

BYLAW #670
OF THE
VILLAGE OF DONALDA

BEING A BYLAW OF THE VILLAGE OF DONALDA IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING REGULATIONS AND PROCEDURES FOR THE RETENTION AND DISPOSAL OF MUNICIPAL RECORDS.

WHEREAS pursuant to the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, as well as compliance with the *Freedom of Information and Protection of Privacy Act* (FOIP), being Chapter F-25, R.S.A. 2000 and amendments thereto a Council may, by bylaw, provide for the destruction of municipal records and documents, and;

WHEREAS pursuant to the Electronic Transaction Act, Chapter E-5-5, RSA 2000, a public body has the authority to create is records electronically, and;

WHEREAS, it is the desire of the municipality to establish the necessary authority to release municipal records to the Alberta Archives or other Archival Centres on either a permanent loan or retention basis, and;

WHEREAS, it is the desire of the Village of Donalda to provide for regulations regarding the retention and disposal of town records, consisting of both paper format and electronic format, in the custody and control of the Village of Donalda, and;

WHEREAS the authority for such regulations must be consistent with Federal or Provincial Statutes and Regulations,

NOW THEREFORE, the Council of the Village of Donalda duly assembled, enacts as follows:

1. TITLE

This Bylaw may be called the "Records Retention and Disposition Bylaw".

2. DEFINITIONS

"**Chief Administrative Officer**" means the Chief Administrative Officer of the Village of Donalda appointed by Council resolution

“**Council**” means the Council for the Village of Donalda

“**Disposition**” means the disposal of records via destruction or transfer of records of enduring value to an archival centre.

“**Electronic Record**” means information that is recorded or stored on any medium in or by a computer system or other similar device and can be read or perceived by a person or a computer system or other similar device.

“**Record**” means information recorded in any form including books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner.

“**Retention Period**” means the total length of time a record must be kept before final disposition is implemented.

“**Retention Classification, Retention and Disposition Schedule**” means the timetable that identifies the retention period during which a record must be retained before disposition and is set forth in Schedule “A” attached to and forming part of this bylaw.

“**Village**” means the Village of Donalda

3. **RECORD CLASSIFICATION, RETENTION AND DISPOSITION SCHEDULE**

The CAO shall establish a Records Classification, Retention and Disposition Schedule.

3.1 The CAO shall ensure that all Records are classified and retained or disposed of in accordance with the Records Classification, Retention and Disposition schedule for physical and electronic files.

3.2 The CAO shall have the discretion to retain records longer than the period provided for in this Bylaw and shall do so where the CAO deems it appropriate.

3.3 The CAO has the discretion to determine whether a record shall be maintained physically or electronically consistent with Federal or Provincial Statutes and regulations.

3.4 Any records referenced in the Records Classification and Retention Schedule shall be maintained and disposed of in accordance with the schedule and current policy for the Village of Donalda.

4. This Bylaw shall come into force and have affect upon it being read a third time and passed.

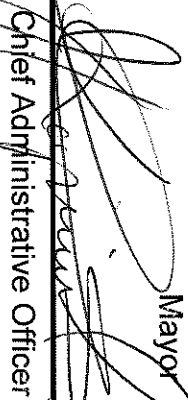
Read a First time in Council assembled this 19 day of September, 2012

Read a Second time in Council assembled this 19 day of September, 2012.

Read a Third time in Council assembled and passed this 17 day of October, 2012.



Mayor



Chief Administrative Officer



Schedule A
Bylaw #670

RECORDS CLASSIFICATION, RETENTION & DISPOSITION

CLASSIFICATION KEY:

A	Active (in office)
IA	Inactive (basement)
FD	Final Disposition of inactive records
AP	Active Period, as determined by municipality
FY	Fiscal year
CY	Current calendar year
D	Destroy
SR	Selective Retention
P	Permanent

0100 - 0499
ADMINISTRATION & LEADERSHIP

0100 ADMINISTRATION & LEADERSHIP - GENERAL

-00	Policy	A	IA	FD
		AP	2Y	SR
-01	General	CY	1Y	D
-02	Appointment books, calendars, and directories	CY	1Y	D
-03	Organizational charts	AP	-	P
-20	Policy and procedure development	AP	-	P
-	Approved policy and procedure	AP	-	P
-30	Proclamations of Council	CY	2Y	D

