

ADMINISTRATION

Section "AD"

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Title: Abatement of Nuisances

Policy: AD 001

Section: Administration

ACCOUNTABILITY: To state the County's position on the abatement of nuisances.

POLICY STATEMENT: Provision is made in Bylaw #514-00 (enacted August 17, 2000) for the prevention and abatement of any nuisances, and the declaring of any building, structure drain or ditch upon any private lands, street or road which may be dangerous to the public. Council may direct the removal, filling-up or other abatement of the nuisance.

Penalties:

- First Offense - \$100.00 or 10 days imprisonment
- Each Subsequent Offense - \$500.00 or 20 days imprisonment

Council Approved: October 1, 2019

Reference: Former Policy 400

Administrative Responsibility: Chief Administrative Officer

Review Cycle: As required

Resolution #10.01.19.367

Originated: January 20, 1983

Next Review Date: As required

Title: Accounting – Tangible Capital Assets

Policy: AD 002

Section: Administration

AUTHORITY AND ACCOUNTABILITY: To define tangible capital assets and establish accounting procedures used to achieve the consistent recording of tangible capital assets over their expected lives in a manner that complies with Canadian generally accepted accounting principles.

This policy applies to all County Departments, boards and commissions, agencies and other organizations falling within the reporting entity of the County of Paintearth No. 18.

Effective January 1, 2009 all tangible capital assets are budgeted, financed and reported as such on the books of the County of Paintearth No. 18. The County is bound by Section 276 of the Municipal Government Act to act in accordance with Canadian generally accepted accounting principles, which are the standards approved by the Public Sector Accounting Board included in the CPA Canada Public Sector Accounting Handbook published by the Chartered Professional Accountants of Canada under Public Sector Handbook PS3150 and PSG-7. Disputes in application of Tangible Capital Asset Policies are processed by the County Auditor in consultation with Alberta Municipal Affairs and the Chartered Professional Accountants of Canada.

STATEMENTS AND PRACTICES:

1. Tangible Capital Assets are non-financial assets having a physical substance that:

- a) are held for use in the production of supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
- b) have useful economic lives extending beyond an accounting period;
- c) are to be used on a continuing basis; and
- d) are not for sale in the ordinary course of operations.

2. Tangible Capital Assets are recorded in the following major classifications:

- a) Land
- b) Land Improvements
- c) Buildings
- d) Engineered Structures
- e) Machinery and Equipment
- f) Vehicles
- g) Cultural and historical assets

3. Tangible Capital Assets include the Minor Classifications for Engineered Structures that include:

- a) Roadway System
- b) Water System
- c) Wastewater System
- d) Storm System

4. Tangible Capital Assets includes Minor Classification Components for the Engineered Structures – Roadway System that includes:

- a) Paved Asphalt Roads – “Paved Roads”
- b) Cement Stabilized Base Course – “Terracem Roads”
- c) Unpaved Gravel Roads – “Regularly Maintained Gravel Roads”
- d) Unpaved Surface-Treated Roads – “Oiled Roads”
- e) Non-Engineered Roads – “Not Regularly Maintained Roads”

5. Tangible Capital Assets include Minor Classifications for the Machinery and Equipment Classification that include:

- a) Communication Systems
- b) Office Furniture and Equipment

6. Tangible Capital Assets includes Minor Classification Components for Machinery and Equipment that includes:

- a) GIS/GPS/CAMS logging modules, radios, radio system, software, hardware and laptops
- b) Telephone Systems in the County Office and Shops
- c) Furniture in the County Office and Shops
- d) Office business machines
- e) Computer workstations incl. hardware and software, server, and financial database software.

7. Capitalization and Capitalization Thresholds:

ASSET DESCRIPTION	CAPITALIZATION THRESHOLD
Land under roads	\$1.00 per acre/parcel up to December 31.08
Land - other	Nominal value used in absence of actual value
Land Improvements	\$5,000.00 or greater
Buildings	\$25,000.00 or greater
Engineered Structures	\$50,000.00 or greater
Machinery & Equipment	\$5,000.00 or greater unless in Network Systems
Vehicles	\$5,000.00 or greater
Cultural and Historic Assets	all with no minimum value required

8. Incidental Costs:

The following costs associated with the acquisition of a tangible capital asset will be capitalized:

- a) Land – legal and title fees, surveying costs, appraisal fees, and site preparation costs.
- b) Engineering Structures – engineering fees, legal fees, survey costs, site preparation costs and related costs to put the structure into its intended state of operation.
- c) Building – architect fees, legal fees, survey costs, site preparation costs and related costs to put the building into its intended state of operation.
- d) Machinery, Equipment, and Vehicles – freight, transportation and installation costs.

9. Non-Capital Item Thresholds:

Items that are purchased that fall between the values of \$500.00 and \$4,999.99 are recorded as Non-Capital Equipment and accounted for using the General Ledger 60000 accounts (i.e. 2-32-00-60000 for Public Works Non-Capital items).

10. Responsibilities:

- a) The Chief Administrative Officer is responsible for ensuring the County of Paintearth Tangible Capital Assets – Policies and Procedures are adhered to.
- b) The Director of Corporate Services is responsible to ensure that County of Paintearth No. 18 tangible capital asset records are current, accurate and complete.

11. Tangible Capital Asset Disposal:

Disposal of Tangible Capital Assets are administered under County Policy AD 005 Disposal of Equipment.

12. Exceptions:

Assets that are not recorded as Tangible Capital Assets fall into the following categories:

- a) Assets with a cost that fall below the capitalization threshold of the County unless considered a betterment in a network system;
- b) Non-material assets that are below the capitalization threshold;
- c) Non-monetary assets i.e. human resources.

Council Approved: October 1, 2019

Reference: Former Policy 407

Administrative Responsibility: Chief Administrative Officer

Review Cycle: As required

Resolution #10.01.19.367

Originated: November 18, 2008

Next Review Date: As required

Title: Anniversary Celebrations

Policy: AD 003A

Section: Administration

POLICY STATEMENT

The County of Paintearth desires to celebrate anniversaries of community members, providing a Certificate of Recognition for a 100-year milestone events, being:

- Birthdays, or
- Homestead Anniversaries.

REGULATIONS

1. Requests for Anniversary Celebration – Certificates of Recognition must be made in writing and submitted to the County Administration Office for processing. Requests must include:
 - Type of Anniversary,
 - Certificate Holder's Identity,
 - Anniversary Dates, and
 - Mailing Address.

PROCEDURE

Upon receiving the request, Administration shall provide the applicant with Federal and Provincial constituency contact information such that similar recognition be awarded by higher levels of government. Certificates of Recognition are to be presented by the County, in person if possible or by mail.

Council Approved: February 7, 2023

Reference:

Administrative Responsibility: Administration

Review Cycle: As Required

Resolution #: 02.07.23.033

Reviewed:

Revised:

Next Review Date: As Required

Title: Communications, Media Relations, Social Media	Policy: AD 003
Section: Administrative	

STATEMENT:

Communications: The County of Paintearth recognizes the importance of creating a corporate communications policy to effectively communicate internally and externally.

Media Relations: The County of Paintearth recognizes the importance of media relations and that it is critical to build mutually beneficial and trusting relationships with news media. Such relationships will help foster accurate, balanced and fair reporting; allow the County to convey information through the media to stakeholders; increase positive coverage; and protect and enhance the County’s reputation.

Social Media: The County of Paintearth acknowledges the importance of social media as a communications tool and is committed to open and transparent communication. The County will authorize specific individuals to utilize social media in the official capacity to ensure that, as with all communications activities, communications through social media channels are accurate, consistent, timely and professional.

1.0 Reason for Policy

- 1.1 **Communications** – To establish guidelines for communications to external audiences, including the Public, and internal audiences, namely Council and staff. Every effort will be made to ensure communications are timely, accurate, clear, objective and complete.
- 1.2 **Media Relations** - To establish guidelines for the interactions between media and designated County staff on behalf of the County and its departments to ensure residents are informed of County initiatives, programs and policies.
- 1.3 **Social Media** - To establish definitions, to define roles and responsibilities pertaining to the use of social media; to provide Council, Council committees and employees with social media usage guidelines in order to protect the County’s brand and reputation.

2.0 Related information

- 2.1. **Confidentiality/Disclosure** – The County of Paintearth will abide by all legal requirements regarding access to information, disclosure of information, and confidentiality. The County may limit disclosure in matters where ongoing legal, criminal or other matters are being investigated, litigated or negotiated.
- 2.2. **Visual Identity** - In compliance with the County of Paintearth Branding Guidelines, a clear and consistent visual identity assists the public in recognizing and accessing the policies, programs, services and initiatives of the County. To present a unified and consistent identity, departments must display the corporate logo in all applications, regardless of medium, in external and internal use.

