



## **AGENDA**

Committee of the Whole

April 10, 2024

10:00 a.m.

---

**1. CALL TO ORDER**

**2. CHANGES TO AGENDA & ADOPTION OF AGENDA**

**3. CONFIRMATION OF MINUTES**

**4. DELEGATIONS**

- 4.1 Litania Sankey & Associate, Vegreville FCSS – 11:00 a.m.  
*Presentation on Community Childcare Initiatives*

**5. REPORTS FOR DISCUSSION**

- 5.1 2024 Road Oiling Program  
**Administration Presenter:**  
Norm De Wet, Director of Operations
- 5.2 Health and Safety Policy No. PS 8008-01  
**Administration Presenter:**  
Mike Fundytus, Director of Protective Services
- 5.3 Workplace Violence Prevention Policy No. AD 1024-01  
**Administration Presenter:**  
Mike Fundytus, Director of Protective Services
- 5.4 Respectful Workplace Policy No. AD 1025-01  
**Administration Presenter:**  
Jason Warawa, Director of Corporate Services
- 5.5 Information Security Policy No. AD 1026-01  
**Administration Presenter:**  
Jason Warawa, Director of Corporate Services
- 5.6 Employee Code of Conduct and Ethics Policy No. AD 1027-01  
**Administration Presenter:**  
Jason Warawa, Director of Corporate Services
- 5.7 Information Management Policy No. AD 1028-01  
**Administration Presenter:**  
Jason Warawa, Director of Corporate Services
- 5.8 Employee Business Expense Policy No. AD 1029-01  
**Administration Presenter:**  
Jason Warawa, Director of Corporate Services
- 5.9 Elected Officials Business Expense Policy CC 3013-01  
**Administration Presenter:**  
Pat Podoborozny, CAO

5.10 2024 Final Budget Amendments

**Administration Presenter:**

Jason Warawa, Director of Protective Services

**6. COUNCILLOR REQUESTS (INFORMATION / PROGRAM REQUESTS)**

6.1 Division Reports

6.2 Councillor Request Report  
*(To add or remove items from the Councillor Request Report)*

**7. CLOSED SESSION**

7.1 Brushing: Undeveloped Road Allowance  
*FOIP Section 17, harmful to personal privacy*

7.2 Alternative Sources of Water for Agricultural Purposes  
*FOIP Section 24, advice from officials*

7.3 CAO Evaluation  
*FOIP Section 17, harmful to personal privacy*

**8. OPEN SESSION**

**9. MOTIONS ARISING OUT OF THE CLOSED SESSION**

**10. ADJOURNMENT**



## Committee of the Whole Meeting Minutes

March 13, 2024

Members Present:	Reeve Roger Konieczny, Division 3 Deputy Reeve Tara Kuzio, Division 5 (virtual attendance) Councillor Joey Nafziger, Division 1 Councillor Eric Anderson, Division 2 Councillor Cliff Wowdzia, Division 4 Councillor Carl Ogrodnick, Division 6 (virtual attendance) Councillor Kevin Bentley, Division 7
Administration Present:	Norm De Wet, Acting Chief Administrative Officer/Director of Operations Jason Warawa, Director of Corporate Services Mike Fundytus, Director of Protective Services Davin Gegolick, Director of Planning and Community Services Trudy Shukalak, Senior Administrative Support Specialist
Administration Absent:	Pat Podoborozny, Chief Administrative Officer

---

### 1. CALL TO ORDER

Reeve Konieczny called the meeting to order at 10:00 a.m.

Reeve Konieczny confirmed the virtual attendance of Deputy Reeve Kuzio and Councillor Ogrodnick.

### 2. CHANGES TO AGENDA & ADOPTION OF AGENDA

#### 2024-W012

**Moved by:** Councillor Nafziger

THAT the March 13, 2024, Committee of the Whole meeting agenda be adopted as presented.

**Carried**

### 3. CONFIRMATION OF MINUTES

#### 2024-W013

**Moved by:** Councillor Wowdzia

THAT the February 14, 2024, Committee of the Whole meeting minutes be adopted as presented.

**Carried**

## 4. DELEGATIONS

### 4.1 Friends of A.L. Horton School Elementary School

Fundraising body of Friends of A.L. Horton Elementary School requesting the County's financial assistance for a new playground at the school.

**External Presenters:**

Erin Robert, President of Friends of A.L Horton Elementary School  
Keri Busenius, Principal of A.L. Horton Elementary School  
Danica Kuhn, Grade 5 Student of A.L. Horton Elementary School

### 4.2 Alberta Land Use Services (ALUS)

Presentation of the ALUS program that engages farmers and ranchers in creating, restoring and enhancing land to respond to local environment challenges, help build community resilience and fight climate change and biodiversity loss.

**External Presenter:**

Christine Campbell, Senior Western Hub Manager  
Eldon Kozak, Agricultural Fieldman, County of Two Hills

The Committee of the Whole requested Administration research additional information regarding ALUS including funding resources and budget and present at the April 2024 Committee of the Whole meeting.

*Reeve Konieczny recessed the meeting at 11:15 a.m.*

*Reeve Konieczny reconvened the meeting at 11:20 a.m.*

## 5. REPORTS FOR DISCUSSION

### 5.1 Green Light Bylaw No. 1347-24

The Minburn County Fire Department's firefighters have requested that the County adopt a Green Light Bylaw to allow first responders to use flashing green lights in their private vehicles while responding to an emergency call.

**Administrative Presenter:**

Director of Protective Services Mike Fundytus

The Committee of the Whole directed Administration to present the proposed Green Light Bylaw at the April 2024 Committee of the Whole meeting for consideration.

### 5.2 100 Year Agricultural Award

The Agricultural and Utilities Foreman has received a qualifying family nomination for the 100-Year Agricultural Award and is asking Council where and when the award shall be presented in accordance with Policy CC 3011-01.

The 100-Year Agricultural Award will be presented to the eligible farm family at the Mannville Agricultural Society Farm Day scheduled for June 14, 2024.

**Administrative Presenter:**

Director of Operations Norm De Wet  
Agriculture and Utilities Foreman Darwin Ullery

5.3 Tax Due Date and Penalty Restructure

The Committee of the Whole was presented with information to support the proposed alteration of the property tax due date to the last business day in June and penalty structure to include a three-tier structure commencing in 2025.

**Administrative Presenter:**

Director of Corporate Services Jason Warawa

5.4 Municipal Tax Rate Consolidation

The Committee of the Whole was presented with information to support the proposed consolidation of Recreation and Provincial Policing tax rates under the Municipal Tax line item in the 2024 Property Tax Bylaw.

The Committee of the Whole directed Administration to present the municipal tax rate consolidation proposal at the April 2024 Committee of the Whole meeting for consideration.

**Administrative Presenter:**

Director of Corporate Services Jason Warawa

**6. COUNCILLOR REQUESTS (INFORMATION/PROGRAM REQUESTS)**

6.1 Divisional Reports  
Presented by Reeve and Council

6.2 Councillor Request Report

**7. CLOSED SESSION**

**2024-W014**

**Moved by:** Councillor Wowdzia

THAT the Committee of the Whole meet in private to discuss matters protected from disclosure under the *Freedom of Information and Protection of Privacy Act (FOIP)*, specifically Section 16, disclosure harmful to business interests of a third party, and Section 21, disclosure harmful to intergovernmental relations at 12:03 p.m.

**Carried**

Deputy Reeve Kuzio and Councillor Ogrodnick provided verbal confirmation that they could maintain confidentiality while participating virtually.

7.1 Mannville Waste Transfer Station: Management Contract

*FOIP* Section 16, disclosure harmful to business interests of a third party

Name	Reason/Purpose
Norm De Wet	Presenter
Jason Warawa	Strategic Leader of the Organization
Mike Fundytus	Strategic Leader of the Organization

7.2 Parks and Recreation Mowing Contract Renewal

*FOIP* Section 16, disclosure harmful to business interests of a third party

Name	Reason/Purpose
Norm De Wet	Presenter
Jason Warawa	Strategic Leader of the Organization
Mike Fundytus	Strategic Leader of the Organization

7.3 Protective Services Regional Staffing Levels Survey

*FOIP* Section 21, disclosure harmful to intergovernmental relations

Name	Reason/Purpose
Norm De Wet	Strategic Leader of the Organization
Jason Warawa	Strategic Leader of the Organization
Mike Fundytus	Presenter

**8. OPEN SESSION**

**2024-W015**

**Moved by:** Councillor Anderson

THAT the Committee of the Whole meeting revert to open session at 12:45 p.m.

**Carried**

**9. MOTIONS ARISING OUT OF CLOSED SESSION**

**Mannville Waste Transfer Station – Management Contract**

**2024-W016**

**Moved by:** Councillor Nafziger

THAT the Committee of the Whole accept the Mannville Waste Transfer Station Service Management Contract with 3 Guys and a Small Fry as information.

**Carried**

## **Parks and Recreation Mowing Contract Renewal**

**2024-W017**

**Moved by:** Councillor Bentley

THAT the Committee of the Whole accept the renewal of the Parks and Recreation Contract with Precision Services as information.

**Carried**

### **10. ADJOURNMENT**

Reeve Konieczny adjourned the meeting at 12:50 p.m.

---

Reeve

---

Chief Administrative Officer



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** 2024 Oiling Program

**Date:** April 10, 2024

---

### **Background**

To provide information to County Council on the planned maintenance for the 2024 oiling program.

### **Information for the Committee**

Operations has reviewed all oiled roads to determine the 2024 oiling plan. The plan focuses on the approved oiled road policy, budget and traffic safety.

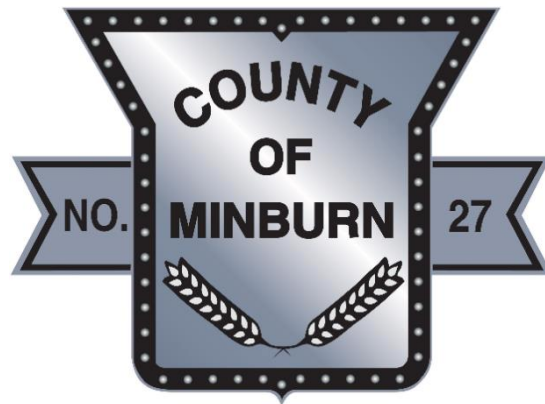
### **Recommendation**

THAT the Committee of the Whole accepts the 2024 oil program report as information.