0120 ACTS & LEGISLATION - GENERAL

-00	Policy	A	IA	FD
		AP	2Y	SR
-01	General	CY	1Y	D
-20	Federal acts, bills, etc.	AP	1Y	D
-30	Provincial acts, bills, etc.	AP	1Y	D

0130 ACTS & LEGISLATION - BYLAWS

-00	Policy	A	IA	FD
		AP	2Y	SR
-01	General	CY	1Y	D
-20	Working papers and drafts (name of bylaw)	AP	10	D
-	Approved bylaws	AP	-	P

0150 AGREEMENTS			
	A	IA	FD
-00 Policy	AP	2Y	SR
-01 General	CY	1Y	D
-20 Federal agreements	AP	-	P
-30 Provincial agreements	AP	-	P
-40 Municipal agreements	AP	-	P
-50 Property agreements (i.e. lease agreements, right-of-ways)	AP	7Y	D
-60 Service agreements (includes franchise service)	AP	7Y	D
-70 Equipment agreements	AP	7Y	D

0180 ASSOCIATIONS, CLUBS & SOCIETIES			
	A	IA	FD
-00 Policy	AP	2Y	SR
-01 General	CY	1Y	D
-20 Association, club, society, etc.	CY	4Y	D

0200 BOARDS & COMMISSIONS			
	A	IA	FD
-00 Policy	AP	2Y	SR
-01 General	CY	1Y	D
-20 Internal boards and commissions	CY	4Y	SR
- Minutes	AP	-	P
-30 External boards and commissions	CY	4Y	D

0220 COMMITTEES			
	A	IA	FD
-00 Policy	AP	2Y	SR
-01 General	CY	1Y	D
-20 Internal committees	CY	4Y	SR
- Minutes (by year)	AP	-	P
-30 External committees	CY	4Y	D

0250 COUNCIL - GENERAL			
	A	IA	FD
-00 Policy	AP	2Y	SR
-01 General	CY	1Y	D
-02 Goals and objectives	AP	-	P
-03 Council retreat	CY+1	5Y	SR
-04 Public inquiries & complaints	Y		
-05 Organizational meeting	AP	2Y	D
	CY+1	5Y	D
- Agendas and background information	Y		
- Audio tapes	AP	-	P
- Minutes	AP	-	D
	AP	-	P

-06 Council Reports CY+1 3Y D
Y

0260 COUNCIL - ELECTIONS

-00	Policy	A	IA	FD
-01	General	AP	2Y	SR
-02	Elected officials' orientation	CY	1Y	D
-04	Civic elections	AP	5Y	D
-	Ballot box contents	AP	-	P
-		AP	LAE	D

0280 EMERGENCY PLANNING

-00	Policy	A	IA	FD
-01	General	AP	2Y	SR
-02	Emergency evacuation procedures	CY	1Y	D
-03	Disaster plan	AP	5Y	D
-04	Disaster training	AP	-	P
-20	Contingency plans (by event i.e. Y2K)	CY	5Y	D
-20		AP	-	P

0300 INTERGOVERNMENTAL RELATIONS

-00	Policy	A	IA	FD
-01	General	AP	2Y	SR
-20	Federal government	CY	1Y	D
-30	Provincial government	CY	2Y	D
-40	Local government	CY	2Y	D

0320 LEGAL SERVICES

-00	Policy	A	IA	FD
-01	General	AP	2Y	SR
-30	Litigation (by case)	CY	1Y	D
-30		AP	11	D
-30		Y		

**0500 - 0699
BUILDINGS, FACILITIES & PROPERTIES**

0500 BUILDINGS, FACILITIES & PROPERTIES - GENERAL

-00	Policy	A	IA	FD
-01	General	AP	2Y	SR
-01		CY	1Y	D

0520 BUILDINGS & FACILITIES

-00	Policy	A	IA	FD
-01	General	AP	2Y	SR
-30	Maintenance (by location)	CY	1Y	D
-40	Development/construction (by location)	AP	5Y	D
-40		AP	-	P

0580 PARKS & OPEN SPACE		A	IA	FD
-00	Policy	AP	2Y	SR
-01	General	CY	1Y	D
-02	Herbicide/pesticide program	AP	2Y	D
-03	Landscaping/horticulture (excludes turf)	AP	2Y	D
-04	Playground/playing field maintenance	AP	2Y	D
-05	Turf maintenance	AP	2Y	D
-20	Development/construction (by location)	AP	-	P

