-

**The Old Grouch's  
Badland Bargains  
Boston Pizza  
Baldwin Sourdough Bakery**

Thank you for supporting us:-  
Tim & Jairo

## 5th Bi-Annual Movie for Meals

Local Business' raises  
**\$1,750.00**  
for Senior Hot Meal Program



## REQUEST FOR DECISION

<b>TITLE:</b>	Proposed Dino Drifter Community Event Float 2026 Schedule
<b>DATE:</b>	August 18, 2025
<b>PRESENTED BY:</b>	Victoria Chan - Chief Financial Officer, Director of Corporate & Community Services
<b>ATTACHMENTS:</b>	None

### SUMMARY:

The Town of Drumheller recently acquired a Community Event Float to enhance community engagement, tourism, and promotion of the Town as a travel destination. Administration has prepared this report for Council to determine the suitable events to attend in a year that would maximize the appearance and public exposure of the float while also recognizing the inherent operational costs related to participating in events locally, regionally or throughout Alberta.

### RECOMMENDATION:

That Council accepts the proposed community event float 2026 Event Schedule as information and furthermore directs Administration to bring it to the 2026 Municipal Budget deliberations for Council consideration.

### DISCUSSION:

Community event or parade participation enhances Drumheller's identity and strengthens its presence in selected local, regional and provincial events. As this is a newly proposed operational activity, the Town will need to account for the logistical and operational costs related to travel, staffing, and vehicle use for the 2026 Budget discussions.

Staffing is one of the most significant cost factors. Each event typically requires:

- two (2) Town staff members to travel with and operate the float;
- standard workday coverage plus applicable overtime; and
- backfill for positions to maintain the existing service level for public-facing functions.

Labour estimates are based on the following assumptions:

- 7.5 hours/day regular time x two (2) unionized employees
- For provincial events, three-day average per event, varied by location

### FINANCIAL IMPACT:

As this is not currently in the 2025 Operating Budget, any incremental costs resulting from attending additional events this year would take away the allocated resources to avoid running into deficit.

#### Summer at the Plaza 2025

	<b>Summer at the Plaza (no Community Events Float)</b>	<b>Summer at the Plaza (with the Community Events Float)</b>
<b>Per Event</b>	\$333	\$1,782



As the calendar of events for 2026 has not been released, the following is prepared based on the actual event dates in 2025, and the estimated costs if the Town were to participate:

Location	Parade/Event	Event Date	Distance Km (Both ways)	Total Days	Total Estimated Cost Per Location
<b>Local</b>					
Plaza	Boogie in the Badlands	May 28, 2025	N/A	N/A	\$1,782 <i>per day</i>
Arena Parking Lot	Chainsaw Wizards	May 15 – 20, 2025	N/A	TBD	\$1,073 <i>per day</i>
<b>Regional</b>					
Red Deer	Westerner Days	July 16, 2025	350	2	\$4,824
High River	Little Britches Parade	May 17, 2025	380	3	\$5,897
<b>Provincial</b>					
Edmonton	K Days	July 18, 2025	580	3	\$7,383
Lethbridge	Whoop-up days	August 19, 2025	550	3	\$6,024

*\*Please note the cost per day differences shown in the local events is due to the Town of Drumheller organized events not requiring backfill costs.*

As we continue to navigate evolving internal priorities and resource considerations, Administration will factor the Dino Drifter Community Event Float, along with other related initiatives, into the 2026 budget considerations.

#### **STRATEGIC POLICY ALIGNMENT:**

Raise the Town of Drumheller's brand awareness as a travel destination to increase visitor attraction. It also assists in showing community pride and representation in other communities.

#### **COMMUNICATION STRATEGY:**

Upon approval of a 2026 Event Attendance Schedule, a communications plan will be developed to promote and celebrate the Drifter's participation.

#### **MOTION:**

That Council accepts the proposed Dino Drifter Community Event Float 2026 Schedule as information and furthermore directs Administration to bring it to the 2026 Municipal Budget deliberations for Council consideration.



Prepared by:  
Victoria Chan, CPA, LL.B, LL.M  
Chief Financial Officer  
Director, Corporate & Community  
Services



Approved by:  
Esther Quiambao, CLGM  
Assistant Chief Administrative  
Officer

## REQUEST FOR DECISION

<b>TITLE:</b>	Record Retention and Disposition Bylaw #25.25 (3 <sup>rd</sup> Reading)
<b>DATE:</b>	August 18, 2025
<b>PRESENTED BY:</b>	Mitchell Visser, Manager of Legislative Services
<b>ATTACHMENTS:</b>	Bylaw #25.25 – Record Retention and Disposition Bylaw (3 <sup>rd</sup> Reading) Policy #C-04-99 – Retention and Disposition of Inactive Records

### SUMMARY:

Currently, records at the Town of Drumheller are retained or disposed of in accordance with Policy #C-04-99. This Policy, passed in 1999, outlines the purpose and procedures for retention and disposition, and provides a schedule of how long each category of record should be retained. Unfortunately, this Policy is over 25 years old and is no longer compliant with the *Municipal Government Act*, as section 214(2) of the Act requires that a program for record retention and disposition be passed by bylaw. Therefore, Administration has drafted proposed Record Retention and Disposition Bylaw #25.25 to update and replace Policy #C-04-99. The proposed Bylaw #25.25 was drafted collaboratively with all departments of the organization to ensure it accurately reflects best practices.

Proposed Bylaw #25.25 underwent first and second reading on July 7, 2025. During first reading, Council expressed concerns regarding the length of time that personal information was retained by the Recreation department. Due to these concerns this retention periods have been shortened. Additionally, the retention period for land acquisition and sales records has been extended from 15 years to permanent retention, a provision has been added to align with our collective bargaining agreements, and a provision has been added to provide clarity on retaining non-personal data for research and analysis purposes. These changes constitute the only modifications to the proposed Bylaw between second and third reading.

### RECOMMENDATION:

That Council give third reading to Record Retention and Disposition Bylaw #25.25, as presented.

### DISCUSSION:

Following second reading and additional discussions with the relevant departments, the retention periods have been updated as follows:

CODE	CLASSIFICATION	Retention Period (2 <sup>nd</sup> )	Retention Period (3 <sup>rd</sup> )
CS02	Recreation Programming	E+15(D)	E+7(D)
CS04	Facility Bookings	E+15(D)	E+7(D)
ED04	Land Acquisitions and Sales	E+15(D)	P

Originally, the Recreation department requested that records pertaining to recreation programming and facility bookings be retained for 15 years. This lengthy retention period was proposed to improve the efficiency of services provided to repeat customers and to assist in program evaluation. Due to concerns expressed by Council, these retention periods have been shortened to limit the unnecessary use of personal information. Pursuant to section 21 of the *Protection of Privacy Act, RSA 2024, c.P-28.5* (POPA), the Town may use non-personal data, or data that has been anonymized, for the purposes of research, planning or program evaluation. The retention period for land acquisitions and sales has been increased to permanent after further discussions and recommendation by the Economic Development Manager.

In addition to these changes Section 3.5 and Section 10.1 have been added to the Bylaw. Section 3.5 was added to provide clarity around the retention of non-personal information which is retained for analytical or research purposes. An example of these records would include statistics on recreation memberships. These statistics may contain information regarding the age, gender or the general location of the members, but would not contain any information that would allow an individual to be identified, which aligns with the provisions of the *Protection of Privacy Act* (POPA). Section 10.1 was added to eliminate a conflict with Article 21.03 of Local 4604 an Article 22.03 of Local 135, which states that “past warning notices and discipline imposed against an employee shall be deemed void after a period of twenty-four (24) months and shall be removed from their file”

A Record Retention and Disposition Bylaw (RRDB) outlines how long records should be maintained by the Town and the manner in which they should be disposed of (destruction, archival, or transfer to external organizations). It is an essential document for public bodies due to the requirements to provide accountability through the right to access municipal records, and to limit the collection and retention of personal information, pursuant to the recently passed *Access to Information Act* (ATIA) and the *Protection of Privacy Act* (POPA).

#### **FINANCIAL IMPACT:**

There are no immediate financial impacts. It is anticipated that the implementation of the Record Retention and Disposition Bylaw will decrease costs long-term due to the reduction of storage costs for both physical and digital records, and the reduction of staff time required for maintaining or locating unnecessary documents.

#### **STRATEGIC POLICY ALIGNMENT:**

The Record Retention and Disposition Bylaw will ensure compliance with provincial and federal legislation, and aims to achieve the objectives identified above.

#### **COMMUNICATION STRATEGY:**

As this is an internal document, no external communication will be required.

#### **MOTION:**

That Council gives third and final reading to Record Retention and Disposition Bylaw #25.25, as presented.



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Prepared by:  
Mitchell Visser  
Manager of Legislative  
Services



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Approved by:  
Esther Quiambao, CLGM  
Assistant Chief  
Administrative Officer

**TOWN OF DRUMHELLER**  
**BYLAW NUMBER 25.25**  
DEPARTMENT: LEGISLATIVE SERVICES

RECORD RETENTION AND DISPOSITION BYLAW

A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF PROCEDURES AND REGULATIONS FOR RETENTION AND DISPOSITION OF RECORDS WITHIN THE TOWN OF DRUMHELLER

**WHEREAS** pursuant to section 214(2) of the *Municipal Government Act, R.S.A. 2000, c.M-26*, and amendments thereto, a Council may by bylaw provide for the destruction of municipal records and documents;

**WHEREAS** section 214(3) of the *Municipal Government Act, R.S.A. 2000, c.M-26*, and amendments thereto, and section 6 of the *Protection of Privacy Act SA 2024, c. P-4.5*, and amendments thereto, requires a municipality to retain personal information for at least one (1) year after using it if the personal information was used by the municipality to make a decision that directly affects the individual so that the individual has a reasonable opportunity to obtain access to it;

**WHEREAS** section 10 of the *Protection of Privacy Act SA 2024, c. P-4.5*, and amendments thereto, requires that public bodies protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, or destruction;

**WHEREAS** section 3(e) of the *Access to Information Act SA 2024, c. A-4.5*, and amendments thereto, does not prohibit the transfer, storage, or destruction of a record in accordance with a bylaw of a local public body;

**WHEREAS** pursuant to section 20(1) of the *Electronic Transactions Act, RSA 2000, Chapter E-5.5*, and amendments thereto, if a public body has the power to create, collect, receive, use, store, transfer, disclose, distribute, publish, or otherwise deal with information and records, it has the power to do so electronically;

**WHEREAS** pursuant to section 95 of the *Access to Information Act SA 2024, c. A-4.5*, it is an offence to destroy any record subject to the Act, or direct another person to do so, with the intent to evade a request for access to the records;

**AND WHEREAS** the Council of the Town of Drumheller wishes to establish a schedule of retention and disposal of records in the custody or control of the municipality in order to support consistency, continuity, productivity, and transparency in municipal administration and operation;