### ***Attachment:***

*2024 Oiling Program*





2024 Oiling Plan  
County of Minburn

## Contents

Division 2 .....	1
Range Road 111 and Highway 16 (O 24-2-1) .....	1
Division 3 .....	2
Township Road 510A Mannville Golf Course Rd (O 24-3-1) .....	2
Division 5 .....	3
Railway Ave (Lavoy) west of 50 Street (O 24-5-2) .....	3
Division 6 .....	4
Range Road 152 between Township Road 520 and Township Road 522(O-24-6-1) .....	4
Township Road 520 (O 24-6-2) .....	5
Range Road 143 (O 24-6-3) .....	6
Division 7 .....	7
Range Road 145 north of Highway 631 (O-24-7-1).....	7
Range Road 145 south of Township Road 532 (O-24-7-2).....	8
Range Road 145 north of Brookwood (O 24-7-3) .....	9
Township Road 540 in front of Warwick Hall (O 24-7-4) .....	10
Township Road 540 east of Range Road 145 (O 24-7-5) .....	11
Township Road 540 (O 24-7-6) .....	12
Township Road 540 west of Range Road 145 (O 24-7-7) .....	13

## Division 2

### Range Road 111 and Highway 16 (O 24-2-1)



Rip and Relay approximately 200 meters of old oiled road.

## Division 3

### Township Road 510A Mannville Golf Course Rd (O 24-3-1)



1250m of road that's in poor condition. Oil and gravel required.

## Division 5

Railway Ave (Lavoy) west of 50 Street (O 24-5-2)



200m of poor condition road. Oil and gravel required.

## Division 6

Range Road 152 between Township Road 520 and Township Road 522(O-24-6-1)



300m of road in poor condition. Oil and gravel required.



5

Range Road 143 (O 24-6-3)

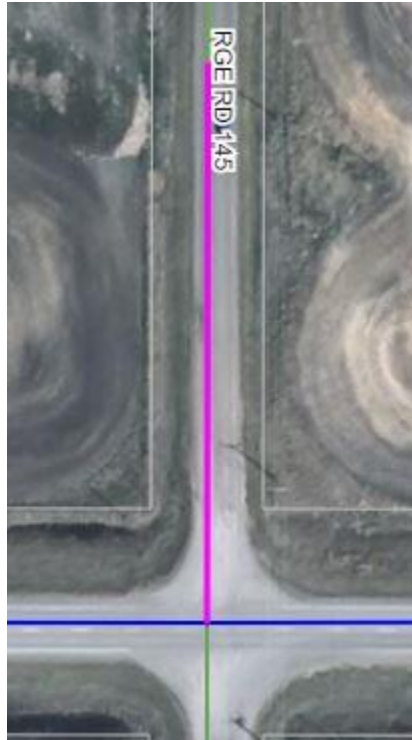


Rip and Relay approximately 2400m of poor condition road to be completed during warm conditions.



## Division 7

Range Road 145 north of Highway 631 (O-24-7-1)



100m of road in poor condition. Oil and Gravel required.

Range Road 145 south of Township Road 532 (O-24-7-2)



200m of poor condition road. Oil and Gravel required.

Range Road 145 north of Brookwood (O 24-7-3)



100m of poor condition road. Oil and gravel required.

Township Road 540 in front of Warwick Hall (O 24-7-4)



100m of poor condition road. Oil and Gravel required.

Township Road 540 east of Range Road 145 (O 24-7-5)



400m of poor condition road. Oil and gravel required.



## Township Road 540 (O 24-7-6)



Rip and Relay 900m of road during warm weather conditions.

Township Road 540 west of Range Road 145 (O 24-7-7)



Repair road leading to and after the bridge for troughed out areas. Oil and Gravel required.



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** Health and Safety Policy

**Date:** April 10, 2024

---

### **Background:**

In 2019, Council passed the Health and Safety Policy. It was included into the health and safety manual. In recent changes policies are being moved away from manuals. After the review of the policy some formatting and wording was changed. It is a requirement under the Alberta Occupational Health and Safety (OH&S) Act that employers have a health and safety policy. Attached are the two policies.

**Recommendation:** Administration is recommending that Council directs administration to bring an RFD to the next council meeting for approval of the new Health and Safety Policy PS 8008-01.



## Health & Safety Policy

The County of Minburn No. 27 is dedicated to the safety and well-being of all its employees. The County of Minburn No. 27 understands and is committed to providing a safe working environment and encourages the safe work practices of all its employees.

Each employee is responsible and accountable for the County of Minburn No. 27's health and safety program. Active participation by everyone, every day, in every job is necessary for the safety excellence the County of Minburn No. 27 expects.

Management will set an example and provide leadership in health and safety. Management will set forth a health and safety policy and safe work procedures. Management is committed to the physical, psychological and social well-being of all County of Minburn No. 27 employees.

Employees at every level should be familiar with the requirements of the Alberta Occupational Health and Safety legislation as it relates to their work processes.

Our goal is a healthy, productive, injury free workplace for all employees.

---

Reeve

---

Date

---

Chief Administrative Officer

---

Date



---

## Health and Safety

---

**Policy Number:** PS 8008-01

**Supersedes Policy Number:** NEW

**Approved by Council:**

**Next Review Date:**

**Resolution No:**

**Last Review Date:** TBD

---

### **POLICY STATEMENT**

The County of Minburn is committed to protecting and maintaining the health and safety of all employees, contractors, and visitors at its worksites. County of Minburn leaders, managers, and supervisors commit to protecting the physical and psychological health and social wellbeing of employees. A healthy and safe workplace is the responsibility of every employee, at every level.

### **PURPOSE**

The purpose of this Policy is to establish the general roles and responsibilities of management, supervisors, workers and contractors to ensure the health and safety of every employee.

### **DEFINITIONS**

**County** – means the County of Minburn No. 27.

**Contractor** - a person, partnership, or group of persons who, through a contract, agreement or ownership, directs the activity of one or more employers involved in work at a worksite and are not an employee of the County (including contractors, contracted services and contract workers). Also known as "contracting employer" in Section 1(f) of the Occupational Health and Safety (OHS) Act.

**Management** - any worker occupying the CAO, Director or Manager position.

**Supervisor** - an employee whose responsibilities include supervision of other employee(s), not just those with the formal title of "supervisor".

**Worker (employee)** - a person, including volunteers, engaged in an occupation.

## **GUIDELINES**

All work performed for the County of Minburn must meet the requirements identified in the *Alberta Occupational Health and Safety Act*, Regulation, and Code and must comply with the County of Minburn Occupational Health and Safety Management Program. As a core value, occupational health and safety will be integrated into all County of Minburn work activities.

## **RESPONSIBILITIES**

1. Management is responsible for:
  - a) Providing leadership in promoting a safe environment within the County.
  - b) Working with the County of Minburn Health and Safety Officer to address health and safety issues as they are identified.
  - c) Providing resources and support for the development and implementation of the Occupational Health and Safety Program and ensuring workers have the authority to meet their responsibilities.
  - d) Participating in health and safety activities.
2. Supervisors are responsible for:
  - a) Ensuring workers, under their supervision, follow the Occupational Health and Safety Management Program and are aware of their responsibilities.
  - b) Ensuring that workers are aware of the hazards associated with their work and use identified hazard controls.
  - c) Ensuring that workers who report to them have the qualifications, training, and experience to do the work assigned to them.
3. Workers are responsible for:
  - a) Actively participating in education and training.
  - b) Using established hazard controls.
  - c) Reporting safety issues, hazards and incidents.
  - d) Following policies, procedures, and rules to ensure the safety of themselves and others.
4. Contractors working on behalf of the County of Minburn are responsible for:
  - a) Meeting or exceeding applicable laws and legislation.
  - b) Protecting the health and safety of their employees, County of Minburn employees, other contractors, visitors, and patrons.



## **COMMITTEE OF THE WHOLE DISCUSSION PAPER**

**Topic:** Workplace Violence Prevention AD 1024-01

**Date:** March 10, 2024

---

### **Background**

With the move to the employee handbook and rescinding of the personnel policy. To meet required legislation a Workplace Violence Prevention Policy must be adopted.

### **Recommendation**

Administration is recommending that the committee direct administration to bring forth an RFD at the next council meeting to adopt the Workplace Violence Prevention Policy AD 1024-01

### 3.2. **Workplace Harassment**

- a. For the purpose of this article, “harassment” means any single or repeated incident of objectionable or unwelcome conduct, comment, or bullying action by a person who knows that the conduct will or could cause humiliation, offence, or could adversely affect an Employee’s health or safety.
- b. An Employee who believes they are being harassed should make it clear to the perpetrator that such behaviour is unwanted and unacceptable. Should the behaviour continue, the Employee must report the incident to their immediate Supervisor or the Health and Safety Coordinator.
- c. The procedure for reporting and investigating incidents of harassment is as follows:
  - i. All reports of harassment must be made in writing, and include the details of the unwanted behaviour, names of any witnesses to the harassment, and any attempts made to resolve the issue.
  - ii. The written complaint must be submitted to the immediate Supervisor, department head, or CAO.
  - iii. Written complaints should be submitted within five (5) working days of the incident but may be received thereafter.
  - iv. All reports of harassment will be investigated. All investigations will be conducted in confidence and the complainant will be protected from retaliation for lodging a complaint.
  - v. The County will make all attempts to reach a reasonable resolution through mediation of the complaint with all parties involved.
  - vi. If the complaint is substantiated, and a reasonable resolution is not possible, appropriate discipline will occur up to and including termination.
  - vii. If the complaint is not substantiated due to lack of evidence or other reasons, both parties shall be informed of the rationale used with the complainant being notified first.
  - viii. A complainant may request that an investigation be re-opened in the event new relevant evidence can be provided, or a reprisal due to the allegation has occurred.
- d. An Employee who has witnessed harassment in the workplace must inform the harassed person that they witnessed what they believe to be harassment and encourage the harassed person to report the incident to their immediate Supervisor.
- e. An Employee is prohibited from making a false complaint or providing false information. Any complaints made in bad faith, if demonstrated as being so through

convincing evidence, are subject to disciplinary and/or corrective action, up to and including termination of employment.

f. Supervisors must:

- i. Be aware of the climate in the workplace and take immediate action to resolve any situation that involves harassment;
- ii. Support the affected Employee without prejudging the situation;
- iii. Conduct investigations as required on allegations of harassment; and
- iv. Protect the privacy of individuals involved and ensure complainants and respondents are treated fairly and respectfully.

g. Management must:

- i. Assist Employees and Supervisors in investigating and preparing documentation for incidents of harassment;
  - ii. Protect the privacy of individuals involved and ensure complainants and respondents are treated fairly and respectfully;
  - iii. Ensure discipline and corrective actions have been taken for any violation of this article; and
  - iv. Keep a record of all formal complaints, accompanying documentation, and findings of any investigation. Information from a previous investigation resulting in a substantiated complaint may be used for review and consideration purposes in the event of a new allegation.
- h. Managing and/or coaching that includes performance appraisals, work assignments, and the implementation of disciplinary actions, is not a form of harassment and this article does not restrict a Manager or Supervisor's responsibilities in these areas.
- i. If an Employee has a legal court order, including but not limited to a restraining order or no-contact order, against another individual, the Employee may be required to notify their supervisor and supply a copy of the order to the CAO. The County will keep that information confidential to the extent possible.