0590 PROPERTY SALE/PURCHASE		A	IA	FD
-00	Policy	AP	2Y	SR
-01	General	CY	1Y	D
-20	Acquisition/disposal (by location)	AP	-	P

0700 - 0899
EQUIPMENT & SUPPLIES

0700 EQUIPMENT & SUPPLIES - GENERAL		A	IA	FD
-00	Policy	AP	2Y	SR
-01	General	CY	1Y	D
-02	Badges, emblems, and flags	AP	2Y	D
-03	Fireworks and celebration items	AP	2Y	D

0730 CONSTRUCTION & MAINTENANCE		A	IA	FD
-00	Policy	AP	2Y	SR
-01	General	CY	1Y	D
-20	Tenders	AP	2Y	D

0745 DISPOSAL & SURPLUS		A	IA	FD
-00	Policy	AP	2Y	SR
-01	General	CY	1Y	D
-02	Asset transfer and disposal reports	CY	5Y	D
-03	Equipment disposal	CY	5Y	D

0760 EMERGENCY EQUIPMENT		A	IA	FD
-00	Policy	AP	2Y	SR
-01	General	CY	1Y	D
-20	Emergency equipment	AP	5Y	D

0770 EMERGENCY EQUIPMENT		A	IA	FD
-00	Policy	AP	2Y	SR

-01	General	CY	1Y	D
-20	Enforcement equipment	AP	5Y	D

0780 FLEET MANAGEMENT

-00	Policy	A	1A	FD
-01	General	AP	2Y	SR
-20	Tenders	CY	1Y	D
-30	Fleet files (by vehicle type)	CY	2Y	D
		AP	6Y	D

0790 FUELS

-00	Policy	A	1A	FD
-01	General	AP	2Y	SR
-02	Fuel tax exemptions	CY	1Y	D
-20	Tenders	FY	6Y	D
		AP	2Y	D

0830 OFFICE EQUIPMENT

-00	Policy	A	1A	FD
-01	General	AP	2Y	SR
-20	Tenders	CY	1Y	D
-30	By type of equipment (includes quotes)	AP	2Y	D
		AP	6Y	D

0840 OFFICE SUPPLIES

-00	Policy	A	1A	FD
-01	General	AP	2Y	SR
-20	Supplies orders & quotes	CY	1Y	D
		AP	2Y	D

**0900 - 1199
FINANCE**

0900 FINANCE - GENERAL

-00	Policy	A	1A	FD
-01	General	AP	2Y	SR
		FY	1Y	D

0910 ACCOUNTING

-00	Policy	A	1A	FD
-01	General	AP	2Y	SR
-02	General Ledger	FY	1Y	D
	(includes journal entries, yearend reconciliations & working papers, bank statements, deposit books, trial balances, fixed asset additions, GST returns, accounting system posting journals, budget working papers, etc.)	FY	6Y	D
-03	Collections	FY	6Y	D
-04	Write offs	FY	6Y	D

0920 ACCOUNTS PAYABLE			
	A	IA	FD
-00 Policy	AP 2Y	2Y	SR
-01 General	FY 1Y	1Y	D
-02 Purchasing Signing Authorities	FY+1 Y	5Y	D
-20 Accounts (alphabetical)16	FY+1 Y	5Y	D

0930 ACCOUNTS RECEIVABLE			
	A	IA	FD
-00 Policy	AP 2Y	2Y	SR
-01 General	FY 1Y	1Y	D
-20 Accounts (alphabetical)	FY+1 Y	5Y	D

0940 AUDITS & FINANCIAL REPORTING			
	A	IA	FD
-00 Policy	AP 2Y	2Y	SR
-01 General	FY 1Y	1Y	D
-02 Financial reports (including year-end reports)	FY 6Y	6Y	D
-03 Financial statements	AP -	-	P
-04 Audit proposals/tenders	AP 2Y	2Y	D
-05 Stats Canada Reporting	FY 6Y	6Y	D

0960 BANKING & INVESTMENTS			
	A	IA	FD
-00 Policy	AP 2Y	2Y	SR
-01 General	FY 1Y	1Y	D
-02 Signing authorities	AP 4Y	4Y	D
-03 Proposals/tenders	AP 2Y	2Y	D

0970 BORROWING & DEBT MANAGEMENT			
	A	IA	FD
-00 Policy	AP 2Y	2Y	SR
-01 General	FY 1Y	1Y	D
-02 Alberta Capital Finance Authority	FY 4Y	4Y	D
- Debiture Certificates	AP -	-	P