3.0 Definitions

- 3.1. **CAO** means Chief Administrative Officer of the County of Paintearth or the CAO’s delegate.
- 3.2. **Communications** means the practice of receiving, interpreting and transmitting information.
- 3.3. **Public** refers to taxpayers, civic employees, community organizations, businesses, suppliers to the County, other levels of government, and all other individuals and groups which the County works with and serves.

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- 3.4. **Advertising** means the planning, coordination, production and placement of print, radio, television, web based and outdoor advertising.
- 3.5. **Production** services means the manufacture of publications, audio-visuals, emblematic and specialty products, displays and other material used to communicate with the public.
- 3.6. **Media Relations** means news releases, public statements, news conferences and other methods and materials used to communicate with media representatives and outlets.
- 3.7. **Special Events** means grand openings, award nights, ground-breakings, recognition, commemorative, promotional or other events and functions sponsored by the County of Paintearth, usually as a result of direction by the Reeve, Council, or CAO, involving senior civic elected and appointed officials, external dignitaries, invited guests, general public, news media, etc.
- 3.8. **Emergency Communications** means internal and external communication activities required as a result of an officially declared emergency or any serious and unusual activity or event involving County facilities or personnel, i.e. fatalities, serious injury or accident, major service outages, bomb threats, major thefts or other criminal activities, tornadoes, floods, etc.
- 3.9. **County** means County of Paintearth.
- 3.10. **Social Media** refers to freely accessible, third-party hosted, interactive web-based technologies used to produce, post and interact through text, images, video and audio to inform, share, promote, collaborate or network.
- 3.11. **Spokesperson** means a County employee who has the authority to make statements to media on behalf of the County.
- 3.12. **Media** means traditional news media; print, radio, television.
- 3.13. **Public Discussions** includes but is not limited to media interviews, public presentations, open houses, trade shows and public meetings.

4.0 Responsibilities

4.1. Reeve and Council:

- 4.1.1. Approve this policy and any amendments thereto.
- 4.1.2. Advise CAO of upcoming issues that could affect the positive public image of the corporation.
- 4.1.3. The Reeve, or in the absence of the Reeve, the Deputy Reeve is the spokesperson for Council.
- 4.1.4. No member of Council will create, operate or manage any website or social media site on behalf of the County without prior written consent by the CAO.

4.2. Chief Administrative Officer:

- 4.2.1. Monitors the policy and accompanying procedure, provides training and ongoing guidance to County departments, and suggests revisions for Council's consideration.
- 4.2.2. Reviews policy one year from the date it becomes effective and every two years thereafter, or sooner at the direction of Council.
- 4.2.3. Approves and oversees communication tools for official corporate use.

- 4.2.4. Ensures consistent messaging and imaging for all corporate communication tools.
- 4.2.5. All account identities should adhere to corporate brand standards and should be seen as an adequate and accurate representation of the County. Designated staff may be tasked to assist with branding the account at the discretion of the CAO.
- 4.2.6. Prepare/oversee communication/marketing/messaging elements to ensure consistency with guidelines in this policy.
- 4.2.7. Implement this policy and approve procedures.
- 4.2.8. Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- 4.2.9. Be aware of upcoming issues that could affect the positive public image of the corporation.
- 4.2.10. Acts as spokesperson for Administration in all matters unless authority is delegated to the appropriate department head.
- 4.2.11. Maintains a current listing of site domain names and social media accounts, including login and password information.
- 4.2.12. Oversees all County social media accounts including their creation and destruction.

4.4. Director of the Department:

- 4.4.1. Ensure implementation of this policy and procedure.
- 4.4.2. Make recommendations to the CAO of necessary policy or procedure amendments.
- 4.4.3. Advise CAO of upcoming issues that could affect the positive public image of the corporation.
- 4.4.4. If required, request advice and support of CAO on any communication activities.
- 4.4.5. Act as department spokesperson with consent of CAO.

4.5. Supervisor:

- 4.5.1. Understand, and adhere to this policy and procedure.
- 4.5.2. Ensure employees are aware of this policy and procedure.
- 4.5.3. If required, request advice and support of CAO on any communication activities.
- 4.5.4. Authorized to speak on items related to departments with consent from Director.

4.6. All Employees:

- 4.6.1. Understand and adhere to this policy and procedure.
- 4.6.2. All media inquiries received by staff other than those listed should be referred to the CAO.
- 4.6.3. In all forms of social media usage – including personal use – employees should assume the same professional standards as conducted in other public meetings and consultations. Even if not identified with an explicit County affiliate, employees implicitly represent the corporation and will be held to the same expectations.

- 4.6.4. Inappropriate content posted on County sites by County employees will be brought to the attention of the Director of the applicable department to determine the appropriate course of action.

5.0 Special Situations

During times of Emergency or Crisis refer to the Emergency Management procedures.

6.0 Social Media Standards

- 6.1.1. All County of Paintearth social media accounts are created and maintained by the Chief Administrative Officer or Designate. This function holds credentials to all corporate social media accounts, provides access and training to those from other departments using County networks and monitors all content in accordance with social media guidelines.
- 6.1.2. Social media sites are to be implemented in a manner that positively maintains and enhances the County's reputation.
- 6.1.3. Social media sites are to provide consistent and professional messaging to residents confirming information they are receiving is official information from the County of Paintearth.
- 6.1.4. Social media sites are effectively managed to ensure they provide timely and accurate information and responses.
- 6.1.5. Social media users will follow established guidelines to address controversial and sensitive online content about the County, its business, its members of Council, Council committees, or its employees.
- 6.1.6. Social media sites will adhere to established records retention, privacy and accessibility requirements.
- 6.1.7. Social media sites are not used to promote content within, or outside the county that is external to the County of Paintearth as an organization without consent of the CAO.

7.0 External Communication Standards

- 7.1.1 All information requests must be made in writing to the CAO and must include the writers' full name and contact details.
- 7.1.2 Information requests received by Councillors about municipal administration, policies and programs, and operations shall be provided to the CAO to determine an appropriate response, if warranted.
- 7.1.3. All access to information or disclosure requests that are governed by the *Freedom of Information and Protection of Privacy Act (FOIPP)* shall be processed in accordance with the legislation.
- 7.1.4 All information requests not governed by FOIPP shall be logged by the CAO. The CAO shall assess whether a response is warranted and if so, the CAO shall determine how and by whom the request should be addressed. Responses shall be directed through the CAO and logged, subject to the CAO directing otherwise.
- 7.1.5 Efforts will be made to respond to information requests in a timely manner, based on the complexity of the request and the availability of County resources.
- 7.1.6 Information requests or communications that are abusive, litigious, or libelous, as determined by the CAO, may be logged as such and may not receive a response.
- 7.1.7 Information requests about ongoing legal, criminal or other investigations or ongoing litigation, appeals or negotiations shall not be answered.

- 7.1.8 Information requests by the same or similar persons on the same or similar topics that are deemed to be overbearing, repetitive, abusive or inappropriate, as determined by the CAO, shall be logged but may not be answered.
- 7.1.9 The CAO may, in the CAO's discretion, establish a communication protocol to manage and address communications on a particular topic, on a range of topics, or from a particular person or group of persons. This may include, but is not limited to, establishing a dedicated address (email, phone or address) for receipt; establishing timelines for reviewing and responding to such communications, if deemed necessary; and establishing a process for addressing such communications, including collectively, if appropriate as determined by the CAO.
- 7.1.10 Communications to Council shall be governed by the Procedure Bylaw.

Council Approved: November 24, 2020 Reference: Former Policy #575 Administrative Responsibility: Chief Administrative Officer Review Cycle: As required	Resolution #11.24.20.470 Originally Approved: October 1, 2019 Next Review Date:
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Title: Contributed Services & Goods

Policy: AD 004

Section: Administration

ACCOUNTABILITY: To outline the County's policy for measuring the value of non-monetary contributions made to other organizations.

POLICY STATEMENT: Accounting standards require that all services and goods provided by the County to organizations at no recovered cost must be reflected separately in the financial results of the County.

Subject to this policy, all expenditures relating to the above-mentioned costs will be tracked as project costs and reflected as grants to individuals and organizations in the financial results of the County as a separate note.

Council Approved: October 1, 2019
Reference: Former Policy 555
Administrative Responsibility: Finance
Review Cycle: As required

Resolution #10.01.19.367
Originated: May 22, 2013

Next Review Date:

Title: Disposal of Equipment

Policy: AD 005

Section: Administration

ACCOUNTABILITY: To allow for the disposal of surplus equipment and materials purchased by the County of Paintearth No. 18 that has been replaced, no longer serves a useful purpose, or is considered obsolete.

DEFINITIONS: Surplus Equipment means: “any equipment or materials which is no longer suitable or required for which it was originally intended or for which it is not deemed to be useable in the immediate future.”

Surplus equipment and materials include the following: “Capital Items” that have been replaced, no longer serves a useful purpose, or is obsolete; and “Supply Items” that at the time of acquisition were less than \$500.00 and is replaced, no longer serves a useful purpose, or are obsolete, with the exception of those surplus materials noted in County’s Policy PW 027 Sale of Used Equipment.