### **3.3. Workplace Violence**

- a. For the purpose of this article, "workplace violence" means threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.
- b. Workplace violence is strictly prohibited.

- c. Employees must attend workplace violence prevention training sessions when available and must participate in work site risk assessments to implement controls, practices, and procedures to mitigate the associated risk of violence for each area hazard identified.
- d. An Employee who witnesses or receives information about an incident of workplace violence, or who reasonably believes that an incident of workplace violence is likely, including an incident of workplace violence imposed by a member of the public, is required to report such behaviour to their Supervisor or to the Health and Safety Coordinator.
- e. An Employee who suffers or is exposed to workplace violence should consult a health professional on referral by the County or of his or her choice for treatment. Management shall also specifically ensure that Employees are advised to consult a health care professional of his or her choice, if the Employee reports workplace violence.
- f. An Employee responsible for retaining contractors shall require as part of the contract terms which prohibit workplace violence and that require contractors to report incidents of workplace violence to the County or to the Health and Safety Coordinator. Any written report arising from an investigation shall be made available to all Employees affected by it.
- g. In the event of any reported workplace violence, the County will:
  - i. Carry out an investigation into the circumstances of the workplace violence;
  - ii. Prepare an Incident Report outlining the circumstances of the workplace violence and any corrective action undertaken;
  - iii. Ensure that a copy of the report is readily available for inspection by an officer appointed under the *Occupational Health and Safety Act*, as amended from time to time.
  - iv. If appropriate, proceed with disciplinary action against the perpetrator of workplace violence as set out in this Policy.
- h. The County will ensure confidentiality of names of parties and personal information regarding the circumstances of an incident of violence.
- i. No Employee may be penalized, reprimanded, or criticized when acting in good faith while following the workplace violence procedures set by the County.

### 3.4. **Violence Response Procedures**

- a. Supervisors will review:
  - i. Harassment and violence prevention policies with all Employees; and



# Policy

---

## Workplace Violence Prevention

---

**Policy Number:** AD 1024-01

**Supersedes Policy Number:** NEW

**Approved by Council:**

**Next Review Date:** April 2028

**Resolution No:**

**Last Review Date:** N/A

---

### **POLICY STATEMENT**

Violent behavior, including the threat of violence, in the workplace is unacceptable. County of Minburn is committed to providing a workplace that is productive, safe, and respectful of its employees, volunteers, visitors, contractors, and the public.

All people working on behalf of County of Minburn have the right to work in an environment based upon mutual respect, dignity, and fairness, and one that is free from actions and behaviors that are contrary to respectful, dignified, and fair treatment of the individual.

### **PURPOSE**

The purpose of this Policy is to outline the framework for identifying and preventing the potential for violence in the workplace; and to provide guidance for employees on how to respond should violence occur.

### **DEFINITIONS**

**Employee** – any person employed by The County of Minburn on a permanent, non-permanent, full-time, or part-time basis; including all firefighting, management, and staff engaged through an employment contract.

**Joint Health and Safety Committee (JHSC)** – County of Minburn's Joint Health and Safety Committee, as required under section 16 of the Occupational Health and Safety Act, SA 2017, c O-2.1

**Management** – Any employee occupying a position classified within the management job family (includes Managers, Directors, and CAO).

**Supervisor** – An employee whose job responsibilities include supervision of other employee(s) (includes managers).

**Violence** – The threatened, attempted, or actual conduct of a person that could



cause physical or psychological injury or harm, whether at a workplace or work related. Workplace – A 'work site' as defined by the Occupational Health and Safety Act: a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

**Work-Related** – An event that occurs as a direct result of doing a job, linked to the job by time, place, and activity.

## **GENERAL GUIDELINES**

Everyone has a role in preventing workplace violence. County of Minburn has taken steps to identify potential sources of violence in the workplace and commits to training our workforce on controls and procedures to eliminate or minimize risk. Any reported incident of violence will be investigated, and appropriate corrective measures will be taken to avoid future incidents. Contractors working on behalf of the County of Minburn are responsible to meet or exceed applicable laws and legislation, and protect the health and safety of their employees, County of Minburn employees, other contractors, visitors, and patrons.

## **RESPONSIBILITIES**

1. **Employees** are responsible to:
  - a) Comply with this Policy and associated procedures.
  - b) Attend training associated with this Policy.
  - c) Refrain from engaging in any behavior or actions that constitutes workplace violence.
  - d) Report any incident or situation that could constitute workplace violence.
  - e) Cooperate in fact finding processes conducted pursuant to this Policy.
  - f) Maintain confidentiality of a complaint or investigation.
2. **Management and Supervisors** are responsible to:
  - a) Comply with this Policy and associated procedures.
  - b) Ensure workplace violence is an identified hazard and effective controls are implemented to prevent and/or mitigate employee exposure to workplace violence.
  - c) Ensure that employees are aware of this Policy.
  - d) Ensure that employees are provided the opportunity to attend training related to this Policy.
  - e) Foster a work environment where individuals are supported and encouraged to bring forward complaints of workplace violence.
  - f) Report, as soon as they become aware, all incidents of workplace violence.
  - g) Participate in the resolution of issues in an unbiased manner.
  - h) Initiate the incident investigation process for all incidents of reported

workplace violence.

- i) Following an investigation, implement and act on appropriate corrective actions to address the incident.
- j) Ensure the details of workplace violence and threats investigation are kept confidential, except where limited disclosure is necessary.

3. **Human Resources** is responsible to:

- a) Ensure that reported incidents involving workplace violence are investigated.
- b) Keep details of workplace violence investigation confidential, except where limited disclosure is necessary.
- c) Support departments in conducting investigations, particularly for any matters that may involve disciplinary action.
- d) Review this Policy every three years, at minimum, from the date of approval. Revisions and/or updates may occur at any time prior to the review date in consultation with the JHSC in response to an incident.
- e) Establish training requirements related to workplace violence.
- f) Involve the Occupational Health and Safety Coordinator in investigations to ensure that OHS legislative requirements are met.

## **CONFIDENTIALITY**

County of Minburn will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence and/or any witnesses except where limited disclosure is necessary, as follows:

- a) To investigate the incident or to take corrective action.
- b) To inform the parties involved in the incident of the results of the investigation and corrective action taken.
- c) To inform employees of a specific or general threat of violence or potential violence.
- d) As allowed or required by law.

Only the minimum amount of personal information that is necessary to inform employees of a specific or general threat of violence or potential violence will be disclosed.

## **INVESTIGATION AND PROTECTION FROM REPRISAL**

Incidents of workplace violence will be investigated. The investigation process will be consistent, prompt, fair, and equitable in the handling of complaints and/or violations.

Retaliation against any employee who has made a complaint or who has participated in an investigation is prohibited. No employee will be penalized, reprimanded or in any way criticized when acting in good faith while following this Policy and the supporting procedures for addressing situations involving workplace violence. This Policy does not discourage employees from exercising their rights under any other

law.

Any employee who violates this Policy and/or makes a violent incident complaint maliciously may be subject to discipline up to and including dismissal.



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** DRAFT Respectful Workplace Policy AD 1025-01

**Date:** April 10, 2024

---

### **Background**

Policy AD 1006-01 was passed on June 16, 2020 through Council resolution #7-22. This policy was a consolidation of multiple human resources related policies, one of which addressed workplace harassment and violence. The current policy addresses this topic in Sections 3.1-3.4.

With the launch of the Employee Handbook on April 1, 2024, the existing personnel policy needs to be revisited with critical components of the consolidated policy being carved out and crafted into new stand-alone policies with the current policy being rescinded. Workplace violence and harassment and integral piece in the overall framework of HR policies and was reworked into a draft Respectful Workplace Policy which is attached.

This policy outlines the organizational stance that workplace harassment and violence will not be tolerated at the County and sets out processes for informing employees and relevant third parties, for coming forward with a complaint, investigating the complaint and incorporating corrective actions wherever it is deemed appropriate. It should also be noted that this policy has strong ties with respect to Provincial legislation related to OH&S as well as the Alberta Human Rights Act.

### **Recommendation**

THAT Council approve the draft policy in principal and direct Administration to bring the policy for approval at the April Council meeting.

### **Attachment:**

*DRAFT Respectful Workplace Policy AD 1025-01*



# Policy

---

## Respectful Workplace

---

**Policy Number:** AD 1025-01

**Supersedes Policy Number:** NEW

**Approved by Council:**

**Next Review Date:** April 2028

**Resolution No:**

**Last Review Date:** N/A

---

### POLICY STATEMENT

The County of Minburn is committed to ensuring a respectful workplace, free of violence and harassment, for all individuals that work in a County workplace.

### PURPOSE

Accountability and responsibility for a respectful workplace is shared. The purpose of this Policy is to outline the framework for a respectful workplace and inform employees and other individuals that work or interact in a County workplace of their right and obligation to work in a respectful environment.

### DEFINITIONS

**County** – means County of Minburn No. 27.

**Contractor** – a person, partnership, or group of persons who, through a contract, or an agreement with the County, directs the activities of one or more employers or self-employed persons involved at work at a workplace, and are not an employee of The County of Minburn.