**NOW THEREFORE**, the Council of the Town of Drumheller in the Province of Alberta, enacts as follows:

## 1. CITATION

1.1 This Bylaw shall be cited as the "Record Retention and Disposition Bylaw."

## 2. DEFINITIONS

2.1 For the purposes of this Bylaw, the following definitions shall apply:



- a) “*Access to Information Act*” means the *Access to Information Act SA 2024, c. A-4.5*, as amended from time to time, and its successor legislation;
- b) “*Archive*” means the placement and retention of records in a secure location either permanently or until scheduled for disposition;
- c) “*Chief Administrative Officer*” or “*CAO*” means the person appointed as *Chief Administrative Officer* for the *Town of Drumheller*, or their designate;
- d) “*Disposition*” means:
  - i) the destruction of records beyond the possibility of reconstruction or viewing; or
  - ii) the transfer of records of historical or research value to an appropriate institution for permanent retention;
- e) “*Council*” means the duly elected Mayor and Councillors of the *Town of Drumheller*;
- f) “*Local Authorities Election Act*” means the *Local Authorities Election Act R.S.A 2000, c.L-21*, as amended from time to time, and its successor legislation;
- g) “*Municipal Government Act*” means the *Municipal Government Act, R.S.A. 2000, c.M-26*, as amended from time to time, and its successor legislation;
- h) “*Permanent Retention*” means a record shall be preserved indefinitely by the municipality;
- i) “*Personal Information*” means recordable information about an identifiable individual, as defined by the *Protection of Privacy Act*;
- j) “*Protection of Privacy Act*” means the *Protection of Privacy Act SA 2024, c. P-4.5*, as amended from time to time, and its successor legislation;
- k) “*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 any software or other mechanism used to store or produce a record, as defined by the *Access to Information Act*;
- l) “*Substantive Record*” means a record that is determined to hold administrative, legal, fiscal, research, or historical value, held in accordance with Schedule ‘A,’ attached hereto;
- m) “*Town of Drumheller*” or “*Town*” means the *Town of Drumheller*, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the *Town of Drumheller*, as the context may require; and
- n) “*Transitory Record*” means a record that has short-term, immediate, or no value to the organization and will not be needed for future use and includes but is not limited

to, messages, post-it notes, invitations, opened envelopes, memos, notes, draft copies, photocopies, and messages.

### 3. GENERAL PROCEDURES

- 3.1 The *Chief Administrative Officer*, or designate, shall be responsible for the proper security and storage of all *records* of the *Town of Drumheller*.
- 3.2 All *records* may be stored either electronically or physically, at the discretion of the *Chief Administrative Officer*, or designate.
- 3.3 *Substantive records* in the care and custody of the *Town of Drumheller* shall be retained and disposed of in accordance with Schedule 'A,' attached hereto, and no employee of the *Town of Drumheller* shall dispose of a *substantive record* within a period less than that provided in Schedule 'A.'
- 3.4 *Records* that have not been identified in Schedule 'A' shall:
  - a) have a retention period of seven (7) years; and
  - b) shall only be given the aforementioned retention period after the department head and the *Chief Administrative Officer*, or designate, has certified in writing that the *record* is not contained within the attached Schedule 'A.'
- 3.5 Notwithstanding Section 3.4 and Schedule 'A' of this Bylaw, *records* that do not contain *personal information*, or which are derived from *personal information* but have been anonymized so that the individuals are not identifiable, and which are used for research or analysis purposes of municipal programs or service, may be retained on a permanent basis.

### 4. TRANSITORY RECORDS

- 4.1 *Transitory records* are exempt from the provisions of this Bylaw and should be routinely discarded when they no longer serve any valid purpose.
- 4.2 *Transitory records* containing confidential information shall be destroyed beyond the possibility of reconstruction or viewing.

### 5. DISPOSITION OF RECORDS

- 5.1 The *Chief Administrative Officer*, or designate, shall authorize in writing the disposition of all *records* in accordance with Schedule 'A' of this Bylaw.
- 5.2 The destruction of all *records* shall be carried out in the presence of a witness, who shall, in writing, attest to the time, location, and contents of the *records* that were destroyed.
- 5.3 The *Chief Administrative Officer*, or designate, shall maintain a permanent *record* of all *records* that have undergone disposition in accordance with section 5.1 and section 5.2 of this Bylaw.

- 5.4 The *Chief Administrative Officer*, or designate, shall have the discretion to transfer *records* that possess historical or research value to an appropriate institution for permanent retention in accordance with section 5.1 of this Bylaw.

## 6. DISCRETION

- 6.1 The *Chief Administrative Officer*, or designate, shall be permitted, in their sole discretion, to authorize in writing the retention of all *records* for a period greater than that provided in Schedule 'A' of this Bylaw.
- 6.2 The *Chief Administrative Officer*, or designate, shall maintain a permanent *record* of all *records* that have been retained in accordance with section 6.1 of this Bylaw.
- 6.3 All *records* retained for a period greater than provided in Schedule 'A' shall be appropriately marked and identified by the *Chief Administrative Officer* or designate.

## 7. ACCESS REQUESTS

- 7.1 If the *Chief Administrative Officer*, or designate, receives an access to information request, or receives an indication that an access to information request will be made, in accordance with either the *Access to Information Act* or the *Protection of Privacy Act*, the *Chief Administrative Officer*, or designate, shall retain all *records* that pertain to that access request for a period of at least one (1) year from the completion of the access request and shall record the extension of the retention period in accordance with section 6.1 and section 6.2 of this Bylaw, as applicable.

## 8. PERSONAL INFORMATION

- 8.1 If an individual's *personal information* is used by the *Town of Drumheller* to make a decision that directly affects the individual, the *Town of Drumheller* must retain the *personal information* for at least one (1) year after using it so that the individual has a reasonable opportunity to obtain access to it.
- 8.2 Notwithstanding section 8.1, the *Town of Drumheller* can retain the *personal information* for a shorter period, if agreed upon in writing by the individual and the *Town of Drumheller*.

## 9. ELECTION MATERIALS

- 9.1 In accordance with section 101 of the *Local Authorities Election Act*, election ballots must remain sealed in their ballot boxes for a period of at least six (6) weeks and no more than twelve (12) weeks from election day and, following this period, shall be opened and destroyed in the presence of two (2) witnesses.
- 9.2 Notwithstanding section 9.1, if a judge has ordered that the ballot boxes be kept until a date that is more than twelve (12) weeks after election day, the ballot boxes shall be destroyed as soon as practicable after that date.

## 10. COLLECTIVE BARGAINING AGREEMENTS

- 10.1 Where collective bargaining agreements contain provisions relating to the retention or disposition of employee records, the terms of the collective bargaining agreement shall take precedence over Schedule 'A' of this Bylaw.

## 11. SCHEDULES

- 11.1 Schedule 'A' is attached to and forms part of this Bylaw.
- 11.2 When used with Schedule 'A,' attached hereafter, the following symbols used to designate retention or disposition shall be as follows, and shall have the following meanings:
- a) (D) – “Disposition”
  - b) (P) – “Permanent Retention”
  - c) (S/O) – “File closed after superseded or obsolete”
  - d) (E) – “Event”

## 12. SEVERABILITY

- 12.1 If any portion of this Bylaw is found to be invalid, that portion shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.

## 13. TRANSITIONAL

- 13.1 This Bylaw comes into full force and effect upon third and final reading.
- 13.2 Upon third reading of this Bylaw, Policy # C-04-99 and all amendments thereto are hereby repealed.

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025.

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025.

READ A THIRD AND FINAL TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

SCHEDULE 'A'  
RECORD RETENTION AND DISPOSITION SCHEDULE

CODE	DESCRIPTION	PAGE
<b>COMMUNITY SERVICES (CS)</b>		
CS01	Membership Information	3
CS02	Recreation Programming	3
CS03	Special & Community Events	3
CS04	Facility Bookings	3
CS05	FCSS Programming	4
CS06	Seniors Programming	4
<b>DEVELOPMENT AND PLANNING (DP)</b>		
DP01	Land Ownership	4
DP02	Development Permits	4
DP03	Development Permits (Temporary)	5
DP04	Safety Code Permits	5
DP05	Subdivision	5
DP06	Rights of Ways and Easements	5
<b>ECONOMIC DEVELOPMENT (ED)</b>		
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ED02	Business Attraction & Retention	6
ED03	Incentive Agreements	6
ED04	Land Acquisitions & Sales	6
<b>EMERGENCY &amp; PROTECTIVE SERVICES (EPS)</b>		
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EPS02	Safety Code Inspections	7
EPS03	Fire Investigations	7
EPS04	Incident Response	7
EPS05	Municipal Enforcement	8
EPS06	Health and Safety Records	8
EPS07	Health and Safety Program	8
EPS08	Accidents and Incident Reports	8
EPS09	Hazardous Materials Reporting	9

CODE	DESCRIPTION	PAGE
<b>EMERGENCY &amp; PROTECTIVE SERVICES (EPS)</b>		
EPS10	Insurance Administration	9
EPS11	Insurance Claims	9
<b>FINANCE (FIN)</b>		
FIN01	Permits and Licences	9
FIN02	Grant Agreements	10
FIN03	Cemetery Administration	10
FIN04	Accounts Payable	10
FIN05	Accounts Receivable	10
FIN06	Audits	10
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FIN08	Financial Instruments	11
FIN09	General Ledger Transactions	11
FIN10	Taxation and Assessment	11
FIN11	Budget Working Papers	11
FIN12	Payment Plans	12
<b>HUMAN RESOURCES (HR)</b>		
HR01	Employee Records	12
HR02	Employee Relations	12
HR03	Incidents and Investigations	12
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HR05	Worker's Compensation	13
HR06	Benefits Programming	13
HR07	Pension Administration	13
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HR10	Staff Timesheets	14
HR11	Payroll Processing	14
HR12	Standard Operating Procedures (SOPs)	14

E = Event | P = Permanent | D = Destroy

CODE	DESCRIPTION	PAGE
<b>INFORMATION MANAGEMENT (IM)</b>		
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IM02	Records Management	15
IM03	IT Support	15
IM04	IT Backup and Protection	15
IM05	IT Management	16
IM06	Digital Communication	16
<b>INFRASTRUCTURE SERVICES (INF)</b>		
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INF02	Asset Management	16
INF03	Inventory Management	17
INF04	Fleet Management	17
INF05	Procurement	17
INF06	Temporary Road Closures	17
INF07	Road and Sidewalk Maintenance	18
INF08	Utilities Maintenance	18
INF09	Water and Wastewater	18
INF10	Infrastructure and Facilities	18
<b>LEGISLATIVE SERVICES (LS)</b>		
LS01	Bylaws and Policies	19
LS02	Council Minutes	19
LS03	Agenda Packages	19
LS04	Election Documents	19
LS05	Election Ballots	20
LS06	Election Nomination Papers	20
LS07	Access to Information (ATI) Requests	20
LS08	Appeals and Hearings	20
LS09	Boards and Committees	20
LS10	Legal	21
LS11	Contracts and Agreements (Major)	21
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LS13	Census Coordination	21
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CODE	DESCRIPTION	PAGE
<b>LEGISLATIVE SERVICES (LS)</b>		
LS15	Formal Correspondence	22
LS16	Records of Organization	22
<b>MEDIA &amp; PUBLIC RELATIONS (MP)</b>		
MP01	Media Releases	22
MP02	External Publications	22
MP03	Internal Publications	23

