



## Preamble

The ASBOA Citation Information List is designed to be used in conjunction with the ASBOA Model Records Retention Schedule Guideline and Toolkit. Legal citations appear as a numbered code in the Schedule under the 'Legal Citation' column. The numbered code is described in detail in this List, including a hyperlink to the legal resource.

The Citation Information List was created in 2017. In 2021, research was conducted by Stuart Rennie, lawyer and records management consultant ([stuart@stuartrennie.ca](mailto:stuart@stuartrennie.ca)), on relevant bills from the Alberta Legislative Assembly, and the Alberta and Canadian statutes and regulations. As a result, the Citation Information List was updated. The changes are current to December 3, 2021. Mr. Rennie recommends using [www.canlii.org](http://www.canlii.org) as the preferable database since it is automatically updated for the user as the laws change from time to time while the Alberta Queen's Printer is not.

This Citation Information List is legal information only and not legal advice. If users intend to rely on this legal information, then they should retain a qualified lawyer and use the relevant official paper versions of the relevant statutes and regulations.

#	Citation Information
3	<p><a href="#">Canada Pension Plan</a>, RSC 1985, c C-8</p> <p><b>Part I – Contributions</b></p> <p><b>Division C – Collection of Contributions</b></p> <p><b>Employees and Employers</b></p> <p><b>Books and records</b></p> <p><b>24(1)</b> Every employer paying remuneration to an employee employed by him in pensionable employment shall keep records and books of account at his place of business or residence in Canada, or at such other place as may be designated by the Minister, in such form and containing such information as will enable any contributions payable under this Act or any contributions or other amounts that should have been deducted or paid to be determined, and where any such employer has failed to keep adequate records and books of account, the Minister may require him to keep such records and books of account as he may specify, and the employer shall thereafter keep records and books of account as so required.</p> <p><b>Keeping of records and books of account</b></p> <p><b>(2)</b> Every employer required by this section to keep records and books of account shall retain those records and books of account and every account and voucher necessary to verify the information contained therein until the expiration of 6 years from the end of the year in respect of which those records and books of account are kept or until written permission for their prior disposal is given by the Minister.</p> <p><b>Electronic records</b></p> <p><b>(2.1)</b> Every employer required by this section to keep records who does so electronically shall retain them in an electronically readable format for the retention period referred to in subsection (2).</p> <p><b>Retention for ruling or appeal</b></p> <p><b>(3)</b> If the employer or an employee of the employer is subject to a ruling under section 26.1 or has made an appeal to the Minister under section 27 or 27.1, the employer shall retain every record, book of account, account and voucher necessary for dealing with the ruling or the appeal until the ruling is made or the appeal is disposed of and any further appeal is disposed of or the time for filing a further appeal has expired.</p> <p><b>Interpretation</b></p> <p><b>25(1)</b> In this section <b>documents</b> includes money, securities and any of the following, whether computerized or not: books, records, letters, telegrams, vouchers, invoices, accounts and statements (financial or otherwise);</p> <p><b>Division E – General</b></p> <p><b>Refunds of Overpayments</b></p> <p><b>Refund of amount remitted in excess – employer</b></p> <p><b>38(3.1)</b> Subject to subsection (3.2) but despite any other provision of this Part, if an employer applies to the Minister and satisfies the Minister that, for any year, the amount remitted by the employer as the employer's contributions with respect to an employee exceeds the contributions for the year required of the employer under section 9 with respect to the employee, the Minister may refund the amount of the excess. The application must be made within 4 years after the end of the year.</p> <p><b>Offences</b></p> <p><b>Idem</b></p> <p><b>41(2)</b> Every person who fails to comply with or contravenes section 24 or 25 is guilty of an offence punishable on summary conviction.</p> <p><b>(4)</b> Every person who</p> <p><b>(b)</b> to evade payment of a contribution imposed by this act, destroys, alters, mutilates, secretes or otherwise disposes of the records or books of account of an employer,</p>

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	<p>(c) makes, or assents to or acquiesces in the making of, false or deceptive entries, or omits, or assents to or acquiesces in the omission, to enter a material particular, in records or books of account of an employer, is guilty of an offence and, in addition to any penalty otherwise provided, is liable on summary conviction to</p> <p>(f) a fine of not less than twenty-five dollars and not more than five thousand dollars plus, in an appropriate case, an amount not exceeding double the amount of the contribution that should have been shown to be payable or that was sought to be evaded, or</p> <p>(g) both the fine described in paragraph (f) and imprisonment for a term not exceeding 6 months.</p> <p><b>Part II – Pensions and Supplementary Benefits</b>  <b>Division G – General</b>  <b>Offences</b>  <b>Limitation period</b>  <b>90(2)</b> Any proceedings under this Act in respect of an offence may be commenced at any time within, but not later than, five years after the Minister becomes aware of the subject-matter of the proceedings.</p> <p><b>Part III – Administration</b>  <b>Records and Information</b>  <b>Entry in record of earnings presumed to be accurate</b>  <b>97(1)</b> Notwithstanding section 96, except as provided in this section, any entry in the Record of Earnings relating to the earnings or a contribution of a contributor shall be conclusively presumed to be accurate and may not be called into question after 4 years have elapsed from the end of the year in which the entry was made.</p> <p><b>Employer to maintain record of Social Insurance Number</b>  <b>98(5)</b> Every employer who employs an employee in pensionable employment shall, in the case of an employee to whom subsection (2) applies, within 30 days after the day on which the employee reaches 18 years of age or becomes employed in pensionable employment, whichever is the later, require the employee to inform the employer of their Social Insurance Number, and the employer shall maintain a record of the Social Insurance Number of each employee.</p> <p><b>Limitation period</b>  <b>103(1)</b> A prosecution for an offence under this Act may be commenced at any time within, but not later than, 5 years after the time when the subject-matter of the prosecution arose.</p> <p>The <a href="#">Information Circular IC78-10R5</a> (June 2010) Books and Records Retention/Destruction is a guideline regarding records retention and destruction (IC78-10R5 applies to the <i>Income Tax Act</i>, <i>Employment Insurance Act</i> and <i>Canada Pension Plan</i>) (IC78-10R5 available at: <a href="http://www.cra-arc.gc.ca">http://www.cra-arc.gc.ca</a>).</p> <p>The <a href="#">Information Circular IC05-1R1</a> (June 2010) Electronic Record Keeping is a guideline regarding keeping records electronically (IC05-1R1 applies to the <i>Income Tax Act</i>, <i>Employment Insurance Act</i> and <i>Canada Pension Plan</i>) (IC05-1R1 available at: <a href="http://www.cra-arc.gc.ca">http://www.cra-arc.gc.ca</a>).</p>
15	<p><a href="#">Copyright Act</a>, RSC, 1985, c C-42  <b>Part I – Copyright and Moral Rights in Works</b>  <b>Term of Copyright</b>  <b>6</b> The term for which copyright shall subsist shall, except as otherwise expressly provided by this Act, be the life of the author, the remainder of the calendar year in which the author dies, and a period of 50 years following the end of that calendar year.</p> <p><b>Anonymous and pseudonymous works</b>  <b>6.1(1)</b> Except as provided in section 6.2 and in subsection (2), where the identity of the author of a work is unknown, copyright in the work shall subsist until the end of 75 years following the end of the calendar year in which the work is made. However, if the work is published before the copyright expires, the copyright continues until the earlier of the end of 75 years following the end of the calendar year in which the first publication occurs and 100 years following the end of the calendar year in which the work was made.</p> <p><b>Identity of author commonly known</b>  <b>(2)</b> Where, during any term referred to in subsection (1), the author's identity becomes commonly known, the term provided in section 6 applies.</p> <p><b>Anonymous and pseudonymous works of joint authorship</b>  <b>6.2(1)</b> Except as provided in subsection (2), where the identity of all the authors of a work of joint authorship is unknown, copyright in the work shall subsist until the end of 75 years following the end of the calendar year in which the work is made. However, if the work is published before the copyright expires, the copyright continues until the earlier of the end of 75 years following the end of the calendar year in which the first publication occurs and 100 years following the end of the calendar year in which the work was made.</p> <p><b>Identity of author commonly known</b>  <b>(2)</b> Where, during any term referred to in subsection (1), the identity of one or more of the authors becomes commonly known, copyright shall subsist for the life of whichever of those authors dies last, the remainder of the calendar year</p>

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	<p>in which that author dies and a period of 50 years following the end of that calendar year.</p> <p><b>Ownership of Copyright</b>  <b>Work made in the course of employment</b>  <b>13(3)</b> Where the author of a work was in the employment of some other person under a contract of service or apprenticeship and the work was made in the course of his employment by that person, the person by whom the author was employed shall, in the absence of any agreement to the contrary, be the first owner of the copyright, but where the work is an article or other contribution to a newspaper, magazine or similar periodical, there shall, in the absence of any agreement to the contrary, be deemed to be reserved to the author a right to restrain the publication of the work, otherwise than as part of a newspaper, magazine or similar periodical.</p> <p>Note: Provisions relating to educational institutions and copyright are section 2 “educational institutions”, sections 29.3 to 30.4, sections 38.1 and 38.2, section 41.2, section 42(3.1) and section 45(1).</p> <p><a href="#"><u>Industrial Design Act</u></a>, RSC 1985, c I-9  <b>Part I – Industrial Designs</b>  <b>Exclusive Right</b>  <b>Duration of exclusive right</b>  <b>10(1)</b> Subject to subsection (3), the term limited for the duration of an exclusive right  (a) begins on the later of the date of registration of the design and the prescribed date, referred to in subsection 8.3(1), on which the application for the registration of the design is made available to the public; and  (b) ends on the later of the end of 10 years after the date of registration of the design and the end of 15 years after the filing date of the application.</p> <p><a href="#"><u>Patent Act</u></a>, RSC 1985, c P-4  <b>Form and Term of Patents</b>  <b>Term of patents based on applications filed on or after October 1, 1989</b>  <b>44</b> Subject to section 46, where an application for a patent is filed under this Act on or after October 1, 1989, the term limited for the duration of the patent is 20 years from the filing date.</p> <p><a href="#"><u>Trademarks Act</u></a>, RSC 1985, c T-13  <b>Validity and Effect of Registration</b>  <b>When registration is incontestable</b>  <b>17(2)</b> In proceedings commenced after the expiration of 5 years from the date of registration of a trademark or from July 1, 1954, whichever is the later, no registration shall be expunged or amended or held invalid on the ground of the previous use or making known referred to in subsection (1), unless it is established that the person who adopted the registered trademark in Canada did so with knowledge of that previous use or making known.</p> <p>Note: effective June 17, 2019, by <a href="#"><u>SI/2018-11</u></a>, section 46(1) of the <i>Trademarks Act</i> has reduced the registration period from 15 to 10 years.</p> <p><b>Renewal of Registrations</b>  <b>Term</b>  <b>46(1)</b> Subject to any other provision of this Act, the registration of a trademark is on the register for an initial period of 10 years beginning on the day of the registration and for subsequent renewal periods of 10 years if, for each renewal, the prescribed renewal fee is paid within the prescribed period.</p>
20	<p><a href="#"><u>Cultural Property Export and Import Act</u></a>, RSC 1985, c C-51  <b>Review Board</b>  <b>Appeals Before the Tax Court of Canada</b>  <b>Appeal of redetermination of fair market value</b>  <b>33.1(1)</b> Any person who has irrevocably disposed of an object, the fair market value of which has been redetermined under subsection 32(5), to a designated institution or public authority may, within 90 days after the day on which a certificate referred to in subsection 33(1) is issued in relation to that object, appeal the redetermination to the Tax Court of Canada.</p>
36	<p><a href="#"><u>Employment Insurance Act</u></a>, SC 1996, c 23  <b>Part IV – Insurable Earnings and Collection of Premiums</b>  <b>Payment of Premiums</b>  <b>Retention for six years</b>  <b>87(3)</b> The employer shall retain the records and books of account and every account and voucher necessary to verify the information contained in them for 6 years after the year for which they are kept, or until written permission for their prior disposal is given by the Minister.</p> <p><b>Electronic records</b></p>

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	<p><b>(3.1)</b> Every employer required by this section to keep records who does so electronically shall retain them in an electronically readable format for the retention period referred to in subsection (3).</p> <p><b>Retention for ruling or appeal</b></p> <p><b>(4)</b> If the employer or one of their employees is subject to a ruling under section 90 or has made an appeal to the Minister under section 91, the employer shall retain every record, book of account, account and voucher necessary for dealing with the ruling or the appeal until the ruling is made or the appeal is disposed of and any further appeal is disposed of or the time for filing a further appeal has expired.</p> <p>The <a href="#">Employment Insurance Regulations</a> (SOR/96-332) under the <a href="#">Employment Insurance Act</a> in section 19, the Record of Employment must be maintained by the employer as required by section 87(3) of the <a href="#">Employment Insurance Act</a>.</p> <p><a href="#">Information Circular IC78-10R5</a> (June 2010) Books and Records Retention/Destruction is a guideline regarding records retention and destruction (IC78-10R5 applies to the Income Tax Act, Employment Insurance Act and Canada Pension Plan) (IC78-10R5 available at: <a href="http://www.cra-arc.gc.ca">http://www.cra-arc.gc.ca</a>).</p>
42	<p><a href="#">Excise Tax Act</a>, RSC 1985, c E-15</p> <p><b>Interpretations</b></p> <p><b>Definitions</b></p> <p><b>2(1)</b> The following definitions apply in this section, Parts I to VIII (other than section 121) and Schedules I to IV:</p> <p>“document” includes money, a security and a record;</p> <p>“record” includes an account, an agreement, a book, a chart or table, a diagram, a form, an image, an invoice, a letter, a map, a memorandum, a plan, a return, a statement, a telegram, a voucher, and any other thing containing information, whether in writing or in any other form;</p> <p><b>Part VII – General</b></p> <p><b>Collection</b></p> <p><b>Offences for false statements</b></p> <p><b>97.1(1)</b> Every person commits an offence who</p> <p>(a) makes, or participates in, assents to or acquiesces in the making of, a false or deceptive statement in a return, application, form, certificate, statement, invoice, answer or report filed or made as required by or under this Act or the regulations made under this Act;</p> <p>(b) for the purpose of evading payment or remittance of any tax under this Act, or obtaining a refund, rebate or other amount to which the person is not entitled under this Act,</p> <p>(i) destroys, alters, mutilates, conceals or otherwise disposes of any records of a person, or</p> <p>(ii) makes, or assents to or acquiesces in the making of, a false or deceptive entry, or omits, or assents to or acquiesces in the omission, to enter a material particular in the records of a person;</p> <p>(c) wilfully, in any manner, evades or attempts to evade compliance with this Act or payment or remittance of tax or any other amount imposed under this Act;</p> <p>(d) wilfully, in any manner, obtains or attempts to obtain a refund, rebate or other amount to which the person is not entitled under this Act; or</p> <p>(e) conspires with any person to commit an offence described in any of paragraphs (a) to (d).</p> <p><b>Keeping of records and books of account</b></p> <p><b>98(2)</b> Every person required by subsection (1) to keep records and books of account shall retain those records and books of account and every account and voucher necessary to verify the information contained therein until the expiration of 6 years from the end of the calendar year in respect of which those records and books of account are kept or until written permission for their prior disposal is given by the Minister.</p> <p><b>Electronic records</b></p> <p><b>(2.01)</b> Every person required by this section to keep records who does so electronically shall retain them in an electronically readable format for the retention period set out in subsection (2).</p> <p><b>Idem</b></p> <p><b>(2.1)</b> Notwithstanding subsection (2), where a person required by subsection (1) to keep records and books of account serves a notice of objection under section 81.15 or 81.17 or is a party to an appeal under this Part, he shall retain those records and books of account and every account and voucher necessary to verify the information therein until the objection or appeal has been finally disposed of by appeal or otherwise.</p> <p><b>Inspection</b></p> <p><b>(3)</b> Every person required by subsection (1) to keep records and books of account shall, at all reasonable times, make the records and books of account and every account and voucher necessary to verify the information therein available to officers of the Agency and other persons thereunto authorized by the Minister and give them every facility necessary to inspect the records, books, accounts and vouchers.</p> <p><b>Part IX – Goods and Services Tax</b></p> <p><b>Subdivision C – General</b></p>