**Employee** – any person employed by the County of Minburn on a permanent, non-permanent, full-time, or part-time basis; including all firefighting, management, and staff engaged through an employment contract.

**Violence** – The threatened, attempted, or actual conduct of a person that could cause physical or psychological injury or harm, including domestic or sexual violence, whether at a workplace or work related.

**Workplace** – a “work site” as defined by the *Occupational Health and Safety Act*: a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

**Workplace Harassment** - any incident (single or repeated) of objectionable or

unwelcome conduct, comment, bullying, discrimination, or action by a person that they know or ought to know will or would cause offence or humiliation to an employee, or adversely affects the employee's health and safety. This includes conduct, comment, bullying, or action because of a prohibited ground under human rights legislation. Reasonable conduct and feedback by supervisors and managers relating to the management and performance of employees is not workplace harassment.

## **GENERAL GUIDELINES**

All individuals who work or interact at a County workplace have the right to a respectful environment and one that is free of workplace violence and harassment.

The County of Minburn is committed to realizing a respectful workplace through the following actions:

- a) Setting, communicating, and modeling clear expectations of employee behaviours in relation to other employees, members of the public, elected officials, and contractors.
- b) Setting and communicating expected behaviours of individuals who interact with employees including members of the public, elected officials, and contractors.
- c) Communicating that inappropriate behaviours that are contrary to the intent of this policy will not be tolerated.
- d) Identifying and eliminating or, if that is not reasonably practicable, controlling the hazards of workplace violence and harassment.
- e) Providing appropriate respectful workplace training, education, and awareness information for employees.
- f) Ensuring a process is available to raise complaints of workplace violence or harassment without fear of reprisal.
- g) Ensuring complaints of workplace violence and harassment are investigated appropriately. The privacy of all parties involved will be respected as much as possible, except where limited disclosure is necessary to address the incident or as required by law.
- h) Taking corrective action when conduct does not satisfy the established expectations.

Any individual who is subjected to workplace violence or harassment may exercise their rights under any other law, including the *Alberta Human Rights Act* and the *Occupational Health and Safety Act*.

Complaints regarding Elected Official behaviour can be submitted to any member of Council. The complaint will be investigated and responded to by Council under the provisions of the Council Code of Conduct Bylaw.

Contractors working on behalf of the County of Minburn are responsible to meet or exceed applicable laws and legislation, and protect the health and safety of their employees, The County of Minburn employees, other contractors, elected officials, and members of the public.



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** DRAFT Information Security Policy AD 1026-01

**Date:** April 10, 2024

---

### **Background**

The County currently does not have a policy that addresses the protection of risks associated with protecting information including the County's IT systems, processes and infrastructure.

The key objectives of this policy to secure and protect County information assets against theft, fraud, data breaches, and losses whether they are financial or related to public trust.

The County will meet these objectives by employing strategies related to enhance security awareness amongst employees, mitigate security risks through the implementation of effective controls and being cognizant of the need to continuously evolve the program so as to address emerging technological concerns.

### **Recommendation**

THAT Council approve the draft policy in principal and direct Administration to bring the policy for approval at the April Council meeting.

### **Attachment:**

*DRAFT Information Security Policy AD 1026-01*



# Policy

---

## Information Security

---

**Policy Number:** AD 1026-01

**Supersedes Policy Number:** NEW

**Approved by Council:**

**Next Review Date:** April 2028

**Resolution No:**

**Last Review Date:** N/A

---

### **POLICY STATEMENT**

Information is a critical asset of the County. Confidentiality, integrity and availability must be protected in compliance with provincial and federal legal or regulatory requirements. This Policy shall enable efficient and effective protection of County information assets by implementing an information security management framework.

This will be achieved through a cycle of continuous improvement, and by:

- a) minimizing information security risk;
- b) ensuring personnel are trained and knowledgeable;
- c) applying appropriate security controls; and
- d) providing protection against business interruptions

### **PURPOSE**

The purpose of this Policy is to ensure that appropriate safeguards are in place to protect information and the Information Technology systems, services, end-user equipment and network infrastructure of County of Minburn.

The objectives of Information Security Policy are:

- a) To secure the County's information assets against theft, fraud, malicious or accidental damage, breach of privacy or confidentiality, financial loss and loss of public trust; and
- b) To protect the County from damage and liability arising from the use of County computing facilities for any purposes contrary to the County's policies, and provincial and federal legal or regulatory requirements.



## DEFINITIONS

**County** – means County of Minburn No. 27.

**Information** – Data or content recorded or stored in any way, including facts, events, ideas, processes, or concepts, that are specific and organized for a purpose, and to increase understanding within a certain context and timeframe. Includes the summation of all documents, records, and data under the control of County of Minburn.

**Security** – The practice of protecting assets against theft, fraud, malicious, or accidental damage, breach of privacy or confidentiality, financial loss and loss of public trust.

**Facility** – Buildings, pieces of equipment, or services that are provided for a particular purpose.

**Risk** – A probability or threat of damage, injury, liability, loss, or any other negative occurrence that is caused by external or internal vulnerabilities, and that may be avoided through pre-emptive action.

**Security Control** – Safeguards or countermeasures to avoid, detect, counteract, or minimize security risks to physical property, information, computer systems, or other assets.

## GENERAL GUIDELINES

### 1. Security Awareness Training

Corporate Services will develop and maintain a security awareness program and ensure that all existing staff and all new staff are made aware of their role in protecting our information and that the awareness program remains current considering changing technology.

### 2. Information Security Risk Mitigation

Corporate Services will develop and maintain an information risk management process that applies an appropriate level of protection based on the sensitivity and value of the information

### 3. Security Controls

Corporate Services will partner with County departments and third-party stakeholders to establish and maintain security controls designed to protect the information entrusted to the County by our customers ensuring the integrity, confidentiality, and availability of the information.

### 4. Continuous Improvement

Corporate Services will be accountable to evolve the County's security program.



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** DRAFT Employee Code of Conduct and Ethics Policy AD 1027-01

**Date:** April 10, 2024

---

### **Background**

Policy AD 1006-01 was passed on June 16, 2020 through Council resolution #7-22. This policy was a consolidation of multiple human resources related policies. The sections that relate to Employee Code of Conduct in the current policy are Sections 3.10-3.15.

With the launch of the Employee Handbook on April 1, 2024, the existing personnel policy needs to be revisited with critical components of the consolidated policy being carved out and crafted into new stand-alone policies with the current personnel policy eventually being rescinded. An employee code of conduct policy is important because it sets expectations that the employer has regarding an employee's behavior and actions.

More specifically, the policy speaks to the importance of safeguarding County assets and keeping information confidential, how employees are to conduct themselves in the workplace, online and in public. The policy also speaks to disclosures when an employee has a potential conflict of interest, has secondary employment or has been charged with a criminal offence.

### **Recommendation**

THAT Council approve the draft policy in principal and direct Administration to bring the policy for approval at the April Council meeting.

### **Attachment:**

*DRAFT Employee Code of Conduct and Ethics Policy AD 1027-01*



# Policy

---

## Employee Code of Conduct and Ethics

---

**Policy Number:** AD 1027-01

**Supersedes Policy Number:** NEW

**Approved by Council:**

**Next Review Date:** April 2028

**Resolution No:**

**Last Review Date:** N/A

---

### POLICY STATEMENT

County of Minburn employees are expected to demonstrate the highest standards of ethical business and personal behaviour in the delivery of services that reflect Council approved direction. Employees will represent the organization and community positively through their conduct and behaviours, while demonstrating the corporate values.

### PURPOSE

The purpose of this policy is to outline expectations for appropriate employee conduct, provide consistent guidelines for all employees and address risk areas that employees may encounter in their work.

This policy is intended to augment any professional codes of conduct or ethics that an employee would normally follow as a result of their membership with a professional association.

### DEFINITIONS

**County** – means the County of Minburn No. 27.

**Conflict of Interest** – when the interests of an employee compete or appear to compete with the interests of the County.

**Employee** – any person employed by the County of Minburn on a permanent, non-permanent, full- time or part-time basis; including all firefighting, management, and staff engaged through an employment contract.

**Immediate Family** – a spouse (includes common-law), son, daughter, parent, sibling, grandparent or grandchild of the employee or their spouse; a person permanently residing in the employee's household, or with whom the employee permanently resides; or a person under the legal guardianship of the employee or their spouse.

**Information** – Data or content recorded or stored in any way, including facts, events, ideas, processes, or concepts, that are specific and organized for a purpose, and to increase understanding within a certain context and timeframe. Includes the summation of all documents, records and data under the control of the County of Minburn.

**Reprisal** – negatively impacting an employee because the employee had, in good faith, made a report, or participated in an investigation, proceeding, or hearing with respect to a suspected violation of any County Policy, Procedure, or other rule/expectation respecting the conduct of employees.

**Secondary Employment** – includes paid or volunteer work an employee undertakes for another employer or work they may undertake as a self-employed person, in addition to their employment with the County of Minburn.

## **GUIDELINES**

The County of Minburn is committed to maintain the highest standards of conduct. Employees are expected to be aware of and act appropriately when placed in circumstances where they may be in, or perceived to be in, compromising or conflict of interest situations.

### **Employee Behavior**

1. **Personal Conduct:** Employees will conduct themselves in accordance with the County of Minburn values and in a manner that exercises good judgement, courtesy and that values the diversity of all individuals.
2. **Social Media:** Employees will represent the best interests of the County of Minburn on all personal and business social media platforms through professional and ethical conduct.

Employees will act in accordance with the County of Minburn's Social Media policy.

3. **Council Appearances:** Employees appearing before Council on their own behalf or on behalf of another organization:
  - a) Must declare to Council that they are not appearing as a representative of or on behalf of the County of Minburn.
  - b) Will not wear County of Minburn issued branded clothing or uniforms.

### **Disclosure**

1. **Conflict of Interest Disclosure:** Employees who may have a real or perceived conflict of interest; or who feel they may be in contravention of this policy, must make a full and prompt disclosure to their manager or direct supervisor.

At the discretion of the CAO, Administration will advise Council regarding any relevant disclosures.

2. **Criminal Offence Disclosure:** Employees must immediately disclose to Human Resources if they are charged with a criminal offence.