POLICY STATEMENT:

1. Administration shall submit a list of recommended surplus equipment and materials as defined in Policy No. AD 005 to County Council for approval for sale or disposal. (Administration consults with Departments regularly to assemble a list of unsuitable or obsolete equipment and materials that will be recommended to Council for disposal).
2. Surplus equipment and materials may be offered for sale to the public by way of public tender or public auction.
3. Surplus equipment and materials shall be advertised for sale through a variety of means including public media, newsletters, posted public notice, electronic means, or through the Association of Municipal Districts and Counties.
4. County employees are authorized to bid on surplus and equipment offered for sale through public tender.
5. A deposit of 10 percent of the total tender (including GST) must accompany the tender document to qualify as a valid tender. The tender price must be in Canadian dollars. The deposit shall be by Certified Cheque or a Bank Draft.
6. Administration shall submit to Council the list of bids received for surplus equipment and materials advertised for sale or disposal.
7. County Council retains the authority to accept or reject the highest or any tender offered on surplus equipment or materials.
8. Funds must be received prior to the release of item(s) to successful bidder. All sales of surplus equipment and materials are final with no warranties implied or refunds given.
9. All equipment or materials sold must be documented appropriately in order to make necessary adjustments to the County’s assets and insurance records.
10. If no offer to purchase surplus equipment or materials is received, the equipment or materials shall be disposed of in the least costly manner possible.

Council Approved: October 1, 2019

Reference: Former Policy 535

Administrative Responsibility: Chief Administrative Officer

Review Cycle: As required

Resolution #10.01.19.367

Originated: September 14, 2006

Next Review Date: As required

Title: Electoral List

Policy: AD 006

Section: Administration

ACCOUNTABILITY: To provide for the taking of votes of electors by declaration.

POLICY STATEMENT: In accordance with Bylaw #515-00 (enacted August 17, 2000) it is unnecessary to prepare a List of Electors for any election, by-election or vote on any question or bylaw.

Council Approved: October 1, 2019

Reference: Former Policy 425

Administrative Responsibility: Chief Administrative Officer

Review Cycle: As required

Resolution #10.01.19.367

Originated: August 19, 1971

Next Review Date: As required

Title: Fire Protection Service Charges

Policy: AD 007

Section: Administration

ACCOUNTABILITY: This policy establishes guidelines the County of Paintearth No. 18 uses with respect to fees charged for fire protection services.

POLICY STATEMENTS:

1. Bylaw 675-19 Fire Services, Part VII – Recovery Costs, 18 Fire Protection Charges references that upon County fire services providing fire protection on a parcel of land within the County’s boundaries, the County may, in its sole and absolute discretion, charge fire protection charges to any or all the following persons, namely:
 - a) the person or persons causing or contributing to the fire;
 - b) the occupant of the parcel of land on which fire protection was provided;
 - c) the owner of the parcel of land which fire protection was provided;
 - d) the person with control over the parcel of land on which fire protection was provided, which may include, without restriction, a property manager;
 - e) the person or persons who requested fire protection;

and all persons charged are jointly and severally liable for payment of the fire protection charges to the County.

Fire protection charges shall be paid within thirty (30) days of receipt of an invoice.

2. Bylaw 675-19 Fire Services, Part VII – Recovery Costs, 20 Service Fees and Charges references that the County of Paintearth No. 18 may establish and levy fees and charges for services, including but not limited to:
 - a) Fees for responding to an incident;
 - b) Fire permit application fees;
 - c) Stubble burning application fees;
 - d) Site inspection fees
 - e) Fire investigation fees
 - f) Fees for responding to false alarms; and
 - g) Fees for file searches and copying records.

The fees and charges described in this section shall be a debt due and owing to the County and collection of unpaid fees and charges may be undertaken by civil action in a court of competent jurisdiction.

3. All persons receiving fire charges can make an appeal to Council of the County of Paintearth No. 18 to have the charges reviewed or dismissed. To ensure fairness when an appeal is being heard, the following criteria will be considered:
- a) Was the fire localized to a specific parcel or structure (in which case the owner is typically the person from whom the costs are sought);
 - b) Was the fire caused by an identifiable person or persons who should be held responsible for the costs?
 - c) Who requested the service?
 - d) Was the fire an “act of God”?
 - e) Was the fire deliberate, due to negligence or did the person that cause the fire exercise due diligence in attempting to control and manage a lawful fire?
 - f) What would be the financial impact of seeking recovery of all or a portion of the fire protection charges from the person?
 - g) Review of contents of Fire Investigation Report from the Community Peace Officer.

Persons wishing to appeal may request a closed session as per *Freedom of Information and Protection of Privacy Act, R.S.A.2000, Chapter F-25: Part 1, Div. 2, Sec 24(1)(g), 24(1)(d)*.

Council Approved: October 1, 2019 Reference: Bylaw 675-19 Fire Services Administrative Responsibility: Chief Administrative Officer Review Cycle: As required	Resolution #10.01.19.367 Originated: Next Review Date:
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Title: Garbage on Road Allowances

Policy: AD 008

Section: Administration

ACCOUNTABILITY: To state the County's position on garbage on road allowances.

POLICY STATEMENT: Bylaw #196 requires the removal of dirt, filth or rubbish or any other obstruction off the highways or public places by the party responsible for deposition same. Any party refusing or neglecting to remove the dirt, filth or rubbish or other obstruction upon the request of an Officer, or the County, will be charged the actual cost of having the work done by a County employee.

Penalties:

First Offense	- \$ 50.00 or 10 days imprisonment
Second Offense	-\$100.00 or 20 days imprisonment
Third Offense	- \$200.00 or 20 days imprisonment
Subsequent Offenses	- \$200.00 or 20 days imprisonment

Council Approved: October 1, 2019

Reference: Former Policy 430

Administrative Responsibility: Chief Administrative Officer

Review Cycle: As required

Resolution #10.01.19.367

Originated: March 15, 1973

Next Review Date: As required

Title: Grants to Local Organizations

Policy: AD 009

Section: Administration

ACCOUNTABILITY: To provide an annual grant to the following local organizations.

POLICY STATEMENT: Authority is provided, by resolution of Council, for the payment of an annual grant to the following organizations in the amount shown. The monies are to be debited to account 2-12-00-77000.

- a) Beaver Road S Cemetery \$ 300.00
- b) Bulwark Cemetery \$ 300.00
- c) Castor Evangelical Missionary Fellowship Cemetery \$ 300.00
- d) Fairfield Cemetery \$ 500.00
- e) Halkirk Cemetery \$ 1,200.00
- f) Haneyville Cemetery \$ 300.00
- g) Notre Dame Cemetery \$ 300.00
- h) Town of Castor Cemetery \$ 2,000.00
- i) Town of Coronation Cemetery \$ 2,000.00
- j) United Church Cemetery \$ 300.00

- k) Castor Fair Board \$ 300.00
- l) Coronation Fair Board \$ 300.00
- m) Coronation Music Festival \$ 750.00

- n) Castor Rodeo Club \$ 500.00
- o) Coronation Pro Rodeo Association \$ 500.00
- p) Coronation Royal Rumbull Bullarama \$ 500.00
- q) Halkirk Elks Bullarama \$500.00

The monies are to be debited to account 2-74-00-76500.

- a) Brownfield Community Library \$7,500.00
- b) Coronation Memorial Library \$7,500.00
- c) Castor Municipal Library \$7,500.00

Council Approved: January 5, 2022

Reference: Former Policy 435

Administrative Responsibility: Chief Administrative Officer

Review Cycle: As required

Resolution #01.05.22.07

Originated: February 20, 1989

Next Review Date: As required

Title: Insurance Coverage (Volunteer Fireman)	Policy: AD 010
Section: Administration	

PURPOSE: To provide insurance coverage for Volunteer Firemen.

POLICY STATEMENT: Subject to specific inclusion as detailed on the insurance policy, liability insurance is extended to all volunteer members in good standing on the Fire Brigade.

The joint Fire Agreement with the Town of Castor, Town of Coronation and the Village of Halkirk provides for the County to provide accidental death and dismemberment insurance coverage for firefighters at no cost to the Towns and Village.

The basic level of coverage provided:

- \$200,000 Principal Sum
- \$ 400 Weekly Accident Indemnity (260 weeks)
- \$ 25,000 Accident Reimbursement Benefit
- \$ 10,000 Dental Expense Benefit

Coverage is only applicable to those members between 18 and 65 years of age. Special permission may be obtained for individuals under age 18 or over 65.

Council Approved: October 1, 2019	Resolution # 10.01.19.367
Reference: Former Policy 260	Originated: January 20, 1983
Administrative Responsibility: Chief Administrative Officer	Next Review Date: As required
Review Cycle: As required	

Title: Investment of Surplus Funds

Policy: AD 011

Section: Administration

ACCOUNTABILITY: To provide for the investment of surplus funds of the County of Paintearth No. 18.