0980 BUDGETS			
	A	IA	FD
-00 Policy	AP 2Y	2Y	SR
-01 General	FY 1Y	1Y	D
-02 Department budget working papers	AP -	-	D
-03 Approved budget adjustments	AP -	-	P
-04 Approved budgets (by year)	AP -	-	P

1020	GRANTS	A	IA	FD
-00	Policy	AP	2Y	SR
-01	General	FY	1Y	D
-20	Grants applications (alphabetical by name of grant)	AP	6Y	D
-30	Joint Grant Applications (Town is not recipient of funds)	AP	6Y	D
-40	Grant Reporting	AP	6Y	D

1070	LICENSES & PERMITS	A	IA	FD
-00	Policy	AP	2Y	SR
-01	General	CY	1Y	D
-02	Pet licenses	CY+1	4Y	D
-03	Business licenses	Y		
-	Out of Town	CY+1	4Y	D
-04	Burn Permits	Y		
-05	Taxi (company & plate #)	CY	4Y	D
		AP	4Y	D

1110	RISK MANAGEMENT & INSURANCE	A	IA	F
-00	Policy	AP	2Y	S
-01	General	CY	1Y	D
-03	Tenders	AP	2Y	D
-04	Insurance policies	AP	11Y	D
-20	Claims	AP	11Y	D

1170	UTILITIES	A	IA	FD
-00	Policy	AP	2Y	SR
-01	General	FY	1Y	D
-	Utility accounts (see property files also)	FY	6Y	D
-10	Levy Reports	FY	6Y	D
-20	Work Orders	FY	6Y	D
-30	Penalties	FY	6Y	D
-40	Consumption Adjustments	FY	6Y	D

1200 - 1499
INFORMATION MANAGEMENT

1200 INFORMATION MANAGEMENT - GENERAL

Note For e-mail/voice mail/telephone messages received that are relevant to specific actions, file in the appropriate subject file. For e-mail/voice mail/telephone messages that have no relevance to a business action, destroy/delete when no longer administratively necessary

-00	Policy	A	IA	FD
-01	General	AP	2Y	SR
		CY	1Y	D

1210 APPLICATIONS - ACQUISITION			
-00	Policy	A	IA FD
-01	General	AP 2Y	SR
		CY 1Y	D
-20	By system (i.e. Network - Windows NT, Great Plains)	AP 2Y	D

1220 APPLICATIONS - OPERATIONS & MAINTENANCE			
-00	Policy	A	IA FD
-01	General	AP 2Y	SR
		CY 1Y	D
-02	Software licensing	AP 2Y	D
-20	Updates	AP -	D
	Maintenance (by system)	AP -	D
-30	Manuals and guides	AP 2Y	D

1230 APPLICATIONS - SYSTEM DEVELOPMENT			
-00	Policy	A	IA FD
-01	General	AP 2Y	SR
		CY 1Y	D
-20	Development files	AP 5Y	D

1280 FOIP - GENERAL			
-00	Policy	A	IA FD
-01	General	AP 2Y	SR
		CY 1Y	D
-02	Delegation	AP 5Y	D
-03	Collection statements	AP 5Y	D
-04	Alberta Directory	AP 5Y	D
-05	Procedures	AP 5Y	D
-06	Commissioner's orders	AP -	D

1290 FOIP - REQUESTS			
-00	Policy	A	IA FD
-01	General	AP 2Y	SR
		CY 1Y	D
-02	Statistics	CY+1	D
		Y	
-20	Freedom of information requests	AP 3Y	D
-30	Personal information requests	AP 3Y	D
-40	Corrections to personal information	AP 3Y	D

1310 INFORMATION SERVICES - GENERAL			
-00	Policy	A	IA FD
-01	General	AP 2Y	SR
		CY 1Y	D
-02	Biographies	CY 3Y	SR
-03	Mailing lists	AP -	D
-04	Newspaper clippings (scrapbooks)	AP -	SR

1330 INFORMATION SERVICES - PUBLIC RELATIONS			
-00	Policy	A	IA FD
		AP 2Y	SR

-01	General	CY	1Y	D
-02	Speeches	CY	4Y	SR
-03	Press releases	CY	1Y	D
-04	Advertising	CY	4Y	D
-05	Citizen Involvement	CY	4Y	D