Code	Classification	Notes	Department	Retention
<b>COMMUNITY SERVICES (CS)</b> – documents related to recreation programming, community events, and the FCSS program.				
<b>CS01</b>	<b>MEMBERSHIP INFORMATION</b>	<b>E = termination of membership</b>	CCS	<b>E+7(D)</b>
<p>Records pertaining to the membership of recreation facilities, including member's personal information, other membership information, registration forms, billing and payment history, waivers, usage and attendance information, and all correspondence between facility staff and members.</p> <p><b>Excludes:</b> <i>recreation programming (CS02); FCSS programming (CS05)</i></p>				
<b>CS02</b>	<b>RECREATION PROGRAMMING</b>	<b>E = completion of program</b>	CCS	<b>E+7(D)</b>
<p>Records pertaining to the development and delivery of recreational programming in the Town of Drumheller, which includes youth programming, summer camps, sports leagues, adult education, and all other recreation-based programming; these records would include personal information of participants, waiver forms, attendance forms, program information, and all other related documents.</p> <p><b>Excludes:</b> <i>membership information (CS01); FCSS programming (CS05); seniors programming (CS06)</i></p>				
<b>CS03</b>	<b>SPECIAL &amp; COMMUNITY EVENTS</b>	<b>E = completion of event</b>	CCS	<b>E+7(D)</b>
<p>Records pertaining to the organization and implementation of events within the Town of Drumheller, which includes events held by the Town and events held by external groups and community groups within the Town of Drumheller and includes inquiries, special event permits, noise exemption permits, insurance certificates, food handling permits, liquor licences, event plans, route maps, photographs, and all correspondence or other documents related to the event.</p> <p><b>Excludes:</b> <i>temporary road closures (INF06); facility bookings (CS04)</i></p>				
<b>CS04</b>	<b>FACILITY BOOKINGS</b>	<b>E= last booking of client</b>	CCS	<b>E+7(D)</b>
<p>Records pertaining to the booking and rental of recreation facilities, conference facilities, or other facilities owned by the Town of Drumheller, and includes the booking form, invoices and billing, and all correspondence related to the booking of the facility.</p> <p><b>Excludes:</b> <i>facility advertisements or brochures (MP02); special or community events (CS03); infrastructure and facilities (INF10)</i></p>				



<b>CS05</b>	<b>FCSS PROGRAMMING</b>	<b>E = program completion/membership cancellation</b>	<b>CCS</b>	<b>E+7(D)</b>
Records pertaining to the development and delivery of FCSS programming, such as the Drumlife Pass, and may include registration forms and other related documents.  <b>Excludes:</b> <i>grant agreements (CS02); membership information (CS01); senior's programming (CS06); recreation programming (CS02); FCSS board records (LS03 and LS09)</i>				
<b>CS06</b>	<b>SENIORS PROGRAMMING</b>	<b>E = program completion/membership cancellation</b>	<b>CCS</b>	<b>E+7(D)</b>
Records pertaining to the development and delivery of senior's programming, which includes the tax program and healthy aging programming; records include personal information, tax documents, registration forms, and all other applicable information.  <b>Excludes:</b> <i>membership information (CS01); FCSS programming (CS05); recreation programming (CS02)</i>				
<b>Code</b>	<b>Classification</b>	<b>Notes</b>	<b>Department</b>	<b>Retention</b>
<b>DEVELOPMENT &amp; PLANNING (DP)</b> – documents related to property development & control.				
<b>DP01</b>	<b>LAND OWNERSHIP</b>	<b>N/A</b>	<b>CAO</b>	<b>P</b>
Records associated with property ownership information including certificates of title, utility services, survey plans, real property reports, compliance certificates, variance documents, development agreements, encroachment agreements, road agreements, registered documents or caveats, subdivision documents, offsite levy documents, and general correspondence regarding land ownership or development, as applicable.  <b>Excludes:</b> <i>development permits (DP02); maps (IM01); land use bylaws (LS01); right-of-way plans and easements (DP06); land acquisition and sale (EP02); other agreements (LS11 and LS12)</i>				
<b>DP02</b>	<b>DEVELOPMENT PERMITS</b>	<b>N/A</b>	<b>CAO</b>	<b>P</b>
Records of the application and approval of all development permits within the municipality, which includes the application form, site plans, variance documents, stop work orders, invoices, receipts, proof of advertising, and related statutory correspondence.  <b>Excludes:</b> <i>development permits – temporary (DP03); land ownership records (DP01); safety code permits (DP04); accounts receivable (FIN05); municipal planning commission records (LS09); ARB hearings and SDAB hearings (LS08)</i>				

DP03	DEVELOPMENT PERMITS (TEMPORARY)	E = Expiry of Permit	CAO	E+5(D)
<p>Records of the application and approval of all temporary development permits within the municipality, which includes the application form, site plans, invoices, receipts, proof of advertising, and related statutory correspondence. Includes Development Permits related to the placement of temporary signage and home occupancy permits.</p> <p><b>Excludes:</b> <i>development permits (DP02); land ownership records (DP01); safety code permits (DP04); accounts receivable (FIN05); municipal planning commission records (LS09); ARB hearings and SDAB hearings (LS08)</i></p>				
DP04	SAFETY CODE PERMITS	N/A	CAO	P
<p>Records of the application and approval of all safety code permits within the municipality, which includes the application package, closeout package, stop work orders, inspection reports, violations information, invoices, receipts, and related statutory correspondence relating to building permits, electrical permits, gas permits, plumbing permits, and private sewage disposal system permits.</p> <p><b>Excludes:</b> <i>development permits (DP02); accounts receivable (FIN05)</i></p>				
DP05	SUBDIVISION	N/A	CAO	P
<p>Records of the subdivision of both residential and commercial properties, applications, registered plan drawings and changes to approved plans, technical reports, granting of severances, services to individual land sites, water, sewage, parking areas, drainage, driveways, utility approvals, correspondence, written comments, working notes, background information, clearance letters, "red line" revisions, stop work orders, encroachments, and the granting of variances in land use and zoning applications from existing zoning regulations.</p> <p><b>Excludes:</b> <i>development permits (DP02); accounts receivable (FIN05); municipal planning commission records (LS09); ARB hearings and SDAB hearings (LS08)</i></p>				
DP06	RIGHT OF WAYS AND EASEMENTS	N/A	CAO	P
<p>Records of utility right of way, road plans, and easements concerning municipal use of private lands required for the maintenance of public services such as water lines, sewer lines, and other public infrastructure.</p> <p><b>Excludes:</b> <i>contracts and agreements (LS10 and LS11); land ownership (DP01)</i></p>				

Code	Classification	Notes	Department	Retention
<b>ECONOMIC DEVELOPMENT (ED)</b> – documents related to the economic growth of the Town.				
<b>ED01</b>	<b>ECONOMIC DEVELOPMENT</b>	<b>E = Cancellation of Project</b>	CAO	E+10(D)
<p>Records related to the economic growth and development of the Town, including economic development studies, tourism initiatives, statistics, departmental reports, demographics, and other economic development projects and includes information related to affordable housing, the municipal housing strategy, and occupancy rates.</p> <p><b>Excludes:</b> <i>marketing documents (MP02); internal publications (MP03); film &amp; patio permits (FIN01); grant applications (FIN02)</i></p>				
<b>ED02</b>	<b>BUSINESS RETENTION &amp; ATTRACTION</b>	<b>E = Closure of File</b>	CAO	E+10(D)
<p>Records related to business retention and investment attraction, primarily related to client files, including meeting notes, business plans, business profiles, formal correspondence and other documents related to the relationship between the client and the Economic Development Officer.</p> <p><b>Excludes:</b> <i>permits (FIN01); grant applications (FIN02); incentive agreements (ED03); land sales (ED04)</i></p>				
<b>ED03</b>	<b>INCENTIVE AGREEMENTS</b>	<b>E = Termination or Expiry of Agreement</b>	CAO	E+5(D)
<p>Records of agreements for the demolition or construction of improvements, which includes the application, signed agreement, tax abatement information, and any other related documents</p> <p><b>Excludes:</b> <i>contracts and agreements (LS10 and LS11)</i></p>				
<b>ED04</b>	<b>LAND ACQUISITIONS &amp; SALES</b>	<b>E = sale of property</b>	CAO	P
<p>Records of real estate transactions, conveyance of land such as lot sales, road closure agreements, allowances whether through voluntary transactions or expropriation. Includes Town-operated leases or dispositions, renewal agreements and notices, deeds, and expropriation plans, purchase letters, and their appraisals.</p> <p><b>Excludes:</b> <i>road closure bylaws (LS01); contracts and agreements (LS11 and LS12); right of ways and easements (DP06)</i></p>				

Code	Classification	Notes	Department	Retention
<b>EMERGENCY &amp; PROTECTIVE SERVICES (EPS)</b> – documents related to emergency response, fire protection, health and safety, and enforcement.				
<b>EPS01</b>	<b>EMERGENCY PLANNING</b>	<b>S/O = Superseded/Obsolete</b>	EPS	S/O+5(D)
<p>Records pertaining to the planning, documentation, maintenance, and distribution of emergency planning, including Municipal Emergency Management Plans (MEMP), Regional Emergency Services Master Plans, Business Continuity Plans, fire prevention plans, emergency risk assessments, pre-incident plans, tabletop exercise records, functional exercise records, and all other documents related to emergency planning.</p> <p><b>Excludes:</b> <i>training certificates (HR01); health and safety records (EPS06) health and safety program (EPS07)</i></p>				
<b>EPS02</b>	<b>SAFETY CODE INSPECTIONS</b>	<b>E = Completion of Inspection</b>	EPS	E+15(D)
<p>Records pertaining to inspections conducted by emergency and protective services staff in accordance with the Town of Drumheller Fire Quality Management Plans and the Safety Codes Act.</p> <p><b>Excludes:</b> <i>fire investigations (EPS03); municipal enforcement (EPS05); site-inspection records (EPS06)</i></p>				
<b>EPS03</b>	<b>FIRE INVESTIGATIONS</b>	<b>E = Completion of Investigation</b>	EPS	E+15(D)
<p>Records pertaining to investigations by the fire department, conducted by either the Town of Drumheller or contractors, and includes photos, notes, statements, forms, final reports, and all other documents related to the investigation.</p> <p><b>Excludes:</b> <i>safety code inspections (EPS02); municipal enforcement (EPS05); human resource investigations (HR03)</i></p>				
<b>EPS04</b>	<b>INCIDENT RESPONSE</b>	<b>E = Incident or Training Exercise</b>	EPS	E+7(D)
<p>Records pertaining to the response of medical or fire incidents within the Town of Drumheller, which includes all call data, dispatch reports, fire personnel timesheets, fire personnel payroll, billing, and fire personnel training time.</p> <p><b>Excludes:</b> <i>training certificates (HR01); staff time sheets (HR11); payroll processing (HR10); fire investigations (EPS03)</i></p>				



