



County of Minburn No. 27
May 15, 2023 - Committee of the Whole - 09:00 AM

- 1 Call To Order**
- 2 Changes to Agenda and Adoption of Agenda**
- 3 Confirmation of Minutes**
 - 📎 April 12, 2023 Committee Meeting Minutes
- 4 Delegations / Proclamations - NIL**
- 5 Reports for Discussion**
 - 5.1 2023 Oiling Program
 - 📎 2023 Oiling Program
 - 5.2 Municipal Development Plan (MDP) Review
 - 📎 Municipal Development Plan Review
 - 5.3 Flag Protocol Policy
 - 📎 Flag Protocol Policy
 - 5.4 Corporate Credit Card
 - 📎 Corporate Credit Card Policy
- 6 Councillor Requests (Information / Program Requests)**
 - 6.1 Division Reports
 - 📎 Division 1
 - 📎 Division 3
 - 📎 Division 4
 - 📎 Division 5
 - 📎 Division 7
- 7 Adjournment**



Committee of the Whole Minutes

April 12, 2023

Members Present: Reeve Roger Konieczny, Division 3
Deputy Reeve Tara Kuzio, Division 5 (virtual)
Councillor Joey Nafziger, Division 1
Councillor Eric Anderson, Division 2
Councillor Cliff Wowdzia, Division 4
Councillor Carl Ogrodnick, Division 6
Councillor Kevin Bentley, Division 7

Administration Present: Pat Podoborzny, Chief Administrative Officer
Norm De Wet, Director of Operations
Jason Warawa, Director of Finance and Administration
Mike Fundytus, Director of Protective Services (virtual)
Trudy Shukalak, Legislative Services Coordinator

1. CALL TO ORDER

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

2. CHANGES TO AGENDA & ADOPTION OF AGENDA

2023-W023

Moved by: Councillor Bentley

THAT the April 12, 2023, Committee of the Whole meeting agenda be adopted as presented.

Carried

3. CONFIRMATION OF MINUTES

2023-W024

Moved by: Councillor Wowdzia

THAT the March 15, 2023, Committee of the Whole meeting minutes be adopted as presented.

Carried

4. EMERGING ITEMS

There were no emerging items.

5. DELEGATIONS/PROCLAMATIONS

5.1 National Volunteer Week Proclamation – April 16 to 22, 2023
Reeve Konieczny – Signing of Proclamation

5.2 Municipal Assessment Services Group

Review of the County of Minburn's 2023 property assessment including assessment general overview, market values, mass appraisals, assessment and inspection cycles, assessment audits and assessment complaints.

External Presenter:

Justin Goudreau, Accredited Municipal Assessor of Alberta (AMAA) and Appointed Assessor for the County of Minburn

6. REPORTS FOR DISCUSSION

6.1 Billboard Partnership

The Committee of the Whole was presented with correspondence received from Brock Boards requesting the County of Minburn consider their proposal to install two billboards on County owned land at SE 17-52-14-W4M. Monthly ad rental fees range from \$300 to \$600 per month, and the County would receive 15 percent of the annual profit generated from the billboard ads. Minimum contract term is five years. Town of Vegreville development permit and Alberta Transportation approvals would be required.

Administration Presenter:

Prepared by Davin Gegolick, Director of Planning and Development
Presented by Pat Podoborozny, Chief Administrative Officer

2023-W025

Moved by: Councillor Ogrodnick

THAT Administration prepare an RFD for the April 17, 2023, regular Council meeting for the County to pursue a billboard partnership with Brock Boards.

Carried
ACTION: Create RFD

6.2 100 Year Agricultural Award

As per Committee of the Whole direction, Administration has prepared a 100 Year Agricultural Award draft policy recognizing the significant contributions of farming and ranching families in the County of Minburn who have continuously owned and actively farmed the same land for 100 years or more.