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	<p><b>Keeping books and records</b></p> <p><b>286(1)</b> Every person that carries on a business or is engaged in a commercial activity in Canada, every person that is required under this Part to file a return and every person that makes an application for a rebate or refund shall keep all records that are necessary to enable the determination of the person's liabilities and obligations under this Part or the amount of any rebate or refund to which the person is entitled.</p> <p><b>Minister may specify information</b></p> <p>(1.1) The Minister may specify the form a record is to take and any information that the record shall contain.</p> <p><b>Language and location of record</b></p> <p>(1.2) Unless otherwise authorized by the Minister, a record shall be kept in Canada in English or in French.</p> <p><b>Period for retention</b></p> <p>(3) Every person required under this section to keep records shall retain them until the expiration of 6 years after the end of the year to which they relate or for such other period as may be prescribed.</p> <p><b>Electronic records</b></p> <p>(3.1) Every person required by this section to keep records who does so electronically shall retain them in an electronically readable format for the retention period set out in subsection (3).</p> <p><b>Objection or appeal</b></p> <p>(4) Where a person who is required under this section to keep records serves a notice of objection or is a party to an appeal or reference under this Part, the person shall retain, until the objection, appeal or reference and any appeal therefrom is finally disposed of, every record that pertains to the subject-matter of the objection, appeal or reference.</p> <p><b>Demand by Minister</b></p> <p>(5) Where the Minister is of the opinion that it is necessary for the administration of this Part, the Minister may, by a demand served personally or by registered or certified mail, require any person required under this section to keep records to retain those records for such period as is specified in the demand.</p> <p><b>Permission for earlier disposal</b></p> <p>(6) A person who is required under this section to keep records may dispose of the records before the expiration of the period in respect of which the records are required to be kept if written permission for their disposal is given by the Minister.</p> <p>The <a href="#">GST/HST Memorandum 15.1, General Requirements for Books and Records</a> (Revised June 2005) provides guidelines regarding keeping books and records (available at: <a href="http://www.cra-arc.gc.ca">http://www.cra-arc.gc.ca</a>).</p> <p>The <a href="#">GST/HST Memorandum 15.2, Computerized Records</a> (Revised June 2005) provides guidelines regarding keeping electronic records (available at: <a href="http://www.cra-arc.gc.ca">http://www.cra-arc.gc.ca</a>).</p> <p><a href="#">Income Tax Act</a>, RSC 1985, c 1 (5th Supp.)</p> <p><b>Part XV – Administration and Enforcement</b></p> <p><b>General</b></p> <p><b>Records and books</b></p> <p><b>230(1)</b> Every person carrying on business and every person who is required, by or pursuant to this Act, to pay or collect taxes or other amounts shall keep records and books of account (including an annual inventory kept in prescribed manner) at the person's place of business or residence in Canada or at such other place as may be designated by the Minister, in such form and containing such information as will enable the taxes payable under this Act or the taxes or other amounts that should have been deducted, withheld or collected to be determined.</p> <p><b>Limitation period for keeping records, etc.</b></p> <p>(4) Every person required by this section to keep records and books of account shall retain</p> <p>(a) the records and books of account referred to in this section in respect of which a period is prescribed, together with every account and voucher necessary to verify the information contained therein, for such period as is prescribed; and</p> <p>(b) all other records and books of account referred to in this section, together with every account and voucher necessary to verify the information contained therein, until the expiration of 6 years from the end of the last taxation year to which the records and books of account relate.</p> <p><b>Electronic records</b></p> <p>(4.1) Every person required by this section to keep records who does so electronically shall retain them in an electronically readable format for the retention period referred to in subsection 230(4).</p> <p><b>Exception where no return filed</b></p> <p>(5) Where, in respect of any taxation year, a person referred to in subsection 230(1) has not filed a return with the Minister as and when required by section 150, that person shall retain every record and book of account that is required by this section to be kept and that relates to that taxation year, together with every account and voucher necessary to verify the information contained therein, until the expiration of 6 years from the day the return for that taxation year is filed.</p> <p><b>Exception where objection or appeal</b></p>



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	<p>(6) Where a person required by this section to keep records and books of account serves a notice of objection or where that person is a party to an appeal to the Tax Court of Canada under this Act, that person shall retain every record, book of account, account and voucher necessary for dealing with the objection or appeal until, in the case of the serving of a notice of objection, the time provided by section 169 to appeal has elapsed or, in the case of an appeal, until the appeal is disposed of and any further appeal in respect thereof is disposed of or the time for filing any such further appeal has expired.</p> <p><b>Exception where demand by Minister</b></p> <p>(7) Where the Minister is of the opinion that it is necessary for the administration of this Act, the Minister may, by registered letter or by a demand served personally, require any person required by this section to keep records and books of account to retain those records and books of account, together with every account and voucher necessary to verify the information contained therein, for such period as is specified in the letter or demand.</p> <p><b>Permission for earlier disposal</b></p> <p>(8) A person required by this section to keep records and books of account may dispose of the records and books of account referred to in this section, together with every account and voucher necessary to verify the information contained therein, before the expiration of the period in respect of which those records and books of account are required to be kept if written permission for their disposal is given by the Minister.</p> <p>The <a href="#">Information Circular IC78-10R5</a> (June 2010) Books and Records Retention/Destruction is a guideline regarding records retention and destruction (IC78-10R5 applies to the <i>Income Tax Act</i>, <i>Employment Insurance Act</i> and <i>Canada Pension Plan</i>) (IC78-10R5 available at: <a href="http://www.cra-arc.gc.ca/">http://www.cra-arc.gc.ca/</a>).</p> <p>The <a href="#">Information Circular IC05-1R1</a> (June 2010) Electronic Record Keeping is a guideline regarding keeping records electronically (IC05-1R1 applies to the <i>Income Tax Act</i>, <i>Employment Insurance Act</i> and <i>Canada Pension Plan</i>) (IC05-1R1 available at: <a href="http://www.cra-arc.gc.ca/">http://www.cra-arc.gc.ca/</a>).</p> <p><a href="#">Income Tax Regulations</a>, CRC, c 945, under the <a href="#">Income Tax Act</a>, RSC 1985, c 1 (5th Supp.)</p> <p><b>PART LVIII - Retention of Books and Records</b></p> <p><b>5800(1)</b> For the purposes of paragraph 230(4)(a) of the [Income Tax] Act, the required retention periods for records and books of account of a person are prescribed as follows:</p> <ul style="list-style-type: none"> <li>(a) in respect of             <ul style="list-style-type: none"> <li>(i) any record of the minutes of meetings of the directors of a corporation,</li> <li>(ii) any record of the minutes of meetings of the shareholders of a corporation,</li> <li>(iii) any record of a corporation containing details with respect to the ownership of the shares of the capital stock of the corporation and any transfers thereof,</li> <li>(iv) the general ledger or other book of final entry containing the summaries of the year-to-year transactions of a corporation, and</li> <li>(v) any special contracts or agreements necessary to an understanding of the entries in the general ledger or other book of final entry referred to in subparagraph (iv),</li> </ul> <p>the period ending on the day that is 2 years after the day that the corporation is dissolved;</p> </li> <li>(b) in respect of all records and books of account that are not described in paragraph (a) of a corporation that is dissolved and in respect of the vouchers and accounts necessary to verify the information in such records and books of account, the period ending on the day that is 2 years after the day that the corporation is dissolved;</li> <li>(c) in respect of             <ul style="list-style-type: none"> <li>(i) the general ledger or other book of final entry containing the summaries of the year-to-year transactions of a business of a person (other than a corporation), and</li> <li>(ii) any special contracts or agreements necessary to an understanding of the entries in the general ledger or other book of final entry referred to in subparagraph (i),</li> </ul> <p>the period ending on the day that is 6 years after the last day of the taxation year of the person in which the business ceased;</p> </li> <li>(d) in respect of             <ul style="list-style-type: none"> <li>(i) any record of the minutes of meetings of the executive of a registered charity, registered Canadian amateur athletic association or registered journalism organization,</li> <li>(ii) any record of the minutes of meetings of the members of a registered charity, registered Canadian amateur athletic association or registered journalism organization, and</li> <li>(iii) all documents and by-laws governing a registered charity, registered Canadian amateur athletic association or registered journalism organization,</li> </ul> <p>the period ending on the day that is 2 years after the date on which the registration of the registered charity, the registered Canadian amateur athletic association or the registered journalism organization under the Act is revoked;</p> </li> <li>(e) in respect of all records and books of account that are not described in paragraph (d) and that relate to a registered charity, registered Canadian amateur athletic association or registered journalism organization whose registration under the Act is revoked, and in respect of the vouchers and accounts necessary to verify the</li> </ul>

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	<p>information in such records and books of account, the period ending on the day that is 2 years after the date on which the registration of the registered charity, the registered Canadian amateur athletic association or the registered journalism organization under the Act is revoked;</p> <p>(f) in respect of duplicates of receipts for gifts that are received by a qualified donee to which subsection 230(2) of the [Income Tax] Act applies, the period ending on the day that is 2 years after the end of the last calendar year to which the receipts relate; and</p> <p>(g) notwithstanding paragraphs (c) to (f), in respect of all records, books of account, vouchers and accounts of a deceased taxpayer or a trust in respect of which a clearance certificate is issued pursuant to subsection 159(2) of the [Income Tax] Act with respect to the distribution of all the property of such deceased taxpayer or trust, the period ending on the day that the clearance certificate is issued.</p> <p>(2) For the purposes of subsection 230.1(3) of the [Income Tax] Act, with respect to the application of paragraph 230(4)(a) of the [Income Tax Act], the required retention period for records and books of account that are required to be kept pursuant to section 230.1 of the [Income Tax] Act is prescribed to be the period ending on the day that is 2 years after the end of the last calendar year to which the records or books of accounts relate.</p>
65	<p><a href="#">Alberta Corporate Tax Act</a>, RSA 2000, c A-15</p> <p><b>Part 8 – General</b></p> <p><b>Division 1 - Returns</b></p> <p><b>Return to be filed</b></p> <p><b>36(1)</b> A return of a corporation in the prescribed form and containing the prescribed information shall be filed for each taxation year with the Provincial Minister within 6 months from the end of the taxation year by or on behalf of the corporation.</p> <p><b>Division 2 – Assessment</b></p> <p><b>Overpayment of tax</b></p> <p><b>47(1)</b> For the purposes of this section, the “overpayment” of a corporation for a taxation year means the amount, if any, by which the aggregate of all amounts paid on account of the corporation’s liability under this Act for the year exceeds the aggregate of all amounts payable by the corporation in respect of the year.</p> <p>(2) If the return required to be filed by a corporation under section 36 for a taxation year has been filed within 3 years from the end of that year, the Provincial Minister</p> <p>(a) may, on or after sending the notice of assessment for the taxation year, refund without application for the refund any overpayment for the year, and</p> <p>(b) shall, with all due dispatch, make the refund referred to in clause (a) after sending the notice of assessment if application for it is made in writing by the corporation within the period within which the Provincial Minister would be allowed, under section 43(1) read without reference to clause (a) or under section 43(1.2), to assess tax payable under this Act by the taxpayer for the year.</p> <p><b>Division 4 – Administration and Enforcements</b></p> <p><b>Records and books of account</b></p> <p><b>61(1)</b> A corporation that is required by or pursuant to this Act to pay taxes or other amounts or is entitled to a refundable tax credit pursuant to this Act shall keep records and books of account including an annual inventory kept in the prescribed manner and the records and books of account shall be in the form and shall contain the information that</p>

will enable taxes payable and refundable tax credits receivable under this Act or taxes and other amounts that are to be collected to be determined.

- (1.1) Records and books of account required to be kept under subsection (1) shall be kept
  - (a) at the corporation's place of business or residence in Alberta, or
  - (b) if it has no place of business or residence in Alberta, at a place in Alberta or elsewhere approved in writing by the Provincial Minister under any terms and conditions the Provincial Minister may impose.
- (1.2) Notwithstanding subsection (1.1)(a), a corporation may keep the records and books of account at a place in Alberta or elsewhere approved in writing by the Provincial Minister under any terms and conditions the Provincial Minister may impose.
- (2) If a corporation has failed to keep adequate records and books of account for the purposes of this Act, the Provincial Minister may require it to keep those records and books of account that the Provincial Minister may specify and that corporation shall then keep the records and books of account so required.
- (3) Every corporation required by this section to keep records and books of account shall retain
  - (a) the records and books of account in respect of which a period is prescribed, together with every account and voucher necessary to verify the information in any record or book of account, for the prescribed period, and
  - (b) all records and books of account other than those referred to in clause (a), together with every account and voucher necessary to verify the information contained in any record or book of account, until the expiration of 6 years from the end of the last taxation year to which the records and books of account relate.
- (3.1) Every person required by this section to keep records who does so electronically shall retain them in an electronically readable format for the retention period referred to in subsection (3).
- (3.2) The Provincial Minister may, on such terms and conditions as are acceptable to the Provincial Minister, exempt a person or a class of persons from the requirement in subsection (3.1).
- (4) Where, in respect of any taxation year, a corporation referred to in subsection (1) has not filed a return with the Provincial Minister as and when required by section 36(1), that corporation shall retain every record and book of account that is required to be kept by this section and that relates to that taxation year, together with every account and voucher necessary to verify the information contained in the record and book of account, until the expiration of 6 years from the day the return for that taxation year is filed.
- (5) Where a corporation required by this section to keep records and books of account serves a notice of objection or is a party to an appeal under this Act, that corporation shall retain every record, book of account, account and voucher necessary for dealing with the objection or appeal until, in the case of the serving of a notice of objection, the time provided by section 50 or 50.1 to appeal has elapsed or, in the case of an appeal, until the appeal is disposed of and any further appeal in respect of it is disposed of or the time for filing any further appeal has expired.
- (6) Where the Provincial Minister is of the opinion that it is necessary for the administration of this Act, the Provincial Minister may, by a demand served personally or by registered letter, require any corporation required by this section to keep records and books of account to retain those records and books of account, together with every account and voucher necessary to verify the information contained in the records and books of account, for any period specified in the demand.
- (7) A corporation required by this section to keep records and books of account may dispose of the records and books of account referred to in this section, together with every account and voucher necessary to verify the information contained in the records and books of account, before the expiration of the period for which those records and books of account are required to be kept if written permission for their disposal is given by the Provincial Minister.

### **Division 5 – Offences and Penalties**

#### **Communication of information**

- 77(2) Except as authorized by this section, no person shall
  - (a) knowingly communicate, or knowingly allow to be communicated, to any person any tax information,
  - (b) knowingly allow any person to have access to any tax information, or
  - (c) knowingly use any tax information otherwise than for the purpose for which it was provided under this section.
- (3) Subsection (2) applies whether the tax information is communicated
  - (a) directly or indirectly by the inspection, copying or giving possession of a tax record,
  - (b) by the direct or indirect use of the tax information, or
  - (c) by any other method.
- (4) Subsection (2) does not apply in respect of
  - (a) criminal proceedings, either by indictment or on summary conviction, that have been commenced by the laying of an information or the preferring of an indictment under an Act of Parliament,
  - (b) proceedings under the [Provincial Offences Procedure Act](#), or
  - (c) any legal proceedings relating to the administration or enforcement of this Act or any other Act of Alberta that provides for the imposition or collection of a tax.
- (5) Tax information may be communicated as follows:
  - (a) to a person employed or engaged by the Government of Alberta if the tax information is
    - (i) statistical in nature and to be used solely in accordance with section 3 of the [Office of Statistics and Information Act](#);
    - (ii) to be used solely by an employee under the administration of the Registrar of Corporations or the Registrar of Companies to confirm that a return or application under this Act has been filed or made by any person;



