

SCHEDULES
Section "SC"

TABLE OF CONTENTS

<i>Policy No.</i>	<i>Subject</i>	<i>Page</i>
SC 001	SCHEDULE OF FEES BYLAW	SC-1-4
SC 002	COMPENSATION RATES COUNCILLORS	SC-5
SC 003	EMPLOYEE BENEFITS – NON-UNION	SC-6-8
SC 004	EMPLOYEE BENEFITS – UNION (LOCAL 955)	SC-9
SC 005	PIT & STOCKPILE LOCATIONS.....	SC-10
SC 006	RECORDS RETENTION SCHEDULE "A"	SC11-16

Title: Schedule of Fees Bylaw

Policy: SC 001

Section: Schedules

Effective: October 5, 2021

**BYLAW NUMBER 702-21
OF THE COUNTY OF PAINTEARTH NO. 18
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE COUNTY OF PAINTEARTH NO. 18 TO AUTHORIZE AND SET FEES FOR SERVICES PROVIDED BY THE MUNICIPALITY.

WHEREAS *the Municipal Government Act*, Chapter M-26 RSA 2000 and amendments thereto, authorizes the Council of the County of Paintearth No. 18 to provide various services and establish fees for the provision of services provided;

AND WHEREAS the Council of the County of Paintearth No. 18 deems it necessary to charge fees for the provision of services.

NOW THEREFORE, the Council of the County of Paintearth No. 18, in the Province of Alberta, duly assembled, enacts and adopts as follows:

1. This Bylaw may be cited as the "Schedule of Fees Bylaw".
2. This Bylaw authorizes the following fees, rates and charges applicable to the municipal services provided by the County of Paintearth No. 18 (excluding GST, where applicable):

ADMINISTRATION & FINANCE

- | | | |
|-----------------------|---|------------------------|
| 1. Aerial Land Photos | | \$1.50 per sheet + GST |
| 2. Assessment Appeal | Residential 3 or fewer dwellings and farmland - \$50.00 | |
| | Residential 4 or more dwellings - \$650.00 | |
| | Non-residential - \$650.00 | |
| | Business Tax - \$50.00 | |
| | Tax Notices (other than Business Tax) - \$30.00 | |

The fee is refundable if the Assessment Review Board decides in favour of the complainant, pursuant to 481(2) of the Municipal Government Act. The Assessment Review Board may, at its discretion, refund fees to other complainants.

- | | | |
|-----------------------|-----------|--------------------------------------|
| 3. Bylaws (Copies) | | \$1.50 per sheet + GST |
| 4. County Map Booklet | | \$25.00 (GST Incl.) |
| 5. County Maps | | \$15.00 (GST Incl.) |
| 6. County Pins | | \$1.00 + GST |
| 7. Fax Machine | | |
| - Staff | | No Charge |
| - Public | - To Send | Long distance - \$3.50 per page +GST |

Bylaw No. 702-21 Schedule of Fees

Page 2

	- To Receive	Local - \$1.00 per page +GST \$3.50 per page + GST (Not to exceed max. \$10.00 +GST)
8.	Fire Services/Emergency Services	- actual cost for contracted services
9.	Land Assessment Records	
	- Owner/purchaser	\$0.50 per parcel +GST
	- Others	\$1.50 per parcel + GST
	Tax and Assessment Information	
	- Staff Time	\$50.00/hr
	- Detailed Assessment Sheets (i.e.: For ADC, Farm Credit, Banks, Mortgage companies)	\$15.00/roll
	- Computer Generated Forms	\$0.50/page
10.	Minutes (copies)	\$1.50 per page + GST
11.	Photocopies/Digital Copies	
	- Staff	No Charge
	- Public	\$0.50 per copy +GST
	- Memory Stick required for Digital Information	\$10.00 per stick +GST
12.	Postage Meter	
	- Staff	Cost of postage +GST
13.	Tax Certificate Fees	\$30.00 per parcel
14.	Tax Penalties (<i>Bylaw 697-21</i>)	5% added on July 1 10% added on October 1
15.	Tax Recovery (<i>Bylaw 697-21</i>)	all costs associated with tax recovery proceedings will be added to tax roll for all unpaid taxes
16.	Tax Sales (Reserved Value)	close as possible to market value
17.	Returned Cheque Fees	\$25.00 admin fee
18.	Customized Mapping Request (as determined by GIS Technician)	\$65.00/hr with a minimum charge of 1 hour