1340 INFORMATION SERVICES - PUBLICATIONS

-00	Policy	A	IA	FD
-01	General	AP	2Y	SR
-02	Distribution lists	CY	1Y	D
-03	Publications inventory	CY	1Y	D
-20	Development files (by publication – may include website)	AP	-	D
-30	Printing tenders	AP	2Y	D

1400 RECORDS & INFORMATION MANAGEMENT

-00	Policy	A	IA	FD
-01	General	AP	2Y	SR
-02	Records inventory	CY	1Y	D
-03	Standards and procedures	AP	10Y	D
-04	Classification and file lists	AP	2Y	D
-05	Retention and disposition	AP	5Y	D
-06	Inactive records management	AP	5Y	SR
-07	Archive services	AP	5Y	D
-08	Planning	AP	-	P
-09	Destruction certificates	CY	5Y	D
		AP	-	P

1420

REFERENCE MATERIALS

-00	Policy	A	IA	FD
-01	General	AP	2Y	SR
-02	Subscriptions	CY	1Y	D
-03	Queen's Printer	CY	1Y	D
-20	Media library	CY	-	D
	Reference materials	AP	-	D

1440 SECURITY BACKUP & RECOVERY

-00	Policy	A	IA	FD
-01	General	AP	2Y	SR
-	Backup computer tapes	CY	1Y	D
		AP	-	D

**1500 - 1799
PERSONNEL**

1500 PERSONNEL - GENERAL

-00	Policy	A	IA	FD
-01	General	AP	2Y	SR
-02	Employee regulations	CY	1Y	D
-03	Dress code	AP	3Y	D
		AP	-	D

1510 ATTENDANCE		
-00	Policy	A IA FD AP 2Y SR
-01	General	CY 1Y D
-02	Hours accumulated (flex, time-in-lieu, holiday, sick, etc.)	AP - P

1530 BENEFITS & SERVICES		
-00	Policy	A IA FD AP 2Y SR
-01	General	CY 1Y D
-02	Tenders	AP 2Y D
-20	Correspondence	AP 2Y D

1560 EMPLOYEE RECORD		
-00	Policy	A IA FD AP 2Y SR
-01	General	CY 1Y D
-20	Employee files	AP - P

1580 HUMAN RESOURCE PLANNING		
-00	Policy	A IA FD AP 2Y SR
-01	General	CY 1Y D
-02	Planning	CY 6Y SR
-03	Reports and studies	CY 6Y SR

1600 JOB EVALUATION		
-00	Policy	A IA FD AP 2Y SR
-01	General	CY 1Y D
-02	Standards (pay ranges, salary grids)	AP 3Y D
-03	Position descriptions (classification)	AP 3Y D

1630 LABOUR RELATIONS - INVESTIGATIONS		
-00	Policy	A IA FD AP 2Y SR
-01	General	CY 1Y D
-20	Case files (name of employee)	AP - P

1660 OCCUPATIONAL HEALTH & SAFETY		
-00	Policy	A IA FD AP 2Y SR
-01	General	CY 1Y D
-02	Workers Compensation Board	AP 5Y D
-03	Training	CY 5Y D

1700 SALARIES & WAGES		
-00	Policy	A IA FD AP 2Y SR

-01	General	CY	1Y	D
-02	Payroll registers	FY	-	P
-03	T4 summaries	FY	-	P
-20	Deductions	FY	6Y	D
-30	Time sheets	FY	6Y	D
-40	Reviews (by year)	FY	-	P
-50	Honorariums (by year)	FY	6Y	D
-60	Salary & Wage Adjustment (by year)	FY	-	P

1720 STAFFING - COMPETITIONS

-00	Policy	A	IA	FD
-01	General	AP	2Y	SR
-02	General applications	CY	1Y	D
-20	Competitions	CY	-	D
			5Y	D

1730 STAFFING - PROGRAMS

-00	Policy	A	IA	FD
-01	General	AP	2Y	SR
-02	Job sharing	CY	1Y	D
-03	Youth justice	AP	2Y	D
-04	Co-op	CY	4Y	D
-20	Grant programs (i.e. ACE, STEP, etc.)	CY	4Y	D
		FY	6Y	D

1750 TRAINING & DEVELOPMENT

-00	Policy	A	IA	FD
-01	General	AP	2Y	SR
-02	Employee orientations	CY	1Y	D
-03	Career management	AP	1Y	D
-30	Seminars, workshops, informal training	CY	1Y	D
			5Y	D