POLICY STATEMENT: Subject to this policy, surplus funds of the County are to be invested in a prudent and beneficial manner which maximizes the return earned while protecting the assets of the municipality.

The Chief Administrative Officer may make such investments in any of the securities authorized by Sections 250 (a) and (c), of the Municipal Government Act.

The primary objective is to ensure the current cash flow requirements of the County are met. Most investments will have maturities of less than one year. The investments will be short term, cash equivalent securities in nature (i.e. term deposits, banker's acceptance, Government of Canada Treasury Bills, guaranteed investment certificates, etc.). Surplus funds more than yearly cash flow will be identified and referred to Council to determine specific earmarked expenditures (i.e. capital expenditure requirements).

In trying to maximize the return on investments, local banking institutions within the County of Paintearth must be given an opportunity to quote on the principles sums identified for investment. The choice in selecting the banking institution will depend upon the rate of interest offered, however, will not exclusively be the determining factor in awarding the investment. In reviewing the quotations, Council is of the opinion that not all investments be invested in any one institution.

Investments will not knowingly be made in companies which could damage the reputation or role of the County, or which could be construed to be in conflict with the objectives of the County.

Council Approved: October 1, 2019

Reference: Former Policy 440

Administrative Responsibility: Chief Administrative Officer

Review Cycle: As required

Resolution #10.01.19.367

Originated: August 17, 2000

Next Review Date: As required

Title: Land Leases

Policy: AD 012

Section: Administration

ACCOUNTABILITY: This policy establishes guidelines and conditions with respect to the leasing of land owned by the County of Paintearth No. 18.

POLICY STATEMENTS:

1. **LEASING OF LAND:** Land owned by the County of Paintearth No. 18 that is not being developed or used in the short or long-term may be leased for commercial, industrial, recreational, institutional, agricultural or public purposes subject to the following conditions:
 - 1.1 All leasing opportunities will be presented to the public in a tendering process that will outline a reserve bid;
 - 1.2 The lease shall be for a fixed term not to exceed five (5) years as approved by Council; lease extension requests may be reviewed and approved by Council;
 - 1.3 The proposed use of the leased property must conform to the Land Use Bylaw and all other applicable County Plans.

2. **GRAZING LEASES:** Terms and conditions for Leasing Land for the purpose of grazing livestock shall be subject to the following conditions:
 - 2.1 Pasture only those portions of the lease land for grazing livestock. No land will be broken or cultivated without the prior approval of the Lessor.
 - 2.2 Weed control on the Land is the responsibility of the Lessee.
 - 2.3 Gates, cattle guards and fences on the legal property line, are required to keep livestock confined.
 - 2.4 Problem animals shall be removed by the Lessee where complaints of persistent violations from adjacent landowners are received by the County.
 - 2.5 Improvement or alterations such as shelters, corrals and water facilities must receive pre-approval of the Chief Administrative Officer.
 - 2.6 The Lease holder shall use the land in accordance with proper range management for the species present on the land and use accepted conservation practices.
 - 2.7 The County lease lands shall be utilized within the carrying capacity of the land. Where adverse environmental conditions create abnormal plant production, stocking rates may require adjustment within a grazing season or from season to season at the discretion of the Chief Administrative Officer.
 - 2.8 Stocking rates for each parcel of County lease land shall be based upon current Animal Unit Month (AUM) Calculations as per Alberta Public Lands Policy and may be increased or decreased from time to time.
 - 2.9 Should the Lessor determine that the Land has been overgrazed and/or damaged, this Lease and the terms hereby granted may be terminated with five (5) days' Notice, and all livestock will be removed within the said five (5) day period.

3. **CONDITION OF LEASES:**
 - 3.1 Access is granted the right to enter onto the Land as Tenant, for a five (5) year term from the 1st day of April, to the 31st day of March at a yearly rental of six (6) times the Current Taxes.
 - 3.2 Annual taxes levied for the land must be paid in full by the 30th of June by the Lessee.
 - 3.3 In the event the annual property taxes are not paid in full by the 30th of June of each year of the Lease, this Lease and the terms hereby granted may be terminated immediately.
 - 3.4 Properties can only be leased to persons over the age of 18 years old.

- 3.5 Subletting properties is strictly prohibited.
- 3.6 The County of Paintearth or appointed agent has the right of access to the land to explore for and/or mine any sand or gravel, mining, crushing and hauling said gravel, oil and gas exploration, wind energy, and reclaiming the Land. The lessee shall be compensated for production loss where the area exceeds one (1) acre.
- 3.7 The County shall be entitled to any compensation for any activity upon the land such as but not restricted to wind energy, petroleum exploration, site development, pipeline installation and right of entry. The lessee shall be entitled compensation for production loss, fence cuts and inconvenience and will negotiate directly with the company.

4. **TERMINATION OF LEASES**

- 4.1 Violation of the terms and conditions of the Lease is cause for immediate termination of the lease.
- 4.2 If leased land is sold, in accordance with County Policy 580 Sale of County-Owned Land, Leases may be terminated with thirty (30) days written notice, without penalty to the Lessor.
- 4.3 Written Notice shall be delivered either in person, via electronic transmission or Canada Post.
- 4.4 Termination of Lease from either party may be done by giving written notice to the Lessor to terminate this lease agreement before the 15th of March in any year of the term of lease, which written notice of termination shall be effective March 31st of the same year of the term of the lease.

5. **RECLAMATION OF LEASE LANDS**

- 5.1 The Lessee is responsible for costs to remedy damages caused by the Lessee to the property of the Land, notwithstanding termination of the Lease for just cause.
- 5.2 No alterations or improvements will be effected on the Land without the prior written approval of the Lessor. Failure to obtain the written approval of the Lessor prior to construction of alterations or improvements to the Land may be considered just cause, at the sole discretion of the Lessor, for immediate termination of the Lease without penalty. Removal or remediation of any unauthorized works will be performed at the sole cost of the Lessee.

Council Approved: October 1, 2019	Resolution #10.01.19.367
Reference: Former Policy 445	Originated: April 15, 1999
Administrative Responsibility: Chief Administrative Officer	Next Review Date: As Required
Review Cycle: As Required	

Title: Municipal Reserves

Policy AD 013

Section: Administration

ACCOUNTABILITY: To sustain a financially viable municipality that can provide for an adequate level of municipal services. A Reserve Policy is to establish consistent standards and guidelines for the management of existing reserves and the establishment of new reserves.

POLICY STATEMENT: The County of Paintearth No.18 recognizes that a critical component of fiscal stewardship is the establishment of Reserves or Stabilization accounts. These accounts provide financial resources to protect against the need to reduce services levels or raise taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. Reserve funds also provide resources for repairs/replacement/upgrading or construction of new capital assets/infrastructure.

Definitions:

1. Operating Reserves
Operating reserves are those reserves that are generally established to fund one-time expenditures of an operating nature or to provide stabilization to the budget.
2. Capital Reserves
Capital reserves are those reserves that are generally established to fund expenditures of a capital nature including repairs/replacement/upgrading or construction of new assets/infrastructure.
3. Carry-over Projects
Carry-over projects are projects approved in the current year's budget but have not been expended due to various circumstances.

Guidelines:

1. All reserve transactions, reallocations, revisions, and new reserve requests must be approved by Council.
2. All reserves must be fully described and must include a purpose, application, and approval. Unless otherwise stated, all funds are considered committed for the specific purpose as outlined by the reserve.
3. All reserve accounts must be represented in the County's annual financial statements.
4. All reserves must be reviewed annually by the Chief Administrative Officer, Director of Corporate Services, and Council to determine if the reserves are still required. When the original intent of the reserve has been met or changed, any remaining amounts in the reserve shall, through an appropriate review and approval process by the Chief Administrative Officer and Council, be either returned to surplus or reallocated.
5. Reserves can be funded from either internal or external sources such as:
 - a. Approved budget contributions;
 - b. Carryover of current year's budget funds which were approved for a specific purpose but were not expended during the year;
 - c. Annual surplus contributions;
 - d. Government grants; and
 - e. Donations.
6. Departments may submit requests to fund existing or new reserves:
 - a. Through the annual budget process;
 - b. From unexpended current year's budget to fund carryover projects. Reserves created for carryover projects and approved by Council may be withdrawn by the departments after the actual expenditure has occurred with no further approval required, provided the expenditure occurs in the fiscal year following the year in which the project was originally budgeted;
 - c. Through unbudgeted revenues; or
 - d. From annual budget surpluses to fund new or ongoing initiatives.