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	<ul style="list-style-type: none"> <li>(iii) to be used solely for the purposes of the formulation or analysis of tax or fiscal policy;</li> <li>(iv) to be used solely for the purposes of administering or enforcing this Act or any other taxation statute of Alberta, the <a href="#">Small Power Research and Development Act</a> or Part 1, Division 2 of the <a href="#">Crown's Right of Recovery Act</a>;</li> <li>(v) to be used solely to identify a person to whom money is owed by the Government and to determine the amount of the money so that the Government can set off all or part of the money owed against amounts owing by that person to the Government;</li> <li>(vi) to be used solely for the purposes of administering section 14 of the <a href="#">Auditor General Act</a>;</li> <li>(vii) to be used solely for the purposes of administering the <a href="#">Insurance Act</a>;</li> <li>(viii) to be used solely for the purposes of identifying a person and an amount deducted by that person under section 25.01(2) pursuant to an investor tax credit certificate issued under the <a href="#">Investing in a Diversified Alberta Economy Act</a>;</li> <li>(ix) to be used solely for the purposes of identifying a person and an amount deducted by that person under section 25.02(2) pursuant to a capital investment tax credit certificate issued under the <a href="#">Investing in a Diversified Alberta Economy Act</a>;</li> <li>(b) to a person employed or engaged by the Government of Canada or the government of a province in the administration or enforcement of a taxation statute of Canada or of that province if <ul style="list-style-type: none"> <li>(i) the tax information is used solely for the purposes of administering or enforcing the taxation statute, and (ii) the Government of Canada or the government of that province supplies the Provincial Minister with equivalent information and records on a reciprocal basis;</li> </ul> </li> <li>(c) to an employee or agent of the Government of Canada or the government of a province <ul style="list-style-type: none"> <li>(i) if the tax information consists of the name, address, telephone number, occupation and size or type of business of a person and is to be used solely for the purposes of enabling a department or agent of the Government of Canada or the government of that province to obtain statistical data for research and analysis, or</li> <li>(ii) if the tax information consists of the identifying number, name, address, telephone number and facsimile number of an identifying number holder and is to be used solely for the purpose of the administration or enforcement of an Act of Parliament or a law of a province, if the holder of the identifying number is required by that Act or that law to provide the information, other than the identifying number, to the department or agency;</li> </ul> </li> <li>(d) to a person to be used solely in the investigation or prosecution of offences under this Act;</li> <li>(e) to a justice of the peace or a judge of the Provincial Court for the purpose of making an application for an order under section 77.1;</li> <li>(f) to a person employed or engaged in the investigation or prosecution of offences under the <a href="#">Criminal Code</a> (Canada) if <ul style="list-style-type: none"> <li>(i) an order under section 77.1 has been obtained in respect of the tax information, and</li> <li>(ii) the tax information is used solely for the purpose of investigating or prosecuting the offence referred to in the order made under section 77.1;</li> </ul> </li> <li>(g) to a corporation if the tax information is in respect of <ul style="list-style-type: none"> <li>(i) the status, for the purposes of section 26(1)(h), of property acquired by the corporation, or</li> <li>(ii) the tax cost of property acquired by that corporation if, because of a provision of this Act or the federal Act, the cost is other than the consideration paid by that corporation;</li> </ul> </li> <li>(h) to the person in respect of whom the information was received or any other person if the person in respect of whom the information was received authorizes in writing its release;</li> <li>(i) to any person if the tax information is in such a form that it cannot, directly or indirectly, be associated with or identify a particular person;</li> <li>(j) to any person, solely for the purposes of administration or enforcement of a law of a province that provides for workers' compensation benefits;</li> <li>(k) to an official of the federal Department of Finance, solely for the purposes of the formulation or evaluation of tax or fiscal policy;</li> <li>(l) to a police officer (within the meaning assigned by subsection 462.48(17) of the <a href="#">Criminal Code</a> (Canada) solely for the purpose of investigating whether an offence has been committed under the <a href="#">Criminal Code</a> (Canada), or the laying of an information or the preferring of an indictment, where <ul style="list-style-type: none"> <li>(i) such information can reasonably be regarded as being necessary for the purpose of ascertaining the circumstances in which an offence under the <a href="#">Criminal Code</a> (Canada) may have been committed, or the identity of the person or persons who may have committed an offence, with respect to an official, or with respect to any person related to that official,</li> <li>(ii) the official was or is engaged in the administration or enforcement of this Act, and</li> <li>(iii) the offence can reasonably be considered to be related to that administration or enforcement;</li> </ul> </li> <li>(m) to the Chief Electoral Officer or the Officer's designate, or the Election Commissioner or the Commissioner's designate to be used solely for the purposes of ensuring associated corporations are complying with the requirements of the <a href="#">Election Finances and Contributions Disclosure Act</a>.</li> </ul>
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	<p>(6) A person who knowingly receives tax information holds that information subject to the same prohibitions and restrictions, if any, under subsections (2), (3) and (5) respecting communication of the information that applied to the person from whom the information was obtained.</p> <p>(7) Subsection (6) does not apply to tax information provided under subsection (5)(g), (h) or (i).</p> <p>(8) A person who contravenes subsection (2) is guilty of an offence and liable to a fine of not more than \$10 000.</p> <p>(9) A person to whom tax information has been provided for a particular purpose under subsection (5)(a) to (f) and who for any other purpose knowingly uses, communicates to any person, allows the communication to any person of, or allows any person access to, that information is guilty of an offence and liable to a fine of not more than \$10 000.</p> <p><b>Division 6 – Procedure and Evidence</b>  <b>Procedure re information and complaint</b>  <b>81(1)</b> An information or complaint under this Act may be laid or made by an officer of the Minister's Department, by a member of the Royal Canadian Mounted Police or by a person authorized by the Provincial Minister and when an information or complaint purports to have been laid or made under this Act it is deemed to have been laid or made by a person authorized by the Provincial Minister and shall not be called in question for lack of authority of the informant or complainant except by the Provincial Minister or by some person acting for the Provincial Minister or Her Majesty.</p> <p>(2) An information or complaint in respect of an offence under this Act may be for one or more offences and no information, complaint, warrant, conviction or other proceeding in a prosecution under this Act is objectionable or insufficient by reason of the fact that it relates to 2 or more offences.</p> <p>(3) An information or complaint in respect of an offence under this Act may only be laid or made on or before a day 8 years from the time when the matter of the information or complaint arose.</p>
71	<p><a href="#"><u>Alberta Evidence Act</u></a>, RSA 2000, c A-18  <b>Electronic Records [admissible as evidence]</b>  <b>41.1 Definitions</b>  <b>41.2 Application</b>  <b>41.3 Authentication</b>  <b>41.4 Application of the best evidence rule</b>  <b>41.5 Presumption of integrity</b>  <b>41.6 Standards</b>  <b>41.7 Proof by affidavit</b>  <b>41.8 Cross-examination</b></p> <p>Event = Electronic record in printout form used as record is record for best evidence rule. Integrity of record may be proved by system integrity, evidence of way information recorded, reliable encryption techniques. Standards illustrate.</p>
74	<p><a href="#"><u>Alberta Human Rights Act</u></a>, RSA 2000, c A-25.5  <b>Code of Conduct</b>  <b>Equal pay</b>  <b>6(3)</b> When an employee is paid less than the rate of pay to which the employee is entitled under this section, the employee is entitled to recover from the employer by action the difference between the amount paid and the amount to which the employee was entitled, together with costs, but</p> <p>(a) the action must be commenced within 12 months from the date on which the cause of action arose and not afterwards,</p> <p>(b) the action applies only to the wages of an employee during the 12-month period immediately preceding the termination of the employee's services or the commencement of the action, whichever occurs first,</p> <p>(c) the action may not be commenced or proceeded with when the employee has made a complaint to the Commission in respect of the contravention of this section, and</p> <p>(d) no complaint by the employee in respect of the contravention shall be acted on by the Commission when an action has been commenced by the employee under this section.</p> <p><b>Enforcement</b>  <b>Who may make complaint</b>  <b>20(1)</b> Any person, except the Commission, a member of the Commission and a person referred to in section 18, who has reasonable grounds for believing that a person has contravened this Act may make a complaint to the Commission.</p> <p>(2) A complaint made pursuant to subsection (1) must</p> <p>(a) be in a form acceptable to the Commission, and</p> <p>(b) be made within one year after the alleged contravention of the Act occurs.</p> <p><b>Retroactive compensation limit</b>  <b>34</b> No settlement effected under this Act and no order made by a human rights tribunal may compensate a person for wages or income lost or expenses incurred prior to 2 years before the date of the complaint under section 20.</p>

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90	<p><a href="#"><u>Charitable Fund-Raising Act</u></a>, RSA 2000, c C-9</p> <p><b>Part I – Soliciting Contributions</b></p> <p><b>Duty to maintain records</b></p> <p>7 A charitable organization or fund-raising business that makes solicitations must maintain</p> <ul style="list-style-type: none"> <li>(a) complete and accurate financial records of its operations in Alberta for at least 3 years after the solicitations are made,</li> <li>(b) records regarding the solicitations made in Alberta for at least 3 years after the solicitations are made, and</li> <li>(c) other records and documents described in the regulations for the period described in the regulations.</li> </ul> <p><b>Financial statements and returns</b></p> <p>8 If solicitations are made by or on behalf of a charitable organization in a financial year, the charitable organization must prepare for that financial year financial information returns as specified by the regulations that meet the requirements of the regulations.</p> <p><b>General information</b></p> <p>9(1) If solicitations are made by or on behalf of a charitable organization, the charitable organization must provide the following information to any person who requests it:</p> <ul style="list-style-type: none"> <li>(a) a copy of the most recent financial information return that the charitable organization is required to prepare under section 8;</li> <li>(b) the portion of gross contributions received during the charitable organization's last financial year that were used directly for charitable purposes and not for the administration of the charitable organization or other purposes and an estimate of the portion of gross contributions received in its current financial year that will be used directly for charitable purposes and not for the administration of the charitable organization or other purposes;</li> <li>(c) reasonable detail about where and how the contributions received as a result of the solicitations will be spent;</li> <li>(d) the information that must be provided under section 6.</li> </ul> <p>(2) Despite subsection (1)(a), a charitable organization may establish a reasonable fee for providing a copy of its financial information return that is based on the cost of reproducing the return, and postage if the return is to be mailed, and the charitable organization may refuse to provide a copy of the return unless the fee is paid.</p> <p><b>Receipts</b></p> <p>10(1) A person who makes a solicitation must give a receipt to a person making a monetary contribution if the person making the contribution requests a receipt.</p> <p>(2) This section does not apply to a solicitation that involves a direct or indirect request to buy a good or service.</p> <p><b>Part 5 - General</b></p> <p><b>Offence</b></p> <p>55(6) A prosecution under this Act may be commenced within 2 years from the date on which the offence is alleged to have been committed.</p> <p><a href="#"><u>Charitable Fund-raising Regulation</u></a>, AR 108/2000, under the <a href="#"><u>Charitable Fund-raising Act</u></a>, RSA 2000, c C-9</p> <p><b>Requirements Relating to Soliciting Contributions</b></p> <p>5 <b>Records to be maintained</b></p> <p>7 <b>Financial information return</b></p> <p><a href="#"><u>School Fees Regulation</u></a>, AR 95/2019, under the <a href="#"><u>Education Act</u></a>, SA 2012, c E-0.3</p> <p>3 <b>Establishment of policies and procedures</b></p> <p>4 <b>Contents of policies and procedures</b></p> <p>5 <b>School fee waiver</b></p> <p>6 <b>School fee schedule</b></p> <p>7 <b>Publication of policies, procedures, and fee schedule</b></p> <p><a href="#"><u>School Transportation Regulation</u></a>, AR 96/2019, under the <a href="#"><u>Education Act</u></a>, SA 2012, c E-0.3</p> <p>7 <b>Transportation fee amount limitations</b></p> <p>8 <b>Board policies</b></p> <p>9 <b>Transportation fee schedule</b></p> <p>10 <b>Publication of policies and fee schedule</b></p> <p>11 <b>Collection and use statement</b></p> <p><a href="#"><u>Special School Tax Levy Plebiscite Regulation</u></a>, AR 78/2019, under the <a href="#"><u>Education Act</u></a>, SA 2012, c E-0.3</p> <p>2 <b>Content of public notice</b></p> <p>3 <b>Ballot prescribed</b></p>

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106	<p><a href="#"><u>Employment Standards Code</u></a>, RSA 2000, c E-9</p> <p><b>Part 2 – Standards</b></p> <p><b>Division 2 – Employment Records</b></p> <p><b>Records to be maintained</b></p> <p><b>14(4)</b> An employer must keep an up-to-date record of the following additional information for each employee:</p> <ul style="list-style-type: none"> <li>(a) name, address and date of birth;</li> <li>(b) the date that the present period of employment started;</li> <li>(c) the date on which a general holiday is taken;</li> <li>(d) each annual vacation, showing the date it started and finished and the period of employment in which the annual vacation was earned;</li> <li>(e) the wage rate and overtime rate when employment starts, the date of any change to wage rates or overtime rates, and particulars of every change to them;</li> <li>(f) copies of documentation relating to leave under Divisions 7 to 7.6;</li> <li>(f.1) copies of overtime agreements under section 23;</li> <li>(f.2) copies of averaging arrangements under section 23.1;</li> <li>(f.3) copies of parental consents under Division 9;</li> <li>(f.4) copies of agreements under section 61.1(1);</li> <li>(f.5) copies of permits issued under this Act and the regulations;</li> <li>(f.6) copies of exemptions or variances under section 74 and 74.1;</li> <li>(f.7) any other information required by the regulations;</li> <li>(g) copies of any layoff notices or recall notice after a temporary layoff.</li> <li>(h) copies of any termination notices.</li> </ul> <p><b>(5)</b> On request, an employer must give to an employee a detailed statement of how the employee's earnings were calculated and the method of calculating any bonus or living allowance paid, whether or not it forms part of wages.</p> <p><b>Keeping employment records</b></p> <p><b>15</b> Employment records must be retained by an employer for at least 3 years from the date each record is made.</p> <p><b>Division 4 – Overtime and Overtime Pay</b></p> <p><b>Overtime agreements</b></p> <p><b>23(3)</b> An employer must provide a copy of the overtime agreement to each employee affected by it.</p> <p><b>Part 3 – Administration</b></p> <p><b>Division 3 – Employment Standards Complaints, Investigations and Determinations</b></p> <p><b>Limitation periods for orders</b></p> <p><b>90(1)</b> an order under this Division may direct the payment of wages, overtime pay, vacation pay and general holiday pay, as applicable, earned during the assessment periods.</p> <p><b>(4)</b> An order of the Director for compensation under section 89(3)(b) may direct payment for a period not exceeding 6 months from the date that the employment of the employee was suspended or terminated, that the employee was laid off or that the employer failed to reinstate the employee or to provide the employee with alternative work, in accordance with Part 2, Division 7 (Maternity Leave and Parental Leave), Division 7.1 (Reservist Leave), Division 7.2 (Compassionate Care Leave), Division 7.3 (Death or Disappearance of Child Leave), Division 7.4 (Critical Illness of Child Leave), Division 7.5 (Long-term Illness and Injury Leave) or Division 7.6 (Other Leaves).</p> <p><b>Part 4 – Orders and Decisions and Director's Demands to Third Parties</b></p> <p><b>Division 1 – Enforcement of Orders and Decisions</b></p> <p><b>Liability of directors of corporate employers</b></p> <p><b>112(7)</b> No certificate may be filed against a former director more than 2 years after the date the person ceased to be a director.</p> <p><b>Part 5 – Offences, Procedures and Regulations</b></p> <p><b>Division 1 – Offences and Penalties</b></p> <p><b>Prosecutions</b></p> <p><b>133</b> A prosecution for an offence under this Act may be commenced within one year from the date on which the alleged offence occurred.</p>
119	<p><a href="#"><u>Employment Standards Regulation</u></a> AR 14/1997, under the <a href="#"><u>Employment Standards Code</u></a>, RSA 2000, c E-9</p> <p><b>Part 1 – Exemptions (related to the keeping of employment records)</b></p> <p><b>2</b> Hours of work, overtime and records exemptions</p> <p><b>3</b> General holidays and general holiday pay exemptions</p> <p><b>3.1</b> General holidays, general holiday pay, vacation and vacation pay exemptions</p>

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	<b>3.2 Transitional</b> <b>4 Vacation and vacation pay exemptions</b> <b>5 No notice of termination</b> <b>5.1 Termination pay</b> <p>Event + 6 months (Event = Date employment terminated; unless Director considers extenuating circumstances warrant extension)</p>
120	<a href="#"><u>Environmental Protection and Enhancement Act</u></a> , RSA 2000, c. E-12 <b>Part 10 – Enforcement</b> <b>Offences and Penalties</b> <b>Limitation period</b> <b>226</b> A prosecution for an offence under this Act may not be commenced more than 2 years after the later of (a) the date on which the offence was committed, or (b) the date on which evidence of the offence first came to the attention of the Director.
122	<a href="#"><u>Environmental Protection and Enhancement Act</u></a> , RSA 2000, c. E-12 <b>Part 11 – Miscellaneous Provisions</b> <b>Environmental Protection Orders</b> <b>General requirements of environmental protection orders</b> <b>241(1)(a)(i)</b> In addition to any other requirements that may be included in an environmental protection order, such an order may contain provisions requiring the person to whom it is directed to maintain records on any relevant matter.
125	<a href="#"><u>Freedom of Information and Protection of Privacy Act</u></a> , RSA 2000, c F-25 <b>Part 2 – Protection of Privacy</b> <b>Division 1 – Collection of Personal Information</b> <b>Accuracy and retention</b> <b>35</b> If an individual's personal information will be used by a public body to make a decision that directly affects the individual, the public body must (a) make every reasonable effort to ensure that the information is accurate and complete, and (b) retain the personal information for at least 1 year after using it so that the individual has a reasonable opportunity to obtain access to it, or for any shorter period of time as agreed to in writing by (i) the individual, (ii) the public body, and (iii) if the body that approves the records and retention and disposition schedule for the public body is different from the public body, that body.
141	<a href="#"><u>Labour Relations Code</u></a> , RSA 2000, c L-1 <b>Part 1 Communication and Education</b> <b>Powers of the Minister and dissemination of information</b> <b>5(3)</b> An employer shall make available to the employer's employees at the employer's place of business a copy of each notice, information bulletin or extract from this Act or the regulations that the Minister or the Board sends to the employer and requires the employer to make available. <b>Division 8 – Revocation of Bargaining Rights</b> <b>Timeliness of application for revocation</b> <b>52(5)</b> An application for revocation of bargaining rights may be made by an employer or former employer only if the employer or former employer and the bargaining agent have not bargained collectively for a period of 3 years after the date of certification, if no collective agreement has been entered into affecting the employer or former employer and the bargaining agent, or after the first date fixed for the termination of the collective agreement, if a collective agreement has been entered into affecting the employer or former employer and the trade union. <b>Division 14 – Regulation of Strikes, Lockouts and Picketing</b> <b>Reinstatement of employee</b> <b>90(1)</b> When a strike or lockout ends (a) as a result of a settlement, (b) on the termination of bargaining rights of the bargaining agent, or (c) on the expiration of 2 years from the date the strike or lockout commenced, any employee affected by the dispute whose employment relationship with the employer has not been otherwise lawfully terminated is entitled, on request, to resume the employee's employment with the employer in preference to