AGRICULTURAL SERVICE BOARD

1.	Rental Equipment Available	
	- Back pack sprayer	\$50.00 refundable deposit
	- Hand broadcast seeder	\$50.00 refundable deposit
	- Cattle Scale	\$40.00/half day or \$75.00/full day
	- Hay probes	No charge
	- Gallagher tag reader	\$250.00 refundable deposit
2.	Pest Control Products Available	
	- Magpie traps	\$50.00 refundable deposit
	- Skunk traps	\$50.00 refundable deposit

Bylaw No. 702-21 Schedule of Fees

Page 3

- Coyote control materials No Charge
- Beaver dam removal \$100.00 1st dam/\$50.00 ea. Additional

NOTE: RENTAL EQUIPMENT AND PEST CONTROL PRODUCTS SHALL NOT LEAVE COUNTY POSSESSION WITHOUT A SIGNATURE AND MONIES IF REQUIRED.

- 3. Vegetation Management
 - Private land spraying - \$80.00/hr plus the cost of the chemical per L applied at cost + GST, where applicable, will be charged.
 - Industry spraying - \$135.00/hr plus the cost of the chemical per L applied at cost + GST, where applicable, will be charged.
 - Weed picking - \$40.00/hr per individual plus GST.
- 4. Tree Planting Assist in tree planting with staff and a tree planter for numbers of 200 or more trees
- 5. Pesticide Container Sites
 - Castor Waste Transfer Site SW 3-38-14 W4
 - Coronation Waste Management SW 36-36-11 W4

PLANNING & DEVELOPMENT

- 1. Approach Requests \$300.00 New/Existing
- 2. Compliance Certificate \$100.00 Non-inspected
\$300.00 Inspected
- 3. Development Permit Application Fee \$100.00 Permitted Use
\$200.00 Discretionary Use
\$400.00 Discretionary Use – Commercial/Industrial
\$100.00 Home Occupation
- 4. Development Permit Fee Penalty (Work started without a Permit) \$250.00
- 5. Land Use Bylaw \$25.00 +GST
- 6. Municipal Development Plan \$25.00 +GST
- 7. Pipeline Crossings \$300.00
- 8. Proximity Requests N/C – done with approach request
- 9. Rezoning Application Fee \$300.00 per application
- 10. Right of Way (acquisition for road construction) \$1,500.00 per acre
- 11. Seismic Explorations on County Lands or Right of Ways \$300.00
- 12. Subdivision & Development Appeal Fees \$400.00

PUBLIC WORKS

- | | |
|---|--|
| 1. Borrow Pits | - Landscape Borrow Pit: assessed value per acre & part thereof affected
- Dug-Out Borrow Pit: \$100.00 each borrow pit or Assessed value per acre |
| 2. County Equipment Rental Rate | Alberta Government Rates +GST |
| 3. Road Stabilization | actual cost of calcium supplied |
| 4. Gravel Royalties | \$2.00 per cubic yard |
| 5. Installation of Approaches | \$1,000.00 (2020)
\$2,000.00 (2021 & beyond)
\$1,000.00 (Widen Existing Approach & Culvert)
\$500.00 (Widen Existing Approach) |
| 6. Purchase of Clay | \$2.00 per cubic yard |
| 7. Snowplowing/Grading (Private Property) | \$150.00 per hour (\$40.00 min fee) |
| 8. Trucks & Equipment (Hourly Rate) | Tandem Trucks - \$59.00 per hour
Pups - \$24.00 per hour |

RECREATION

- | | |
|---|---|
| 1. Campground Fees - Burma Park/Huber Dam | \$25.00 per night – power
\$20.00 per night – no power |
| 2. Huber Dam - Group Area (up to 6 Units)
and for each additional Unit
- Camp Kitchen | \$90.00 per night
\$10.00 per night
\$50.00 per day/night |

WATER & WASTE WATER SERVICES

As per current County Water & Sewage Bylaw.