7. Interest will be paid for those reserves where funding has come from external sources, unless otherwise recommended by the Chief Administrative Officer and approved by Council. Interest may also be paid to those reserves where the future costs (future expenditure of funds) to undertake an initiative or project might be subject to inflation. Interest will be based on the reserve balance at the beginning of the month and calculated at a rate equal to one half percent less than the annualized rate of return on short-term investments.
8. All expenditures from reserves must have prior approval and be obtained from:
 - a. The annual budget approval;
 - b. Approved carryover project; or
 - c. Council resolution.
9. Approval to reallocate reserve funds or approval for inter-reserve transfers must be obtained prior to occurring from Council.
10. Expenditures from reserves must not exceed the reserve balance unless it can be demonstrated to Council through financial cash flow projections that future sources of revenues will provide adequate funding to return the reserve to a positive balance.
11. All County of Paintearth reserves shall be administered by the Director of Corporate Services and the Accountant under the direction of the Chief Administrative Officer and in accordance with current municipal policies and Canadian generally accepted accounting principles.
12. Reserve transactions will be processed when actual expenditures occur.
13. The Director of Corporate Services is responsible for developing accounting procedures for reserve transactions and to provide guidance to departments in complying with the intent of the policy.

Reserve Limits:

1. Ceiling limits may be established on individual reserves at Council' discretion.

Operating Reserves:

Legislative – To fund assessment appeals or legal proceedings that cannot be anticipated or budgeted for and it is not feasible to absorb the cost of such events in other budget areas.

General Municipal – To fund any one-time projects in the budget that are typically larger in terms of costs and could cause spikes and subsequent declines in property taxation

Operating Contingency - To fund a general operating deficit, or to fund major non-recurring costs related to various emergency events (e.g. inclement weather, environmental hazards that cannot be anticipated or budgeted for and it is not feasible to absorb the cost of such events in other budget areas)

Retaining Small Schools – To help cover operating costs/deficits of the schools located within the County of Paintearth Boundaries (Coronation, Brownfield, Gus Wetter, and Theresetta) that cannot be anticipated or budgeted for and it is not feasible to absorb the costs of such events in other budget areas.

Capital Reserves:

Administration – Buildings – To fund administration building capital costs or repairs and maintenance that cannot be anticipated or budgeted for and it is not feasible to absorb the costs of such events in other budget areas.

Administration - Equipment & Furniture – To fund administration equipment and furniture purchase costs or repairs and maintenance that cannot be anticipated or budgeted for and it is not feasible to absorb the costs of such events in other budget areas.

Administration – Vehicles – To fund administration vehicle purchase costs or repairs and maintenance that cannot be anticipated or budgeted for and it is not feasible to absorb the costs of such events in other budget areas.

Fire Vehicles – To fund fire vehicle or other emergency vehicle costs and to fund major non-recurring costs relating to fire services that cannot be anticipated or budgeted for and it is not feasible to absorb the costs of such events in other budget areas.

Public Works – Paving and Roads – To fund paving or road construction costs that cannot be anticipated or budgeted for and it is not feasible to absorb the costs of such events in other budget areas.

Public Works – Land, Gravel – To fund the purchase of land used for gravel stockpiling or gravel pits or to fund the purchase of new gravel that cannot be anticipated or budgeted for and it is not feasible to absorb the costs of such events in other budget areas.

Public Works – Vehicle - 1 Ton – To fund the purchase or repair and maintenance of vehicles for public works that cannot be anticipated or budgeted for and it is not feasible to absorb the costs of such events in other budget areas.

Public Works – Buildings – To fund public works building capital costs or repairs and maintenance that cannot be anticipated or budgeted for and it is not feasible to absorb the costs of such events in other budget areas.

Public Works – Roads Development – To fund road development or repairs that cannot be anticipated or budgeted for and it is not feasible to absorb the costs of such events in other budget areas.

Public Works – Machinery & Equipment – To fund the purchase of repair of public works machinery and equipment that cannot be anticipated or budgeted for and it is not feasible to absorb the costs of such events in other budget areas.

Water – Brownfield Water – To fund repairs or capital costs relating to the Brownfield water system that cannot be anticipated or budgeted for and it is not feasible to absorb the costs of such events in other budget areas.

Water – Water Projects – To fund various water projects that cannot be anticipated or budgeted for and it is not feasible to absorb the costs of such events in other budget areas.

Development – Vehicle – To fund the purchase or repair of development vehicles that cannot be anticipated or budgeted for and it is not feasible to absorb the costs of such events in other budget areas.

Development – Land Development - To fund sub-division development at Crowfoot Crossing that cannot be anticipated or budgeted for and it is not feasible to absorb the costs of such events in other budget areas.

ASB – Vehicle – To fund the purchase or repair of ASB vehicles that cannot be anticipated or budgeted for and it is not feasible to absorb the costs of such events in other budget areas.

ASB – Machinery & Equipment – To fund the purchase or repair of ASB machinery and equipment that cannot be anticipated or budgeted for and it is not feasible to absorb the costs of such events in other budget areas.

ASB – Buildings – To fund agriculture service board building capital costs or repairs and maintenance that cannot be anticipated or budgeted for and it is not feasible to absorb the costs of such events in other budget areas.

Recreation – Halls & Recreation – To fund capital projects or operating costs relating to community halls or other recreational activities that cannot be anticipated or budgeted for and it is not feasible to absorb the costs of such events in other budget areas.

Recreation – Parks – To fund capital costs or operating costs relating to the parks within the County of Paintearth (Burma, Huber, Big Knife) that cannot be anticipated or budgeted for and it is not feasible to absorb the costs of such events in other budget areas.

Council Approved: October 1, 2019	Resolution #10.01.19.367
Reference: Former Policy 545	Originated: August 13, 2013
Administrative Responsibility: Chief Administrative Officer	
Review Cycle: As required	Next Review Date: As required

Title: Property Assessment Appeal Fee	Policy: AD 014
Section: Administration	

ACCOUNTABILITY: A taxpayer may commence an assessment appeal by mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the *'Matters Relating to Assessment Complaints'* regulation and within the time specified in the *Municipal Government Act* and paying the applicable fee.

POLICY STATEMENT:

1. Fees for Assessment Complaints
 Pursuant to the *Municipal Government Act* which allows municipalities to charge fees for providing service, information and various applications and appeals; Council has set the following schedule of fees for appeals as enacted in the current Schedule "SC 001" the Schedule of Fees Bylaw. The complaint fees for assessment appeals are as follows:

- a) Residential 3 or fewer dwellings and farmland\$50.00
- b) Residential 4 or more dwellings\$650.00
- c) Non-residential.....\$650.00
- d) Business Tax\$50.00
- e) Tax Notices (other than business tax)\$30.00

The fee is refundable if the Assessment Review Board decides in favor 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.

Council Approved: March 1, 2022	Resolution #03.01.22.80
Reference: Former Policy 465	Originated: August 3, 2000
Administrative Responsibility: Chief Administrative Officer	
Review Cycle: As required	Next Review Date: As required

Title: Property Tax Instalment Plan

Policy: AD 015

Section: Administrative

ACCOUNTABILITY: To provide for the payment of property taxes by instalments.

POLICY STATEMENT: All taxpayers have the option of paying taxes by instalment, subject to the current Bylaw approved by Council. An agreement must be signed by both the taxpayer and the Chief Administrative Officer.

Council Approved: October 1, 2019

Reference: Municipal Government Act 340(1) Former Policy 560

Administrative Responsibility: Finance

Review Cycle: As required

Resolution #10.01.19.367

Originated: July 30, 2015

Next Review Date:

Title: Purchasing

Policy: AD 016

Section: Administration

ACCOUNTABILITY: To provide the necessary checks and balances for the efficient and effective expenditure of Municipal funds while allowing flexibility to meet emergent needs and an ever-changing environment.

DEFINITIONS:

1. Expenditures are to be interpreted within the context of the annual operating/capital budgets as approved by County Council.
2. Supervisor: for the purposes of this policy a Supervisor shall be:
 - Senior Administration
 - Assistant Director Public Works
 - Assistant Agricultural Fieldman
 - Shop Manager
3. Senior Administration means any of the following:
 - Chief Administrative Officer (CAO)
 - Assistant Chief Administrative Officer
 - Department Heads:
 - Director of Corporate Services
 - Director Public Works
 - Director Environmental Services
 - Director Community Services
4. Sole source shall mean any expenditure receiving less than three (3) quotations.

POLICY STATEMENT: The County of Paintearth No. 18 maintains a membership in the Rural Municipalities of Alberta (RMA) as purchases made through the Association's Trade Division earn patronage dividends; personnel are encouraged to include cost comparisons from suppliers on the Approved Suppliers list prior to making purchases.

In its choice prior to awarding a contract, Council will always bear in mind the theory of accountability whereby the public funds should be utilized to their greatest advantage.

In summary therefore, any award of a contract for suppliers and/or services will be contingent upon price, quality of product, convenience of after-sales service and location of source.

1. In order to secure competitive pricing for County expenditures while recognizing the need for operation efficiency, the requirement to obtain quotes prior to purchasing shall be as follows:
 - a) \$600.00 or less, no quotations are required.
 - b) \$600.00 to \$1,000.00, at a minimum three (3) quotations shall be obtained by phone and a Purchase Order issued signed by a Supervisor or member of Senior Administration.
 - c) \$1,000.00 and up, three (3) written quotations shall be received and a Purchase Order issued signed by a member of Senior Administration.
2. All quotes, written or by phone, shall be attached to the Purchase Order and initialed by the Staff Member obtaining the quote. Catalogue shopping may be done for price comparison if the total is less than \$1,000.00.