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	any employee hired by the employer as a replacement employee for the employee making the request during the strike or lockout.
144	<p><a href="#"><u>Land Titles Act</u></a>, RSA 2000, c L-4</p> <p><b>Assurances Fees</b></p> <p><b>Limitation of action against Registrar</b></p> <p><b>178(1)</b> No action for damages under this Act shall be brought against the Registrar</p> <ul style="list-style-type: none"> <li>(a) by reason of the deprivation of land, unless it is brought within 6 years from the date when the deprivation took place,</li> <li>(b) by reason of any error, omission or misdescription in a certificate of title, unless it is brought within 6 years after the time when the error, omission or misdescription was made, or</li> <li>(c) for any other reason, unless it is brought within 6 years from the date when the cause of action arose.</li> </ul> <p><b>(2)</b> Notwithstanding subsection (1), any person under the disability of being a minor or a represented adult may bring the action within 6 years from the date on which the disability ceased.</p> <p><b>(3)</b> Notwithstanding subsections (1) and (2), the plaintiff in the action within 6 years from the date on which the disability ceased, and the plaintiff in any such action at whatever time it is brought, and the plaintiff in any action for the recovery of land, shall be nonsuited if it appears to the satisfaction of the judge before whom the action is tried that the plaintiff or the person through or under whom the plaintiff claims title had notice by personal service or otherwise was aware of the delay and wilfully or collusively omitted to lodge a caveat or allowed the caveat to lapse.</p>
146	<p><a href="#"><u>Limitations Act</u></a>, RSA 2000, c. L-12</p> <p><b>Limitation periods</b></p> <p><b>3(1)</b> Subject to subsections (1.1) and (1.2) and sections 3.1 and 11, if a claimant does not seek a remedial order within</p> <ul style="list-style-type: none"> <li>(a) 2 years after the date on which the claimant first knew, or in the circumstances ought to have known, <ul style="list-style-type: none"> <li>(i) that the injury for which the claimant seeks a remedial order had occurred,</li> <li>(ii) that the injury was attributable to conduct of the defendant, and</li> <li>(iii) that the injury, assuming liability on the part of the defendant, warrants bringing a proceeding, or</li> </ul> </li> <li>(b) 10 years after the claim arose,</li> </ul> <p>whichever period expires first, the defendant, on pleading this Act as a defence, is entitled to immunity from liability in respect of the claim.</p>

159	<p><a href="#"><u>Pesticide Sales, Handling, Use and Application Regulation</u></a>, AR 24/1997, under the <a href="#"><u>Environmental Protection and Enhancement Act</u></a>, RSA 2000, c E-12</p> <p>Note: Law only applies if ASBOA or school boards are “applicator” under section 1(g) of this Regulation</p> <p><b>Definitions</b></p> <p><b>1(g)</b> “applicator” means the holder of the appropriate class of applicator certificate;</p> <p><b>(h)</b> “applicator certificate” means a certificate of qualification referred to in section 3 of the <i>Pesticide (Ministerial) Regulation</i>.</p> <p><a href="#"><u>Pesticide (Ministerial) Regulation</u></a>, AR 43/1997, under the <a href="#"><u>Environmental Protection and Enhancement Act</u></a>, RSA 2000, c E-12</p> <p><b>Definitions</b></p> <p><b>(2)</b> Terms that are defined in the <a href="#"><u>Pesticide Sales, Handling, Use and Application Regulation</u></a> have the same meaning when they are used in this Regulation.</p> <p><b>Applicator certificate required</b></p> <p><b>3(1)</b> No person shall use or apply a pesticide listed in Schedule 1 or 2 unless that person</p> <p>(a) holds the appropriate class of applicator certificate listed in Schedule 5 for that use or application, or</p> <p>(b) is working under the supervision of an applicator and in accordance with the latest edition of the Environmental Code of Practice for Pesticides, published by the Department.</p> <p><b>(2)</b> Subsection (1) does not apply to</p> <p>(a) a commercial agriculturalist using or applying pesticides on land he owns,</p> <p>(b) a person using or applying pesticides for acreage or hobby greenhouse use who has purchased the pesticides in accordance with section of the <a href="#"><u>Pesticide Sales, Handling, Use and Application Regulation</u></a>,</p> <p>(c) a public officer using or applying pesticides under the authority of the <a href="#"><u>Agricultural Pests Act</u></a>, the <a href="#"><u>Bee Act</u></a>, the <a href="#"><u>Public Health Act</u></a> or the <a href="#"><u>Weed Control Act</u></a>, or</p> <p>(d) a designated employee of the Government using or applying pesticides that are fish toxicants or vertebrate toxicants as part of a program of the Government.</p> <p><b>(3)</b> No person, other than a person referred to in subsection (1), shall use or apply a pesticide listed in Schedule 3</p> <p>(b) in or on the grounds of a school, hospital, nursing home or daycare facility.</p>
161	<p><a href="#"><u>Practice Review of Teachers and Teacher Leaders Regulation</u></a>, AR 92/2019, under the <i>Education Act</i>, SA 2012, c E-0.3</p> <p><b>Complaint</b></p> <p><b>11(1)</b> Any individual may make a complaint</p> <p>(a) that</p> <p>(i) a teacher or teacher leader is unskilled or incompetent in teaching, or</p> <p>(ii) a teacher leader is unskilled or incompetent in carrying out the leadership duties related to a leadership certificate or a superintendent leadership certificate, or about alleged unprofessional conduct of a teacher or teacher leader.</p> <p>(b) about alleged unprofessional conduct of a teacher or teacher leader.</p> <p><b>(2)</b> A complaint under subsection (1) must be in writing.</p> <p><b>(3)</b> If an administrator has reason to believe that a teacher or teacher leader has been or may have been convicted of an indictable offence at a time when the teacher held a certificate or was eligible for the re-issuance of a certificate, the administrator must make a complaint under this section relating to that belief.</p> <p><b>(4)</b> A complaint that a teacher or teacher leader is unskilled or incompetent in teaching may be made not later than 2 years after the teacher or teacher leader ceases to engage in the practice of teaching.</p> <p><b>(5)</b> A complaint that a teacher leader is unskilled or incompetent in carrying out leadership duties related to a leadership certificate or superintendent leadership certificate may be made not later than 2 years after the teacher leader ceases to engage in carrying out leadership duties related to the certificate.</p> <p><b>(6)</b> A complaint may be made about the alleged unprofessional conduct of a teacher or teacher leader at any time.</p> <p><b>(7)</b> If the Registrar receives a complaint under subsection (1) that relates to a teacher or teacher leader who is subject to the <a href="#"><u>Teaching Profession Act</u></a>, the Registrar must refer the complaint to the executive secretary of The Alberta Teachers' Association to be dealt with in accordance with the <a href="#"><u>Teaching Profession Act</u></a>.</p> <p><b>Registrar's authority in absence of complaint</b></p> <p><b>14(6)</b> The Registrar must not take an action under subsection (1)</p> <p>(a) with respect to a matter referred to in subsection (1)(a) more than must be taken not later than 2 years after the teacher or teacher leader ceases to engage in the practice of teaching, and</p> <p>(b) With respect to a matter referred to in subsection (1)(b) more than 2 years after the teacher leader ceases to carry out leadership duties related to</p> <p>(i) a leadership certificate, in the case of a matter relating to a leadership certificate, or</p> <p>(ii) a superintendent leadership certificate, in the case of a matter related to a superintendent leadership certificate.</p> <p><b>Investigation</b></p> <p><b>15(2)</b> An investigator may</p> <p>(a) request any person, including, without limitation,</p>

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	<ul style="list-style-type: none"> <li>(i) the teacher or teacher leader who is the subject of the investigation, and</li> <li>(ii) the employer or former employer of the teacher or teacher leader who is the subject of the investigation and employee of the employer or former employer</li> </ul> <p>to answer any questions and to produce to the investigator any records and documents relevant to the investigation, and</p> <p>(b) copy and keep copies of any records and documents produced under clause (a).</p> <p><b>Hearing Before Practice Review – Hearing Committee</b></p> <p><b>Compellable witness</b></p> <p><b>22(1)</b> Subject to subsection (3), the chair of the practice review hearing committee, at the request of the Registrar, teacher or teacher leader, may issue a notice requiring the teacher or teacher leader or any other individual who, in the opinion of the chair, may have knowledge of the matter</p> <ul style="list-style-type: none"> <li>(a) to appear as a witness before the practice review hearing committee, or</li> <li>(b) to produce any records or documents to the practice review hearing committee.</li> </ul> <p><b>Civil contempt proceedings</b></p> <p><b>23</b> The chair of a practice review hearing committee may direct the Registrar to initiate proceedings for civil contempt of court before the Court of Queen's Bench against a person</p> <ul style="list-style-type: none"> <li>(a) who fails <ul style="list-style-type: none"> <li>(i) to comply with a notice to attend a proceeding before the practice review hearing committee as a witness, or</li> <li>(ii) to comply with a notice to produce records or documents, or</li> </ul> </li> <li>(b) Who refuses to be sworn or to affirm or to answer any question the person is directed to answer by the practice review hearing committee.</li> </ul>
163	<p><a href="#"><u>Pressure Equipment Safety Regulation</u></a>, AR 49/2006, under the Safety Codes Act, RSA 2000, c S-1</p> <p><b>Operations</b></p> <p><b>Retention of certificates of inspection permit</b></p> <p><b>34</b> A certificate of inspection permit must be retained in a manner acceptable to the Administrator.</p> <p><b>Change of ownership or location</b></p> <p><b>36(4)</b> An owner who acquires a new or used boiler, pressure vessel, fired-heater pressure coil or thermal liquid heating system must</p> <ul style="list-style-type: none"> <li>(b) request the owner or vendor disposing of the boiler, pressure vessel, fired-heater pressure coil or thermal liquid heating system to provide the equipment records for the pressure equipment,</li> </ul>
169	<p><a href="#"><u>Safety Codes Act</u></a>, RSA 2000, c S-1</p> <p>Note: that this Act applies only under the following conditions:</p> <p><b>Application of Act</b></p> <p><b>2(1)</b> This Act applies to fire protection, barrier-free design and the design, manufacture, construction, installation, use, operation, occupancy and maintenance of</p> <ul style="list-style-type: none"> <li>(a) buildings,</li> <li>(b) electrical systems,</li> <li>(c) elevating devices,</li> <li>(d) gas systems,</li> <li>(e) plumbing systems,</li> <li>(f) pressure equipment, and</li> <li>(g) private sewage disposal systems.</li> </ul> <p><b>(2)</b> The Minister may, by order, exempt any person or municipality or any thing, process or activity from any or all provisions of this Act and attach terms and conditions to the exemption.</p> <p><b>(3)</b> An exemption order made under subsection (2) may be made to apply generally or specifically and to all or a particular area of Alberta.</p> <p><b>(4)</b> The <a href="#"><u>Regulations Act</u></a> applies to an exemption order made under subsection (2).</p> <p><b>Part 6 - Information</b></p> <p><b>Information compilation</b></p> <p><b>60</b> If any information is required to be prepared, submitted or retained under this Act, the regulations and the terms and conditions of a permit may state the qualifications required to be held by the person who prepares, submits or retains it and may provide for how the information is to be prepared, submitted and retained.</p>
170	<p><a href="#"><u>Education Act</u></a>, SA 2012, c E-0.3</p> <p><b>Part 3 – Responsibilities and Dispute Resolution</b></p> <p><b>Division 1 – Responsibilities</b></p> <p><b>Board responsibilities</b></p> <p><b>33(1)</b> A board, as a partner in education, has the responsibility to</p>

	<p>(a) deliver appropriate education programming to meet the needs of all students enrolled in a school operated by the board and to enable their success,</p> <p>(h) establish and maintain governance and organizational structures that promote student well-being and success, and monitor and evaluate their effectiveness,</p> <p>(i) ensure effective stewardship of the board's resources,</p> <p>(l) comply with all applicable Acts and regulations,</p> <p><b>33.1 Exemption from section 33</b></p> <p><b>Division 3 – Student Discipline</b></p> <p><b>Suspension</b></p> <p><b>36(4)</b> When a student is suspended under subsection (3), the principal shall</p> <p>(a) immediately inform the student's parent of the suspension,</p> <p>(b) report in writing to the student's parent all the circumstances respecting the suspension,</p> <p><b>Expulsion</b></p> <p><b>37(2)</b> If the principal recommends expulsion under subsection (1), the principal shall</p> <p>(a) immediately inform the board of the recommendation for expulsion, and</p> <p>(b) report in writing to the board all the circumstances respecting the suspension and the principal's recommendation for expulsion,</p> <p>and the student remains suspended until the board has made a decision under subsection (4).</p> <p>(9) When a student is expelled under this section, the board shall immediately notify, in writing, the student's parent, and the student if the student is 16 years of age or older,</p> <p>(a) of the expulsion and any rules or conditions that apply to the student, and</p> <p>(b) of the right to request a review under section 43.</p> <p><b>Division 6 – Dispute Resolution</b></p> <p><b>School dispute resolution</b></p> <p><b>41</b> A board shall establish a policy respecting the resolution of disputes or concerns at the school level between parents and school staff that supports a co-operative and collaborative learning environment for students.</p> <p><b>42 Appeal to board</b></p> <p><b>43 Request for review by the Minister</b></p> <p><b>Part 4 – Board Powers and Elections</b></p> <p><b>Division 1 – Board Powers</b></p> <p><b>General powers and duties of boards</b></p> <p><b>53(1)</b> A board shall</p> <p>(a) establish, maintain and implement policies necessary for fulfilling its responsibilities under section 33,</p> <p>(b) ensure that all policies are available and accessible to students, parents, board employees and others affected by the policies,</p> <p>(8) maintain, repair, furnish and keep in good order all its real and personal property.</p> <p><b>Student records</b></p> <p><b>56(1)</b> A board shall establish and maintain in accordance with the regulations a student record for</p> <p>(a) each student enrolled in a school operated by the board, and</p> <p>(b) each child or student enrolled in an early childhood services program provided by the board.</p> <p>(3) The following persons may review the student record maintained in respect of a student or a child enrolled in an early childhood services program:</p> <p>(a) the student;</p> <p>(b) the student's parent, except where the student is an independent student;</p> <p>(c) the parent of a child enrolled in an early childhood services program.</p> <p>(4) A person who is entitled to review a student record under subsection (3) may submit a request for a copy of the student record, along with any associated fee, to the board or a person other than the board providing an early childhood services program, and the board or the person other than the board providing the early childhood services program shall provide a copy of the student record to the person.</p> <p>(5) A person who provides information to a student record is exempt from any liability with respect to the provision of that information if that person, in providing that information,</p> <p>(a) acted in good faith,</p> <p>(b) acted within the scope of that person's duties and responsibilities, and</p> <p>(c) did not act in a negligent manner.</p> <p>(6) If, on reviewing a student record, a person who is entitled to review the student record is of the opinion that the student record contains inaccurate or incomplete information, that person may request that the board or the person other than the board providing an early childhood services program rectify the matter.</p> <p>(7) Where in accordance with the regulations a board or a person other than a board providing an early childhood services program is required to transfer a student record, the board or the person other than the board providing the early childhood services program shall do so in a timely manner.</p>
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	<p>(8) The Minister may make regulations respecting student records for students and children referred to in subsections (1) and (2).</p> <p><b>Division 2 – Board Procedures</b>  <b>65</b> Inspection of documents  <b>66</b> Requests to provide information  <b>67</b> Accountability of board</p> <p><b>Division 3 – Investigation and Inquiry</b>  <b>70</b> Investigation</p> <p><b>Division 5 – Conflict of Interest and Disqualifications</b>  <b>86</b> Disclosure of Information  <b>88</b> Disclosure of pecuniary interest  <b>92</b> Appeal of board's resolution</p> <p><b>Part 6 – Finance and Property</b>  <b>Division 2 – Assessment of Property</b>  <b>149</b> Notice on acquisition  <b>156</b> Copy of assessment roll</p> <p><b>Part 7 – Education Professions and Occupations</b>  <b>Division 2 – Teachers</b>  <b>Duty to report</b>  <b>218(2)</b> A superintendent or the person responsible for the operation of a private school must make a report in writing to the registrar regarding the suspension, termination, resignation or retirement from employment of a teacher, principal or other individual if the suspension, termination, resignation or retirement, as the case may be, results from conduct that brings into question the suitability of the teacher, principal, or other individual to hold one or more certificates prescribed by the regulations and issued pursuant to this Act.</p> <p>(3) A board must make a report in writing to the Registrar regarding the suspension, termination, resignation or retirement from employment of a superintendent if the suspension, termination, resignation or retirement, as the case may be, results from conduct that brings into question the suitability of the superintendent to hold one or more certificates issued under this Act.</p> <p>(4) If a report made under subsection (2) is in respect of a teacher, principal or other individual who is employed by the board and who is subject to the disciplinary provisions set out under the <a href="#">Teaching Profession Act</a>, the board must make a complaint about the teacher's, principal's or other individual's conduct pursuant to section 24 of the <a href="#">Teaching Profession Act</a>.</p> <p>(5) If a report made under subsection (2) is in respect of a teacher, principal or other individual who is employed by  (a) a board and who is not subject to the disciplinary provisions set out under the <a href="#">Teaching Profession Act</a>,  (b) the person responsible for the operation of a private school, or  (c) the operator of a charter school,  the superintendent, the person responsible for the operation of the private school or the operator of the charter school must make a complaint about the teacher's, principal's or other individual's conduct pursuant to the applicable regulation made under sections 201 and 224.</p> <p>(6) A board that makes a report under subsection (3) must make a complaint about the conduct of the superintendent pursuant to the applicable regulation under section 224.</p> <p>(9) If a complaint under subsection (4), (5) or (6) is dismissed, the Registrar must remove  (a) from the teacher's, principal's or other individual's file the corresponding report made under subsection (2), and  (b) from the superintendent's file the corresponding report made under subsection (3).</p> <p><b>Division 5 – Board of Reference</b>  <b>242</b> Appeal to Court of Appeal</p> <p><a href="#">Board Procedures Regulation</a>, AR 82/2019, under the <a href="#">Education Act</a>, SA 2012, c E-0.3</p> <p><b>Policies and procedures</b>  <b>4(1)</b> The board must  (a) establish policies and procedures governing the conduct of meetings of the board and the administration and business of the board, and  (b) monitor and evaluate the effectiveness of the established policies and procedures on a regular basis.</p> <p><b>Voting on questions</b>  <b>8(3)</b> The secretary of the board must, whenever a recorded vote is requested by a trustee, record in the minutes the name of each trustee present and whether the trustee voted for or against the matter.</p>
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	<p>(4) Notwithstanding subsection (3), the secretary of the board must, immediately after a vote is taken and on the request of a trustee, record in the minutes the name of that trustee and whether that trustee voted for or against the matter or abstained.</p> <p><b>Records</b></p> <p>10 The board must maintain a record of all the proceedings of the board and committees of the board.</p> <p><a href="#"><u>Establishment of Separate School Districts Regulation</u></a>, AR 88/2019, under the <a href="#"><u>Education Act</u></a>, SA 2012, c E-0.3</p> <p><b>Part 1 – Establishment of Separate School District</b></p> <p><b>Division 2 – Communication Information Meeting</b></p> <p>4 Notice of community information hearing</p> <p>5 Appointment of secretary and approval of attendance records and minutes</p> <p><b>Division 3 – Vote Respecting Establishment of Separate School District</b></p> <p>11 Notice of vote</p> <p>12 Conduct of vote</p> <p>13 Instructions for voters</p> <p>15 Wording of question</p> <p>17 Notice of results of vote</p> <p><b>Part 2 – Disestablishment of Separate School District</b></p> <p>22 Conduct of plebiscite</p> <p>23 Petition</p> <p>24 Wording of question</p> <p>26 Notice of results</p> <p><a href="#"><u>Home Education Regulation</u></a>, AR 89/2019, under the <a href="#"><u>Education Act</u></a>, SA 2012, c E-0.3</p> <p>4 Evaluation of student progress</p> <p>5 Responsibilities of associate board or associate private school</p> <p>8 Termination of supervised home education program</p> <p><a href="#"><u>Petitions and Public Notices Regulation</u></a>, AR 91/2019, under the <a href="#"><u>Education Act</u></a>, SA 2012, c E-0.3</p> <p>5 Presentation of petition to board</p> <p>6 Determination of the petition's sufficiency</p> <p>9 Administration of petitions</p> <p>10 Board policy in respect of petitions</p> <p>11 Public Notice</p>
180	<p><a href="#"><u>School Councils Regulation</u></a>, AR 94/2019, under the <a href="#"><u>Education Act</u></a>, SA 2012, c E-0.3</p> <p><b>Notice of Establishment Meeting</b></p> <p>3(1) If a school is required to hold an establishment meeting, the principal must give notice of the meeting to the following persons:</p> <p>(a) a parent of each student enrolled in the school;</p> <p>(b) a parent of each child enrolled in an early childhood services program at the school;</p> <p>(c) the school staff;</p> <p>(d) other members of the school community who, in the principal's opinion, should be given notice.</p> <p>(2) A notice under subsection (1) must</p> <p>(a) describe the purpose of the meeting,</p> <p>(b) set out the time, date and location of the meeting, and</p> <p>(c) be given at least 10 school days before the date of the meeting.</p> <p>(3) A notice under subsection (1) may be given by any means the principal considers appropriate, including electronic means.</p> <p>(4) If an establishment meeting is adjourned under section 2(2), notice of the adjournment date must be given in accordance with this section.</p> <p><b>Agenda at establishment meeting</b></p> <p>5(1) The persons attending an establishment meeting must</p> <p>(a) decide, subject to section 7, on the size of the school council,</p> <p>(b) decide on the model of governance for the school council,</p> <p>(c) decide, subject to subsection (2), on the term of office of each member of the school council,</p> <p>(d) elect, subject to subsection (2), the initial members of the school council referred to in section 7(1)(d)</p> <p>(e) decide, subject to section 8, on the size of the executive,</p> <p>(f) decide on the term of office of each member of the executive, and</p> <p>(g) elect the initial members of the executive.</p> <p><b>Responsibilities of board</b></p>