3. Bylaw 697-21 is hereby repealed.
4. This Bylaw shall come into force and effect when it has received third reading and has been duly signed.

Title: Compensation Rates Councillors	Policy: SC 002
Section: Schedules	Effective: November 1, 2021

Meeting Per Diem Rate: All meetings shall be claimed at \$110.00 per half day up to 4 hours; \$220.00 per full day up to 7.5 hours, and over 7.5 hours is a full day and a half. Lunch to be provided during Council/ASB Meetings and all other meals to be reimbursed per Council Policy: Breakfast - \$20.00, Lunch - \$20.00 and Dinner - \$30.00 (with/without receipts).

Travel Allowance: 60 cents per kilometre (March 1, 2022)

Convention Allowance: The convention allowance rate is \$220.00 per day; \$110.00 per half day. Travel time to and from the convention shall be considered in determining the number of days to be claimed. Actual accommodation costs and parking costs per convention will be reimbursed. Meals or accommodations charged to the corporate credit card will not be reimbursed directly to each Councillor. Meals not provided by the convention to be reimbursed per Council Policy. The allowance for incidentals when away from home is \$10.00 per night if required.

Councillors Allowance: Each Councillor shall receive an allowance of \$800.00 per month. The Reeve shall receive an allowance of \$1,200.00 per month. The Deputy Reeve shall receive an allowance of \$1,000.00 per month. The allowances will be issued monthly.

Benefit Premiums: The County's contributes 100% of the premiums for the coverages listed below:

a. Accidental Death or Dismemberment (see policy)	\$200,000.00
b. Weekly Indemnity	300.00
c. Accident Reimbursement Benefit	5,000.00
d. Critical Illness Coverage	15,000.00

The County also contributes 100% of the premiums for:

- Extended Health Care
- Dental
- Health & Wellness

Internet Fee: Councillors will receive a semi-annual payment to cover their Internet monthly fees based on current rates charged by Internet Service Providers. Payments will be processed in January and July of each calendar year.

Health and Wellness: A Health and Wellness Spending Account is provided for Councillors to receive \$750.00 per year. Regulations as provided to County employees.

Title: Employee Benefits – Non-Union

Policy: SC 003

Section: Schedules

Effective: May 1, 2019

GROUP INSURANCE PREMIUMS

Subject to the successful completion of an initial three-month employment period by a new employee who either receives a salary or an hourly rate and in a position, which is classified as full-time, the premiums are shared between the County and the employees as outlined in “Benefit Premiums”.

BENEFIT PREMIUMS

Effective January 1, 2013, the County’s contributions towards benefit premiums for non-union employees are set at the percentage noted below:

Alberta Health Care	One Hundred (100%) of Premium
Long Term Disability	Ninety percent (90%) of Premium
Life Insurance & A.D.&D.	One Hundred (100%) of Premium
Extended Health Care	One Hundred (100%) of Premium
Dental	One Hundred (100%) of Premium

LOCAL AUTHORITIES PENSION PLAN

Subject to the successful completion of an initial twelve-month employment period by a new employee who receives either a salary or an hourly rate and, in a position, which is classified as full-time, the premiums are shared between the County and the employee in accordance with the regulations of the Pension Board.

ALBERTA HEALTH CARE PREMIUMS

The County will contribute towards the employee’s premium as outlined in “Benefit Premiums”. The benefit is to be pro-rated for part-time employees working halftime or greater. Employees which work less than halftime cannot be considered eligible for this benefit.

EXTENDED HEALTH CARE/DENTAL PREMIUMS

The County will contribute towards the premiums as outlined in “Benefit Premiums”. Subject to the successful completion of an initial employment period an employee is eligible to participate if the position is classified as permanent full-time or if in their third consecutive qualifying season.

HEALTH AND WELLNESS SPENDING ACCOUNT REIMBURSEMENT

The County will reimburse employees on submission of an approved expense as outlined in “Benefit Premiums”. Subject to the successful completion of an initial employment period an employee is eligible to participate if the position is classified as permanent.