Procedures:

3. Authority to purchase on behalf of the County of Paintearth No. 18 shall be as follows:
 - a) Permanent Full Time up to \$200.00.
 - b) Supervisors up to \$5,000.00.
 - c) Department Heads up to \$10,000.00, at the discretion of the CAO.
 - d) Assistant Chief Administrative Officer up to \$10,000.00, at the discretion of the CAO.
 - e) Chief Administrative Officer, within budget.
4. Seasonal/Temporary Staff are authorized to purchase goods/services up to \$50.00 but all invoices shall be signed by their Supervisor prior to payment.
5. Due to the convenience of location and the frequency of purchases made when dealing with local suppliers Standing Purchase Orders (SPO) will be established where possible. The SPO will be used for all purchases of \$350.00 or less as a form of checks and balances. Purchasing limits will remain consistent with this policy.
6. Purchase Orders shall be issued on all purchases above \$350.00. Where Purchase Orders cannot be (practically) used then a credit card may be used.
7. When quotations are requested by phone, Staff are to ensure identical information is provided to all those from whom a quotation is being requested.
8. County of Paintearth No. 18 recognizes that certain circumstances may require the use of a sole source supplier. This may be due to specialized service, products, or quality. Authorization to use sole source supplier shall require the following prior to placing an order and issuing a Purchase Order:
 - a) \$351.00 - \$2,000.00, Department Heads
 - b) \$2,000.00 and up, Chief Administrative Officer
9. Supervisors are only authorized for purchases within their respective department areas and budgets. A member of Senior Administration may authorize a Supervisor to spend in other departments due to operational requirements.
10. Non-line budget items must be presented to Senior Administration for authorization to purchase.
11. Purchases through contingency or reserve shall be by Council resolution only.
12. The CAO may delegate in writing authority to purchase due to operational requirements for example when the CAO is away from the office for extended periods. Upon the approval of the CAO, a Department Head's authorization limit may be increased.
13. The County of Paintearth No. 18 recognizes the efficiency gained through the use of credit cards. Credit card limits are \$20,000.00 to be shared between the Chief Administrative Officer and Assistant Chief Administrative Officer (\$10,000.00 each) and shall not carry a balance. Credit cards will be issued accordingly.
 - 1) Chief Administrative Officer - \$10,000.00 limit
 - 2) Assistant Chief Administrative Officer - \$10,000.00 limit
14. All credit card statements shall be reviewed by the Chief Administrative Officer prior to processing for payment.

Council Approved: October 1, 2019	Resolution #10.01.19.367
Reference: Former Policy 470	Originated: November 25, 1993
Administrative Responsibility: Chief Administrative Officer	
Review Cycle: As required	Next Review Date: As required

Title: Reclamation Standards

Policy: AD 017

Section: Administration

ACCOUNTABILITY: To state the County's position on land reclamation.

POLICY STATEMENT: The County requires that all disrupted land be reclaimed to a standard which compares as closely as possible to the original state.

Council Approved: October 1, 2019

Reference: Former Policy 475

Administrative Responsibility: Chief Administrative Officer

Review Cycle: As required

Resolution #10.01.19.367

Originated: June 14, 1990

Next Review Date: As required

Title: Recreation & Community Service Grants	Policy: AD 018
Section: Administration	

ACCOUNTABILITY: To provide guidelines for the disbursement of recreation and community service grants.

POLICY STATEMENT: The County of Paintearth No. 18 authorizes the following annual disbursement of County funds for the purpose of supporting Farm and Community Markets organized and hosted by community groups, operating as valid, registered Societies under the Societies Act, that bring value to the Paintearth region, its local economies, and the well-being of Paintearth and area residents.

The total grant of \$119,500.00 is disbursed to the following organizations:

a) Brownfield Recreation Board\$24,000.00
b) Halkirk & District Recreation Board\$22,000.00
c) Talbot Community Association \$10,000.00
d) Fleet Community Hall Association \$10,000.00
e) Valley Ski Hill\$15,000.00
f) Castor Community Hall\$ 7,000.00
g) Coronation Community Hall\$ 7,000.00
h) Castor & District Museum\$ 4,000.00
i) Coronation Museum\$ 4,000.00
j) Castor/Halkirk Community Van Society\$ 6,000.00
k) Paintearth Lodge Foundation\$ 4,500.00
l) Coronation & District Handibus Society\$ 6,000.00

COMMUNITY MARKETS: The County of Paintearth wishes to support community markets by providing grant funding to non-profit market groups to be used to reduce hosting costs, including but not limited to expenses related to Alberta Health Code and Regulation Compliance, Event Advertising, Event Signage (temporary and permanent), Provincial Building and Fire Code requirements, etc. The following groups will be recognized annually in the following amounts based on market frequency and type.

The total grant of \$14,000 is disbursed to the following organizations:

m) Castor Ag Society Monthly Farmer’s Markets (10 events annually)\$10,000.00
n) Coronation Community Hall Association Christmas Market (1 event annually)\$2,000.00
o) Brownfield Recreation Association Christmas Market (1 event annually)\$2,000.00

The County of Paintearth supports youth (22 years or younger) that participate in recreation and culture. A yearly budget amount of \$5,000.00 will be retained for distribution. The County will provide \$50 per individual or up to a maximum of \$500.00 per team or club per application that are participating at a provincial, national or international level. An application form must be submitted for approval by County Council.

Additionally, the County may support provincial, national and international events that are being hosted in the Paintearth Region. The request for sponsorship will be submitted to County Council for their consideration.

Council Approved: January 17, 2023	Resolution #04.04.23.
Reference: Former Policy 480	Originated May 18, 1967
Administrative Responsibility: Chief Administrative Officer	
Review Cycle: As required	Next Review Date: As required

Title: Risk Control	Policy: AD 019
Section: Administration	

ACCOUNTABILITY: To identify the Council's Risk Control Policy and Policy Statement to fulfill requirements of the RMA Insurance RiskPro Training Program.

POLICY STATEMENT: The County of Paintearth No. 18 is committed to delivering cost-effective services that best meets the needs of our taxpayers and community through a Risk Control Program. The goals and objectives of the County of Paintearth No. 18 Risk Control Program are:

- To control the frequency and cost of Property, Liability and Automotive claims incurred by the County;
- To help control and reduce the long-term insurance costs for the County;
- To avoid interruptions of municipal operations and services;
- To protect public interests and maintain a safe and well managed community.

The County supports and participates in the RMA Insurance RiskPro Training Program to achieve the following goals:

- The active control and reduction of the County's insurance and other risk-related costs;
- The protection of the interests of the stakeholders in the County and communities;
- The prevention of losses arising from damage to County assets and liability claims;
- The reasonable assurance of uninterrupted municipal operations and delivery of services to community stakeholders;
- When losses cannot be prevented, to ensure that the impact of losses on the County of Paintearth No. 18 and our community stakeholders is as minimal as possible.

Council hereby delegates to the Chief Administrative Officer the authority and responsibility to recommend and designate:

- A Risk Control Coordinator, to facilitate the County of Paintearth No. 18 progress through the RMA Insurance RiskPro Training Program training process and the implementation of risk improvements;
- Key Department Heads to sit as representatives on the Safety Program and Risk Control Committee established by Council to implement risk improvements within services delivered by the County of Paintearth No. 18.

Council Approved: October 1, 2019	Resolution #10.01.19.367
Reference: Former Policy 550	Originated: May 8, 2007
Administrative Responsibility: Chief Administrative Officer	
Review Cycle: As required	Next Review Date: As required

Title: Sale of County-Owned Land

Policy: AD 020

Section: Administrative

POLICY STATEMENT: The County of Paintearth requires a policy to formalize the process for disposition of County-owned lands.

1.0 Reason for Policy

1.1 The purpose of the Sale of County-Owned Land Policy is to administer a fair and consistent formal process in the disposition of County land and in doing so fulfilling its legislative mandate through meeting legal and statutory requirements for the disposition of Municipal lands.

2.0 Related Information

2.1 The disposal of Municipal lands will be considered in the context of overall policies of the County.

2.2 County-owned land may be sold through a Public Tender Process or listed with Realtors for sale, or through alternative methods as determined by Council.

2.2.1 County-owned land sold through a Public Tender Process must have a Reserve Bid.

2.2.2 The County may work with any licensed Realtor in an effort to sell County-owned land.

2.3 All matters related to the disposal of County land shall meet the following requirements of the Municipal Government Act:

2.3.1 Municipal Government Act, Part 3, Division 8 – Limits of Municipal Powers, Disposal of Lands – Sec (70).

2.4 The areas addressed in this policy are not all encompassing and complete. Council reserves the right to utilize other legal methods of selling County-owned land where the circumstances of the sale are unique.