Administration Presenter:

Darwin Ullery, Agriculture and Utilities Foreman

2023-W026

Moved by: Councillor Nafziger

THAT Administration prepare an RFD for the April 17, 2023, regular Council meeting to approve the 100 Year Agricultural Award Policy CC 3011-01 with the addition of a clause that gives the responsibility of how and where to present the award to Council.

Carried

ACTION: Create RFD

6.3 Electoral Boundaries Review

The Committee of the Whole was presented with information regarding the electoral boundary review as per Council's request to gather current census data from Statistics Canada for their consideration to realign divisional boundaries.

Administration Presenter:

Pat Podoborzny, Chief Administrative Officer

2023-W027

Moved by: Councillor Anderson

THAT Administration prepare an RFD for the April 17, 2023, regular Council meeting recommending that Council not proceed with an electoral boundary review at this time with the most current 2021 population information corrected by Statistics Canada.

Carried

ACTION: Create RFD

6.4 Lights on Afterschool Alberta

The Committee of the Whole was presented with correspondence received from School Age Care Directors Association of Alberta (SACDA) requesting municipalities support and partner with them on recognizing the importance of quality childcare before and after school by putting forward a proclamation declaring April 21, 2023, as "Lights on Afterschool Alberta Day." SACDA is a non-profit society primarily composed of owners and operators of afterschool programs across Alberta whose mission is to promote awareness and attain community support province-wide to improve the availability and quality of affordable school care for families in Alberta.

Administration Presenter:

Pat Podoborzny, Chief Administrative Officer

The Committee of the Whole requested Administration to obtain more information regarding SACDA and prepare an RFD.

Carried
ACTION: Create RFD

6.5 2023 Final Budget Amendments

The Committee of the Whole was presented document summaries and changes to revenues and expenditures including reserve transfers as part of the 2023 final budget amendments and tax rates.

Administration Presenter:

Jason Warawa, Director of Finance and Administration

2023-W028

Moved by: Councillor Anderson

THAT Administration prepare an RFD for the April 17, 2023, regular Council meeting to approve the 2023 budgetary amendments as presented and further approve the two percent increase on the Hamlet of Minburn Special Tax and zero percent tax increase on municipal rates for 2023.

Carried
ACTION: Create RFD

Reeve Konieczny recessed the meeting at 10:53 a.m.

Reeve Konieczny reconvened the meeting at 11:05 a.m.

7. COUNCILLOR REQUESTS (INFORMATION/PROGRAM REQUESTS)

7.1 Divisional Reports

Presented by Reeve and Council

8. ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 11:27 a.m.

Reeve

Chief Administrative Officer



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: 2023 Oiling Program

Date: May 15, 2023

Background

To provide information to County Council on the planned maintenance for the 2023 oiling program.

Information for the Committee

Operations has reviewed all oiled roads to determine the 2023 oiling plan. The plan focuses on the approved oiled road policy, budget, and traffic safety. Operations staff are already working on the 2024 oiling plan to be presented in spring 2024.

Recommendation

THAT the Committee of the Whole accepts the 2023 oil program report as information.

Attachment:

2023 Oiling Program

Contents – 2023 Oiling Program

Div. 4

Twp Road 540: Between RR 141 and RR 142

Div. 5

Lavoy: 52 Ave – West of Main Street

Lavoy: Main Street – North of 52 Ave

Div. 6

RR 143: Between Twp 512 and Twp 520

RR 152: One mile south of Twp 512

Div. 7

Twp 540: West of RR 152

Division 4

Township Road 540 between Range Road 141 and Range Road 142
(O-23-4-1)



Rip and Relay 660 feet of poor condition road.
Oil and Gravel Required.