## **County of Minburn Assets**

1. **County of Minburn Time and Assets:** Employees will care for and respect County time and assets, including tools and equipment, software, information and records. Personal use of County assets is prohibited, except when it is done so under the authority of other policies, procedures, guidelines and/or upon Director approval.
2. **Collection, Use and Disclosure of Information:** As part of their employment, employees will be entrusted with information and will act accordingly to ensure that the information is protected. Employees are required to keep information private that they come across in the course of their duties.

Personal information will be collected, used and disclosed only for purposes consistent with the use for which it was collected and in accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act*. Information will be secured and managed in accordance with the County of Minburn's Information Management Procedure.

## **Conflicts of Interest**

1. **Political Activity:** An employee may run for Council in accordance with the provisions of the *Local Authorities Election Act*.

An employee who runs as a candidate in a County municipal election must take an unpaid leave of absence. If elected, the employee must resign from their employment with the County of Minburn. If not elected the employee will return to the same position they held before the leave commenced effective the first working day after the official election results have been announced.

Employees must not engage in any election campaigning, on behalf of themselves or others, during hours in which they receive compensation from the County of Minburn or at their place of work.

Employees must not use any facilities, equipment, supplies, services, municipal logo or other resources of the County of Minburn for any election campaign or campaign-related activity unless they have paid for the resources as a member of the public.

2. **Personal Gain, Benefit or Favouritism:** Employees will immediately disclose to their direct supervisor and remove themselves from any decision that may result in personal or monetary gain, benefit or favouritism; or any other situation in which they could influence a matter that directly or indirectly affects them or their immediate family.
3. **Gifts and Gratuities:** Employees will not accept or provide any gift, cash, benefit or favour in exchange for special consideration or influence, or where it may be perceived to be in exchange for special treatment. High value gifts such as concert and hockey tickets and golf passes must not be accepted. If an employee is unsure if an item is classified as high value, they will contact their supervisor.

Employees may accept a token or gift that meets one of the following criteria:

- a) Hospitality among persons doing business that is reasonably necessary for conducting the County of Minburn's business (e.g. lunch or networking event).
- b) Small gifts (approx. value \$20-\$50) showing appreciation (e.g. clothing, cookies, chocolates).
- c) Advertising material or promotional items with low monetary value (e.g. calendar, note pads, pens).
- d) A corporate discount available to all County employees.
- e) A protocol item (e.g. symbolic or ceremonial gifts).
- f) A raffle or door prize.

**4. Secondary Employment:** Employees who engage in secondary employment:

- a) are required to disclose any secondary employment to their direct supervisor.
- b) will make it known to the secondary employer that service is provided on a personal basis only and is in no way authorized, endorsed or supported by the County of Minburn.
- c) will conduct themselves in such a manner that there will be no ethical or legal conflict of interest.

Employees may not engage in secondary employment if the outside employment:

- a) interferes with, influences or impacts the performance of duties in the County employment.
- b) provides an advantage derived from County employment.
- c) is performed in such a way as to appear to be an official act, or to represent a County opinion.
- d) involves performance of work which must be inspected or approved by another County employee where a conflict of interest or preferential treatment may exist.

**5. Nepotism:** Employees shall not directly supervise or exercise influence over the employment relationship of a member of their immediate family.

Employees must disclose to Human Resources where they may have an opportunity to influence the decision to hire someone with whom they have or have had a close personal relationship.

**Other**

**1.** Employees are expected to understand and follow all governing policies, procedures and guidelines.

It is not possible to document all potential ethical concerns that could arise in the course of employment. Therefore, employees should seek guidance from their supervisor or Human Resources if they have any doubt about how this policy would apply in specific situations.

- 2.** Administration will ensure that employees with ethical concerns have reporting options available to them and are supported and protected from reprisal. All reported violations of this policy will be investigated in a timely and fair manner.



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** DRAFT Information Management Policy AD 1028-01

**Date:** April 10, 2024

---

### **Background**

The County currently does not have a policy that addresses the overall management of information as a strategic asset that is used in the delivery of services and/or is a key component in decision making.

The key objectives of this policy to ensure that the County's data be managed in a way that supports operational requirements while ensuring statutory obligations are met. Effective management also includes enhanced use of information to reduce risk while increasing productivity throughout the workplace.

The County will meet these objectives by adhering to legislation regarding records retention and freedom of information, but also ensure that there is appropriate access to information and the required tools to support and enhance business operations.

Core concepts pertaining to the management of information are rooted in the principles of accountability, integrity, transparency, availability, retention and disposition.

### **Recommendation**

THAT Council approve the draft policy in principal and direct Administration to bring the policy for approval at the April Council meeting.

### **Attachment:**

*DRAFT Information Management Policy AD 1028-01*





# Policy

---

## Information Management

---

**Policy Number:** AD 1028-01

**Supersedes Policy Number:** NEW

**Approved by Council:**

**Next Review Date:** April 2028

**Resolution No:**

**Last Review Date:** N/A

---

### **POLICY STATEMENT**

Information is a strategic asset of County of Minburn. Having information of high quality and integrity enables the organization to make evidence-based decisions.

To ensure effective and continuous management of information throughout its lifecycle, the County will implement information governance.

### **PURPOSE**

Information management is necessary to meet County of Minburn's operational requirements; to be compliant with legal and regulatory obligations to customers, citizens, and to the business; and to reduce risk. Furthermore, information management enables the organization to increase productivity, by enhancing the way the County performs everyday business and by maximizing the value of the information and minimizing the cost of ownership.

County of Minburn manages, protects, and preserves information:

- a) To ensure compliance with provincial and federal legal or regulatory requirements;
- b) To ensure disposition or transfer of corporate records for historical preservation and/or to maintain a collective memory;
- c) To support both freedom of information, and the protection of privacy from unauthorized access;
- d) To define appropriate security measures depending on the levels of sensitivity, and to provide guidance in their application;
- e) To provide access to all information assets to support business functions and activities for as long as they are required;

- f) To enable our workforce to be more efficient and effective, and to encourage both collaboration and innovation; and
- g) To ensure and/or guide the authenticity, reliability, integrity, and usability of information.

## **DEFINITIONS**

**County** – means County of Minburn No. 27

**Information** – Data or content recorded or stored in any way, including facts, events, ideas, processes, or concepts, that are specific and organized for a purpose, and to increase understanding within a certain context and timeframe. Includes the summation of all documents, records, and data under the control of County of Minburn.

**Content** – Unstructured information which does not adhere to an approved schema or a format. This is the totality of all documents and files, including audio, images and video, under the control of County of Minburn, in either electronic or paper format.

**Data** – Facts, figures and statistics objectively measured according to a standard or scale such as frequency or volumes or occurrences. This term shall include statistical or factual information about image files and geographic information system data.

**Information Management** – The field of management responsible for efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records.

## **GENERAL GUIDELINES**

The County is committed to providing ongoing support and continuous improvement of information management. All personnel are responsible for applying the following principles expressed in this Policy and to comply with associated procedures and processes.

### **The Principle of Accountability**

Responsibility for information management shall be delegated to appropriate individuals. The organization shall adopt Policies, procedures, and standards to guide personnel and ensure the program can be audited.

### **The Principle of Integrity**

An information management program shall be constructed so the information assets generated by or managed for the organization have a reasonable and suitable guarantee of authenticity and accuracy. Information aims to be provided from an authoritative source to all users.

**The Principle of Availability**

The organization shall maintain its information assets in a manner that ensures their timely, efficient, and accurate retrieval.

**The Principle of Retention**

The organization shall maintain its information assets for an appropriate time, taking into account its legal, regulatory, fiscal, operational, and historical requirements.

**The Principle of Disposition**

The organization shall provide secure and appropriate disposition for information assets that are no longer required to be maintained, in compliance with applicable laws and the organization's policies and procedures.

**The Principle of Transparency**

The organization's information management business processes and activities shall be documented in an open and verifiable manner, and that documentation shall be available to all personnel and appropriate interested parties.



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** DRAFT Business Expense Policy AD 1029-01

**Date:** April 10, 2024

---

### **Background**

Employees who incur expenses while conducting County business are currently reimbursed for eligible costs based on Policy CC 3007-01 which was passed on June 15, 2020 through Council resolution #89-20. This policy was initially drafted for Council but as there was no separate policy for employees, the policy was adopted for use for the entire organization. As the policy is almost 4 years old, it was scheduled to be reviewed in 2024. The attached draft policy separates employee's from Council and captures the reimbursement of expenses that are more typically incurred by staff.

While the wording of the policy is new, most of the eligible expenses remain the same. There is increased emphasis on accountability for proper reporting, enhanced clarification on limits and requirements that support submitted claims.

The new policy also includes an updated business expense claim form which addresses some of the administrative challenges when it comes to cross referencing business expenses that were incurred personally vs those charged to the County credit card.

### **Recommendation**

THAT Council approve the draft policy in principal and direct Administration to bring the policy for approval at the April Council meeting.

### **Attachment:**

*DRAFT Employee Business Expense Policy AD 1029-01*



# Policy

---

## Employee Business Expense

---

**Policy Number:** AD 1029-01

**Supersedes Policy Number:** NEW

**Approved by Council:** TBD

**Next Review Date:** TBD

**Resolution No:** TBD

**Last Review Date:** TBD

---

### POLICY STATEMENT

The County of Minburn No. 27 shall reimburse employees for reasonable, legitimate, and necessary expenses incurred while on County business including performing job duties, attending conferences, conventions, training, workshops, and meetings.

### PURPOSE

To provide direction for payment and reimbursement of reasonable expenses incurred while on authorized County of Minburn No. 27 business.

### DEFINITIONS

**Business Expense** -shall mean an expense incurred to acquire goods or services necessary for the provision of municipal services.

**Director of Corporate Services** – shall mean the person who is appointed to the position by the Chief Administrative Officer.

**CAO** - shall mean the Chief Administrative Officer for the County of Minburn No. 27.

**County** – shall mean the municipal corporation of the County of Minburn No. 27.

**Employee(s)** - an individual or individuals who are employed with the County of Minburn No. 27.

**Per Diem** – shall mean an allowance available to employees to reimburse for the cost of food and beverages while away on County business.

**Workplace** – shall mean the location at, or from which an employee ordinarily performs the duties of their position. In the case of an employee whose work requires

travel from place to place on an ongoing basis, their workplace is deemed to be the building where their administrative matters are conducted.