3.0 Definitions

3.1 **Appraisal** – Means an official valuation of property by an authorized person.

3.2 **CAO** - Means Chief Administrative Officer for the County of Paintearth.

3.3 **Council** – Means Council for the County of Paintearth.

3.4 **County** – Means the County of Paintearth.

3.5 **County-owned land** – includes all properties whether vacant land or land containing buildings, and/or improvements, that are titled to the County of Paintearth.

3.6 **Deposit** – Means 10% of the purchase price, or other amount as deemed by Council.

3.7 **Public Tender Process** – Means the process whereby the County lands are offered for sale to the public where bids are submitted.

3.8 **Realtor** – Means a real estate agent or agency that is licensed to do business in the County.

3.9 **Reserve Bid** – Means the lowest price the County will accept for the sale of County-owned land.

4.0 Responsibilities

4.1 County Council to:

- 4.1.1 Approve by resolution this policy and any amendments.
- 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 4.1.3 Determine the length of time required for advertising the land for sale and the nature of the required advertising (e.g. newspaper, radio, website, etc.)
 - 4.1.3.1 County-owned land offered for sale shall be posted on the County website and the County will have public notices published through the local newspaper(s) for a period of time as specified by Council when it approves the County-owned land for sale. The public notice must include:
 - 4.1.3.1.1 A description of the County-owned land and improvements contained thereon, if any,
 - 4.1.3.1.2 The nature and terms of the proposed disposition, and
 - 4.1.3.1.3 The process by which the County-owned land and improvements, if any, may be acquired.
- 4.1.4 Determine the selling price for the County-owned land.
- 4.1.5 Determine whether the County-owned land should be listed with Realtors or offered for sale through a Public Tender Process.
- 4.1.6 Set a reserve bid for County-Owned land sold through the Public Tender Process.
- 4.1.7 Set the rate of commission that will be paid to Realtors in the event the land is listed with Realtors for sale.
- 4.1.8 Set limitations on the time for development and responsibilities for services of the County Owned Land, if applicable, once it is sold.

4.2 Chief Administrative Officer to:

- 4.2.1 Implement this policy and approve procedures.
- 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- 4.2.3 Obtain an appraisal for County-owned land identified for sale to assist Council in setting a market value price or reserve bid for the County-owned land.

4.3 Director of the Department to:

- 4.3.1 Ensure the implementation of this policy and procedure.
- 4.3.2 Ensure that this policy and procedure is reviewed every five years.
- 4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- 4.3.4 Understand, and adhere to this policy and procedure.
- 4.3.5 Ensure employees are aware of this policy and procedure.

4.4 All Employees to:

- 4.4.1 Understand and adhere to this policy and procedure.

5.0 Policy Procedures

5.1 Sales of County-owned land through a Public Tender Process

- 5.1.1 On an annual basis or at the request of Council, the CAO or designate will review all County-owned land that appears underutilized by the County. From this review a list will be presented to Council to assist Council in determining what County-owned land will be available for sale.
- 5.1.2 Council approves which County-owned land will be disposed of and sets any additional parameters for sale.
- 5.1.3 The CAO or designate will have an appraisal done on County-owned land that Council has approved for sale and present a report to Council with a recommendation for the selling price.
- 5.1.4 Council sets the selling price for County-owned land and sets a Reserve Bid.
- 5.1.5 The CAO, or designate, will prepare an information package for each of the approved County-owned land for sale which will include:
 - 5.1.5.1 A brief description of the County-owned land, including the location, selling price, zoning and any other relevant information.
 - 5.1.5.2 The amount of deposit required to be submitted.
 - 5.1.5.3 Copy of the title and plan.
 - 5.1.5.4 Copy of relevant zoning guidelines and development permit guidelines, if applicable.
 - 5.1.5.5 Restrictions placed on the sale of County-owned land with respect to development time frames and who is responsible for all costs related to the provision of, and connection to, County-owned services and infrastructure, where applicable.
 - 5.1.5.6 Copy of any covenants registered on the property.
 - 5.1.5.7 A clear deadline for submitting bids to the County Office.
 - 5.1.5.8 A specific date when all bids received will be opened and presented to Council for consideration.
 - 5.1.5.9 A statement that the County has a Reserve Bid on County-owned land and reserves the right to reject any or all public bids and to waive irregularities and informalities at its sole discretion. The County reserves the right to accept a bid other than the highest-priced bid without stating reasons. By the act of submitting its bid, the bidder waives the right to contest in any legal proceeding or action, against the right of the County to sell County land to whomever it chooses, in its sole and unfettered discretion, and for whatever reasons the County deems appropriate. Without limiting the generality of the foregoing, the County may consider other factors besides the price that it deems in its sole discretion to be relevant to its decision.
- 5.1.6 The CAO, or designate, shall ensure a sale agreement is completed and executed before the sale is finalized. The Agreement shall have a clause that states "In the event that the development guidelines and time frames are not met by the Purchaser, the County may repurchase the County-owned land for 80% of the original selling price.

5.2 Sale of County-owned land through a listing agreement with Realtors

- 5.2.1 On an annual basis or at the request of Council, the CAO or designate will review all County-owned land that appears underutilized by the County. From this review a list will be presented to Council to assist Council in determining what County-owned land will be available for sale.
- 5.2.2 Council approves which County-owned land will be disposed of and sets any additional parameters for sale.

- 5.2.3 The CAO or designate will have an appraisal done on County-owned land that Council has approved for sale and present a report to Council with a recommendation for the selling price.
 - 5.2.4 Council sets the selling price for County-owned land.
 - 5.2.5 Council determines the maximum commission rate, in accordance with schedule “A”, it is willing to pay upon the completion of the sale.
 - 5.2.6 The CAO, or designate, will prepare an information package for each of the approved County-owned lands for sale for presentation to the Realtors, which will include:
 - 5.2.6.1 A brief description of the County-owned land, including the location, selling price, zoning and any other relevant information.
 - 5.2.6.2 The amount of deposit required to be submitted.
 - 5.2.6.3 Copy of the title and plan.
 - 5.2.6.4 Copy of relevant zoning guidelines and development permit guidelines, if applicable.
 - 5.2.6.5 Restrictions placed on the sale of County-owned land with respect to development time frames and who is responsible for all costs related to the provision of, and connection to, County-owned services and infrastructure, where applicable.
 - 5.2.6.6 Copy of any covenants registered on the property.
 - 5.2.6.7 The amount of commission, expressed as a percentage, that Council is willing to pay for the sale of County-owned land.
 - 5.2.7 All offers received from Realtors shall be presented to County Council for approval. County Council may choose to accept the offer, counter the offer or reject the offer in its entirety.
 - 5.2.8 If Council chooses to make a counter-offer, it shall instruct the CAO as to the amount of the counter-offer, how long it is open for acceptance by the prospective purchaser and to contact the Realtor to present the counter-offer.
 - 5.2.9 If Council accepts the original offer, or the prospective purchaser accepts Council’s counter-offer, the CAO or designate shall ensure a sale agreement is completed and executed before the sale is finalized. The Agreement shall have a clause that states, “In the event that the development guidelines and time frames are not met by the Purchaser, the County may repurchase the County-owned land for 80% of the original selling price.”
 - 5.2.10 If Council rejects the offer in its entirety, the CAO shall be instructed to contact the Realtor and advise of Council’s decision.
- 5.3 Failure to meet development time frames and guidelines
- 5.3.1 In the event that the development guidelines and time frames are not met by the Purchaser, the County may repurchase the County-owned land for 80% of the original selling price.

<p>Council Approved: October 1, 2019 Reference: Former Policy 580 Administrative Responsibility: Chief Administrative Officer Review Cycle: As required</p>	<p>Resolution #10.01.19.367 Originated: Next Review Date: As required</p>
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Schedule "A"

COMMISSIONS

This schedule represents the maximum amount of Commission that will be paid to Realtors upon closing the sale of County-owned land.

First \$100,000 of sale price	3%
Remaining sale price in excess of \$100,000	1.5%

Title: Schedule of Fees Bylaw

Policy AD 021

Section: Administration

ACCOUNTABILITY: To authorize and set fees for goods and services provided by the Municipality, to be known as Schedule "SC 001" Schedule of Fees Bylaw.

POLICY STATEMENT: Pursuant to 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 goods and services provided.

Council, if required, will review the Schedule of Fees Bylaw in the fall of every year.

Council Approved: August 18, 2020

Reference: Former Policy 485

Administrative Responsibility: Chief Administrative Officer

Review Cycle: As required

Resolution #08.18.20.283

Originated September 4, 2013

Next Review Date: As required

Title: Strategic Planning Process	Policy: AD 022
Section: Administration	

ACCOUNTABILITY:

This policy establishes guidelines for the facilitated planning process to define the goals and articulate the major results the Council of the County of Paintearth No. 18 wants to achieve over a 4-year term as stated in the County’s Strategic Plan.