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	<p><b>12(1)</b> A board must provide the school council with an opportunity to provide advice on the development of the school's</p> <ul style="list-style-type: none"> <li>(a) foundation statements, if any, respecting the school's vision, principles and beliefs,</li> <li>(b) policies,</li> <li>(c) annual education plan and annual results report required by the Minister to be reported under section 67 of the <a href="#">[Education] Act</a>, and</li> <li>(d) budget required to be reported under section 139 of the <a href="#">[Education] Act</a>.</li> </ul> <p><b>(2)</b> A board must provide the school council with</p> <ul style="list-style-type: none"> <li>(a) the results for the school from provincial assessments and an interpretation of those results, and</li> <li>(b) the same information that the board disseminates to students, parents or electors under section 67(2) of the <a href="#">[Education] Act</a>.</li> </ul> <p><b>(3)</b> A board must at all reasonable times allow the school council free and full access to timely and accurate information of the board that is publicly available, including board policies and minutes of board meetings.</p> <p><b>Donations</b></p> <p><b>13(2)</b> A school council must handle and report all money it receives, if any, in accordance with applicable policies and procedures of the board.</p> <p><b>Duty to report to the board</b></p> <p><b>14(1)</b> The chair of a school council must prepare and provide to the board by September 30 of each year a report</p> <ul style="list-style-type: none"> <li>(a) summarizing the activities of the school council in the previous school year, and</li> <li>(b) detailing, in accordance with the policies referred to in section 13(2), the receipt, handling and use of any money by the school council in the previous school year.</li> </ul> <p><b>(2)</b> A school council must retain at the school a copy of the minutes for each meeting of the school council and make them available to the board or the public on request.</p> <p><b>(3)</b> A school council must retain the minutes for each meeting of the school council for at least 7 years.</p>
183	<p><a href="#">Student Evaluation Regulation</a>, AR 177/2003, under the <a href="#">School Act</a>, RSA 2000, C S-3</p> <p>Note: This regulation was repealed by the <a href="#">School Act Regulations Repeal Regulation</a>, AR 80/2019, under the <a href="#">Education Act</a>, SA 2012, c E-0.3, on September 1, 2019, so there may be records under this record series still in existence.</p> <p><b>Student evaluation</b></p> <p><b>2</b> The Minister may establish tests, examinations or other methods for determining the ability, achievement or development of students or other individuals, including but not limited to provincial achievement tests, diploma examinations and provincially-administered national and international tests.</p> <p><b>Invalidation of evaluation</b></p> <p><b>8(2)</b> If an examinee or other person, before, during or following the evaluation, interferes with the security of the evaluation materials, falsifies the evaluation results or commits any other act that may result in an examinee's performance being inaccurately represented, the Executive Director may</p> <ul style="list-style-type: none"> <li>(a) make any reasonable decision regarding the examinee's result,</li> <li>(b) bar the examinee from evaluations for a period not exceeding one year,</li> <li>(c) withhold the examinee's official transcript of achievement for a period not exceeding one year,</li> <li>(d) record the decision on the examinee's official transcript of achievement, and</li> <li>(e) take any action that, in the Executive Director's opinion, is appropriate against the other person including, if applicable, the sanctions under clauses (b), (c) and (d) or any of them.</li> </ul>
184	<p><a href="#">Student Record Regulation</a>, AR 97/2019, under the <a href="#">Education Act</a>, SA 2012, c E-0.3</p> <p><b>2 Information to be included in student record</b></p> <p><b>2(1)</b> The student record for a student or child must contain all information affecting the decisions made about the education of the student or child that is collected or maintained by a board..., regardless of the manner in which the student record is maintained or stored, including</p> <ul style="list-style-type: none"> <li>(r) in the case of a student, subject to subsection (2), information about any suspension of more than one day or expulsion relating to the student or the student's rights pursuant to the Act,</li> </ul> <p><b>(2)</b> Information referred to in subsection (1)(r) must</p> <ul style="list-style-type: none"> <li>(a) be retained on the student record for a student for at least 1 year after the date on which the suspension or expulsion began, and</li> <li>(b) be removed from the student record for a student not later than 3 years after the date on which the suspension or expulsion began.</li> </ul> <p><b>3 Information not to be included in student record</b></p> <p><b>4 Retention of student record</b></p> <p><b>4(1)</b> Subject to subsection (2), a board... must retain the student record for a student or child containing the information referred to in section 2(1) and (4) for 7 years after the student or child ceases to attend a school operated by the board... or until the student record has been provided in accordance with section 8(1) or (2).</p> <p><b>(2)</b> If a student or child transfers from a school in Alberta to a school outside Alberta, the board... that operates the school from which the student or child transfers must retain the student record for the student or child containing the information referred to in section 2(1) and (4) for 7 years after the date the student or child would have been expected to have completed grade 12 had the student or child not transferred from the school.</p>

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	<p>(3) Notwithstanding subsections (1) and (2), a board, other than a person responsible for the operation of a private school, may choose to retain a student record for more than 7 years if a longer retention period is authorized by a resolution of the board.</p> <p><b>5 Disposal and destruction of student record</b></p> <p>(1) A board, other than a person responsible for the operation of a private school, must dispose of or destroy student records that are no longer required to be kept under section 4.</p> <p>(2) Student records must be disposed of or destroyed in a manner that maintains the confidentiality of the information in the record.</p> <p>(3) A board, other than a person responsible for the operation of a private school, must dispose of information referred to in section 3 relating to a student or child in the same manner as student records are to be disposed of under subsection (2).</p> <p><b>6 Access to student record</b></p> <p><b>7 Disclosure of information</b></p> <p><b>8 Student or child transfer</b></p> <p><b>9 School closure</b></p> <p><b>10 Compliance</b></p> <p><a href="#">Early Childhood Services Regulation</a>, AR 87/2019, under the <a href="#">Education Act</a>, SA 2012, c E-0.3</p> <p><b>Information to be included in student record</b></p> <p><b>5</b> The operator of an early childhood services program must</p> <p>(a) develop and maintain policies with respect to</p> <p>(i) applications for registration,</p> <p>(ii) safety for field trips,</p> <p>(iii) a health protocol,</p> <p>(iv) the evaluation of children, and</p> <p>(v) teacher growth, supervision and evaluation, and</p> <p>(b) develop and maintain policies and programs that are consistent with the Minister's early childhood services policies and programs.</p> <p><b>Records</b></p> <p><b>7</b> The operator of an early childhood services program must keep records in accordance with the <a href="#">Student Record Regulation</a>.</p> <p><b>Information</b></p> <p><b>8</b> The operator of an early childhood services program must submit to the Minister any information that the Minister may request.</p>
185	See citation #184 above.
190	<p><a href="#">Teachers' Pension Plans Act</a>, RSA 2000, c T-1</p> <p><b>Collection and disclosure of employment information</b></p> <p><b>25(1)</b> In this section,</p> <p>(a) "Department" means the Government department responsible for education;</p> <p>(b) "employer" and "employment" include a former employer and former employment respectively;</p> <p>(c) "employment information" means personal information within the meaning of the <a href="#">Freedom of Information and Protection of Privacy Act</a> that relates to members' employment or pensions but, as regards the collection by or the disclosure to an employer of that information, is restricted to information about members employed by that particular employer.</p> <p>(2) The Board is authorized to collect employment information from, and to disclose it to,</p> <p>(a) employers,</p> <p>(b) the Department, and</p> <p>(c) any other prescribed body or person.</p> <p>(3) Employers are authorized to collect employment information from, and to disclose it to,</p> <p>(a) the specific members to whom the information relates,</p> <p>(b) the Board,</p> <p>(c) the Department, and</p> <p>(d) any other prescribed body.</p> <p>(4) The Department is authorized to collect employment information from, and to disclose it to,</p> <p>(a) employers, and</p> <p>(b) the Board.</p> <p>(5) Where this section gives authority to a body to collect from, or to disclose to, a prescribed body or person any employment information, that prescribed body or person is authorized respectively to disclose to, or to collect from, that first-mentioned body that employment information.</p>

## Citation Information List

	<p>(6) Information may be collected under this section from a person or body other than the member to whom it relates in any manner that is agreed between the persons or bodies collecting and providing it.</p> <p><a href="#"><u>Teachers' and Private School Teachers' Pension Plans</u></a>, AR 203/1995, under the <a href="#"><u>Teachers' Pension Plans Act</u></a>, RSA 2000, c T-1</p> <p><b>Schedule 2 – Private School Teachers' Pension Plan</b></p> <p><b>Participation</b></p> <p><b>Employer participation</b></p> <p>7.1(1) A private school that is not a participating employer by virtue of this section is entitled to join the Plan as a participating employer by making a valid application in writing to the Board to permit its plan employees and substitute teachers to participate in the Plan.</p> <p>(2) The applicant school must provide to the Board any information required in respect of its affairs and operations.</p> <p>(3) The plan employees of a private school that has made a valid application for participation as an employer under subsection (1) become active members with effect from the beginning of the fiscal year following that in which the application is made provided that the applicant school has given at least one month's notice prior to that time and, if not, from the beginning of the next following fiscal year.</p> <p>(4) Private schools that were employers under the former Act immediately before commencement continue, subject to subsection (5), to be participating employers under the Plan.</p> <p>(5) A private school is entitled, on giving notice in writing to the Board, to withdraw its participation as an employer and the withdrawal takes effect as at the end of the fiscal year in which the notice is given provided that the school gave at least 2 weeks' notice prior to that time and, if not, from the end of the next following fiscal year.</p> <p><a href="#"><u>Teachers' Pension Plans (Legislative Provisions) Regulation</u></a>, AR 204/1995, under the <a href="#"><u>Teachers' Pension Plans Act</u></a>, RSA 2000, c T-1</p> <p><b>Part 1 – General Provisions</b></p> <p><b>Collection and provision of information</b></p> <p>9(1) In this section, "employment information" has the meaning assigned to it in section 25(1)(c) of the <a href="#"><u>Teacher's Pension Plans Act</u></a>.</p> <p>(2) The Board may by written notice require any employer to provide employment information to it, within the time and in the manner specified in the notice.</p> <p>(3) An employer shall provide to the Board, before the date and with respect to the period specified by the Board by written notice, an independent auditor's opinion on matters established by the Board with respect to the employer's compliance with the employer's obligations under the Plan during the relevant period.</p> <p>(4) Where the opinion required by subsection (3) is not received within the time specified by the Board, the Board may order that an audit be conducted at the expense of the employer.</p> <p>(5) An employer shall comply with an order made by the Board under subsection (4).</p> <p>(6) An employer shall report to the Board each year, forthwith after fixing them,</p> <p>(a) a school year which, in the case of an employer that is required to report a school year under the <a href="#"><u>Education Act</u></a>, will be that school year, and</p> <p>(b) the minimum time that is required to constitute a full-time basis for employment for the purposes of the Plan, and, if any such information is subsequently changed during the year, shall forthwith report the change to the Board.</p> <p>(7) Revenue Canada is prescribed for the purposes of section 25(2)(c) of the <a href="#"><u>Teacher's Pension Plans Act</u></a> for the purpose of the disclosure of employment information that is or may be required to enable the Board to maintain a Plan's registration.</p> <p>(8) The Association is prescribed for the purposes of section 25(2)(c) of the <a href="#"><u>Teacher's Pension Plans Act</u></a></p>
193	<p><a href="#"><u>Teaching Profession Act</u></a>, RSA 2000, c T-2</p> <p><b>Discipline</b></p> <p><b>Making a complaint</b></p> <p>24(4) If after a person's membership in the association lapses or has been suspended or cancelled</p> <p>(a) a complaint is made about the former member, and</p> <p>(b) the complaint relates to conduct occurring before the lapse, suspension or cancellation,</p> <p>the complaint may be dealt with under this Act as if the lapse, suspension or cancellation had not occurred, if the complaint is made to the executive secretary within 5 years after the date of the lapse, suspension or cancellation.</p> <p><b>Notice to attend and produce records</b></p> <p>38(1) The attendance of witnesses before a hearing committee and the production of records may be enforced by a notice issued by the executive secretary requiring the witness to attend and stating the date, time and location at which the witness is to attend and the records, if any, that the witness is required to produce.</p> <p>(2) On the written request of the investigated person or that person's counsel or agent, the executive secretary shall, without charge, issue and deliver to that person or that person's counsel or agent any notices that that person requires for the attendance of witnesses or the production of any record.</p>