<b>EPS05</b>	<b>MUNICIPAL ENFORCEMENT</b>	<b>E = Completion of Incident</b>	<b>EPS</b>	<b>E+5(D)</b>
<p>Records pertaining to all enforcement of municipal bylaws and authorized by provincial statutes, including parking tickets, violation notice, snow removal notices, enforcement orders, tow forms, occurrence reports, trespass notices, 24-hour suspension notice, violation tags, violation tickets, audio and written statements, enforcement photos, registered mail tracking, body camera footage, and related correspondence.</p> <p><b>Excludes:</b> <i>stop work orders (DP02, DP04 &amp; DP05); safety code inspections (EPS02); fire investigations (EPS03)</i></p>				
<b>EPS06</b>	<b>HEALTH AND SAFETY RECORDS</b>	<b>N/A</b>	<b>EPS</b>	<b>5(D)</b>
<p>Records of the <b>implementation</b> of health and safety program, including site inspection records, equipment inspection, job hazard assessments, site-specific hazard assessments, toolbox meeting minutes, and bulletins. Internal and external health and safety audits, health and safety committee meeting minutes, and any other documents that pertain to the implementation of the Town health and safety programming.</p> <p><b>Excludes:</b> <i>health and safety program development (EPS07)</i></p>				
<b>EPS07</b>	<b>HEALTH AND SAFETY PROGRAM</b>	<b>S/O = Superseded/Obsolete</b>	<b>EPS</b>	<b>S/O+5(D)</b>
<p>Records of the <b>planning and development</b> of the health and safety program, including health and safety manuals, policies, safe operating procedures (SOPs), inspection forms, incident, accident or near-miss forms, emergency procedures, evacuation routes, orientation packages, and all other records pertaining to the planning and development of the health and safety programming.</p> <p><b>Excludes:</b> <i>health and safety records (EPS06); accident &amp; incident reports (EPS08); policies (LS01); emergency planning (EPS01)</i></p>				
<b>EPS08</b>	<b>ACCIDENTS AND INCIDENT REPORTS</b>	<b>E = Completion of Investigation</b>	<b>EPS</b>	<b>E+15(D)</b>
<p>Records of all accidents, incidents and near-misses involving municipal staff, including the initial accident, incident, or near-miss report, records of the investigation by the Joint Health and Safety Committee, final recommendations by the Joint Health and Safety Committee, and any records of remedial action resulting from the investigation.</p> <p><b>Excludes:</b> <i>health and safety records (EPS06); health and safety program (EPS07); safety code inspections (EPS02); fire investigations (EPS03); human resource investigations (HR03); grievances (HR04); worker WCB reports and employer WCB reports (HR01)</i></p>				

<b>EPS09</b>	<b>HAZARDOUS MATERIAL REPORTS</b>	<b>S/O = Superseded/Obsolete</b>	<b>EPS</b>	<b>S/O+5(D)</b>
<p>Records pertaining to the handling, receiving, and disposing of potentially dangerous goods, including Safety Data Sheets (MSDS), herbicide and pesticide application forms, hazardous materials inventory, application and access records, and transport and disposal records.</p> <p><b>Excludes:</b> <i>training records (HR01); spills or exposure (EPS07 or EPS04); safety programming (EPS06, EPS07 or EPS08)</i></p>				
<b>EPS10</b>	<b>INSURANCE ADMINISTRATION</b>	<b>E = Expiration of Policy</b>	<b>EPS</b>	<b>E+10(D)</b>
<p>Includes records that are evidence of administering vehicle insurance, property insurance, general liability insurance and other insurance policies for the Town, including researching insurance needs and setting up policies, which may include certificates of insurance, insurance applications, insurance appraisals, insurance policies and renewals.</p> <p><b>Excludes:</b> <i>proof of insurance from external bodies (LS11, LS12, CS03 &amp; INF05)</i></p>				
<b>EPS11</b>	<b>INSURANCE CLAIMS</b>	<b>E = Settlement of Claim</b>	<b>EPS</b>	<b>E+10(D)</b>
<p>Includes records that are evidence of insurance claims by administration including filing claims, follow up and communication with insurance providers, including insurance claims applications, photos, forms, adjuster reports, repairs, reports, responses from Insurer and claim payout summaries.</p> <p><b>Excludes:</b> <i>claims against municipality or legal disputes (LS10)</i></p>				
<b>Code</b>	<b>Classification</b>	<b>Notes</b>	<b>Department</b>	<b>Retention</b>
<b>FINANCE (FIN)</b> – documents related to municipal financing.				
<b>FIN01</b>	<b>PERMITS AND LICENCES</b>	<b>E = Cancellation or expiry of Permit or Licence</b>	<b>CCS</b>	<b>E+3(D)</b>
<p>Records of applications and issued permits and licences relating to various activities regulated by the Town, which includes Special Events Permits, Film Permits, Business Licences, Patio Licences, Mobile Vendor Permits, Short-Term Rental Permits, Animal Licences; Fire Permits, and Fireworks Permits. If there is a renewal of a licence, the retention period for the permit and associated file is reset.</p> <p><b>Excludes:</b> <i>burial and excavation permits (FIN03); development permits (DP02); safety codes permits (DP04); accounts receivable (FIN05)</i></p>				

<b>FIN02</b>	<b>GRANT AGREEMENTS</b>	<b>E = Completion of Grant Requirements</b>	<b>CCS</b>	<b>E+10(D)</b>
<p>Records of application and closure of all grant agreements in which the Town of Drumheller received funding from an external organization. These records should include the initial grant application, the grant agreement, amendments, and addendums to the agreement, the notice of aware, the project scope, budget reports, invoices, expense claims, correspondence related to the grant agreement, and any other related documentation.</p> <p><b>Excludes:</b> <i>contracts and agreements (LS11 and LS12)</i></p>				
<b>FIN03</b>	<b>CEMETERY ADMINISTRATION</b>	<b>P = Permanent</b>	<b>CCS</b>	<b>P</b>
<p>Records pertaining to the control and maintenance of all cemeteries, including burial, cremation, and internment records, request for burial forms, engraving forms, burial permits, cemetery register, cemetery maps, cemetery master plans, and plot ownership records.</p> <p><b>Excludes:</b> <i>work orders (INF01, INF07 and INF08); asset management (INF02); maps (IM01)</i></p>				
<b>FIN04</b>	<b>ACCOUNTS PAYABLE</b>	<b>N/A</b>	<b>CCS</b>	<b>7(D)</b>
<p>Records pertaining to the payment of invoices and bills, including vendor invoices, cheque requisitions, membership fees, payable vouchers, payable summary sheets, and all supporting documents used to authorize the issuance of cheques.</p> <p><b>Excludes:</b> <i>n/a</i></p>				
<b>FIN05</b>	<b>ACCOUNTS RECEIVABLE</b>	<b>E = Completion of Incident</b>	<b>CCS</b>	<b>7(D)</b>
<p>Records pertaining to the payment of funds to the Town of Drumheller, including daily cash receipts, Town of Drumheller invoices, recovery reports, void cheques, and credit card receipts.</p> <p><b>Excludes:</b> <i>recreation accounts receivable (CS01)</i></p>				
<b>FIN06</b>	<b>AUDITS</b>	<b>E = Completion of Audit</b>	<b>CCS</b>	<b>E+7(D)</b>
<p>All documents pertaining to the implementation of an annual financial audits. This does not include the final financial audit statements, which shall be retained permanently.</p> <p><b>Excludes:</b> <i>final audit statement (LS01)</i></p>				



<b>FIN07</b>	<b>BANKING</b>	<b>N/A</b>	<b>CCS</b>	<b>7(D)</b>
Records pertaining to banking transactions and relationships with banks, including bank reconciliations, deposit records, expenditure designations, and signing authority; includes records of nonsufficient funds, cancelled cheques, Interact E-transfers, bank statements, and cheque listings.  <b>Excludes:</b> <i>accounts receivable and accounts payable (FIN04 and FIN05); loans, bonds and other investment vehicles (FIN08)</i>				
<b>FIN08</b>	<b>FINANCIAL INSTRUMENTS</b>	<b>E = closure of account</b>	<b>CCS</b>	<b>E+7(D)</b>
Records pertaining to investment instruments such as debentures, bonds, loans, and any other investment vehicle; includes records related to the initial issuance of the financial instrument and all payments.  <b>Excludes:</b> <i>Banking records (FIN07)</i>				
<b>FIN09</b>	<b>GENERAL LEDGER TRANSACTIONS</b>	<b>N/A</b>	<b>CCS</b>	<b>15(D)</b>
Records pertaining to general ledger transactions (journal entries), adjustments, and financial year end.  <b>Excludes:</b> <i>n/a</i>				
<b>FIN10</b>	<b>TAXATION AND ASSESSMENT</b>	<b>N/A</b>	<b>CCS</b>	<b>P</b>
Records pertaining to the assessment roll, tax notices, tax recovery sales, property tax registrations, tax arrears, tax collector rolls, tax exemptions, assessment reports, and all formal ratepayer correspondence related to taxation.  <b>Excludes:</b> <i>payment plans (FIN12)</i>				
<b>FIN11</b>	<b>BUDGET WORKING PAPERS</b>	<b>N/A</b>	<b>CCS</b>	<b>5(D)</b>
Records pertaining to Interim budget calculations, estimates and working papers pertaining to the municipal capital, operating, and utility budgets, and may include operating budget summaries, detailed budget reports, variance reports, monthly budget reports, annual departmental budgets.  <b>Excludes:</b> <i>final budgets (LS03)</i>				

<b>FIN12</b>	<b>PAYMENT PLANS</b>	<b>E = Completion or Cancellation of Payment Plan</b>	<b>CCS</b>	<b>E(D)</b>
Records pertaining to payment plans and pre-authorized payment plans for taxes, utilities or other functions of the Town of Drumheller <b>Excludes:</b> <i>final budgets (LS03)</i>				
<b>Code</b>	<b>Classification</b>	<b>Notes</b>	<b>Department</b>	<b>Retention</b>
<b>HUMAN RESOURCES (HR)</b> – documents related to the hiring, management and payment of employees.				
<b>HR01</b>	<b>EMPLOYEE RECORDS</b>	<b>E = termination of employee</b>	<b>CAO</b>	<b>E+15(D)</b>
Records pertaining to the employment history of all municipal employees, including casual (volunteer) firefighters. This includes job applications, resumes, interview notes, reference checks, offer letters, employment agreements, driver's abstracts, criminal record checks, and any other records related to the hiring of successful applicants; employee registration forms, tax forms, direct deposit forms, health benefit enrollment forms, insurance enrollment forms, and other documents related to onboarding of employees; certificates and training documents, education request forms, performance reviews, promotion or demotion letters, disciplinary notices, job reclassification notices, hours of work averaging agreements, employee recognition letters, termination or resignation letters, worker reports and employer reports pertaining to WCB, exit interview notes, and any other documents related to employee management. <b>Where collective bargaining agreements contain provisions relating to the retention or disposition of employee records, the terms of the collective bargaining agreement shall take precedence over this retention schedule.</b> <b>Excludes:</b> <i>HR incidents and investigations (HR03); grievances (HR04); workers compensation (HR05); unsuccessful applications (HR08); Pension administration documents (HR07)</i>				
<b>HR02</b>	<b>EMPLOYEE RELATIONS</b>	<b>E = expiry of related union contract</b>	<b>CAO</b>	<b>E+5(D)</b>
Records of the relationship between the local labour unions and management, including all records and notes related to collective bargaining, labour negotiations, and labour management meetings minutes. <b>Excludes:</b> <i>union agreements (LS10 and LS11); HR incidents and investigations (HR03); grievances (HR04)</i>				
<b>HR03</b>	<b>HR INCIDENTS AND INVESTIGATIONS</b>	<b>E = resolution of complaint</b>	<b>CAO</b>	<b>E+10(D)</b>
Records related to complaints of violence and harassment by or against employees of the municipality, including all documents related to the initial complaint, the investigation, and final resolution. <b>Excludes:</b> <i>employee records (HR01); grievances (HR04); fire investigations (EPS03); accident &amp; incident reports (EPS08)</i>				