## **GENERAL PRINCIPLES AND GUIDELINES**

### **1. General**

- a) For an expense to be eligible for reimbursement:
  - i. It must be necessary to the performance of the employee's duties in conducting the business of the County;
  - ii. The amount of the expense must be reasonable given the nature of the expense, neither subsidizing the County's cost, not an indulgence of the employee; and
  - iii. The employee must have prior authorization to incur the expense on behalf of the County.
- b) Within overall department budgets, funds made available for employees shall be used for training, development, and associated eligible expenses that will benefit the employee in their current role or in a future role at the County.
- c) Whenever possible, employees provided with a corporate credit card shall use the card to cover expenses incurred by them.
- d) Supervisors may use their corporate credit card to pay for expenses such as registrations, travel, and expenses that would be personally incurred by one of their staff.
- e) An expense claims form, attached as schedule "A", shall be completed, and submitted to the employee's supervisor, along with supporting documentation for all eligible expenses.
- f) When a personal credit or debit card is used, it should be noted that credit/debit card slip is not considered to be sufficient unless it includes details of items that are purchased, applicable taxes and tips. In cases where the credit/debit card slip contains insufficient details, both of the following must be attached:
  - i. The itemized receipt which shows the purchase plus applicable taxes;
  - ii. The receipt from the debit/credit card machine which shows the tip amount.

## **2. Expenses**

- a) Eligible expenses include costs associated with meals not provided, per diems, transportation, mileage, and accommodation, pursuant to this Policy.
- b) An employee's supervisor shall review and approve all expenses. In the absence of the supervisor, another County employee with appropriate signing authority may review and approve the employee's expenses.
- c) The CAO's expenses shall be authorized by the Director of Corporate Services.
- d) Employees shall complete an expense claim for any expense reimbursements, in accordance with this Policy.
- e) Expense claims shall be submitted by County employees or representatives to Accounts Payable within ten (10) days following the end of the month for reimbursement. All expense claims must be accompanied by original receipts which detail the expenses.
- f) Where applicable, gratuities for eligible meals and transportation fares shall not exceed fifteen (15) percent of the expense, except in cases where a tip that exceeds this amount is automatically applied (ie. large groups).
- g) Where it is determined that an employee has submitted a false or incorrect expense claim, the reimbursement shall immediately be repaid to the County, and disciplinary action may be taken against the individual.
- h) No expenses shall be submitted or approved that contain Alcohol, tobacco, marijuana, or similar items.

## **3. Travel:**

- a) Employees travelling on County business shall be entitled to reimbursement for transportation, accommodation, meals, and miscellaneous travel costs.
- b) Where possible and practical, employees shall share transportation methods to reduce costs.
- c) Taxis, ridesharing services, and other forms of public transportation shall be eligible for reimbursement at cost; gratuities shall be limited to fifteen (15) percent of the total bills.
- d) The most economical means (i.e., economy or coach) of vehicle, air, bus, or train transport shall be approved, considering the net cost to the County. When determining the most economical means of transportation the supervisor may consider cost, purpose of the travel, travel time

required, timing of travel options and other factors relevant to the individual situation.

- i. When unable to use the most economical means, the employee must obtain prior approval from their supervisor. If the employee chooses to upgrade the level of transportation, the employee shall be responsible for any additional costs.
- e) Where an employee chooses to use a method of transportation other than one of the prescribed methods noted in Section 3c and has obtained approval from their supervisor to do so, the employee shall be reimbursed or paid an allowance as though the most economical means had been used.
- f) An employee may, with consent of their supervisor, select a route and method of transportation to combine personal activities with County business. In this case, the reimbursement or allowance shall be paid on the basis that would have applied had the trip been strictly for County business.
- g) If personal activities extend the period of working time required for a trip, the additional time shall be deducted from the employee's accruals for vacation/time-off-in-lieu.
- h) Private Vehicle Use:
  - i. Expenses incurred by County employees or representatives shall be submitted to their supervisor through the expense claim form.
  - ii. Employees shall be reimbursed for actual distance travelled from the employee's workplace or principal residence, whichever is a shorter distance, as appropriate, to their destination for County work which they have incurred, based on the automobile allowance rates posted annually by the Canada Revenue Agency.
  - iii. Detailed documentation of the distance travelled may be required.
- i) An employee authorized to use their personal vehicle for travel will receive the lower of a reimbursement equal to the economy return airfare, if applicable, or the actual distance travelled while on County business during the trip. However, if it is deemed to be more practical to travel by personal automobile than by other means (e.g. conference in major centre where rental car costs or taxi/bus fares from the airport are substantial) the cost of actual distance travelled will be reimbursed.
- j) An employee using their personal vehicle while conducting County business shall carry at least one million (\$1,000,000) dollars of public liability and property damage insurance. In the event of an accident, the insurance deductible will be the responsibility of the employee.
- k) Parking expenses incurred while carrying out County business will be reimbursed with parking receipts.



- l) Fines for moving violations incurred while conducting County business are the responsibility of the employee and are not eligible for reimbursement.
- m) Vehicle rental fees for travel to areas outside the County boundary may be claimed when such rental is deemed to be economical/practical.
- n) Claims where travel is from an employee's residence to the workplace shall not be an eligible expense.

#### **4. Accommodation:**

- a) Eligible expenses include commercial accommodations for conferences, meetings, or other events, when necessary.
- b) Accommodation expenses shall be reimbursed at the approved event rate, government rate, or other economical accommodation in the locale of the event.
- c) Costs associated with any personal entertainment, such as movies and in-room items or services are not eligible for reimbursement. In-room meals may be eligible for expense, in accordance with this policy.
- d) Where private arrangements for accommodation are made and commercial accommodations are not used, a daily allowance of \$100 may be claimed for an overnight stay resulting from County business.

#### **5. Meals:**

- a) When travelling on County related business, an employee may claim either the actual cost of the meal or the per diem. The actual cost of the meal is the amount shown on the receipt, excluding alcoholic beverages, plus a gratuity not to exceed fifteen (15) percent of the meal cost.
- b) The maximum reimbursement for food and beverages cannot exceed \$100 per day, with the cost of one single meal not exceeding \$50, plus taxes and gratuities.
- c) Per diems are based on Government of Alberta meal allowance rates.
- d) When an employee attends a conference, meeting, or other event where a meal has been provided, the employee shall not claim a per diem.
- e) Expense claims for meals shall be submitted with a detailed receipt.
- f) When an employee is travelling on County related business, the employee may be reimbursed for the following per diems:
  - i. Breakfast – if the departure or return time is earlier than 7:30 a.m.;

- ii. Lunch – if the departure time is earlier or return time is later than 1:00 p.m.; and
  - iii. Dinner – if the departure time is earlier or return time is later than 6:30 p.m.
- g) When employees submit expense claims for County related beverage/meal meetings (excluding alcoholic beverages), the names of those in attendance and the purpose of the meeting shall be recorded on the receipt.

## **6. Professional Development:**

- a) Professional Development budgets shall be individually set by each department. Department Directors should be consulted regarding funds available.
- b) Pursuant to this Policy, eligible professional development expenses include:
  - i. registration costs for attendance at conferences, seminars, workshops, meetings, or other related events;
  - ii. formal educational opportunities at accredited institutions; and
  - iii. costs for transportation, accommodation, and meals which are not included in the registration.
- c) Costs incurred when travelling for professional development and meetings will be reimbursed in accordance with this Policy.
- d) Costs incurred for attending professional development that is approved through an individual learning plan will not be reimbursed as set out in the Employee Handbook.
- e) Unexpended funds shall not be carried over from the current budget to a future budget allocation.

## **AUTHORITY / RESPONSIBILITY TO IMPLEMENT**

The CAO delegates responsibility for this Policy, the development of Procedures to implement it, and ensuring the uniform application of this Policy within the organization in accordance with legislative requirements to the Director of Corporate Services. The appropriate supervisor for each employee shall review and ensure eligible expenses in accordance with this Policy are approved.

## Appendix One – Employee Business Expense Form

COUNTY OF MINBURN No. 27

**EMPLOYEE BUSINESS EXPENSE FORM**

AP Vendor No. \_\_\_\_\_

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**MEETING OR FUNCTION** \_\_\_\_\_

**LOCATION** \_\_\_\_\_

**DATE(S)** \_\_\_\_\_

**TRAVEL BY VEHICLE** \_\_\_\_\_ km. @ \_\_\_\_\_ (2024 rate - \$0.70 km) \_\_\_\_\_

**EXPENSES:**

**Meals – No Receipt Required**

Breakfast \_\_\_\_\_ @ \$20.00 \_\_\_\_\_

Lunch \_\_\_\_\_ @ \$25.00 \_\_\_\_\_

Dinner \_\_\_\_\_ @ \$35.00 \_\_\_\_\_

**Meals – Receipts Required**

The maximum reimbursement for food and beverages cannot exceed \$100 per day, with the cost of one single meal not exceeding \$50, plus taxes and gratuities.

Total of all meal receipts \_\_\_\_\_

☐ Check here if any meals were purchased on County Credit Card

**Hotel – Receipts Required**

☐ Check here if any hotels were purchased on County Credit Card

**Private Accommodation – No Receipt Required**

\_\_\_\_\_ days @ \$100 per day \_\_\_\_\_

**Parking** \_\_\_\_\_ days @ \_\_\_\_\_ \_\_\_\_\_

**Miscellaneous** \_\_\_\_\_ \_\_\_\_\_

**Miscellaneous** \_\_\_\_\_ \_\_\_\_\_

**TOTAL** \_\_\_\_\_

GL Code	AMOUNT
TOTAL	

**Please attach all receipts to support your claim.**

Approved \_\_\_\_\_

Claimant’s Signature \_\_\_\_\_



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** DRAFT Elected official Expense Policy CC 3013-01

**Date:** April 10, 2024

---

### **Background**

Reeve and Councillors who incur expenses while conducting County business are currently reimbursed for eligible costs based on Policy CC 3007-01 which was passed on June 15, 2020, through Council resolution #89-20. This policy was initially drafted for Council but as there was no separate policy for employees, the policy was adopted for use for the entire organization. As the policy is almost four years old, it was scheduled to be reviewed in 2024. The attached draft policy separates Council from Employees and captures the reimbursement of expenses that are more typically incurred by Council.

The Business Expense Policy provides clarity on which expenses will be reimbursed by the municipality and which expenses will not. The list of events in the policy is meant to provide examples and is not exhaustive. This new policy will provide clear direction on Elected Officials' business expenses; enhance public transparency and enhance public confidence in the oversight of expenses.