	<p>(3) A witness, other than the investigated person, who has been served with a notice to attend or a notice for the production of any record under subsection (1) or (2) is entitled to be paid the same fees, expenses and allowances as are payable to a witness in an action in the Court of Queen's Bench.</p> <p><b>Service of decision</b></p> <p><b>47(1)</b> A hearing committee shall forward to the executive secretary</p> <ul style="list-style-type: none"> <li>(a) the decision, and</li> <li>(b) the record of the hearing, consisting of all evidence presented before it, including <ul style="list-style-type: none"> <li>(i) all exhibits,</li> <li>(ii) all documents, and</li> <li>(iii) all testimony given before it, whether recorded electronically, mechanically or in handwritten form.</li> </ul> </li> </ul> <p>(2) The executive secretary shall, on receiving the decision of a hearing committee and the record of the hearing referred to in subsection (1),</p> <ul style="list-style-type: none"> <li>(a) serve a copy of the decision on the investigated person,</li> <li>(b) forward a notice of the decision to the complainant,</li> <li>(c) forward a notice of the decision to the executive council, and</li> <li>(d) forward a copy of the decision to the Registrar.</li> </ul> <p>(3) The investigated person and the executive council may examine the record or any part of the record of the proceedings before a hearing committee and hear any recording or examine any mechanical or handwritten record of evidence given before the hearing committee.</p> <p>(4) The decision of a hearing committee must be available to the public on request and free of charge.</p> <p><b>Written decision</b></p> <p><b>55(4)</b> The decision of the Appeal Committee must be available to the public on request and free of charge</p> <p><b>General Provisions</b></p> <p><b>Penalties</b></p> <p><b>66(2)</b> A prosecution under this section may be commenced within 2 years after the commission of the alleged offence, but not afterwards</p>
202	<p><a href="#"><u>Protection of Students with Life-threatening Allergies Act</u></a>, SA 2019, c P-30.6</p> <p><b>Establishment of policy</b></p> <p><b>2(1)</b> Every board shall establish and maintain an anaphylaxis policy in accordance with this section.</p> <p>(2) the anaphylaxis policy shall include the following:</p> <ul style="list-style-type: none"> <li>(a) strategies that reduce the risk of exposure to anaphylactic causative agents in classrooms and school common areas;</li> <li>(b) a communication plan for the dissemination of information on life-threatening allergies to parents, students and employees;</li> <li>(c) mandatory regular training on dealing with life-threatening allergies for all employees;</li> <li>(d) a requirement that the board ensures that <ul style="list-style-type: none"> <li>(i) a risk reduction plan that meets the requirements set out in section 3 is placed in each school,</li> <li>(ii) upon enrollment, parents and students are asked to supply information on life-threatening allergies, if any, and</li> <li>(iii) each school operated by the board maintains a file for every student who has an anaphylactic allergy including any current treatments, copies of any prescriptions, any instructions from health professionals and a current emergency contact list.</li> </ul> </li> </ul> <p><b>Risk reduction plan</b></p> <p><b>3</b> A risk reduction plan for a school shall include</p> <ul style="list-style-type: none"> <li>(a) information about each student who has an anaphylactic allergy,</li> <li>(b) information for employees and others who on a regular basis are in direct contact with a student who has an anaphylactic allergy regarding the type of allergy, monitoring and avoidance strategies and appropriate treatments,</li> <li>(c) a readily accessible emergency procedure for each student, including emergency contact information, and</li> <li>(d) provisions for and information regarding storage for epinephrine auto-injectors, where necessary.</li> </ul> <p><b>Record-keeping</b></p> <p><b>4(1)</b> The Minister may make regulations respecting records created under this Act.</p> <p>(2) Regulations made under subsection (1) may provide that records or information created or collected under this Act form part of a student record under section 56 of the <a href="#"><u>Education Act</u></a>.</p> <p><b>Preauthorized administration of medication</b></p> <p><b>6(1)</b> An employee may be preauthorized to administer or supervise student administration of medication in response to an anaphylactic reaction, and may do so, if</p> <ul style="list-style-type: none"> <li>(a) the information maintained in the student's file under section 2(2)(d)(iii) remains current, and</li> <li>(b) consent has been given by the parent or student, as applicable, in the manner prescribed by the regulations.</li> </ul> <p>(2) Parents and students are responsible for ensuring that the information maintained under 2(2)(d)(iii) remains current.</p>



[Workers' Compensation Act](#), RSA 2000, c W-15

**Part 1.1 – Review Body**

**Reviews**

**9.4(1)** A person who

- (a) has a direct interest in a claim for compensation in respect of which a claims adjudicator has made a decision, or an assessment, made under this Act, and
- (b) is dissatisfied with
  - (i) the decision of the claims adjudicator, or
  - (ii) a decision made in respect of the assessment,

Referred to in clause (a)

may, within 1 year after the day the decision of the claims adjudicator was issued or the decision in respect of the assessment was made, seek a review of the decision by the review body.

- (3) On receiving a request for a review, the Board shall cause all the information in the Board's possession in respect of the matter that is the subject of the review to be reviewed by the review body.
- (4) Unless otherwise allowed by the review body, a request for a review must be in writing and must
  - (a) identify the decision or issue that is to be reviewed,
  - (b) if the review is sought with respect to a claim for compensation, set out the date and place of the accident and the claim number,
  - (c) if the review is sought with respect to an assessment, set out the date that the decision that is to be reviewed was made, and
  - (d) set out the reasons why the decision or issue should be reviewed.
- (9) The 1 year period referred to in subsection (1) may be extended, with or without conditions, if the chair of the review body or the chair's delegate considers there is a justifiable reason for doing so.

**Part 4 – Compensation Entitlement, Application and Payment**

**Notice by employer**

**33(1)** An employer who receives notice of an accident under section 32 or otherwise acquires knowledge of an accident or of an allegation of an accident

- (a) shall forthwith record the details of the accident as required by the regulations and forthwith provide a copy of that record to the worker,
- (b) shall, if the accident disables or is likely to disable the worker for more than the day of the accident
  - (i) give notice of the accident to the Board within 72 hours after acquiring knowledge of the accident or the allegation, and at the same time give a copy of that notice to the worker, and
  - (ii) if the employer acquires knowledge that the worker has returned to work or is able to return to work, give notice of that fact to the Board within 24 hours after the employer acquires knowledge of it,
- (c) shall, if the accident is one to which section 32(1)(b) applies, except in those cases where only first aid, as determined by the Board, is rendered, give notice of the accident to the Board within 72 hours after the employer acquires knowledge of the accident or the allegation, and
- (d) shall provide the Board with any other information it requires in connection with the accident.

(2) If an employer or a person who, in the opinion of the Board, is or might be an employer fails to

- (a) provide any information as required by this section, or
  - (b) reply to the Board's request for information within 30 calendar days after the date of that request,
- the Board may investigate the accident and may charge the costs of the investigation to the employer or other person.

**35 Progress report**

**36 Board's entitlement to information**

**Inspection of records**

**37** A record required to be kept under the [Occupational Health and Safety Act](#) or the regulations under that Act to record cases in which first aid treatment is given to a worker for or in respect of any injuries suffered by the worker, is open to inspection by the Board or any member or representative of the Board and by the injured worker or that worker's representative.

**39 Employer may require medical examinations**

**46 Review of decision – Repealed.**

**Part 7 – Accident Fund and Assessments**

**103 Statement of wages by employer**

**Employers' records**

**108** An employer shall keep in Alberta in the form and detail required by the Board a careful and accurate account of all wages paid to the employer's workers and of any other features and particulars of the employer's operations the Board may require.

**109 Persons who might be employers**

**120 Review of decision – Repealed.**

**Part 8 - General**

## Citation Information List

	<p><b>Forms, notices, etc.</b></p> <p><b>144</b> All books, returns, notices, reports, forms or other documents or papers and copies of them required to be kept, prepared, posted or forwarded in accordance with this Act or the regulations shall be in a form approved by the Board.</p> <p><b>Posting of notices</b></p> <p><b>145</b> An employer shall post and keep posted in a conspicuous place on the premises where the work performed by the employer's workers is being carried on, and where they may be readily seen by the employer's workers, any notices the Board requires to be posted.</p> <p><u><a href="#">Medical Panels Regulation</a></u>, AR 21/2018, under the <u><a href="#">Workers' Compensation Act</a></u>, RSA 2000, c W-15</p> <p><b>Report of medical panel</b></p> <p><b>5</b> A medical panel shall prepare a report of its medical findings, including reasons supporting the medical findings, and through the Medical Panels Commissioner provide copies of its report to</p> <ul style="list-style-type: none"> <li>(a) the claimant,</li> <li>(b) the employer,</li> <li>(c) the Board, and</li> <li>(d) if the Appeals Commission has referred the medical issue or matter to the medical panel, the Appeals Commission.</li> </ul> <p><u><a href="#">Workers' Compensation Regulation</a></u>, AR 325/2002, under the <u><a href="#">Workers' Compensation Act</a></u>, RSA 2000, c W-15</p> <p><b>Recording accident</b></p> <p><b>9(1)</b> An employer who receives notice of an accident under section 32 of the <u><a href="#">Worker's Compensation Act</a></u> or otherwise acquires knowledge of the happening of such an accident or of an allegation of the happening of such an accident shall forthwith record the particulars of the accident or allegation of the happening of an accident</p> <ul style="list-style-type: none"> <li>(a) in the record required to be kept under the <u><a href="#">Occupational Health and Safety Code</a></u> adopted under the <u><a href="#">Occupational Health and Safety Act</a></u>, or</li> <li>(b) if the employer does not keep that record, in an accident report record maintained for the purposes of this section.</li> </ul> <p><b>(2)</b> Repealed.</p> <p><b>10(1) Notice by employer</b> – Repealed.</p>
217	<p><u><a href="#">Employment Pension Plans Act</a></u>, SA 2012, c E-8.1</p> <p>Note: If ASBOA or school boards are "employers" under this statute, then s. 46 applies (Other duties apply only if the school board is an "administrator of a pension plan")</p> <p><b>Part 6 – Administration of Pension Plans</b></p> <p><b>Division 4 – Participating Employers</b></p> <p><b>Participating employer must provide information and records to administrator</b></p> <p><b>46(1)</b> On the written request of the administrator of a pension plan, a participating employer or a former participating employer must, within any reasonable period that is specified in the request, provide the administrator with information or records required by the administrator for the purpose of administering the plan in compliance with this Act, the regulations and the plan documents.</p> <ul style="list-style-type: none"> <li><b>(2)</b> A request under subsection (1) must specifically identify the information or records required under that subsection.</li> <li><b>(3)</b> If the participating employer or former participating employer requests that any records provided under subsection (1) be returned, the administrator must return those records within a reasonable period.</li> <li><b>(4)</b> The administrator may make copies of or take extracts from any records provided under subsection (1).</li> </ul>
225	<p><u><a href="#">Occupational Health and Safety Act</a></u>, SA 2020, c O-2.2</p> <p><b>Part 1 – General Obligations</b></p> <ul style="list-style-type: none"> <li><b>3</b> Obligations of employers</li> <li><b>4</b> Obligations of supervisors</li> <li><b>5</b> Obligations of workers</li> </ul> <p><b>Part 2 – Health and Safety Committees, Representatives and Programs</b></p> <ul style="list-style-type: none"> <li><b>13</b> Joint health and safety committees</li> <li><b>14</b> Health and safety representative</li> <li><b>16</b> Health and safety program</li> </ul> <p><b>Part 3 – Dangerous Work and Disciplinary Action</b></p> <ul style="list-style-type: none"> <li><b>17</b> Right to refuse dangerous work</li> <li><b>17(2)</b> Subject to this section and section 5, a worker may refuse to work or to do particular work at a work site if the worker believes on reasonable grounds that there is an undue hazard at the work site or that the work constitutes an undue hazard to the worker's health and safety or to the health and safety of another worker or another person.</li> <li><b>(4)</b> A worker who refuses to work or to do particular work under subsection (2) shall promptly report the refusal and the reasons for it to the worker's employer or supervisor or to another person designated by the employer or supervisor.</li> </ul>

	<p>(5) An employer who receives a report under subsection (4) shall, as soon as possible, inform the joint health and safety committee, if there is one, or the health and safety representative, if there is one, of the report.</p> <p>(9) The employer required to inspect under subsection (8) shall take any action necessary to remedy any undue hazard, or ensure that such action is taken.</p> <p>(10) When a worker has refused to work or to do particular work under subsection (2), the employer shall not request or assign another worker to do the work until the employer has determined that the work does not constitute an undue hazard to the health and safety of any person or that an undue hazard does not exist.</p> <p>(11) On completing an inspection under subsection (8), the employer shall prepare a written report of the refusal to work, the inspection and the action taken, if any, under subsection (9).</p> <p>(12) The employer shall give a copy of the report completed under subsection (11) to the worker who refused work under subsection (2), the joint health and safety committee if there is one and the health and safety representative if there is one.</p> <p>(13) If a worker who receives a report under subsection (12) is of the opinion that an undue hazard still exists, the worker may notify an officer.</p> <p>(14) Where the employer becomes aware that a notification to an officer was made under subsection (13), the employer shall advise any other worker that the employer assigns to do the work, in writing, of</p> <ol style="list-style-type: none"> <li>the first worker's refusal,</li> <li>the reasons for the refusal, and</li> <li>the reason why, in the opinion of the employer, the work does not constitute an undue hazard to the health and safety of any person or that an undue hazard is not present.</li> </ol> <p>(15) An officer who receives a notification under subsection (13) shall investigate the matter and prepare a written record of the investigation and the officer's findings, and shall give the joint health and safety committee if there is one, the health and safety representative if there is one, the worker and the employer a copy of the record.</p> <p><b>19 Disciplinary action complaint</b></p> <p>(1) A worker who has reasonable cause to believe that the worker has been subjected to disciplinary action in contravention of section 18 may file a complaint with an officer within 180 days after the alleged contravention occurs, but not afterwards.</p> <p><b>Part 7 – Compliance and Enforcement</b></p> <p><b>33 Serious injuries and accidents</b></p> <p>(1) When an injury or accident described in subsection (2) occurs at a work site or an illness described in subsection (2) occurs in connection with a worksite, the prime contractor or, if there is no prime contractor, the employer shall report the time, place and nature of the injury, illness or incident to a Director as soon as possible.</p> <p>(7) The prime contractor or employer who prepared the report referred to in subsection (6)(b) shall retain the report for at least 2 years after the injury, illness, incident or worker exposure at the work site.</p> <p><b>34 Inspection</b></p> <p><b>36 Investigation</b></p> <p><b>Part 8 - Appeals</b></p> <p><b>45 Appeals</b></p> <p><b>45(2)</b> A person</p> <ol style="list-style-type: none"> <li>to whom an order is issued under section 38, 39 or 40 or in relation to whom an order is varied by a Director under section 41,</li> <li>who is given a notice of administrative penalty under section 44 or in relation to whom an administrative penalty is varied by a Director under section 41,</li> <li>whose licence is cancelled or suspended,</li> <li>who has received a record under section 17(15),</li> <li>who has received a report under section 19(2), or</li> <li>who has received an order under section 19(8),</li> </ol> <p>may appeal the order, administrative penalty, cancellation or suspension, the findings in the record referred to in clause (d), the findings in the report referred to in clause (e) or the order referred to in clause (f) to the appeal body.</p> <p>(3) An appeal under subsection (2) must be commenced by serving a notice of the appeal on the appeal body within 30 days of being served or given notice of the order, administrative penalty, cancellation or suspension, record or report.</p> <p><b>Part 10 – Information Exchange and Programs</b></p> <p><b>55 Posting orders, reports, plans and procedures</b></p> <p><i>Occupational Health and Safety Regulation</i>, AR 62/2003, under the <i>Occupational Health and Safety Act</i>, RSA 2000, c O-2 has been repealed.</p> <p><a href="#">Occupational Health and Safety Code</a>, AR 191/2021, under the <a href="#">Occupational Health and Safety Act</a>, SA 2020 c O-2.2</p> <p><b>Part 2 – Hazard Assessment, Elimination and Control</b></p> <p><b>7 Hazard assessment</b></p> <p><b>Part 4 – Chemical Hazards, Biological Hazards and Harmful Substances</b></p>
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<b>16</b>	<b>Worker exposure to harmful substances</b>
<b>20</b>	<b>Airborne concentration measurements</b>
(4)	An employer must record the results of the measurements and keep them for 3 years from the date on which the measurements were taken.
<b>21</b>	<b>Potential worker exposure</b>
<b>26</b>	<b>Codes of practice</b>
<b>29</b>	<b>Restricted area</b>
<b>36</b>	<b>Notification of a project (asbestos)</b>
<b>37</b>	<b>Asbestos worker course</b>
<b>40</b>	<b>Health assessments for workers exposed to asbestos, silica or coal dust</b>
<b>41</b>	<b>Lead exposure control plan</b>
<b>42</b>	<b>Lead – air monitoring</b>
<b>43</b>	<b>Medical monitoring for lead</b>
<b>Part 5 – Confined Spaces</b>	
<b>44</b>	<b>Code of practice (confined spaces)</b>
<b>45</b>	<b>Hazard assessment</b>
<b>46</b>	<b>Training</b>
(1)	An employer must ensure that a worker assigned duties related to confined or restricted space entry is trained by a competent person in
(a)	recognizing hazards associated with working in confined spaces or restricted spaces, and
(b)	performing the worker's duties in a safe and health manner.
(2)	An employer must keep records of the training given under subsection (1).
<b>47</b>	<b>Entry permit system</b>
<b>48</b>	<b>Safety and protection – generally</b>
(2)	An employer must ensure that all personal protective equipment and emergency equipment required for use in a confined space or a restricted space is inspected by a competent person to ensure the equipment is in good working order before workers enter the confined space or the restricted space.
(3)	An employer must ensure that written records of the inspections required by subsection (2) are retained as required by section 58.
<b>52</b>	<b>Testing the atmosphere</b>
<b>55</b>	<b>Emergency response</b>
<b>58</b>	<b>Retaining records</b>
	An employer must ensure that all records respecting entry and work in a confined space, including entry permits and testing under this Part, are retained for not less than
(a)	1 year if no incident or unplanned event occurred during the entry, or
(b)	2 years if an incident or unplanned event occurred during the entry.
<b>Part 7 – Emergency Preparedness and Response</b>	
<b>115</b>	<b>Emergency response plan</b>
<b>116</b>	<b>Contents of emergency response plan</b>
<b>117</b>	<b>Rescue and evaluation workers</b>
<b>118</b>	<b>Equipment</b>
<b>Part 10 – Fire and Explosion Hazards</b>	
<b>General Protection and Prevention</b>	
<b>165</b>	<b>Protective procedures and precautions in hazardous locations</b>
<b>169</b>	<b>Hot work</b>
<b>Part 11 – First Aid</b>	
<b>183</b>	<b>Record of injury or illness</b>
(1)	An employer must record every acute illness or injury that occurs at the work site in a record kept for the purpose as soon as practicable after the illness or injury is reported to the employer.
(2)	A record under subsection (1) must include the following:
(a)	the name of the worker;
(b)	the name and qualifications of the person giving first aid;
(c)	a description of the illness or injury;
(d)	the first aid given to the worker;
(e)	the date and time of the illness or injury;
(f)	the date and time the illness or injury was reported;
(g)	where at the work site the incident occurred;
(h)	the work-related cause of the incident, if any.
(3)	The employer must retain the records kept under this section for 3 years from the date the incident is recorded.
<b>184</b>	<b>First aid records access</b>