<b>HR04</b>	<b>GRIEVANCES</b>	<b>E = resolution of complaint</b>	<b>CAO</b>	<b>E+10(D)</b>
Records of all grievances filed against the municipality by a municipal employee, including the initial complaint, investigation, and final resolution. <b>Excludes:</b> <i>employee records (HR01); employee relations (HR02); HR incidents and investigations (HR03)</i>				
<b>HR05</b>	<b>WORKER'S COMPENSATION</b>	<b>E = resolution of claim</b>	<b>CAO</b>	<b>E+10(D)</b>
Records of all workplace injuries or lost-time incidents, requests for review, modified work agreements, annual returns, claim summaries, and all other documents related to a workplace injury or a lost-time incident claim. Please note, any workplace injury or lost-time incident claim pertaining to a hazardous exposure claim must be retained for the longer of either forty (40) years, or twenty (20) years after the last record was created. <b>Excludes:</b> <i>HR incidents and investigations (HR03); worker reports and employer reports (HR01)</i>				
<b>HR06</b>	<b>BENEFITS PROGRAMMING</b>	<b>S/O = superseded/obsolete</b>	<b>CAO</b>	<b>S/O+5(D)</b>
Records of the evidence of planning, design, implementation, and delivery of benefit programs, including savings plans, benefit sponsorship, health and dental coverage, and pension plans, including brochures, quotes, explanatory documents, and correspondence. <b>Excludes:</b> <i>pension administration (HR07)</i>				
<b>HR07</b>	<b>PENSION ADMINISTRATION</b>	<b>E = completion of claim</b>	<b>CCS</b>	<b>E+5(D)</b>
Records for the monitoring and fulfilling of pension obligations under the Local Authority Pension Plan (LAPP), including pension statuses of retired personnel, registration, and payment information. <b>Excludes:</b> <i>benefits programming (HR06); original sign-up sheets (HR01)</i>				
<b>HR08</b>	<b>RECRUITMENT</b>	<b>S/O = superseded/obsolete</b>	<b>CAO</b>	<b>S/O(D)</b>
Records of advertising and recruitment of staff, including job postings, advertisements, job applications, information regarding the selection of candidates, resumes, interview questions, and interview notes of unsuccessful candidates, and all other related documents. These records will be kept for a <b>minimum of one (1) year</b> or until a new applicant is hired for the same position, whichever is longer. <b>Excludes:</b> <i>records of successful applicants (HR01); workforce planning (HR09)</i>				



<b>HR09</b>	<b>WORKFORCE PLANNING</b>	<b>S/O = superseded/obsolete</b>	<b>CAO</b>	<b>S/O+5(D)</b>
Records related to the planning and development of the municipal workforce, including succession planning documents, job descriptions, job evaluations, organizational charts, organizational surveys, organizational analysis or reports, compensation grids, or any other related document.  <b>Excludes:</b> <i>recruitment records (HR08); signed job descriptions and evaluations (HR01)</i>				
<b>HR10</b>	<b>STAFF TIMESHEETS</b>	<b>N/A</b>	<b>CCS</b>	<b>7(D)</b>
Records of employee timesheet processing and allocation of time, including the approval of timesheets and the timesheets record of regular hours, overtime, time-in-lieu, vacation time, sick time, management leave, bereavement leave, and all other scheduling data.  <b>Excludes:</b> <i>payroll processing (HR11)</i>				
<b>HR11</b>	<b>PAYROLL PROCESSING</b>	<b>N/A</b>	<b>CCS</b>	<b>7(D)</b>
Records of the payment of employees, including regular payroll generation, deduction, tax collection and remission, reporting and reconciliation, approved per diem forms, travel and subsistence, and statement of expense forms.  <b>Excludes:</b> <i>staff timesheets (HR10)</i>				
<b>HR12</b>	<b>STANDARD OPERATING PROCEDURES</b>	<b>N/A</b>	<b>ORIGINATING</b>	<b>S/O+5(D)</b>
Records that document and describes the process or procedures of the Town, not including Council or Administrative policies signed by Council or the CAO, respectively, or safe operating procedures (SOPs) that form part of the Health and Safety Program.  <b>Excludes:</b> <i>Council and Administrative Policies and Procedures (LS01); Health and Safety SOPs (EPS07)</i>				

Code	Classification	Notes	Department	Retention
<b>INFORMATION MANAGEMENT (IM)</b> – documents related to information technology and the management of records at the municipality.				
<b>IM01</b>	<b>MAPPING</b>	S/O = superseded or obsolete	CAO	S/O+3(D)
<p>Records pertaining to the creation of geographical mapping data for the Town of Drumheller, including orthophotography, geographic information systems (GIS) shapefiles, geodatabase files, and other spatial data files, cadastral data, land use district mapping, flood mapping, operations maps, asset maps, and all other geographical maps and their associated data.</p> <p><b>Excludes:</b> <i>original land ownership files (DP01)</i></p>				
<b>IM02</b>	<b>RECORDS MANAGEMENT</b>	N/A	CAO	P
<p>Records pertaining to the authorization of retention and disposition of records, <i>including Statement of Retention and Statement of Disposition Forms</i>, completed in accordance with this Bylaw.</p> <p><b>Excludes:</b> <i>n/a</i></p>				
<b>IM03</b>	<b>IT SUPPORT</b>	N/A	CAO	P
<p>Records pertaining to the evidence of information technology maintenance and support activities, including user support, such as responding to telephone inquiries, managing information system processes such as hardware and software installations, repairs, troubleshooting, web server maintenance, system upgrades, server installation, managing permissions, and archiving material; records include service request logs and tickets.</p> <p><b>Excludes:</b> <i>IT management (IM05)</i></p>				
<b>IM04</b>	<b>IT BACKUP AND PROTECTION</b>	N/A	CAO	1(D)
<p>Records pertaining to backup and protection of applications, databases, and email archives for purposes of restoring a system in the event of a malfunction or emergency response; records include database backups and server and application file logs.</p> <p><b>Excludes:</b> <i>IT management (IM05)</i></p>				

<b>IM05</b>	<b>IT MANAGEMENT</b>	<b>S/O = superseded or obsolete</b>	<b>CAO</b>	<b>S/O+3(D)</b>
<p>Records pertaining to the tracking and management of hardware, software, and other IT assets at the Town of Drumheller, including hardware inventory and specifications, software inventory and licences, IT purchase orders and invoices, project management meetings, user guides, records pertaining to telecommunications systems, including telephones and mobile phones, IT organizational plans, user and system requirements, and all other documents related to IT management.</p> <p><b>Excludes:</b> <i>IT support (IM03)</i></p>				
<b>IM06</b>	<b>DIGITAL COMMUNICATION</b>	<b>N/A</b>	<b>CAO</b>	<b>7(D)</b>
<p>Records pertaining to the retention of all emails, instant messaging, and other forms of digital communication for the Town of Drumheller.</p> <p><b>Excludes:</b> <i>n/a</i></p>				
<b>Code</b>	<b>Classification</b>	<b>Notes</b>	<b>Department</b>	<b>Retention</b>
<b>INFRASTRUCTURE SERVICES (INF)</b> – documents related to Maintenance of municipal assets & Public Works.				
<b>INF01</b>	<b>WORK ORDERS</b>	<b>N/A</b>	<b>INF</b>	<b>7(D)</b>
<p>Records pertaining to routine maintenance or activities throughout the Town of Drumheller such as routine facility maintenance, routine vegetation control, ice clearing, sign maintenance and installation, cemetery maintenance, and road and sidewalk asphalt repair, and includes all work orders not covered elsewhere within this document, including requests for work orders through SeeClickFix.</p> <p><b>Excludes:</b> <i>utilities work order (INF08); road maintenance work orders (INF07)</i></p>				
<b>INF02</b>	<b>ASSET MANAGEMENT</b>	<b>N/A</b>	<b>INF</b>	<b>P</b>
<p>Records pertaining to the tracking and control of all Town assets, such as facilities, roads, signs, culverts, reservoirs, water lines, sewer lines, outfalls, inlets, and all other municipal assets and includes, engineering drawings, as-built drawings, geographic information systems (GIS) data, utility drawings, inspection reports, and all other related information.</p> <p><b>Excludes:</b> <i>inventory management (INF03); vehicles and equipment (INF04); procurement (INF05)</i></p>				



<b>INF03</b>	<b>INVENTORY MANAGEMENT</b>	<b>N/A</b>	<b>INF</b>	<b>7(D)</b>
<p>Records pertaining to the tracking and control of all Town inventory such as supplies, gravel, salt, fuel, chemicals, herbicides, pesticides, and all other consumable inventory.</p> <p><b>Excludes:</b> <i>asset management (INF02); procurement (INF05)</i></p>				
<b>INF04</b>	<b>FLEET MANAGEMENT</b>	<b>E = Disposal of Vehicle or Equipment</b>	<b>INF</b>	<b>E+10(D)</b>
<p>Records of all vehicles or equipment, including motorized vehicles, attachable equipment, trailers, emergency services vehicles, and all other vehicles or equipment that is leased or owned by the municipality, which includes the successful procurement documents, records of purchase and bills of sale, licensing, registration, serial numbers, and Commercial Vehicle Inspection Program (CVIP) reports, owner's manuals and technical specifications, vehicle inspection records, repair request forms, pre- and post-use inspection forms, and disposal of the vehicle or equipment</p> <p><b>Excludes:</b> <i>asset management (INF02); driver's abstracts &amp; licences (HR01); capital project procurement (INF05); Insurance (EPS10)</i></p>				
<b>INF05</b>	<b>PROCUREMENT</b>	<b>E = Date of Award</b>	<b>INF</b>	<b>E+15(D)</b>
<p>Records pertaining to the procurement of goods or services that cannot be purchased directly in accordance with the Town of Drumheller purchasing policy, and includes all records related to capital projects, including Request for Quotations, Request for Proposals, Request for Tenders, addendums, and any other procurement documents, vendor submissions, project supporting documentation, consultant or contractor resumes and proposals, grant documentation, budget tracking documents, technical drawings, specifications and product manuals, and any other documents related to the capital project or grant application.</p> <p><b>Excludes:</b> <i>vehicle and equipment procurement records (INF04); grant applications (FIN02);</i></p>				
<b>INF06</b>	<b>TEMPORARY ROAD CLOSURES</b>	<b>N/A</b>	<b>INF</b>	<b>7(D)</b>
<p>Records pertaining to the temporary closure of roads for maintenance, construction, environmental monitoring, special events, or another reason, and which includes the permit application, the notice of temporary road closure, maps, diagrams or other supporting documents, approval letters, excavation applications</p> <p><b>Excludes:</b> <i>other permit applications (CS01); special event records (CS03); permanent road closures (LS01)</i></p>				