Division 5

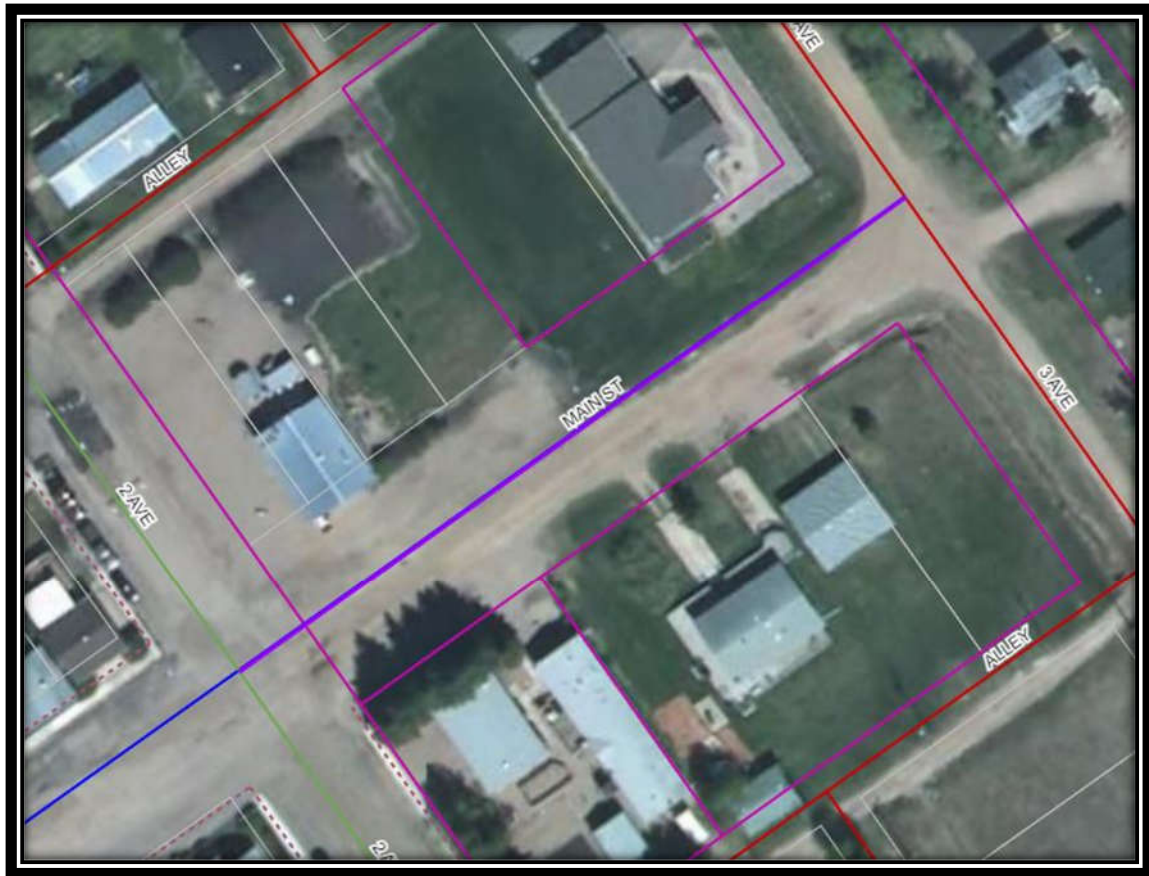
Lavoy- 52 Ave west of Main Street (O-23-5-1)



550 feet of road. Road prepared in 2022 with GraveLock.
Oil and Gravel Required.

Division 5

Lavoy-Main Street north of 52 Ave (O-23-5-2)



330 feet of the road. Road prepared in 2021 with GraveLock

Gravel and Oil Required

Division 6

Range Road 143 between Township Road 512 and Township Road 520
(O-23-6-1)



Reclaim and repack approximately 7920 feet of patches on the road without oil during warm weather conditions.

Division 6

Range Road 152 one mile south of Township Road 512 (O-23-6-2)



Rip and Relay 5280 feet of road

Gravel and Oil required.

Division 7

Township Road 540 west of Range Road 152 (O-23-7-1)



Reclaim and repack 2952 feet of road without oil during warm weather conditions.



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: MDP Review – CN Comments
Date: May 15, 2023

Background:

As part of the agency circulation of the draft MDP, WSP completed a detailed review for CN Rail, providing a list of comments to include in the document. The following is a summary of key recommendations from CN and comments from Green Space Alliance (GSA) and Administration.