**Part 13 – Joint Health and Safety Committees and Health and Safety Representatives**

**197 Terms of reference**

**198 Special meetings of committees**

- (1) A joint health and safety committee must convene a special meeting if requested to do so by an officer.
- (2) The employer shall maintain a copy of the minutes of a special meeting for 2 years and have them readily available for inspection by a joint health and safety committee member or an officer.

**199.1 Posting names of committee members or health and safety representatives**

**201 Training**

**Part 16 – Noise Exposure**

**219 Noise exposure assessment**

**220 Results recorded**

- (1) An employer must ensure that results of noise exposure measurements are recorded and include
  - (a) the dates of measurements,
  - (b) the workers or occupations evaluated,
  - (c) the type of measuring equipment used,
  - (d) the sound level readings measured, and
  - (e) the work location evaluated.
- (2) An employer must ensure that
  - (a) a copy of the results of the noise exposure assessment is available on request to an affected worker or an officer, and
  - (b) the record of the noise exposure assessment is retained for as long as the employer operates in Alberta.

**222 Noise management program**

**223 Audiometric testing**

- (2) An employer must ensure that audiometric tests are administered by an audiometric technician who must
  - (a) work in consultation with a physician, audiologist or occupational health nurse designated by the employer,
  - (b) maintain a log book for each audiometer being used that
    - (i) contains the audiometer's written calibration records, and
    - (ii) remains with the audiometer throughout its useful lifetime,
  - (c) conduct the tests in a location where background noise levels do not exceed those specified in Schedule 3, Table 3,
  - (d) record the results of the audiometric tests,
  - (e) provide a copy of the test results to the worker,
  - (f) retain the records of the audiometric tests for a period of not less than 10 years, and
  - (g) ensure that the medical history information is under the sole control of the person designated under clause (a).
- (4) If the physician or audiologist designated by the employer confirms the audiogram as abnormal or the occurrence of the abnormal shift, the physician or audiologist must
  - (a) advise the worker to that effect within 30 days,
  - (b) with the written consent of the worker, provide results of the audiometric tests to the worker's physician,
  - (c) advise the employer as to the effectiveness of the noise management program in place at the work site, and
  - (d) retain the records of the audiometric test for a period of not less than 10 years.

**Part 19 – Personal Protective Equipment**

**Respiratory Protective Equipment**

**245 Code of practice**

**Part 20 – Radiation Exposure**

**291 Radiation exposure prevention and protection**

**291.5 Monitoring worker exposure to ionizing radiation (dosimetry)**

- (1) An employer must ensure that
  - (a) a worker who uses or may be exposed to radiation through the use of any ionizing radiation equipment described in subsection (2) is provided with and uses an appropriate device, provided by a dosimetry service provider licensed by the Canadian Nuclear Safety Commission, to monitor the worker's personal exposure to ionizing radiation,
  - (b) the records obtained from the monitoring are kept for at least 5 years,
  - (c) affected workers are informed of and have access to their personal exposure records, and
  - (d) the dose of a worker as determined by monitoring pursuant to clause (a) is reported to the National Dose Registry.

**291.7 Designated radiation equipment registration certificate required**

**Part 27 – Violence and Harrassment**

**390 Violence prevention plan**

**390.1 Violence prevention policy**

**390.2 Violence prevention procedures**

**390.3 Domestic violence**

	<p>390.4 Harassment prevention plan  390.5 Harassment prevention policy  390.6 Harassment prevention procedures  390.7 Review of plans  391 Training of workers  391.1 Investigation and reporting of incidents  391.2 Treatment or referral  392.2 Additional requirements for violence prevention plan  392.3 Additional training required  392.4 Review of violence prevention plan and worker training</p> <p><b>Part 29 – Workplace Hazardous Materials Information System (WHMIS)</b>  397 Training  401 Placards  405 Safety data sheet – employer  406 Information current</p>
230	<p><a href="#">Local Authorities Election Act</a>, RSA 2000, c L-21</p> <p><b>Part 3 – Post-Vote Procedure</b>  <b>Disposition of election material</b>  101(1) The secretary shall retain the following for a period of at least 6 weeks from the date of voting:  (a) the ballot boxes with their seals unbroken;  (b) copies of elector registers, if any, made under section 93.1.  (2) The secretary shall, in the presence of 2 witnesses, cause the ballot boxes to be opened and their contents destroyed, and cause the copies of elector registers, if any, to be destroyed  (a) no later than 12 weeks after voting day, or  (b) if a judge has ordered that the ballot boxes and any copies of the elector register must be kept until a date that is more than 12 weeks after voting day, as soon as practicable after that date.  (3) Each of the 2 witnesses referred to in subsection (2) shall make an affidavit that the witness has witnessed the destruction of the contents of the ballot boxes.</p> <p><b>Part 5 – Controverted Elections</b>  <b>Production of election material</b>  134 The judge may require the secretary to produce any ballots, books, lists of electors and other lists and any other records of the election and documents in the secretary's possession and connected with the election that the judge considers necessary.</p>
233	<p><a href="#">Off-campus Education Handbook</a> (September 1, 2019)  Alberta Ministry of Education</p> <p><b>School Authority</b>  <b>Development and implementation Procedures</b>  11. A school authority shall evaluate each new off-campus education program or course during the first year and should conduct annual reviews thereafter.  • As part of the program evaluation, work sites used for the first time should be evaluated at the end of the first semester of use and annually thereafter.  - The evaluation could be part of the approval process for the following year.  • A report of the completed program evaluations shall be kept on file by the school authority.</p> <p><b>Work Site Procedures</b>  1. The school authority is responsible for ensuring that all work sites are inspected and approved within the previous 12 months, with the understanding that  • work sites are inspected to ensure a safe and caring learning environment that is appropriate for educational activities  • a certificated teacher (usually the off-campus teacher) is involved in the inspection of potential work sites  • the person carrying out the inspection need not be a specialist in occupational health and safety, but must have sufficient background and training to conduct an inspection that will demonstrate due diligence in deciding whether or not the workplace should be approved as an off-campus learning site  • the certificated teacher, as part of the workplace inspection, may request recent occupational health and safety records from the employer  • a certificated teacher must approve potential work sites prior to placing students at the work site</p> <p><b>School Administrators</b>  <b>Evaluation of Off-campus Education Programming</b>  2. Evaluation reports must be kept on file. Records should be kept by the off-campus teacher with copies maintained at the school and school authority level.</p> <p><b>Off-campus Teacher</b></p>



### **Learning Plans**

Off-campus education procedures require that learner expectations be specified for each student enrolled in an off-campus education activity. As Alberta Education does not provide learner expectations for off-campus education programming, it is up to the off-campus teacher, in collaboration with the student and employer, to determine the learning outcomes in a course learning plan.

Learning plans are a required element of an off-campus education experience and ensure that students, employers, and off-campus teachers clearly understand the scope and sequence of the learning that is to take place.

- The course learning plan provides a basis for determining student progress and should include the following:
- learning outcomes that specify what the student will be expected to know and be able to do at the conclusion of the off-campus education experience
- statements that specify how well the student is required to demonstrate the learning outcomes
- an indication of how the student will be assessed and/or how student progress will be recorded
- The course learning plan for an off-campus experiential learning course needs to reflect the different learning time frames that are available (e.g., 3-credit or 5-credit).
- Course learning plans need to be developed for each level of an off-campus experiential learning course and become progressively complex as the course level increases (i.e., have different and more complex learning outcomes as a student progresses from Work Experience 15 to 25).

Note: In cases, where students are participating in an off-campus experiential learning course with clearly articulated training specifications/learning outcomes under close supervision with stringently enforced standards (i.e., Canadian Armed Forces Reserves), the training specifications/learning outcomes of that program could be used to replace the course learning plans.

### **Work Agreements**

Off-campus education procedures require that learner expectations be specified for each student enrolled in an off-campus

A work agreement lays out the conditions for the off-campus learning experience and binds the parties to the terms of the agreement. To ensure coverage under the Government of Alberta's Workers' Compensation Board (WCB) insurance, Alberta Education requires a work agreement (i.e., a contract agreed to in advance) to be completed prior to a student being placed at a work site.

Minimum expectations of a work agreement include

- clearly outlined parameters regarding a student's off-campus education work schedule (i.e., dates, days, and times a student is expected to participate in the off-campus learning experience)
- additional health and safety parameters where a student is required to work outside of the recommended maximum hours outlined in the Hours of Work section of this handbook
- the appropriate written consent

Although students have legal signing authority at age 16, it is important to keep parents/guardians aware of students' involvement and progress in their off-campus placement. Alberta Education recommends that parents/guardians sign the work agreement regardless of the age of students. A sample work agreement is included in Appendix A of this handbook

### **Student Assessment**

#### **Student Records**

Student Records To support best practices, the off-campus teacher must maintain a file for each student involved in off-campus education. This student record must also be available within the school authority. Records must be retained for a period of 7 years after the student ceases to attend a school operated by the school authority.

This file should include at minimum

- a student's work agreement
- a student's course learning plan that outlines learning outcomes
- dated, anecdotal monitoring reports
- employer evaluations of a student's work
- detailed student time sheets that are consistent with the employer's records

Additionally, the file may include copies of a student's

- completed application form
- cover letter and resumé
- references
- portfolio material

## Citation Information List

	The off-campus teacher may wish to take the student file to the work site when conducting monitoring visits. Samples of required forms are included in the appendix
236	<p><a href="#"><u>Education Act</u></a>, SA 2012, c E-0.3</p> <p><b>Part 2 – Opportunities for Learning</b></p> <p><b>Division 1 – Diverse and Flexible Learning</b></p> <p><b>Off-campus education programs</b></p> <p><b>22(1)</b> A board may provide off-campus education programs for its students.</p> <p>(2) A board may enter into an agreement with a person to provide a workplace for students who are participating in an off-campus education program.</p> <p>(3) When a student wishes to participate in an off-campus education program, the board shall obtain the consent of the student's parent or, if the student is 16 years of age or older, the student.</p> <p>(4) A student who is participating in an off-campus education program is considered to be attending school while at the workplace provided for the program.</p>
238	<p><a href="#"><u>Commercial Vehicle Safety Regulation</u></a>, AR 121/2009, under the <a href="#"><u>Traffic Safety Act</u></a>, RSA 2000, c T-6</p> <p><b>Records</b></p> <p><b>37(1)</b> In this section and section 38, "carrier" includes a carrier subject to section 6(1) or a person subject to subject to 6(2).</p> <p>(2) A carrier shall maintain, or cause to be maintained, the following records pertaining to each commercial vehicle used in the carrier's business:</p> <p>(a) an identification of the vehicle, including</p> <p>(i) a unit number, the manufacturer's serial number or a similar identifying mark,</p> <p>(ii) the make of the vehicle, and</p> <p>(iii) the year of manufacture;</p> <p>(b) a record of the inspection of the vehicle under the <a href="#"><u>Vehicle Inspection Regulation (AR 211/2006)</u></a>, and repairs, lubrication and maintenance for the vehicle, including</p> <p>(i) the nature of the inspection or work performed on the vehicle, and</p> <p>(ii) the date on which that inspection or work took place and the odometer or hubometer reading on the vehicle at that time;</p> <p>(c) notices of defect received from the vehicle manufacturer and the corrective work done on the vehicle in relation to those notices;</p> <p>(d) trip inspection reports prepared under section 12.</p> <p>(3) A carrier shall produce the records referred to in subsection (2) for inspection</p> <p>(a) forthwith on the request of a peace officer at the locations where they are ordinarily kept, and</p> <p>(b) on the request of a peace officer at the carrier's principal place of business, within 14 days from the day that the peace officer makes the request.</p> <p>(4) The carrier shall ensure that the records required to be maintained under this section are true, accurate and legible.</p> <p><b>Retention of records</b></p> <p><b>38(1)</b> Subject to subsection (2), the records referred to in section 37(2) shall be retained by the carrier,</p> <p>(a) except for the records under section 37(2)(d), for the current calendar year and the 4 calendar years immediately preceding, and</p> <p>(b) in the case of the records under section 37(2)(d), for the current month and the 6 months immediately preceding.</p> <p>(2) Despite subsection (1), when a commercial vehicle is permanently retired from use in business by the carrier or is otherwise disposed of, records kept in respect of that vehicle shall be retained for a period of 6 months from the date that the vehicle was retired or disposed of.</p> <p><b>Interference with records</b></p> <p><b>39</b> No person shall destroy, mutilate, deface, falsify or alter any of the records required to be maintained under section 37 or retained under section 38.</p>
242	<p><a href="#"><u>Drivers' House of Service Regulation</u></a>, AR 317/2002, under the <a href="#"><u>Traffic Safety Act</u></a>, RSA 2000, c. T-6</p> <p><b>Daily log not required</b></p> <p><b>12(1)</b> Notwithstanding sections 9 and 10, a daily log is not required to be maintained where all of the following conditions exist:</p> <p>(a) the driver does not operate beyond a radius of 160 km from the home terminal of that driver;</p> <p>(b) the driver returns to the home terminal and is released from work within 15 hours from the commencement of the driver's work shift;</p> <p>(c) the carrier that employs the driver maintains and retains for a period of 6 months accurate time records showing the time that the driver reports to commence the driver's work shift and the time that the driver is released from work.</p> <p>(2) Notwithstanding subsection (1), if one or more of the conditions under which a person is excused from maintaining a</p>