<b>INF07</b>	<b>ROAD &amp; SIDEWALK MAINTENANCE</b>	<b>N/A</b>	<b>INF</b>	<b>7(D)</b>
<p>Records pertaining to the maintenance and routine inspection of roads, including plowing, sanding, snow removal, dust control, weed control, cleaning, patching, road marker painting, ditch maintenance, and drainage control, and includes the maintenance of sidewalk and curbs; includes records such as inspections, work orders, service requests, logbooks, work plans, and other routine maintenance documents.</p> <p><b>Excludes:</b> <i>capital projects (INF05); asset management (INF02); inventory management (INF03); other work orders (INF01 and INF08)</i></p>				
<b>INF08</b>	<b>UTILITIES MAINTENANCE</b>	<b>N/A</b>	<b>CCS</b>	<b>7(D)</b>
<p>Records pertaining to the routine operations, inspection, monitoring, and maintenance of utility infrastructure, such as water reconnect and disconnects, regular sewer flushing, work site maps, work orders, service connection requests, utility bill runs, and any other related document.</p> <p><b>Excludes:</b> <i>other work orders (INF01 and INF07); line locates (obsolete after 60 days and can be destroyed); accounts receivable (FIN05); payment plans (FIN12)</i></p>				
<b>INF09</b>	<b>WATER AND WASTEWATER</b>	<b>N/A</b>	<b>INF</b>	<b>P</b>
<p>Records pertaining to the monitoring and maintenance of water and wastewater management systems, including regular testing and sampling and routine maintenance; records may include flow records, daily reading reports, daily water sample reports, maintenance logbooks, water licences, lab reports, and all other relevant information.</p> <p><b>Excludes:</b> <i>utilities maintenance (INF08)</i></p>				
<b>INF10</b>	<b>INFRASTRUCTURE AND FACILITIES</b>	<b>N/A</b>	<b>INF</b>	<b>P</b>
<p>Records pertaining to the management planning, design, monitoring, and construction of infrastructure, and includes engineering drawings, design standards, as-built drawings, upgrade plans, and any other records related to the management of infrastructure and facilities.</p> <p><b>Excludes:</b> <i>capital projects (INF05); asset management (INF02); inventory management (INF03)</i></p>				

Code	Classification	Notes	Department	Retention
<b>LEGISLATIVE SERVICES (LS)</b> – documents related to municipal governance and legal compliance.				
<b>LS01</b>	<b>BYLAWS AND POLICIES</b>	N/A	CAO	P
<p>The final bylaw passed by a resolution of Council and given third and final reading, Council policies approved at a regular Council meeting and signed by the CAO and Mayor, and approved administrative policies approved by the CAO.</p> <p><b>Excludes:</b> <i>agenda packages (LS03)</i></p>				
<b>LS02</b>	<b>COUNCIL MINUTES</b>	N/A	CAO	P
<p>Signed minutes of a regular, special or organizational meeting of Council and all Council Committees, including the Committee of the Whole, adopted by resolution of Council; includes records of Council resolutions, oaths of office, and all documents related to Public Hearings held during a Council meeting.</p> <p><b>Excludes:</b> <i>agenda packages (LS03)</i></p>				
<b>LS03</b>	<b>AGENDA PACKAGES</b>	N/A	CAO	P
<p>Agenda packages for regular, special or organizational meetings of Council, Committee of the Whole meetings, and Municipal Planning Commission meetings, adopted by a resolution of Council. The agenda packages include all attachments, including briefing notes, requests-for-decision, other staff reports, minutes of Council boards or committees, delegation reports and all other attachments of the agenda package.</p> <p><b>Excludes:</b> <i>signed bylaws and policies (LS01); signed council minutes (LS02)</i></p>				
<b>LS04</b>	<b>ELECTION DOCUMENTS</b>	N/A	CAO	P
<p>All records relating to a general municipal election or by-election, including final election results, statement of results, election appeals, and judicial recounts, oaths of the Returning Officer, Deputy Returning Officer, Substitute, Enumerator and Constable, election worker documents, election nomination list, affidavit of witness for the destruction of elections materials, the voter registrar, election planning documents, election budgets, notices of nomination day, notices of election day, notices of advance vote, Council orientation documents, and any other prescribed election form.</p> <p><b>Excludes:</b> <i>election ballots (LS05) and election nomination papers (LS06)</i></p>				

<b>LS05</b>	<b>ELECTION BALLOTS</b>	<b>E = Election Day</b>	<b>CAO</b>	<b>E+6W(D)</b>
<p>In accordance with the <i>Local Authorities Election Act</i>, after six (6) weeks and before twelve (12) weeks, the ballot boxes shall be opened and the contents destroyed in the presence of two (2) witnesses, unless a judge has ordered the ballot boxes must be kept for a longer period, and an affidavit shall be made that the witness has witnessed the destruction of the contents of the ballot boxes.</p> <p><b>Excludes:</b> <i>election nomination papers (LS06) and all other election documents (LS04)</i></p>				
<b>LS06</b>	<b>ELECTION NOMINATION PAPERS</b>	<b>E = First Organizational Meeting of Council</b>	<b>CAO</b>	<b>E+1M(D)</b>
<p>In accordance with the <i>Local Authorities Election Act</i>, the ballot account and nomination papers must be retained until the term of office for which they relate is expired. Therefore, the nomination papers and ballot account of the previous Council should be destroyed within at least one (1) month after a first-term organizational meeting.</p> <p><b>Excludes:</b> <i>election ballots (LS05) and all other election documents (LS04)</i></p>				
<b>LS07</b>	<b>ACCESS TO INFORMATION REQUESTS</b>	<b>N/A</b>	<b>CAO</b>	<b>15(D)</b>
<p>Records of the municipality's responsibilities for the protection of information and the handling of information requests as regulated by the <i>Access to Information Act</i> and the <i>Protection of Privacy Act</i>. This includes correspondence regarding the access request, the application, and the access package. Records that are subject to an Access to Information (ATI) request shall be required to be retained for an additional one (1) year from the date of the request, as per section 3.12 of this Bylaw.</p> <p><b>Excludes:</b> <i>n/a</i></p>				
<b>LS08</b>	<b>APPEALS AND HEARINGS</b>	<b>N/A</b>	<b>CAO</b>	<b>P</b>
<p>Records of all transcripts or minutes and related documentation of appeals, hearings, legal proceedings, and final judgments in relation to petitions, Subdivision and Development Appeal Board (SDAB) hearings, Assessment Review Board (ARB) Hearings, Community Standards Appeal Board (CSAB) hearings.</p> <p><b>Excludes:</b> <i>documents from a public hearing of Council (LS02)</i></p>				
<b>LS09</b>	<b>BOARDS AND COMMITTEES</b>	<b>E = dissolution of the board or committee</b>	<b>CAO</b>	<b>E+15(D)</b>
<p>Records of all Council board and committee documents, incorporation documents, membership, member applications, and all other records related to Council boards and committees.</p> <p><b>Excludes:</b> <i>minutes of the boards and committees (LS03); bylaws and policies (LS01)</i></p>				



<b>LS10</b>	<b>LEGAL</b>	<b>E = claim settled</b>	<b>CAO</b>	<b>E+15(D)</b>
<p>Records of litigation, insurance, and disputes against the municipality, or records of litigation and disputes initiated by the municipality. Also includes all records of legal opinions or briefs prepared by the municipality's legal counsel on specific issues and confidential legal agencies' invoicing. Also includes all records related to municipal petitions.</p> <p><b>Excludes:</b> <i>n/a</i></p>				
<b>LS11</b>	<b>CONTRACTS &amp; AGREEMENTS (MAJ.)</b>	<b>E = cessation of <i>all</i> agreements with entity</b>	<b>CAO</b>	<b>E+15(D)</b>
<p>Records of all agreements and contracts between the Town of Drumheller and service providers, municipalities, other levels of government or their agencies, landowners, or any other entities where the agreement in which the municipality is committed to provide a service or funds for more than one (1) year.</p> <p><b>Excludes:</b> <i>minor contracts and agreements (LS12) development agreements (DP01); subdivision agreements (DP05); temporary road closures (INF06); capital projects (INF05); grant agreements (FIN02); leases and disposition, land purchases and road closure agreements (EP03); right of ways and easements (DP06)</i></p>				
<b>LS12</b>	<b>CONTRACTS &amp; AGREEMENTS (MIN.)</b>	<b>E = cessation of <i>all</i> agreements with entity</b>	<b>Originating</b>	<b>E+15(D)</b>
<p>Records of all other agreements not captured by LS11, which includes agreements that provide short-term services that commit the municipality to provide service or funds for less than one (1) year.</p> <p><b>Excludes:</b> <i>major contracts and agreements (LS11) development agreements (DP01); subdivision agreements (DP05); temporary road closures (INF06); capital projects (INF05); grant agreements (FIN02); land purchases and road closure agreements (EP03); right of ways and easements (DP06)</i></p>				
<b>LS13</b>	<b>CENSUS COORDINATION</b>	<b>E = completion of Census</b>	<b>CAO</b>	<b>E+15(D)</b>
<p>Records pertaining to the coordination development and delivery of a municipal census, records may include the final census report, oaths of office, enumerator forms, and other documents related to the conducting of the census.</p> <p><b>Excludes:</b> <i>demographic studies (ED01)</i></p>				

<b>LS14</b>	<b>DELEGATION OF AUTHORITY</b>	<b>S/O = superseded or obsolete</b>	<b>CAO</b>	<b>S/O+10(D)</b>
Written orders pertaining to the delegation of authority to designated staff or positions by authorized parties. <b>Excludes:</b> <i>n/a</i>				
<b>LS15</b>	<b>FORMAL CORRESPONDENCE</b>	<b>N/A</b>	<b>CAO</b>	<b>15(D)</b>
Records pertaining to all incoming and outgoing formal written correspondence not covered elsewhere within this Bylaw, which includes all formal correspondence with ratepayers, external bodies, and other government bodies. <b>Excludes:</b> <i>n/a</i>				
<b>LS16</b>	<b>RECORDS OF ORGANIZATION</b>	<b>N/A</b>	<b>CAO</b>	<b>P</b>
Records of high-level corporate documents which dictate organizational structure or planning, including strategic planning, mission statements, business plans, viability reviews, incorporating documents, and trademarks. <b>Excludes:</b> <i>bylaws and policies (LS01)</i>				
<b>Code</b>	<b>Classification</b>	<b>Notes</b>	<b>Department</b>	<b>Retention</b>
<b>MEDIA AND PUBLIC RELATIONS (MP)</b> – Documents related to the relationship with the media and the general public.				
<b>MP01</b>	<b>MEDIA RELEASES</b>	<b>N/A</b>	<b>CAO</b>	<b>15(D)</b>
The final versions of all media releases issued by the Town of Drumheller and posted on the Town of Drumheller website. <b>Excludes:</b> <i>external publications (MP02); Internal publications (MP03)</i>				
<b>MP02</b>	<b>EXTERNAL PUBLICATIONS</b>	<b>N/A</b>	<b>CAO</b>	<b>P</b>
Includes all final and published documents created by the Town of Drumheller for public consumption and includes flyers, brochures, guides, and other related documents, primarily related to marketing. <b>Excludes:</b> <i>internal publications (MP03); development advertising (DP02)</i>				

MP03	INTERNAL PUBLICATIONS	N/A	CAO	P
<p>Includes all final and published documents created by the Town of Drumheller for internal consumption and includes internal newsletters and other related documents.</p> <p><b>Excludes:</b> <i>external publications (MP02)</i></p>				



# DRUMHELLER

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## COUNCIL POLICY

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### **COUNCIL POLICY #C-4-99**

#### **SCHEDULE FOR RETENTION AND DISPOSITION OF INACTIVE RECORDS**

##### **THE PURPOSE OF THIS POLICY IS TO:**

1. To establish guidelines for records retention relevant to administrative, legal, financial and property matters.
2. To ensure the retention of records of historic, cultural or research value.
3. To ensure the orderly disposition of routine or outdated material.

##### **POLICY STATEMENT:**

1. Administration shall maintain on behalf of Council a comprehensive records retention system covering all business transacted on behalf of the Town, including but not limited to correspondence, records, receipts, vouchers, instruments, financial documents, land title information. Records retention / disposition refers to computerized information, as well as "hard copy" records.
2. No records required to be maintained by the Town may be destroyed without the prior consent of Council. This consent shall be in the form of motion recorded in regular Council Minutes.