The new policy also includes an updated business expense claim form which addresses per diem charges with more clarity.

### **Recommendation**

THAT Council approve the draft policy in principal and direct Administration to bring the policy for approval at the April Council meeting.

### **Attachment:**

*DRAFT Elected Officials Business Expense Policy CC 3013-01*



# Policy

---

## Elected Officials Business Expense Policy

---

**Policy Number:** CC 3013-01

**Supersedes Policy Number:** New

**Approved by Council:** TBD

**Next Review Date:** 2028

**Resolution No:** TBD

**Last Review Date:** N/A

---

### **POLICY STATEMENT**

To address matters affecting the County of Minburn, the County's Elected Officials must meet with stakeholders and participate in various community, committee, regional, and national events.

Elected Officials' duties often occur outside regular work hours requiring time away from family and personal life.

The Business Expense Policy provides clarity on which expenses will be reimbursed by the municipality and which expenses will not. The list of events in the policy is meant to provide examples and is not exhaustive. Expenses categorized as Public Relations or Professional Development, subject to conditions set out in the policy, are to be charged from the approved Elected Officials' operating budget.

The reimbursement of expenses adheres to the following principles:

- a) Taxpayer dollars are used prudently and responsibly with a focus on accountability and transparency;
- b) Expenses for travel, meals, and hospitality support County business objectives;
- c) Plans for travel, meals, accommodation, and hospitality are necessary and economical with due regard for health and safety; and
- d) Only legitimate authorized expenses incurred during the course of undertaking County business are reimbursed.

### **PURPOSE**

The purpose of this policy is to provide clear direction on Elected Officials' business expenses; enhance public confidence in the oversight of expenses incurred by the County's Elected Officials; and to enhance accountability and transparency through routine reporting of Elected Officials' business expenses.

## DEFINITIONS

**Elected Officials** – Reeve and Councillors for the County of Minburn.

**Hospitality Event** - an event or function where the provision of food, beverages, accommodations, transportation, and other amenities are provided, at public expense, to people who are not engaged in work for The County of Minburn.

**Resident Meeting** - a meeting of a small, focused group of Division residents for informing or discussing a specific issue of interest or concern to those residents rather than to the Division as a whole. A Resident Meeting may be initiated by an Elected Official or by Administration. A Resident Meeting is generally held at a County facility or within a public facility in a Division.

**Working Session** - a function where food, beverages, accommodations, transportation and other amenities are provided only for people who work for the County of Minburn.

## GUIDELINES

### 1. Boards and Committee's Functions

Elected Officials can charge the ticket or registration fee for a function related to any Council Committee appointment.

### 2. Community Events, Charitable and Non-Profit Fundraisers

#### a) Tickets and registration fees:

Elected Officials invited to a community or regional charitable event or non-profit fundraiser by the charitable organization can charge the ticket or registration fee to their Elected Officials' Expense Budget.

#### b) Sponsorships:

Elected Officials may provide door prizes or auction items for community events, charitable and non-profit fundraisers.

### 3. Federal Political Events

The Federal *Canada Elections Act*, SC 2000, c. C-9, as amended, provides that no person or entity other than an individual who is a citizen or permanent resident shall make a contribution to a registered party, a registered association, a candidate, a leadership contestant or a nomination contestant. A municipality, being a corporation, is an ineligible contributor and cannot make contributions. Accordingly, any tickets, registration fees or donations to any federal registered party, registered association, a candidate, a leadership contestant or a nomination contestant are personal expenses of an Elected Official.

4. Provincial Political Events

The Provincial *Election Finances and Contributions Act Disclosure Act*, RSA 2000, c. E-2 provides that a municipality is a prohibited corporation and may not make any contributions to a registered party, registered constituency association or registered candidate. Any ticket purchases or contributions, including items for door prizes, auctions, and the costs of attending political conventions, shall be Personal Expenses. An Elected Official attending a fundraiser, if attendance has been approved by County Council, may claim a meal expense as set out in Schedule "A" hereto.

5. Reeve's Representative

If a Councillor is designated by the Reeve to represent the Reeve in an official capacity, the cost of the tickets for that Councillor and his or her spouse or guest, where applicable, pursuant to subsection 6(b), will be charged to the Elected Officials' Expense Budget.

6. Guests

- a) If a guest accompanies an Elected Official to an out-of-town conference or convention, any expenses of the guest for travel, meals, or registration is considered a personal expense.
- b) Notwithstanding section 6(a), when a guest accompanies the Elected Official to a banquet or reception, their ticket may be charged to the Elected Official's Business expense budget.
- c) When an Elected Official is invited to a social or fundraising function in an official capacity, the ticket for a guest may be paid from the Elected Official's Expense Budget.

7. Resident Meetings

- a) Elected Official initiated Resident Meetings may be held at the discretion of the Elected Official and expenses for facility rental and light refreshments may be charged to the Elected Officials' Expense budgets. Expenses incurred for resident meetings initiated by Administration will be charged to the County department initiating the meeting.
- b) An Elected Official may book space at a public facility for committee meetings to which the Elected Official serves in their capacity as an Elected Official. There will be no rental charges for rooms booked in a public facility. In the event space in a community hall is booked for a meeting, the rental cost, if any, will be reimbursed. After hours security costs for events before or after normal business hours and the costs of any refreshments, if required, will be charged to the Elected Official's Expense budget.



## 8. Business Expenses

Business expenses must remain within the operating budget of Elected Official. Expenses which will not exceed an Elected Official's total annual budget must be authorized by Council resolution prior to the expenditure being made. If expenses exceed the Elected Official's total annual budget and have not been authorized by Council prior to the expenditure, then the Elected Official is personally responsible to reimburse the municipality for these costs.

### 8.1 Mileage Expenses

- a) Councillors are entitled to claim mileage for travel to and from the County Administration office when attending Council and Committee of the Whole meetings.
- b) Mileage may not be claimed for any other "in-County" travel, such as meetings of external boards and committees, meetings with residents or other County business as required.

### 8.2 Professional Development

- a) Elected Officials expenses must not exceed \$6500 per year, unless authorized by Council prior to the expenditure.
- b) For the purpose of calculating annual professional development costs, participation and costs associated with attending conferences, seminars and workshops will be included as professional development.
- c) Professional development that is considered elected official training will not be included in the calculating of annual professional development expenses.

### 8.3 Office Expenses

- a) Office expenses including telephone lines, facsimile transmission equipment, internet hook-up and monthly service fees, office space, furniture, cellular phones, local or long-distance charges, postage, photocopying, promotion or entertainment expenses are not eligible for business expense reimbursement.

## 9. Criteria for Reimbursement of Expenses

### 9.1 Mandatory Requirements - General

- a) Alcohol will not be reimbursed as part of Travel or Meal expense except for Hospitality Events.
- b) Hospitality is only provided when the event involves participants from outside the County. Functions involving only people who work for the County are not considered Hospitality Events; they are considered Working Sessions.

## 9.2 Elected Official's Responsibilities

- a) Identify and review required business expenses to ensure cost effective options for travel, accommodation, etc. are selected.
- b) Submit a completed Elected Official Business Expense Form to the Director of Corporate Services for each event attended.
- c) Submit Elected Official Business Expense Forms accompanied by all necessary receipts and/or documentation on a monthly basis. Receipts must be detailed and show the GST amount. A Visa/Mastercard slip is not a receipt for business expense purposes.

## 9.3 Reimbursement of Expenses

- a) Travel: The most direct, economical and time efficient mode of transportation shall be utilized or, if an Elected Official chooses an alternate method, then reimbursement shall be limited to an amount equal to the cost of the most direct, economical and time efficient mode.
- b) Airfare: Economy class is preferred for travel. Business class may also be booked or if a medical condition or business reason necessitates an upgraded travel class.
- c) Ground Transportation: Taxis or Ride Share are the preferred method of ground transportation. In a situation where a rental car is practical, the size and type of rental car should be appropriate for the number of people in the car, road conditions, and nature of need.
- d) Accommodations: When an Elected Official is required to travel on County business and accommodation away from the Elected Official's regular residence is necessary, the Elected Official may claim the actual cost of accommodation for a single room rate or a per diem for stays in a private residence in an amount set out in Schedule "A".
- e) Meals:
  - i. When travelling on County related business, an Elected Official may claim either the actual cost of the meal or the per diem. The actual cost of the meal is the amount shown on the receipt, excluding alcoholic beverages, plus a gratuity not to exceed fifteen (15) percent of the meal cost.
  - ii. The maximum reimbursement for food and beverages cannot exceed \$100 per day, with the cost of one single meal not exceeding \$50, plus taxes and gratuities.
  - iii. Per diems are based on Government of Alberta meal allowance rates.

- iv. When an Elected Official attends a conference, meeting, or other event where a meal has been provided, the elected official shall not claim a per diem.
  - v. Expense claims for meals shall be submitted with a detailed receipt.
  - vi. When an Elected Official is travelling on County related business, the Elected Official may be reimbursed for the following per diems:  
 Breakfast—if departure or return time is earlier than 7:30 a.m.  
 Lunch—if the departure time is earlier or later than 1:00 p.m.  
 Dinner—if the departure or return time is later than 6:30 p.m.
  - vii. When Elected Officials submit expense claims for County related beverage/meal meetings (excluding alcoholic beverages), the names of those in attendance and the purpose of the meeting shall be recorded on the receipt.
  - viii. If a meal is included in the cost of airfare, an Elected Official shall not claim a per diem or meal expense unless the flight is delayed.
- 
- f) Transportation and Communication: An Elected Official may claim the following expenses with a receipt: bus fare, railway fare, limousine/taxi fare, parking charges, air fare, automobile rental, facsimile or e-mail charges.
  - g) Kilometer Rates: An Elected Official who uses their personal vehicle for County business outside of the County of Minburn shall be reimbursed for travel as per Schedule "A".
  - h) Medical Insurance: An Elected Official authorized to travel outside of Canada, who is not covered by Extended Health Care, shall arrange for and may claim for the cost of medical insurance to cover the period of authorized travel.
  - i) The Miscellaneous category of expenses is to provide for personal items such as internet connectivity, business centre costs and while on county business.
  - j) Special Provisions: If an Elected Official incurs business expenses not specifically authorized by this policy, the Chief Administrative Officer may, subject to availability of funds in an appropriate budget, authorize payment of such a business expense claim.
  - k) A receipt is not required for a reimbursement of an expense for which an allowance can be claimed. This includes expenses such as meal allowances, mileage claims and meter parking.