	<p>daily log ceases to exist,</p> <ul style="list-style-type: none"> <li>(a) the carrier shall, on that condition ceasing to exist, comply with section 9 or 10, as the case may be, and</li> <li>(b) the driver shall, <ul style="list-style-type: none"> <li>(i) on that condition ceasing to exist, commence keeping a daily log, and</li> <li>(ii) record in the daily log the total number of hours on duty accumulated by the driver during the 7 days immediately preceding the day on which that condition ceased to exist.</li> </ul> </li> </ul> <p><b>Possession of daily logs and documents by driver</b></p> <p><b>13(1)</b> Where a driver is required to maintain a daily log, a carrier shall not permit the driver to drive a vehicle unless the driver has in the driver's possession in the vehicle,</p> <ul style="list-style-type: none"> <li>(a) for the driver's current work shift and the 2 previous days, the original and one duplicate of the daily log that the driver is required to maintain, and</li> <li>(b) the documents and receipts required by section 11.</li> </ul> <p><b>(2)</b> Where a driver is required to maintain a daily log, the driver shall not drive a vehicle unless the driver has in the driver's possession in the vehicle,</p> <ul style="list-style-type: none"> <li>(a) for the driver's current work shift and the 2 previous days, the original and duplicate of the daily log that the driver is required to maintain, and</li> <li>(b) the documents and receipts required by section 11.</li> </ul> <p><b>(3)</b> Every driver shall, on request by a peace officer, produce forthwith to the peace officer for inspection</p> <ul style="list-style-type: none"> <li>(a) the daily logs, and</li> <li>(b) the documents and receipts referred to in section 11,</li> </ul> <p>that the driver is required to have in the driver's possession in the vehicle.</p> <p><b>No extra logs</b></p> <p><b>14</b> No driver shall maintain more than one daily log for each calendar day.</p> <p><b>Distribution of daily logs</b></p> <p><b>15(1)</b> Where a driver is employed or otherwise engaged by more than one carrier in a calendar day, the driver shall forward a copy of the daily log for that day to each carrier by whom the driver was employed or otherwise engaged.</p> <p><b>(2)</b> A driver shall, within 20 days from the day that a daily log is completed, forward the original of the daily log to the home terminal of the driver or to the principal place of business of the carrier by whom the driver was employed or otherwise engaged.</p> <p><b>Retention of records by carrier</b></p> <p><b>16(1)</b> A carrier shall retain</p> <ul style="list-style-type: none"> <li>(a) every copy of the daily log that is forwarded to the carrier pursuant to section 15(1), and</li> <li>(b) every daily record referred to in section 15(2),</li> </ul> <p>for a period of at least 6 months from the date that the information is recorded in the daily log.</p> <p><b>(2)</b> A carrier</p> <ul style="list-style-type: none"> <li>(a) shall retain the daily records and daily logs referred to in subsection (1) in a neat and orderly manner</li> <li>(b) shall, on request by a peace officer, produce forthwith to the peace officer the daily records and daily logs for the peace officer's inspection at the locations where they are ordinarily kept, and</li> <li>(c) shall, within 14 days from the day that a peace officer makes a request, produce the daily logs for the peace officer's inspection at the carrier's principal place of business</li> </ul> <p><b>(3)</b> Repealed AR 127/2020 s2.</p> <p><b>Retention of records by driver</b></p> <p><b>17(1)</b> A driver shall retain a duplicate of all of the daily logs maintained by the driver for a period of at least 6 months from the date that the information is recorded in the daily log.</p> <p><b>(2)</b> A driver</p> <ul style="list-style-type: none"> <li>(a) shall retain the duplicate of the daily logs referred to in subsection (1) in a neat and orderly manner at the residence of the driver, and</li> <li>(b) shall, within 7 days from the day that a peace officer makes a request for the duplicate of the daily logs, produce the duplicate of the daily logs to the peace officer for inspection.</li> </ul> <p><b>Inspections</b></p> <p><b>18</b> A peace officer may enter any facility or vehicle for the purpose of determining whether a carrier and a driver have complied with this Regulation.</p> <p><b>Prohibition</b></p> <p><b>19</b> No person shall knowingly falsify or enter false information into a daily log.</p> <p><b>Offences</b></p> <p><b>20</b> It is an offence to contravene or fail to comply with the following provisions of this Regulation: section 3; section 5(1); section 5(2); section 6(1); section 6(2); section 7(2); section 7(3); section 8(2); section 8(3); section 9(1); section 9(2); section 9(5); section 10(2); section 11(1); section 12(2); section 13; section 14; section 15; section 16; section 17; and section 19.</p>
244	<p><a href="#">Alberta Education Funding Manual for School Authorities 2021/22 School Year</a> (September 2021)</p> <p>Alberta Ministry of Education</p> <p><b>Section C – Funding for School Jurisdictions</b></p>

	<p><b>C3.2 – Transportation Grant</b>  <b>Documentation Requirements</b> (page 58)  School Authorities are required to retain the following information on file for a minimum of 7 years, and make it available for review by Alberta Education upon request.</p> <ol style="list-style-type: none"> <li>1. the effective transportation area of the <b>school jurisdiction</b> is that taken as of the <b>September count date</b>;</li> <li>2. geographic roadway maps of overall attendance areas and transportation service areas;</li> <li>3. location of each <b>student's</b> residence (street addresses in towns, villages and hamlets);</li> <li>4. individual bus route lists that include stop locations and <b>students</b> transported;</li> <li>5. a list of names of eligible transported ECS children transported by bus, and the names and grades of eligible passengers;</li> <li>6. records of route distance verified by an official(s) of the <b>school jurisdiction</b>;</li> <li>7. copies of educational services agreements;</li> <li>8. copies of transportation agreements with <b>school boards, private schools, charter schools</b> and <b>private ECS operators</b>;</li> <li>9. copies of completed route risk assessment forms;</li> <li>10. copies of contracts with: <ol style="list-style-type: none"> <li>a. operators of contracted busses for all transportation;</li> <li>b. parents providing transportation indicating the amount to be paid; and</li> <li>c. agents providing special transportation for <b>students</b> with disabilities.</li> </ol> </li> </ol> <p><b>ECS operators</b> are to maintain records of:</p> <ol style="list-style-type: none"> <li>1. names of children transported;</li> <li>2. number of days each individual child is transported;</li> <li>3. copies of completed route risk assessment forms;</li> <li>4. actual costs of transportation; and</li> <li>5. special transportation provided.</li> </ol> <p><b>Section D – Funding for Accredited Funded Private Schools</b>  <b>D3.2 – Transportation Grant</b>  <b>Documentation Requirements</b> (page 84)  School Authorities are required to retain the following information on file for a minimum of 7 years, and make it available for review by Alberta Education upon request.</p> <ol style="list-style-type: none"> <li>1. the effective transportation area of the school jurisdiction is that taken as of the <b>September count date</b>;</li> <li>2. geographic roadway maps of overall attendance areas and transportation service areas;</li> <li>3. location of each student's residence (street addresses in towns, villages and hamlets);</li> <li>4. individual bus route lists that include stop locations and <b>students</b> transported;</li> <li>5. a list of names of eligible transported ECS children transported by bus, and the names and grades of eligible passengers;</li> <li>6. records of route distance verified by an official(s) of the school jurisdiction;</li> <li>7. copies of educational services agreements;</li> <li>8. copies of transportation agreements with <b>school boards, private schools, charter schools</b> and <b>private ECS operators</b>;</li> <li>9. copies of completed route risk assessment forms;</li> <li>10. copies of contracts with: <ol style="list-style-type: none"> <li>a. operators of contracted busses for all transportation;</li> <li>b. parents providing transportation indicating the amount to be paid; and</li> <li>c. agents providing special transportation for students with disabilities.</li> </ol> </li> </ol> <p><b>ECS operators</b> are to maintain records of:</p> <ol style="list-style-type: none"> <li>1. names of children transported;</li> <li>2. number of days each individual child is transported;</li> <li>3. copies of completed route risk assessment forms;</li> <li>4. actual costs of transportation; and</li> <li>5. special transportation provided.</li> </ol> <p><b>Section J – General Conditions, Reporting Requirements and Additional Information</b>  <b>J1 – General Financial Conditions</b> (page 124)  Alberta Education reserves the right to request and inspect documentation to substantiate data submitted that determines funding allocations and that assists in conducting financial and other reviews. This document inspection may be conducted off-site or on-site at a school authority.</p>
245	See citation #125 above.
246	<p><a href="#"><u>Children First Act, SA 2013, c C-12.5</u></a>  <b>Information-sharing for purposes of providing services</b>  <b>4(1)</b> For the purposes of enabling or planning for the provision of services or benefits to a child, a service provider may collect and use either or both of the following:</p>

	<p>(a) personal information about the child or a parent or guardian of the child from another service provider;</p> <p>(b) health information about the child from a custodian.</p> <p>(2) For the purposes of enabling or planning for the provision of services or benefits to a child,</p> <p>(a) a service provider may disclose to another service provider personal information about the child or a parent or guardian of the child, and</p> <p>(b) a custodian may disclose to another custodian or to a service provider health information about the child if, in the opinion of the service provider or custodian making the disclosure, the disclosure is in the best interests of the child.</p> <p>(3) A service provider may disclose personal information and a custodian may disclose health information about a child to a guardian of the child if</p> <p>(a) the disclosure is not contrary to the express request of the child, and</p> <p>(b) the service provider or custodian making the disclosure is of the opinion that the disclosure is in the best interests of the child.</p> <p>(4) A service provider or custodian shall, in accordance with the procedures set out in the regulations, maintain records about the disclosure of information under this section.</p> <p><a href="#">Disclosure of Information Regulation</a>, AR 231/2013, under <a href="#">Children First Act, SA 2013, c C-12.5</a></p> <p><b>Records</b></p> <p>1(1) A service provider or a custodian that discloses information under section 4 of the Act shall maintain records in accordance with this section about the disclosure.</p> <p>(2) Records referred to in subsection (1) must contain</p> <p>(a) a description of the information disclosed under section 4 of the Act,</p> <p>(b) the date on which the information was disclosed, and</p> <p>(c) the name of the person to whom or the entity to which the information was disclosed.</p> <p>(3) Records referred to in subsection (1) must be retained for 10 years after being created and must thereafter be disposed of in accordance with the service provider's or custodian's records disposition policy or, if the service provider or custodian has no applicable records disposition policy, in a manner approved by the Minister.</p>
247	<p><a href="#">Unclaimed Personal Property and Vested Property Act</a>, SA 2007, c U-1.5</p> <p><b>Part 1 – Unclaimed Personal Property</b></p> <p><b>Retention of records</b></p> <p>13 A holder who pays, transfers or delivers personal property, or pays an amount as equivalent value for personal property, to the Minister under section 7, 9, or 10 must retain possession or control, for 10 years after complying with the applicable section, of all of the records relating to the personal property that are not delivered to the Minister under section 11 or 12 and that</p> <p>(a) could be used in identifying or locating the owner or apparent owner of the personal property, or</p> <p>(b) describe or could be used in determining the value of the personal property at the time it was paid, transferred or delivered to the Minister.</p> <p><a href="#">General Regulation</a>, AR 104/2008, under the <a href="#">Unclaimed Personal Property and Vested Property Act</a>, SA 2007, c U-1.5</p> <p>Note: section 6 of this Regulation specifies time periods for specific record types or transactions after which personal property is presumed to be abandoned.</p>
248	<p><a href="#">Canada's Anti Spam Law (CASL)</a> as explained in the <a href="#">Compliance and Enforcement Information Bulletin CRTC 2018-415</a> (November 5, 2018)</p> <p><b>Guidelines on the Commission's approach to section 9 of Canada's anti-spam legislation (CASL)</b></p> <p><b>Preventions and safeguards</b></p> <p>13. Individuals and organizations should identify their vulnerabilities based on the nature of their business, activities, or technology used. The Commission encourages the implementation of a robust compliance program along with preventions and safeguards, which may be taken into consideration when reviewing cases of non-compliance. The Commission considers the following to be examples of reasonable steps, which may vary based on individual circumstances:</p> <p><b>Prevention</b></p> <ul style="list-style-type: none"> <li>• Incorporating regular threat and risk assessments into compliance or information technology security programs to identify vulnerabilities and risks.</li> <li>• Validating the identity of clients, including company name and address, previous or current aliases, length of time in operation, primary corporate directors, or other relevant company stakeholders.</li> <li>• Being cognizant of location discrepancies (e.g. clients doing business in one region while incorporated, banking, or having online registration in another, unrelated region).</li> <li>• Obtaining further proof of identity, such as incorporation records, government-issued identification, or tax records, as appropriate in the given situation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Avoiding doing business with those seeking total anonymity through the use of aliases, post office boxes as mailing addresses, or cryptocurrency for transactions.</li> <li>• Researching the reputation of potential clients, including any malicious activity associated with them.</li> <li>• Reviewing the products or services of potential clients for legal compliance prior to doing business with them.</li> <li>• Implementing written agreements that bind clients and their downstream clients to comply with CASL.</li> </ul> <p><b>Detection, notification and information sharing</b></p> <ul style="list-style-type: none"> <li>• Auditing how existing clients are making use of services.</li> <li>• Detecting and reporting possible violations to relevant authorities.</li> <li>• Where appropriate, sharing lessons learned and best practices within the industry to reduce the risks to other potential victims.</li> <li>• Ensuring regular monitoring to detect threats and notifying stakeholders.</li> </ul> <p><b>Remediation and recovery</b></p> <ul style="list-style-type: none"> <li>• Allocating resources to take down threats, address security vulnerabilities, and implement sustainable changes in a timely manner to prevent similar threats from occurring in the future.</li> <li>• Providing assistance to users whose devices and accounts have been compromised.</li> </ul> <p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>• Documenting any measures taken to prevent the occurrence of CASL violations.</li> </ul> <p>14. It should be recognized that simply following industry standards may be insufficient. Where a threat or vulnerability has been identified, steps should be taken to address it, even if that means going beyond industry standards.</p> <p><a href="#"><u>Compliance and Enforcement Information Bulletin CRTC 2014-326 Archived</u></a> (June 19, 2014)</p> <p><b>Guidelines to help businesses develop corporate compliance programs</b></p> <p><b>Record keeping</b></p> <p>9. Good record-keeping practices may help businesses (i) identify potential non-compliance issues, (ii) investigate and respond to consumer complaints, (iii) respond to questions about the business's practices and procedures, (iv) monitor their corporate compliance program, (v) identify the need for corrective actions and demonstrate that these actions were implemented, and (vi) establish a due diligence defence in the event of complaints to the Commission against the business.</p> <p>10. As a business, consider maintaining hard copy and/or electronic records of the following:</p> <p><b>Relating to the Rules</b></p> <ul style="list-style-type: none"> <li>• your telemarketing policies and procedures;</li> <li>• all National Do Not Call List registration and subscription information (required by law for at least 36 months);</li> <li>• all internal do not call requests and actions;</li> <li>• all evidence of express consent (e.g. audio recordings or forms) by consumers who agree to be contacted via an automatic dialing-announcing device;</li> <li>• call records/logs;</li> <li>• call scripts; and</li> <li>• scrubbing procedures to remove from calling lists numbers that also appear on both a company's internal do not call list and the National Do Not Call List.</li> </ul> <p><b>Relating to CASL</b></p> <ul style="list-style-type: none"> <li>• your commercial electronic message policies and procedures;</li> <li>• all unsubscribe requests and actions;</li> <li>• all evidence of express consent (e.g. audio recordings or forms) by consumers who agree to be contacted via a commercial electronic message;</li> <li>• commercial electronic message recipient consent logs;</li> <li>• commercial electronic message scripts; and</li> <li>• actioning unsubscribe requests for commercial electronic messages.</li> </ul> <p><b>Relating to both the Rules and CASL</b></p> <ul style="list-style-type: none"> <li>• campaign records;</li> <li>• staff training documents;</li> <li>• other business procedures; and</li> <li>• official financial records.</li> </ul>
249	<p><a href="#"><u>Certification of Teachers and Teacher Leaders Regulation</u></a>, AR 84/2019, under the <a href="#"><u>Education Act</u></a>, SA 2012, c E-0.3</p> <p><b>Powers of the Registrar</b></p> <p><b>Power to investigate and collect information</b></p> <p><b>20(1)</b> The Registrar may look into and collect information about any matter in the course of carrying out the Registrar's powers and duties under this Regulation.</p> <p><b>(2)</b> In the course of acting under subsection (1), the Registrar may</p>



## Citation Information List

	<ul style="list-style-type: none"> <li>(a) request and collect personal information, records of credentials, records of criminal convictions and information about record suspensions and pardons and any other information and records the Registrar considers relevant, and</li> <li>(b) conduct interviews and keep records.</li> </ul>
250	<p><a href="#"><u>Missing Persons Regulation</u></a>, AR 151, 2012, under the <a href="#"><u>Missing Persons Act</u></a>, SA 2011, c M-18.5</p> <p><b>Retention and disposal of records</b></p> <p><b>7(1)</b> Records obtained under the authority of the Act</p> <ul style="list-style-type: none"> <li>(a) are, when the missing person has been safely located, to be disposed of within 90 days of the locating of the missing person,</li> <li>(b) may be retained if the missing person is not found or if the missing person is found dead, or</li> <li>(c) may be retained if any further investigations arise or are likely to arise regarding the disappearance of the missing person until any and all investigations are concluded.</li> </ul> <p><b>(2)</b> Records obtained under the authority of the Act must be securely stored so that access to the records is limited to only those members of the police service who require access to perform their job function in accordance with the Act as determined by the commanding officer of the police service.</p> <p><b>(3)</b> When records are disposed of, they are to be disposed of in accordance with the methods outlined in the police service's approved records retention and disposition schedule for disposition of confidential records.</p>