##### **PROCEDURE:**

1. **Records to be retained:**  
Generally, records are to be kept within the guidelines as outlined in the attached Schedule. Items not specifically mentioned may be reviewed within departmental categories and discretion allowed for department heads to approve alternate schedules for longer retention as space requirement and operations deem efficient.
2. **Procedure for Records Disposition:**  
Records scheduled for disposition shall be destroyed without any copy being retained.



Listings of files being destroyed are to be "signed off" by the Department Head.

All listings of files, current and otherwise will be retained by the Freedom of Information and Privacy Coordinator.


Adopted by Muni2000 Committee

Date: June 9, 1999

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

Adopted by Council

Date: July 5, 1999

  
\_\_\_\_\_  
Mayor of Drumheller

**SCHEDULE A (attachment to Policy #C-4-99)  
RECORDS DISPOSITION / RETENTION SCHEDULE**

<b><u>Subject</u></b>	<b><u>Description</u></b>	<b><u>Retention Period</u> (Years)</b>
		<b>*P = Permanent</b>
<b>Accounting</b>	Working Papers (annual)	7
<b>Accounts</b>	Accounts payable vouchers	7
	Accounts payable invoices	7
	Receivable duplicate invoices	7
	Receivable paid invoices	7
<b>Administration</b>	Reports (not part of minutes)	<b>P</b>
<b>Advertising</b>	General	7
	As per legislation	7
<b>Agendas</b>	As part of Council minutes	<b>P</b>
<b>Agreements</b>	General	20
	Development	<b>P</b>
	Major Legal	<b>P</b>
	Neighborhood improvement	<b>P</b>
	Site plan approval	<b>P</b>
	Rental & service (after expiration)	7
	Equipment (after expiration)	7
	Leases	<b>P</b>
	Road use (after expiration)	7
<b>Animal Control</b>	Call outs/ Correspondence	7
<b>Annexations</b>	All correspondence	<b>P</b>
<b>Annual Reports</b>	Financial	<b>P</b>
	Other agencies / boards	7
<b>Appointments</b>	Other than those in minutes	7
<b>Assessment</b>	Rolls	<b>P</b>
	Assessment review board minutes	<b>P</b>
	Assessment review board work files	7
	Appeals	7
<b>Assets</b>	Equipment (after disposal)	7
	Land	<b>P</b>
	Buildings	<b>P</b>

<b><u>Subject</u></b>	<b><u>Description</u></b>	<b><u>Retention Period</u></b>
<b>Bank</b>	Deposit books	7
	Deposit slips	7
	Memos (debit & credit)	7
	Reconciliation's	7
	Statements	7
	Debentures	P
<b>Boards</b>	Minutes	P
	Authority & structure	P
<b>Briefs/Reports</b>	to Council as presented	7
	As part of minutes	P
<b>Budgets</b>	Final Capital (in minutes)	P
	Final operating budget (in minutes)	P
	Estimates (working papers)	7
<b>By-laws</b>	All	P
<b>Building</b>	Development	P
	Land files	P
<b>Cash</b>	Receipts, Journals	7
	Disbursements	7
	Daily reports	7
	Petty cash vouchers	7
	Payment stubs	7
<b>Cemetery</b>	All documentation	P
	Burial permits	P
<b>Certificates</b>	Of title	P
<b>Census</b>	Reports	Historical P
<b>Cheques</b>	Paid (cancelled)	7
	Register	7
	Stubs	7
<b>Claims</b>	Notices of	P
	Statements of	P
<b>Committees</b>	(Council representation) Minutes	P
<b>Community Buildings</b>	Rental	3
	Renovations	P
	Capital work	P

<b><u>Subject</u></b>	<b><u>Description</u></b>	<b><u>Retention Period</u></b>
<b>Compensation</b>	Records	<b>P</b>
<b>Contracts</b>	Files/Reports (upon completion of contract)	<b>P</b>
	Major legal	<b>P</b>
	Minor	20
<b>Correspondence</b>	General	7
	Historical	<b>P</b>
	Policy	<b>P</b>
	Registers	<b>P</b>
<b>Council</b>	Minutes	<b>P</b>
<b>Court Cases</b>	Correspondence	<b>P</b>
<b>Deeds</b>		<b>P</b>
<b>Destroyed records index</b>	Sign off sheet	<b>P</b>
<b>Development</b>	Building	<b>P</b>
	Permits	<b>P</b>
<b>Easements</b>		<b>P</b>
<b>Elections</b>	Nomination papers	10
	Records	10
	Voters lists	10
<b>Employee Benefits</b>	AHC, ABC, etc., files	10
	L.A.P.P. pension cards	<b>P</b>
	W.C.B. claims	<b>P</b>
	Income tax deductions	7
	TD1 forms	Upon replacement
	T4 slips / summaries	<b>P</b>
<b>Employees</b>	Job applications (hired)	<b>P</b>
	Job applications (not hired)	1
	Job Descriptions (upon replacement)	5
	Oaths of office	<b>P</b>
	Personnel files	<b>P</b>
	Termination records	<b>P</b>
<b>Engineering</b>	Drawings	<b>P</b>
	Files	15



<b><u>Subject</u></b>	<b><u>Description</u></b>	<b><u>Retention Period</u></b>
<b>Environmental Issues</b>		<b>P</b>
<b>Fire</b>	Access route files	<b>P</b>
	Apparatus files (after disposition)	<b>P</b>
	Station log books	<b>P</b>
<b>Franchises</b>		<b>P</b>
<b>FOIP Requests</b>		<b>P</b>
<b>Insurance</b>	Claims	<b>P</b>
	Records (after expiration)	<b>7</b>
<b>Inventory Records</b>	(after Superseded)	<b>7</b>
<b>Investment</b>	Files	<b>7</b>
	Certificates, etc.	<b>P</b>
<b>Land</b>	Appraisals	<b>5</b>
	Files	<b>P</b>
	Surveys	<b>P</b>
<b>Ledgers</b>	General	<b>P</b>
	Subsidiary	<b>7</b>
<b>Legal, Lawyers</b>	Opinions	<b>P</b>
	Proceedings	<b>P</b>
<b>Legislation</b>	Acts (after superseded)	<b>1</b>
<b>Licenses</b>	Applications	<b>7</b>
	Business (after expiration)	<b>7</b>
	Dog (after expiration)	<b>3</b>
<b>Local Improvements</b>	General files	<b>7</b>
	Records	<b>P</b>
<b>Maps</b>	Base (originals)	<b>P</b>
	Contour	<b>P</b>
<b>Maintenance Reports</b>		<b>7</b>
<b>Minutes</b>	Council, Committees, Boards	<b>P</b>
<b>Orders</b>	Stop work orders (planning)	<b>P</b>
	Under Legislation (M.G.A. or By-laws)	<b>P</b>

<b><u>Subject</u></b>	<b><u>Description</u></b>	<b><u>Retention Period</u></b>
<b>Organization</b>	Structure & records	<b>P</b>
<b>Payroll</b>	Summaries	7
	Bonuses / Commissions	7
	Car allowance sheets / expense accts.	7
	Garnishees	7
	Individual earnings records	<b>P</b>
	Journal	7
	Time records	7
<b>Photos</b>	Aerial, Official, Historical	<b>P</b>
	General	same as related subject
<b>Plans</b>	Land, building, subdivision	<b>P</b>
	Official	<b>P</b>
<b>Policy</b>	After superseded	<b>P</b>
<b>Press releases/ Presentations</b>		7
<b>Progress reports</b>		7
<b>Property files</b>		<b>P</b>
<b>Reports</b>	Accident	10
	Accident statistics	10
	Accident reports	10
	Building fire	<b>P</b>
	Emergency	<b>P</b>
	Fire inspection	<b>P</b>
	Other inspections	<b>P</b>
	Statistical Analysis	Historical <b>P</b>
	Inventory	7
	Field	7
<b>Sales of Land</b>	All sales	<b>P</b>
<b>Roads</b>	Construction records (after completion)	<b>P</b>
	Closing	<b>P</b>
	Dedication	<b>P</b>
	Widening	<b>P</b>
	Street lighting maps	<b>P</b>
	Overweight permits	<b>P</b>
	Road Use Agreements	(See Agreements)
<b>Sewage</b>	Analysis records	<b>P</b>

<b><u>Subject</u></b>	<b><u>Description</u></b>	<b><u>Retention Period</u></b>
<b>Surveys</b>	General Correspondence	7
	Completed	15
<b>Tax</b>	Rolls	<b>P</b>
	Arrears actions	<b>P</b>
	Final billing	10
	Receipts	7
<b>Telephone Lines</b>	Locations	<b>P</b>
<b>Tenders</b>	Files	7
	Successful	7
	Purchase quotations	7
	Unsuccessful	2
<b>Tickets</b>	By-law	7
<b>Traffic</b>	Lights	<b>P</b>
<b>Training /Develop.</b>	Staff	<b>P</b>
<b>Trial Balances</b>	Monthly	7
	Year end	7
<b>Union</b>	Agreements	<b>P</b>
	Grievances	10
	Other general matters	10
<b>Water</b>	Accounts	7
	Analysis reports	<b>P</b>
<b>Work Diaries/Calendars</b>		1
<b>Work Orders</b>		7

## REQUEST FOR DECISION

<b>TITLE:</b>	Transition of Chief Administrative Officer
<b>DATE:</b>	August 18, 2025
<b>PRESENTED BY:</b>	Darryl Drohomerski, C.E.T., CAO
<b>ATTACHMENTS:</b>	Bylaw #21.21 – CAO Bylaw

### SUMMARY:

The incumbent Chief Administrative Officer (CAO), Darryl Drohomerski, C.E.T., is scheduled to retire on August 23, 2025. The Assistant CAO, Esther Quiambao, CLGM. was hired on January 13, 2025, as a prospective replacement for the incumbent CAO. Pursuant to section 205(2) of the *Municipal Government Act, RSA 2000, c M-26* (MGA) and section 3.2 of *CAO Bylaw #21.21*, Council must appoint an individual to the position of Chief Administrative Officer. It is recommended that Council appoints Esther Quiambao as the Town of Drumheller CAO, effective August 24, 2025.

With the Flood Mitigation project nearing construction completion, and the necessity to complete the process for a number of long-standing land and financial transactions for the program, it is recommended that Council assign the responsibilities of signing these documents on behalf of the Town to Darryl Drohomerski, who is remaining on as a consultant to the Town for this program. Administration will bring a Designated Officer Bylaw to Council on August 25 in accordance with Section 210 of the MGA to delegate this responsibility

### RECOMMENDATION:

That Council accepts the resignation of Chief Administrative Officer, Darryl Drohomerski, and appoints Esther Quiambao, as the Chief Administrative Officer, effective August 24, 2025.

### DISCUSSION:

Pursuant to sections 205 of the *Municipal Government Act* (MGA) and section 3.2 of *CAO Bylaw #21.21*, Council must appoint an individual to the position of Chief Administrative Officer. The Chief Administrative Officer serves as the administrative head of the municipality and is responsible for:

- a) ensuring the policies and programs of the municipality are implemented;
- b) advising and informing Council on the operation and affairs of the municipality; and
- c) performing other duties assigned by Council.

Section 206 of the MGA states that the appointment of a person to the position of Chief Administrative Officer may only be made if the majority of the whole Council vote to do so. The CAO is the only employee of Council; all other employees of the Town of Drumheller report to the CAO.