ATTENDANCE AT CONVENTIONS

When authorized by Council to attend a convention, meeting, seminar, workshop, etc., an employee shall be reimbursed the following amounts:

Travel:	Automobile	- \$0.60 per km. (March 01/2022)
	Commercial	- Actual cost of ticket
Meals:	Breakfast	- \$20.00
	Lunch	- \$20.00
	Dinner	- <u>\$30.00</u>
	Total Per Diem	- <u>\$70.00</u> (with/without receipts)
Incidentals:	\$10.00 per night away from home if required	
Parking:	Actual cost (receipt required)	
Hotel:	Actual cost per day plus tax	
Registration:	Actual approved registration fee	

VACATIONS

The County undertakes to schedule vacations at the mutual convenience of employees and the County. Individual employee preferences will be considered, as far as practicable, when preparing the vacation schedule. Vacation must also be taken in keeping with County operations and workload.

Vacation Year

The vacation year is the calendar year in which vacation is earned and as such, vacation should begin in that vacation year. At the supervisor’s discretion, employees may carry over vacation to April 30th of the following year.

Holiday During Vacation

Employees receive an alternate vacation day for a County recognized holiday falling within a vacation period. It may be used to extend the vacation or be taken at another mutually convenient time.

Duration/Splitting

An employee’s annual vacation should allow for one break of at least 2 weeks.

Note: Exceptions to this must be approved by their supervisor. The employee’s need for sufficient time off for rest and relaxation must be taken into consideration.

Where entitlement is more than 2 weeks, employees will be encouraged to take the additional vacation entitlements in a minimum of one week stretches. Employees may be permitted to split vacation at the mutual convenience of the County and the employee, upon written request to their supervisor for approval.

Annual Vacation Leave

An employee shall receive an annual vacation with pay in accordance with the number of years of service provided:

<u>Accumulated Service as of Anniversary Date in Vacation Year</u>	<u>Full Year’s Vacation (Working Days)</u>
Less than 1-year	Pro-rated portion of 10
1 to 7 completed years	15
8 to 15 completed years	20
16 to 24 completed years or more	25
25 completed years or more	30

Hourly Employees - Holiday pay is calculated at four (4%) percent of earnings for one (1) – four (4) years of service; six (6) percent of earnings for five (5) years or more years of service or as otherwise designated in accordance with the Collective Agreement. Statutory Holiday pay is paid at a rate of 5%.

Entrants/Terminating Employees - Vacation entitlement is pro-rated for new entrants and terminating employees. Following are part-year vacation entitlements.

Only full months are used in the calculation. Entrants get credit for a full month if hired on the first workday of the month. Terminating employees get credit for a full month if they cease employment on the last scheduled workday of the month.

If Annual Entitlement for Full-time Employee is:

Number of full month's service in calendar year of entry/termination	If Annual Entitlement as Permanent Employee is:				
	10 Days	15 Days	20 Days	25 Days	30 Days
11	9	14	18	23	28
10	8	13	17	21	25
9	8	11	15	19	23
8	7	10	13	17	20
7	6	9	12	15	18
6	5	8	10	13	15
5	4	6	8	10	13
4	3	5	7	8	10
3	3	4	5	6	8
2	2	3	3	4	5
1	1	1	2	2	3

Title: Employee Benefits – Union (Local 955)	Policy: SC 004
Section: Schedules	Effective: January 1, 2019

MEDICAL INSURANCE/GROUP BENEFITS

GROUP INSURANCE

It shall be compulsory for all full-time permanent employees under the Collective Agreement to participate in the group insurance plan provided by the County. The County shall contribute one hundred percent (100%) toward the group life plan premium.

LONG TERM DISABILITY

Permanent employees shall pay one hundred percent (100%) toward the premiums of the Long-Term Disability.

DENTAL PLAN

The County shall pay one hundred percent (100%) toward the premiums for a Dental Plan for full-time permanent employees.

EXTENDED HEALTH CARE

The County shall pay one hundred percent (100%) toward the premiums of the Extended Health Care plan for full-time permanent employees.

HEALTH AND WELLNESS SPENDING ACCOUNT REIMBURSEMENT

Effective January 1, 2019, the County shall provide a Health and Wellness Spending Account for each permanent employee as outlined in the Union Agreement, clause 12.06.

ALLOWANCES

Effective January 1, 2019, the County shall provide Mechanics who, are required to provide a full complement of tools, a monthly tool allowance as outlined in the Union Agreement, clause 6.05.01.