## 10. Additional Expenses

- a) In addition to those expenses authorized for Elected Officials in the policy, Elected Officials may have additional business expenses arising from the promotion of the interests of the County of Minburn which, subject to availability of budget funds, and subject to normal administration approvals, will be treated as Elected Officials' Business Expense.
- b) Hospitality Business Expenses: An Elected Official engaged in authorized County business may claim for alcoholic beverages purchased at special events for consumption while promoting the interests of The County of Minburn. Functions or events of this nature are considered Hospitality Events. A detailed expense claim stating the names of all individuals involved and the purpose of the Hospitality Event shall be included with any such claim.

## 11. Administration

The administration of the regulations set out in this Policy is the responsibility of each individual Elected Official in cooperation with the Chief Administrative Officer. The Chief Administrative Officer must approve each expense claim prior to payment.

## 12. Public Disclosure of Elected Official's Business Expense

Elected Officials' expense reports will be posted on the County of Minburn website.

Expense reports must, at a minimum, include the following components:

- i. name of Elected Official who incurred the expense;
- ii. date of transaction(s);
- iii. transaction amount(s); and
- iv. expense category (travel, including transportation, accommodation, meals and incidentals; and hospitality).

Information that would normally be withheld under the Freedom of Information and Protection of Privacy Act, such as personal information, must be redacted from supporting documentation and will not be publicly disclosed.

**SCHEDULE "A"**  
**Elected Official Business Expense Form**

COUNTY OF MINBURN No. 27

**ELECTED OFFICIAL BUSINESS EXPENSE FORM**

AP Vendor No. \_\_\_\_\_

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**MEETING OR FUNCTION** \_\_\_\_\_

**LOCATION** \_\_\_\_\_

**DATE(S)** \_\_\_\_\_

**TRAVEL BY VEHICLE** \_\_\_\_\_ km. @ \_\_\_\_\_ (2024 rate - \$0.70 km) \_\_\_\_\_

**EXPENSES:**

**Meals – No Receipt Required**

Breakfast \_\_\_\_\_ @ \$20.00 \_\_\_\_\_

Lunch \_\_\_\_\_ @ \$25.00 \_\_\_\_\_

Dinner \_\_\_\_\_ @ \$35.00 \_\_\_\_\_

**Meals – Receipts Required**

The maximum reimbursement for food and beverages cannot exceed \$100 per day, with the cost of one single meal not exceeding \$50, plus taxes and gratuities.

Total of all meal receipts \_\_\_\_\_

**Hotel – Receipts Required**

**Private Accommodation – No Receipt Required**

\_\_\_\_\_ days @ \$100 per day \_\_\_\_\_

**Parking** \_\_\_\_\_ days @ \_\_\_\_\_ \_\_\_\_\_

**Miscellaneous** \_\_\_\_\_

**Miscellaneous** \_\_\_\_\_

**TOTAL** \_\_\_\_\_

GL Code	AMOUNT
TOTAL	

**Please attach all receipts to support your claim.**

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Claimant’s Signature



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** 2024 Final Budget Amendments Review

**Date:** April 10, 2024

---

### **Background**

On April 4, 2024, Council held a special meeting to consider amendments to the final budget that factor in changes in assessment, grant funding and costs since the preliminary budget was passed in December 2023. In addition a number of new decision papers were presented and discussed.

The attached documents summarize the 2024 final budget in terms of operating revenue and expenditures, reserve transfers as well as approved decision papers. The document includes a repayment of the Future Expenditures Reserve totalling \$772,146 which was used to fund the land and gravel acquisition in 2023.

It is important to note that the budget documents consider a zero percent tax rate increase for 2024 and includes a consolidation of the municipal tax rates for purposes of establishing the tax rate bylaw.

### **Recommendation**

THAT Council approve final budget amendments, no tax increase and the consolidation of tax rates and in principle and direct Administration to bring the final budget and the associated tax rate bylaws for approval at the April Council meeting.

### ***Attachment:***

*Final Budget Summary – April 4, 2024*

*Final Budget Decision Paper Listing – April 4, 2024*



# County of Minburn No. 27

## 2024 Final Budget - Financial Summary *April 4, 2024*

2024 BUDGET DETAILS		FINAL BUDGET
<b>Operating Revenue</b>		<b>\$ 22,946,758</b>
<b>Funds available for Operations</b>		<b>22,946,758</b>
Less:		
Operating Expenses - Base Budget		(18,394,568)
Existing Annual Reserve Transfers		(1,425,881)
Non-Cash Inventory Adjustment - Gravel		(1,541,654)
Plus:		
Transfers from Reserve		253,430
<b>Funds Available for Operating &amp; Capital Decision Papers</b>		<b>1,838,085</b>
<b>Operating Decision Papers</b>		
Less:		
14 Approved Operational Decision Papers		(1,113,774)
Plus:		
Approved Grants & Reserve Draws		75,500
<b>Projected Operational Surplus</b>		<b>799,811</b>
<b>Capital Decision Papers</b>		
Less:		
14 Approved Capital Decision Papers		(6,221,328)
Plus:		
Approved Grants, Other Sources & Reserve Draws		6,193,663
<b>Projected Deficit from Capital Projects</b>		<b>(27,665)</b>
Repayment of Future Expenditures Reserve Draw		(772,146)
<b>2024 Budget Surplus (Operating &amp; Capital)</b>		<b>-</b>





# County of Minburn No. 27

## 2024 FINAL BUDGET DECISION PAPER LISTING

*Approved April 4/2024*

					Source of Funds			
#/Type	Description	Recurring/ One Time	Department	Cost	Grant	Reserve	Tax	Other
~ OPERATING DECISION PAPERS ~								
ODP24-001	Staff Remuneration / Compensation	One Time	All Dept's	217,000	-	-	217,000	-
ODP24-002	Admin Building - Mechanical & Electronic Study	One Time	Admin	52,500	-	52,500	-	-
ODP24-003	Financial ERP System Replacement	One Time	Admin	200,000	-	-	200,000	-
ODP24-004	Surfaced Road & Facility Reserve Allocations	Recurring	Admin	225,000	-	-	225,000	-
ODP24-005	Fire Reserve Transfer Annual Increase	Recurring	Fire	50,000	-	-	50,000	-
ODP24-006	Arch GIS Software	Recurring	Econ Dev	12,010	-	-	12,010	-
ODP24-007	Developer's Package	One Time	Econ Dev	20,000	-	-	20,000	-
ODP24-008	Wapasu Lake Campground Upgrades	Recurring	Operations	23,000	-	-	23,000	-
ODP24-009	Asphalt Maintenance - Hot Pour Crack Sealing	Recurring	Operations	37,200	-	-	37,200	-
ODP24-010	Unit #528 Excavator - Undercarriage Refurb.	One Time	Operations	24,814	-	-	24,814	-
ODP24-012	Fire Fighter FTE	Recurring	Fire	65,000	-	-	65,000	-
ODP24-013	Bridge Maintenance Increase (Carry Over)	One Time	Operations	-	-	-	-	-
ODP24-014	Cemetery Survey & Software	One Time	Operations	135,000	-	-	135,000	-
ODP24-015	Outstanding Tax Sale Properties	One Time	Operations	29,250	-	-	29,250	-
Total Operating Decision Papers:				1,090,774	-	52,500	1,038,274	-
~ CAPITAL DECISION PAPERS ~								
CDP24-001	Council Chambers Rehabilitation	One Time	Admin	20,000	-	20,000	-	-
CDP24-002	Admin Building Front Entry Rehabilitation	One Time	Admin	78,000	-	78,000	-	-
CDP24-003	New Fire Truck - Unit #910 Replacement	One Time	Fire	275,000	-	275,000	-	-
CDP24-004	Innisfree Fire Station Cold Storage Upgrade	One Time	Fire	115,000	-	115,000	-	-
CDP24-005	AB First Responder Radio Comm System	One Time	Fire	173,000	-	173,000	-	-
CDP24-006	2024 CAT Motor Grader	One Time	Operations	655,000	655,000	-	-	-
CDP24-007	Unit #518 Motor Scraper - Refurbishment	One Time	Operations	183,000	-	183,000	-	-
CDP24-008	2024 Fleet Truck Replacements (2)	One Time	Operations	150,000	-	150,000	-	-
CDP24-009	2024 Excavator & Mulching Head	One Time	Operations	452,000	452,000	-	-	-
CDP24-010	New Lavoy Water Reservoir Generator Unit	One Time	Operations	60,500	-	60,500	-	-
CDP24-011	BF75589 Bridge Work/ Engineering	One Time	Operations	646,000	474,082	171,918	-	-
CDP24-012	Veg Road to GrainsConnect Paving	One Time	Operations	2,657,300	1,328,650	664,325	-	664,325
CDP24-013	TWP 524 Aggregate Seal Coat	One Time	Operations	276,000	-	276,000	-	-
CDP24-014	2024 Construction Program	One Time	Operations	480,528	-	-	27,665	452,863
Total Capital Decision Papers:				6,221,328	2,909,732	2,166,743	27,665	1,117,188
Total All Decision Papers:				7,312,102	2,909,732	2,219,243	1,065,939	1,117,188



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

**Name:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

**From Date:** \_\_\_\_\_

**To Date:** \_\_\_\_\_

**Resident Comments:**



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

**Name:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

**From Date:** \_\_\_\_\_

**To Date:** \_\_\_\_\_

**Resident Comments:**



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

**Name:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

**From Date:** \_\_\_\_\_

**To Date:** \_\_\_\_\_

**Resident Comments:**



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

**Name:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

**From Date:** \_\_\_\_\_

**To Date:** \_\_\_\_\_

**Resident Comments:**



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

**Name:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

**From Date:** \_\_\_\_\_

**To Date:** \_\_\_\_\_

**Resident Comments:**



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

**Name:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

**From Date:** \_\_\_\_\_

**To Date:** \_\_\_\_\_

**Resident Comments:**



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

**Name:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

**From Date:** \_\_\_\_\_

**To Date:** \_\_\_\_\_

**Resident Comments:**



[illegible]