The strategic planning process is critical during the formation of a new Council. It is a working planning document that guides budgeting and policy decisions of Council. Additionally, the strategic plan provides a basis for the ratepayers to evaluate the performance of Council as a whole, as much as it provides Council with a basis for evaluating the performance of Administration as a whole.

The Strategic Plan will set objectives for each area of County operations, addressing functions and services in a manner that is responsive to feedback from both administration and ratepayers, proactively gathered prior to the strategic planning session through various methods as approved by Council, including but not limited to public consultation, and planning sessions with Administrative staff.

PROCESS

A strategic planning session will be held at the start of the new year following the first completed year after an election year. Once the goals have been finalized a corresponding budget will be completed for Council’s adoption of the Strategic Plan.

The Strategic Plan will be reviewed annually in late fall and the budget for the upcoming year, adjusted accordingly with the goals and priorities identified by Council through the strategic planning process.

The goals tied to the Strategic Plan should be specific, measurable, action oriented, realistic and timely (SMART) within the four-year cycle of the Strategic Plan. The Chief Administrative Officer will be responsible for tracking progress toward achieving the stated outcome of each goal.

Council Approved: October 1, 2019	Resolution # 10.01.19.367
Reference: Former Policy 595	Originated:
Administrative Responsibility: Chief Administrative Officer	Next Review Date:
Review Cycle: As Required	

Title: Tax Sales

Policy: AD 023

Section: Administration

ACCOUNTABILITY: To establish guidelines for tax sale reserves.

POLICY STATEMENT: A reserve bid that is as close as reasonably possible to the market value of the parcel shall be set on all parcels offered for sale pursuant to the provisions of the Recovery of Taxes Related to Land Section (419) of the Municipal Government Act.

Council Approved: October 1, 2019

Reference: Former Policy 515

Administrative Responsibility: Chief Administrative Officer

Review Cycle: As required

Resolution #10.01.19.367

Originated: April 15, 1999

Next Review Date: As required

Title: Third Party Liability

Policy: AD 024

Section: Administration

ACCOUNTABILITY: To ensure the County is properly protected against legal action that may be taken against the County.

POLICY STATEMENT: Hold Harmless Agreements - The Agreements shall be signed by all persons requesting work to be done by County equipment and employees, prior to receiving the service.

Contractors Insurance - Contractors working for the County shall carry sufficient liability insurance to protect the County from any public liability or property damage action which may be taken against the County through acts committed by the contractor.

Council Approved: October 1, 2019

Reference:

Administrative Responsibility: Chief Administrative Officer

Review Cycle: As required

Resolution #10.01.19.367

Originated: June 14, 1990

Next Review Date: As required

Title: Records Retention & Disposition

Policy: AD 025

Section: Administration

PURPOSE: To establish a policy to ensure the proper retention, disposition, and release of all records and documents of the municipality.

POLICY STATEMENT: The County of Paintearth (County) recognizes the value of establishing regulations and procedures with respect to the retention and disposal of records in the custody and control of the County.

DEFINITIONS: For this policy:

Official shall mean the Chief Administrative Officer (CAO), as defined in the Municipal Government Act or delegate, duly appointed by the Chief Administrative Officer of the County of Paintearth.

Records shall mean either paper or electronic information, including e-mails, in the custody and control of the County that is related to or is evidence of the business activities of the County.

Transitory Records shall mean records that have short-term, immediate or no value and will not be required for future reference. Transitory records include, but are not limited to, telephone messages, post-it notes, non-substantive e-mail messages, fax cover sheets, draft and working documents, etc.

Confidential Records shall mean any records which contains personal information about individuals, third-party, commercial, financial, scientific or technical information supplied either explicitly or implicitly in confidence or other sensitive information as described in Sections 10-29 of the *Freedom of Information and Protection Privacy Act (FOIPPA)*.

General Records shall mean those records which are used in day-to-day operations of the County and are required to formulate recommendations and policy, to assist in scheduling and as information to support the efficient operation of the County office.

Numbers and Symbols shall be used to designate the time and form of retention or disposal required.

- D/Year Destroy by recycling the year after the noted Retention Period
- P Permanent Retention
- A Permanently held in Alberta or another Archival Centre
- T Transferred to an Appropriate Authority
- S/O Superseded/Obsolete

GUIDELINES:

1. Authority for Records

- 1.1 All information, which fall within the definition of a record shall be integrated into the official record management system of the County (governed by this policy) to ensure compliance with the business rules and various regulatory instruments governing the proper collection, retention, and disposition of the said information.
- 1.2 The County shall be responsible to provide for the adequate storage and the Official shall be responsible to provide adequate security for all County records.
- 1.3 The individual or individual(s) who develops or is the originator of a record shall be responsible for the record's placement and categorization in the electronic and/or paper filing system.

- 1.4 The Official shall always have a discretion to retain records longer than the period provided for in this policy and shall do so where the Official deems it appropriate and where the Official has received an indication that there is or may be any litigation involving any of said records. Such decisions to retain the records longer than the period provided for herein shall be recorded in the record retention index.

2. Freedom of Information and Protection of Privacy (FOIPP) Requests

- 2.1 Where the Official has received an indication that there is or may be a FOIPP request involving any records scheduled for destruction, the Official is obligated to retain said records for a period of one (1) year after the FOIPP request has been made. Such decisions to retain the records longer than the period provided for herein shall be recorded in the records retention index.

3. Retention & Disposition

- 3.1 All Transitory Records, which do not contain confidential information, shall be recycled at any time, when they no longer serve any valid purpose. Recycling bins are provided for these records.
- 3.2 All Transitory Records, which contain potentially confidential information, shall be disposed of in a manner so that the information contained therein is completely obliterated, at any time, when they no longer serve any valid purpose. Recycling bins are provided for these records.
- 3.3 All General Records of the County shall be destroyed after three (3) years, except as otherwise provided in Schedule "A".
- 3.4 Should the County use an individual's personal information to make a decision that directly affects the individual, the County shall retain the personal information for at least one (1) year from the date it was used to make the determination, so that the individual has a reasonable opportunity to obtain access to it.
- 3.5 Where in this Policy and Schedule "A" it is provided that records in the custody or control of the County shall be retained or destroyed as described by the below categories and symbols:

Destroyed (D) – after the indicated retention period, starting from the creation of the record, such records shall be destroyed so that the information contained therein is completely obliterated, without any copy thereof being retained. A copy of the destroyed records index shall be permanently retained on file.

Permanent (P) – such original records shall be preserved and never destroyed, excepting original records, which have been recorded electronically or on some other permanent medium from which they may be reproduced.

Archived (A) – Such records shall be released to either the Provincial Archives or other local archives upon decision and direction of the Official. A copy of the transferred records index shall be permanently retained on file.

Transferred to an Appropriate Authority (T) – Such records shall be transferred to the authority responsible for the records upon decision and direction of the Official when they are no longer under the authority or responsibility of the County. A copy of the transferred records index shall be permanently retained on file.

Superseded/Obsolete (S/O) – after the indicated retention period, starting when the information is superseded or obsolete and no longer in use, such records shall be destroyed so the information contained therein is completely obliterated, without any copy thereof being retained. A copy of the destroyed records index shall be permanently retained on file.

4. Permanent Retention and Destruction

- 4.1 When records are destroyed under this policy, the proper and complete destruction thereof is the responsibility of the CAO.

- 4.2 No records shall be disposed of without the written permission, of the CAO or designate. Written permission shall be obtained by using a standard request from that outlines the date of the request for disposition, the specific records slated for disposition and the date the request was signed and authorization was granted by the CAO.
- 4.3 The CAO or designate may authorize the destruction of original copies or records (Including those not yet slated for destruction) if those original records have been converted to an electronic or other permanent format that will enable copies of the originals to be made.
- 4.4 Destruction of all records shall be conducted in the presence of a witness. The person(s) recording and destroying the records shall sign the statement of disposition noting the date and location of the recording and destruction of the records, together with a list of the records destroyed and the names of the persons who witnessed the destruction. The statement of disposition shall be presented to Council and permanently filed in the County Administration Office.
- 4.5 Election material that has been locked in ballot boxes may be destroyed in accordance with the provisions of the *Local Authorities Election Act* RSA 2000 L-21.

5. Retention Audit

- 5.1 The Official or designate will ensure that the retention schedule “A” shall be adhered to and that annual audits of the records will be conducted to ensure compliance with this Records Retention & Disposition Policy.

6. Records Retention Schedule “A”

- 6.1 The retention periods for records as set forth in this policy and in Schedule “A” are hereby adopted and established as the retention periods for such records. The retention periods may be amended by resolution of the County Council upon the recommendations of the CAO, or at the discretion of the CAO. (Records Retention Schedule “A” refer to Policy SC 006 in the Schedules Section).

<p>Council Approved: July 19, 2022 Reference: Bylaw 710-22 (July 19, 2022) Administrative Responsibility: Chief Administrative Officer Review Cycle: As required</p>	<p>Resolution #07.19.22.240 Originated: Next Review Date: As required</p>
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