Effective January 1, 2019, the County shall provide each permanent employee and eligible seasonal employee (as outlined in Article 12), a per calendar year safety allowance as outlined in the Union Agreement, clause 6.06.01.

Effective January 1, 2019, the County shall reimburse employees covered under terms and conditions of the Collective Agreement, a per calendar year boot allowance as outlined in the Union Agreement, clause 6.07.01.

Title: Pit & Stockpile Locations

Policy: SC 005

Section: Schedules

Effective: January 4, 2019

GRAVEL PITS

<u>Pit</u>	<u>Expiry Date</u>	<u>Pit Number</u>	<u>Location</u>
Biggs, Tom (South)	January 1, 2010	6	SW 27-34-11
Biggs, Tom (North)	January 1, 2010	27	NW 27-34-11
County/Moench		8	WNW 21-29-16
County/Robusky		24	S½ 26-34-11
Horn, Charles	January 1, 2037	22	SW 7-40-8
K & T Trucking	December 31, 2011	25	NW 21-29-16

STOCKPILE SITES

<u>Site</u>	<u>Expiry Date</u>	<u>Pile Number</u>	<u>Location</u>
County/Bulwark		16	NW 1-38-12
County/Colony		21	SE 13-37-16
County/Coronation		39	Coronation
County/Federal		5	NE 13-36-12
County/Fleet		13	NE 1-37-13
County/Paintearth School		29	SE 3-40-14
County/Pals, Roy		2	SE 30-35-13
County/PW Yard		20	SW 3-38-14
County/Smith, John E.		35	SE 6-38-8

Reclamation Certificates Needed

Buxton, Bud	Need Rec Certificate	15	SW 24-40-09
Dummett, Ken	Waiting for Rec Certificate	3	S½ 22-35-12
Gilbertson, Jim (Almberg)	Need Rec Certificate	7	NE 32-39-8
Glasier, Carlyle - Estate (Melvin & Margaret Glazier)	Need Rec Certificate	4	SE 20-35-11
Heidecker, Ron	Need Rec Certificate	2	NE 6-36-11

Title: Records Retention Schedule "A"	Policy: SC 006
Section: Schedules	Effective: July 19, 2022

Subject	Description	Suggested Retention Period In Years
Accountants	Working Papers	7
Accounts	Paid (summary sheet)	7
	Payable vouchers	7
	Receivable Duplicate Invoices	7
Administration	Reports (not part of minutes)	7
	As Per Legislation	7
Advertising	General	2
	As Per Legislation	7
Agendas	Part of Minutes	P
Agreements	General	12 S/0
	Development	12 S/0
	Major Legal	12 S/0
	Minor Legal	12 S/0
Annexations	Correspondence	7
	Final Order	P
Annual Reports		5-7
Annual Reports	Local Boards	5-7
Applications	Site Plan approval	2
	Part-time Employees (after end of employment)	1
Appointments	Other Than Those in Minutes	3
Assessment	Rolls	P
	Assessment Review Board (ARB) Minutes	P
	ARB Work File	5
	Appeals	12
	ARB Records	7
	Duplicate roll	7
	Review Court Records	7
Assessment Appeal	Board File	5

Subject	Description	Suggested Retention Period In Years
Assets		20 S/0
	Records of Surplus	5
	Temporary Files	2
Bank	Deposit Books	7
	Deposit Slips	7
	Memos (Credit/Debit)	7
	Reconciliations	2
	Statements	7
Boards	Minutes	P
	Authority & Structure	5 S/0
	Correspondence	5
Briefings/Reports	To Council	7
Budgets	Operating (in minutes)	P
	Capital (in minutes)	P
	Working Papers	3
Bylaws	All	P
Cash	Receipts Journal	7
	Disbursements Journal	7
	Duplicate Receipts	7
Certificates	Of Title	P
Census	Reports	12
Cheques	Cancelled (paid)	7
	Register	7
	Stubs	7
Claims	Notice of	12 S/0
	Statements of	12 S/0
Committee	Minutes	P
Compensation	Records	10
Computer Cards		1
Contracts	Files (completion of)	12 S/0
	Forms	12
	Major Legal	12 S/0
	Minor Legal	12 S/0