1780 WELFARE & RECREATION

-00	Policy	A	IA	FD
-01	General	AP	2Y	SR
-20	Event (Christmas party, bowling party)	CY	1Y	D
			2Y	D

OPERATIONAL CLASSIFICATION
1800 - 1999
MUNICIPALITIES - GENERAL

1800 MUNICIPALITIES - GENERAL

-00	Policy	A	IA	FD
-01	General	AP	2Y	SR
		CY	1Y	D

1820 AMALGAMATION/ANNEXATION			A	IA	F
-00	Policy		AP	2Y	D S
-01	General		CY	1Y	D D
-20	By property		AP	-	P

1840 CENSUS/POPULATION			A	IA	FD
-00	Policy		AP	2Y	SR
-01	General		CY	2Y	D
-02	Census (by year)		AP	-	P
-03	Manuals, enumerator orientation, data collection forms and tools		CY	5Y	D

1880 ECONOMIC DEVELOPMENT & TOURISM			A	IA	FD
-00	Policy		AP	2Y	SR
-01	General		CY	2Y	D
-02	Tourist information booth (operations only)		AP	2Y	D
-20	Marketing Activities & Events (by event name)		CY	3Y	D
-40	Public Relations		CY	4Y	D
-50	Promotional Merchandise		AP	5Y	D
-60	Collaborative Projects		AP	7Y	D

1890 EXPROPRIATION			A	IA	FD
-00	Policy		AP	2Y	SR
-01	General		CY	1Y	D
-20	Property		AP	-	P

1940 PROTECTIVE SERVICES			A	IA	FD
-00	Policy		AP	4Y	SR
-01	General		CY	2Y	D
-02	911		CY	4Y	D
-03	C.O.P.S.		CY	2Y	D
-04	Ambulance services		CY	5Y	SR
-05	Fire protection		CY	5Y	SR
-06	R.C.M.P.		CY	5Y	SR
-07	Municipal Enforcement		CY	5Y	D

1950 PUBLIC TRANSPORTATION			A	IA	FD
-00	Policy		AP	4Y	D
-01	General		CY	4Y	D
-20	Buses		AP	4Y	D
-30	Taxi companies		AP	4Y	D

2170 PENALTIES, FINES & WARNINGS			
-00	Policy	A	IA FD
-01	General	AP 2Y	SR D
-02	Fines and warnings (numeric)	CY 2Y	D D
-03	Paid court fines	AP 6Y	D D
-04	Disbursement detail & summary reports	FY 6Y	D D
-05	Unpaid court fines	FY 6Y	D D
-06	Cancelled court fines	AP *TR	-
-07	Court transfer logs	CY 2Y	F D
		CY 6Y	D D

*TRF Transfer to paid file once fine has been paid

2175 PERMITS & INSPECTIONS			
-00	Policy	A	IA FD
-01	General	AP 2Y	SR D
-02	Permits	CY 2Y	D D
-03	Inspections	CY+1Y	D D
		CY+1Y	3Y D

2200 - 2399
COMMUNITY & SOCIAL DEVELOPMENT

2200 COMMUNITY & SOCIAL DEVELOPMENT - GENERAL			
-00	Policy	A	IA FD
-01	General	AP 2Y	SR D
-02	Child & family services authority (CFSA)	CY 1Y	D D
-03	Sylvan Lake Town & Area Community Foundation	AP 2Y	D D
-	Background Information	AP -	P P
-	Agreement	AP -	P P
-	Agenda & Minutes	AP -	P P
-04	Child & Youth Services /Human Services (2012)	AP -	P P
-05	Healthy Communities Initiative	AP -	P P
-	Background Information	AP -	P P
-	Agreement	AP -	P P
-	Agenda & Minutes	AP -	P P
-10	Family & Community Centre	AP -	P P
-	Background Information	AP -	P P

2230 FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)			
-00	Policy	A	IA FD
-01	General	AP 2Y	SR D
-02	Act & Regulations	CY 1Y	D D
-03	Agreement & Report (Annual)	AP -	P P
-04	Programs (Internal)	AP -	P P
-05	Programs (External – Grants to others)	AP 5Y	SR SR
		AP 5Y	SR SR

2270 HEALTHY COMMUNITIES INITIATIVE			
-00	Policy	A	IA FD
-01	General	AP 2Y	SR D
		CY 1Y	D D