Esther Quiambao will also be appointed as Secretary/Treasurer of the Drumheller and District Solid Waste Management Association (DDSWMA) and the Red Deer River Municipal Users Group (RDRMUG) by virtue of her appointment as CAO.



**FINANCIAL IMPACT:**

N/A

**STRATEGIC POLICY ALIGNMENT:**

Council is required to appoint one Chief Administrative Officer for the municipality as required by sections 205(2) of the *Municipal Government Act* (MGA) and section 3.2 of *CAO Bylaw #21.21*.

**COMMUNICATION STRATEGY:**

A media release announcing the appointment of Esther Quiambao as the new Chief Administrative Officer will be published following this Council meeting. Letters regarding the appointment will be forwarded to DDSWMA, RDRMUG, and the surrounding municipalities.

**MOTION:**

That Council accepts the resignation and retirement of Chief Administrative Officer, Darryl Drohomerski, effective August 23, 2025.

**MOTION:**

That Administration brings a Designated Officer Bylaw to Council to allow for the Flood Program authority delegation in accordance with Section 210 of the MGA.

**MOTION:**

That Council appoints Esther Quiambao as the Chief Administrative Officer for the Town of Drumheller, effective August 24, 2025.



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Prepared by:  
Mitch Visser  
Manager of Legislative Services



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Approved by:  
Darryl Drohomerski, C.E.T.  
Chief Administrative Officer

# **TOWN OF DRUMHELLER BYLAW NUMBER 21.21**

*REPEALS 12.98*

A BYLAW TO ESTABLISH AND DEFINE THE DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER.

WHEREAS the Municipal Government Act, Statutes of Alberta 2000 Chapter M-26 s. 205, requires that every Council must establish, by bylaw, the position of Chief Administrative Officer;

AND WHEREAS Pursuant to the provisions of Section 205 of the Act, Council hereby establishes the position of Chief Administrative Officer,

AND WHEREAS Council shall, by resolution, appoint a person to carry out the powers, duties and functions of the position of Chief Administrative Officer

NOW THEREFORE the Council of the Town of Drumheller, duly assembled, hereby enacts as follows:

## **1. SHORT TITLE**

This Bylaw may be known as the "CAO Bylaw".

## **2. DEFINITIONS**

In this Bylaw, unless the context otherwise requires:

- a) "Administration" means the general operations of the Town, including all personnel, financial and other related resources and matters as permitted by the Municipal Government Act (MGA) and any successor legislation;
- b) "Chief Administrative Officer (CAO)" means the person appointed to the position of chief administrative officer for the Town of Drumheller, by Council within the meaning of the MGA;
- c) "Council" means the municipal council of the Town of Drumheller, means the Mayor and Councillors duly elected pursuant to the provisions of the Local Authorities Election Act;
- d) "Deputy Mayor" means the person acting in the absence of the Mayor for the Town of Drumheller, within the meaning of the MGA;
- e) "Mayor" means the person elected to the position of Chief Elected Official for the Town of Drumheller, within the meaning of the MGA;
- f) "Municipal Government Act ( MGA)" means the Municipal Government Act, R. S.A. 2000, Chapter M- 26, any regulations thereunder, and any amendments or successor legislation thereto;

- g) "Policy" means policies that are approved by Council, provide strategic direction on programs and services delivered by the Town, primarily impact and address the residents of the Town, and provide an official position on plans to govern the Town.
- h) "Town" means the municipal corporation of the Town of Drumheller.

### **3. OFFICE**

- 3. 1. The position of Chief Administrative Officer is hereby created and the person appointed to that position shall have the title " CAO":
- 3. 2. Council will appoint an individual to the position of Chief Administrative Officer.
- 3. 3. Council will establish the terms and conditions of the appointment of the CAO including the salary, vacation entitlements and benefits to be paid or provided to the CAO and are to be reviewed annually. The CAO shall be entitled to participate in employee benefit plans which all other employees are entitled to participate in at the same set rate.
- 3. 4. Council as a whole must provide the CAO with an annual written performance evaluation of the results the CAO has achieved with respect to fulfilling the CAO' s responsibilities.

### **4. ACCOUNTABILITY**

- 4. 1. The CAO is accountable to Council for the exercise of all powers, duties and functions assigned to the CAO under the MGA, this Bylaw, any other enactment, or delegated to the CAO by Council.
- 4. 2. The CAO, as provided for in the MGA, is authorized to delegate (and to authorize further delegations of) any powers, duties and functions assigned to the CAO by Council under the MGA and under this or any other bylaw to an employee of the Town.
- 4. 3. The CAO is the principal administrative link between the Administration and Council. Under the MGA, the CAO:
  - a) is the administrative head of the Town;
  - b) ensures that the policies and programs of the Town are implemented;
  - c) advises and informs Council on the operation and affairs of the Town;
  - d) performs the duties and functions and exercises the powers assigned to a CAO under the MGA and other enactments or assigned or delegated by Council; and

- e) has all the powers, duties, and functions given to a designated officer under the MGA or any other statute or enactment.

4.4. Members of the Administration are accountable to the CAO. The CAO shall be the contact between the Administration of the Town and Council and communication from the Administration to Council shall flow through the CAO.

## **5. GENERAL POWERS AND DUTIES**

5. 1. The CAO is authorized to:

- a) appoint an Acting CAO to act during absences of up to 4 weeks of the CAO;
- b) coordinate, direct, supervise and review the performance of the Administration;
- c) establish the structure of the Administration;
- d) attend all meetings of Council and meetings of such Boards, Authorities and other bodies as are required by Council;
- e) conduct, audits, investigations and studies of the Administration, as the CAO deems necessary;
- f) hire, appoint, transfer or promote any Town employee;
- g) evaluate, discipline, suspend, demote, or remove any Town employee;
- h) determine salaries, benefits, hours of work and other working conditions;
- i) provide corporate leadership in ensuring that all Town policies and programs are efficiently coordinated, are delivered in a responsive and effective manner, and reflect the overall strategic priorities of the Town as defined by Council;
- j) prepare and submit to Council such reports and recommendation as may be required by Council; and
- k) respond to inquiries and requests for information on behalf of the Town, including stating the Town's position, subject to any Council approved policy, procedure, standard or guideline, or as otherwise directed by Council.



## **6. FINANCIAL POWERS AND FUNCTIONS**

6. 1. The CAO has the authority to:

- a) prepare and submit operating and capital budgets as directed by Council;
- b) pay any amounts which the Town is legally required to pay pursuant to an Order or Judgement of a Court, board or other tribunal or competent jurisdiction, relating to an action, claim or demand against the Town;
- c) monitor and control expenditures within the budgets approved by Council for the Administration and authorize budget adjustments or adjustments for programs within a division or department as long as the amount budgeted for that division does not change, and in particular report on variances on any of these adjustments over \$ 10,000 on a quarterly basis to Council;
- d) designate the financial institution(s) to be used by the Town and shall open and close accounts that hold the Town' s money;
- e) invest funds on behalf of the Town in accordance with the provisions of the MGA;
- f) to add amounts to the tax roll of a parcel of land under the MGA;
- g) except as otherwise instructed by Council, and without limitation, instruct legal counsel to provide legal services to the Town and Council and retain, instruct and pay for the services of legal counsel.

## **7. CONTRACTS AND AGREEMENTS**

7. 1. The CAO is authorized to:

- a) approve and enter into all contracts and agreements, as directed and sanctioned by Council, involving:
  - i) the sale of Town owned land at a sale price which is not less than 90% of the fair market value;
  - ii) the purchase of land, for a purchase price which is not greater than 5% above the appraised market value;
- b) enter into all agreements and contracts incidental to the development and subdivision of land within the Town pursuant to the MGA and complete all documents required for or incidental to such development or subdivision;
- c) extend the time for endorsement of subdivision plans and for the registration of the subdivision plans in accordance with the MGA;

- d) negotiate and settle all actions, claims, or demands against or by the Town and complete all related documentation;
- e) enter into all agreements or contracts for leases of land at fair market value;
- f) enter into all provincial and federal grant funding agreements;
- g) enter into all agreements and contracts and issue all documents incidental to the authority granted to a municipality under the MGA;
- h) approve and enter into all documents, consents, approvals, acknowledgements and certificates required for or incidental to any agreement, contract, settlement, tender or investment.
- i) sign:
  - i) along with the person presiding at the meeting, all minutes of Council meetings;
  - ii) along with the Mayor, all bylaws, and
  - iii) along with the Mayor or Councillor, agreements and cheques and other negotiable instruments;
  - iv) along with the Mayor or Councillor, one payroll cheque to cover the payroll account;
  - v) acting alone all orders, contracts, agreements, documents and certificates that may be required pursuant to any agreement, contract, bylaw or enactment; and
- j) The CAO's signature and the signatures of any other Town employees to whom Council or the CAO delegates signing authority may be printed, lithographed or otherwise reproduced.

## **8. OTHER POWERS AND DUTIES**

### **8. 1. The CAO:**

- a) is appointed as Returning Officer for the purposes of the Local Authorities Election Act;
- b) is the Head of the Town for the purposes of the Freedom of Information and Protection of Privacy Act and shall act as FOIP Coordinator responsible for the overall management of access to information and protection of privacy functions and responsibilities;
- c) is the liaison between the Town and the Commanding Officer of the RCMP detachment serving the Town;
- d) is the Director of Emergency Management for the Town

8. 2. The CAO is authorized to:

- a) accept services of all notices and other documents on behalf of the Town;
- b) provide any and all certificates or statutory declarations on behalf of the Town;
- c) temporarily close, in whole or in part, any road at any time where an activity on or adjacent to the road may cause a hazard;
- d) prepare and issue distress warrants and seize and sell goods pursuant to distress warrants on behalf of the Town for the recovery of tax arrears;
- e) carry out inspections, remedies, enforcement or other actions pursuant to the MGA, any other enactment, or any bylaw where the MGA or any other enactment or bylaw authorizes or requires anything to be inspected, remedied, enforced or done by the Town;
- f) make determinations and issue orders pursuant to the MGA or any other statute, enactment or bylaw which the Town is authorized to enforce;
- g) ensure administrative representation is provided to all Town Council's Boards and Committees;
- h) revise bylaws under the MGA including correction of clerical, grammatical and typographical errors and altering of the citation and title of a bylaw and the numbering and arrangement of its provisions, and to add, change or delete a note, heading, or title.
- i) consolidate bylaws, including the preparation of administrative consolidations; and
- j) ensure the sufficiency of any petition that may be submitted to the Town in accordance with the requirements of the MGA.

**9. SEVERABILITY**

- 9.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.

9.2 Conflict

In the event that the provisions of this Bylaw conflict with any other bylaw, this Bylaw shall govern.

**10. TRANSITIONAL**

10.1 This Bylaw shall take effect on the day of the third and final reading .

10.2 Upon third reading of this Bylaw, Bylaw 12-98 and all amendments are repealed.

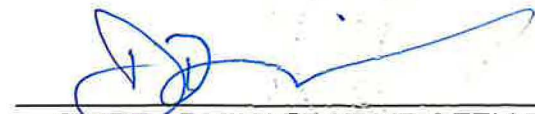
READ A FIRST TIME THIS 20<sup>th</sup> DAY OF SEPTEMBER, 2021

READ A SECOND TIME THIS 20<sup>th</sup> DAY OF SEPTEMBER, 2021

READ A THIRD TIME AND PASSED THIS 4<sup>th</sup> DAY OF OCTOBER, 2021



MAYOR



CHIEF ADMINISTRATIVE OFFICER