Subject	Description	Suggested Retention Period In Years
Council	Minutes	P
Court Cases		12 S/0
Destroyed Records		P
Index		
Documents	Not Part of Bylaws	12 S/0
	Agreements Major Legal	12 S/0
	Agreements Minor Legal	12 S/0
	Contracts Legal	12 S/0
	Easements	12 S/0
	Leases (after expiration)	12 S/0
	Notices of Change of Land Titles	12 S/0
Elections	Nomination Papers	Sec 28(4) <i>Local Authorities Election Act</i>
	Ballot Box Contents	Sec 101 <i>Local Authorities Election Act</i>
Engineering	Drawings	P
Employee Benefits	A.H.C., Blue Cross, Dental, etc.	5
	W.C.B. Claims	4-5
Employees	Job applications (hired)	3
	Job Application (not hired)	1
	Job Descriptions	3 (after position abolished)
	Oaths of Office	1 (after position vacated)
	Personnel File	1 (after cessation of employment or 6 years after dismissal (FYI - The GOA keeps any pension contribution information for 70 years.)
Financial Statements	Interim	10
	Working Papers	3
	Final	12
Franchises		P
Income Tax	Deductions	5-7
	TD1	1
	T4	5-7
	T4 Summaries	5-7

Subject	Description	Suggested Retention Period In Years
Industry & Utilities	Approach/Access Approvals	P
	Pipeline Crossing Agreements	P
	Seismic Approvals	3
Inquiries Insurance	From the Public	3
	Claims	12 (after settled)
	Records (after expiration)	12
Land	Appraisals	1 (after sold)
Leases	After Expiration	7 S/O
Legal	Opinions	12 S/O
	Proceedings	12 S/O
Legislation	Acts (after superseded)	1
Licenses	Applications	3
	Business (after expired)	5
	Literature	2
Local Improvements	Records	P
Maps	Base (original)	P
	Contour	P
Maintenance Reports		12
Minutes	Council	P
	Boards	P
	Committees	P
Monthly Reports	Road	5-7
Municipal Affairs	Annual Reports	5
Organization	Structure & Records	2-5 S/O
Payroll	Garnishees	3 (after garnish is removed)
	Individual Earning Records	6
	Journal	6
	Time Cards	4-6
	Time Sheets	
	Daily	5
	Overtime	5
	Weekly	5
Employment Insurance Records	5 (after cessation of employment)	

Subject	Description	Suggested Retention Period In Years
Permits	Development	P
	Safety Codes	5
Petitions		10
Plans	Official	P
	Amendments	P
	Subdivision	P
Policy	After Superseded	5
Progress Reports	Project	5-7
	Under Contract (Final payment)	7-10 S/O
Property Files		Until sold +10
Prosecution	All	12 S/O
Publications	Local Reports	3
Purchase	Land	Until Sold +12
Receipts	Books	7
	Duplicate Cash	7
	Registration	7
Receptions & Special Events (non-historic)		3
Reports	Accident	12 S/O
	Accident Statistics	12 S/O
	Field	12 S/O
Requisitions	Copies	2
	Duplicate	7
	Paid	7
Resolutions	Minutes	P
Spray Application	Records	7
Subdivision	After Final Approval, Includes Application	P
Street	Sign Inventory Register	P
Tax	Rolls	P
Tax Recovery	Records	P

Subject	Description	Suggested Retention Period In Years
Taxes	Arrears	7
	Final Billing	12
	Municipal Credits	7
	Receipts	7
	Rolls	P
	Sale Deeds	P
Termination	Employees	P
Tenders	Files	12
	Successful	12
	Purchase Quotations	12
	Unsuccessful	10 (FYI - The GOA keeps all unsuccessful tenders for 10 years in case of civil litigation.)
Traffic	Streets	7
Training and Development Files		5
Trail Balances	Monthly	3
	Year End	7
Vendors	Acknowledgments To	2
	Contracts	12
	Suppliers Files	12
Vouchers	Duplicate	7
Writs		12
Weed Control Reports	Until updated	1
Zoning	Bylaws	P
	Bylaw Enforcement	5