



## AGENDA ITEM

### Administration Policy Review – Block 2

April 8, 2021

---

#### **BACKGROUND**

The attached policies are the next block of administration policies for Council's review. This review is part of a multi-meeting review of Council policies in the administration area of the County Policy Handbook.

The next block of policies will be reviewed at the next meeting in April.

There are three policies being reviewed in this block: Policy AD(3) Recovery of Taxes on Property Not Related to Land; Policy AD(23) Internet and Email Use; and Policy AD(38) Surveillance Cameras.

#### **ANALYSIS**

1. AD(3) - Recovery of Taxes on Property Not Related to Land

This policy was approved in 2000 and has not changed since. The policy provides authority and the process for seizing goods and property of a County debtor through the process of distress. This applies to debt arising out of taxes levied on property that is not land.

There have been significant changes since this policy was first approved. First the current CAO bylaw now provides the CAO specific authority to issue and carry out distress warrants (clause 3.4.18 of Lacombe County Bylaw #1246/17). Second the policy restates much of the process outlined in sections 437 to 450 of the Municipal Government Act (the "Act").

The final change to occur since this policy was approved is the types of taxes this process can be used against. Under section 437 of the Act taxes not related to land include: business tax, well drilling tax, community aggregated levy and community revitalization levy. As of January 1<sup>st</sup>, 2021, the only tax that this policy would now apply to in the County would be the community aggregate payment levy as the County does not levy any of the other types of taxes.

Given these changes and the existing authorities that exist elsewhere, Administration proposes that this policy be rescinded entirely.

2. AD(23) - Internet & Email Use

Policy AD(23) was first approved in 2007. The policy governs the use of the Internet through County electronic resources and County email system by County users (employees, Council, contractors, volunteers). Administration has reviewed the policy and compared it with the current iteration of the Province of Alberta's policy.

Despite the length of time since it was first approved, the policy itself is still very relevant. Administration has made a couple of changes to the policy:

1. Add definitions to better define "user", "protected information", expand definition of "offensive materials", and identify what is the "Internet" and "email" for the purposes of this policy.
2. Add additional requirements for staff when sending protected information.
3. Updating activities of the County's electronic systems that are unacceptable.
4. Clarifies personal use of County electronic systems.

Administration is recommending that Policy AD(23) be approved as updated.

3. AD(38) - Surveillance Cameras

Policy AD(38) was first approved in 2017. Accordingly, the policy is still current. Administration has removed item 8 of the policy as a physical log is no longer used. Instead, access is restricted based on the County's employee's specific computer user rights.

For further information, the stored video information is automatically deleted after 30 days of storage.

Finally, reference to an attached provincial impact assessment is removed. The County is required to prepare PIAs and maintain them for a variety of activities. This is a process outside of the policy itself.

Administration is recommending that Policy AD(38) be approved as updated.

## ALTERNATIVES

1. Rescind Policy AD(3) - Recovery of Taxes on Property Not Related to Land.
2. Approve Policy AD(23) - Internet & Email Use as presented.
3. Approve Policy AD(38) - Surveillance Cameras as presented.
4. Provide alternative changes to either AD(3), AD(23) or AD(38) or all.



## **BUDGET IMPLICATIONS**

These policies have no major impact on budget. There is no additional cost to implement the proposed changes to these policies.

## **LEGISLATIVE RESPONSIBILITIES**

Policies are governed by Municipal Government Act, RSA 2000, c M-26 provisions:

- Section 3 – The purposes of the municipality are... (b) to provide services, facilities, or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality.
- Section 5 – A Municipality has the duties that are imposed on it by this and other enactments and those that the municipality imposes on itself as a matter of policy.
- Section 180(1) - A council may act only by resolution or bylaw.
- Section 437 to 450 – Recovery of Taxes Not Related to Land

Policies AD(23) and AD(38) are governed by sections of the Freedom of information and Protection of Privacy Act, RSA 2000, c. F-25.

Lacombe County Bylaw #1246/17, “Chief Administrative Officer (CAO) Bylaw.”

## **PUBLIC PARTICIPATION**

The County’s public participation related to these policies is limited to informing the public by adding updating the policies on the County’s website. Staff will also be updated on changes to Policy AD(23).

## **STRATEGIC PLAN**

### OUR VISION

An attractive, balanced, and progressive community.

### OUR MISSION

To build a safe and vibrant community through leadership, innovation, and healthy relationships.



OUR KEY PRINCIPLES

Recognizing our history and solid foundation, we approach the role of providing the best possible level of municipal services for our citizens through a base of collaborative and supportive teamwork.

Accountable & Transparent

- For our decisions
- For our actions

**RECOMMENDATION**

That Council take the following actions:

1. *That Council rescind Council Policy AD(3) - Recovery of Taxes on Property Not Related to Land as presented.*
2. *That Council approve updated Council Policy AD(23) - Internet & Email Use as presented.*
3. *That Council approve updated Council Policy AD(38) - Surveillance Cameras as presented.*

---

**PREPARED BY:** Michael Minchin, Director of Corporate Services

A blue ink signature of Michael Minchin inside a rectangular box.

**REVIEWED BY:** Tim Timmons, County Manager

A blue ink signature of Tim Timmons inside a rectangular box.