Information for the Committee:

	CN Recommendations (Detailed)	CN Recommendations (Summary)	Comments from GSA
1	<p>General Acknowledgement</p> <p>The Region/City/County/Town and Council acknowledge the importance of rail infrastructure and recognizes its critical role in long-term economic growth and the efficient and effective movement of goods and people.</p> <p>Development in proximity to rail facilities shall be developed in accordance with the Guidelines for New Development in Proximity to Railway Operations prepared by the Federation of Canadian Municipalities and the Railway Association of Canada (FCM/RAC Guidelines).</p>	<ul style="list-style-type: none"> Recognize the role of rail infrastructure on the economic growth and movement of goods Require development in proximity to rail facilities to be in accordance with the FCM/RAC Guidelines 	<p>The draft MDP policies 3.6.21. And 3.6.22 acknowledges the importance of Rail Infrastructure on the long-term economic growth and the efficient and effective movement of goods and people. (Page 45)</p> <p>Policy 3.6.24 in the Draft MDP states that the County 'may' apply the FCM/RAC Guidelines while reviewing applications in proximity to rail operations.(Page 45, 46)</p> <p>In addition, policy 3.6.23 encourages the sale or lease of abandoned rail rights of way to adjacent farmers whenever feasible.</p>
2	<p>Include a definition for Major Facilities, Major Goods Movement Facilities and Corridors, Rail Facilities and Sensitive Land Uses.</p> <p>We request that the following definitions found in the Provincial Policy Statement (PPS) be included in the policy document:</p> <p>Major Facilities: means facilities which may require separation from sensitive land uses, including but not limited to airports, manufacturing uses, transportation infrastructure and corridors, rail facilities, marine facilities, sewage treatment facilities, waste management systems, oil and gas pipelines, industries, energy generation facilities and transmission systems, and resource extraction activities.</p> <p>Major Goods Movement Facilities and Corridors: means transportation facilities and corridors associated with the inter- and intra-provincial movement of goods. Examples include: inter-modal facilities, ports, airports, rail facilities, truck terminals, freight corridors, freight facilities,</p>	<p>Add definitions for:</p> <ul style="list-style-type: none"> Major facilities Major Goods Movement Facilities and Corridors Identify Rail Facilities and Influence Areas Provincial Policy Statement Requirements 	<p>These terms are not included in the MDP. As a result, definitions are not needed.</p> <p>In addition, Policy 3.6.24 in the Draft MDP suggests that the County 'may' apply the FCM/RAC Guidelines for New Development in Proximity to Railway Operations, as amended; and, 'may consider' the Canadian National Railway's suggested municipal policy statements and standard development guidelines to new development adjacent to a railway line.</p> <p>If the County decides to apply or consider these guidelines or standards, the applicable definitions would be applicable from the respective documents. As a result, it might not be necessary to include these definitions in the MDP.</p>

	<p>and haul routes and primary transportation corridors used for the movement of goods. Approaches that are freight supportive may be recommended in guidelines developed by the Province or based on municipal approaches that achieve the same objectives.</p> <p>Rail Facilities: means rail corridors, rail sidings, train stations, inter-modal facilities, rail yards and associated uses, including designated lands for future rail facilities.</p> <p>Sensitive Land Uses: means buildings, amenity areas, or outdoor spaces where routine or normal activities occurring at reasonably expected times would experience one or more adverse effects from contaminant discharges generated by a nearby major facility. Sensitive land uses may be a part of the natural or built environment. Examples may include, but are not limited to: residences, day care centres, and educational and health facilities.</p>		
3	<p>Identify Rail Facilities and Influence Areas</p> <p>We recommend identifying rail facilities and the areas of influence for sensitive land uses (300 metres for a rail line, 1 km for a rail yard) in a schedule to each policy document.</p>	<ul style="list-style-type: none"> • Include additional maps to identify key rail facilities in the County, and areas of influence. 	<p>Such a map could be developed but may not be necessary as the County may refer the applications within 300m of rail line and 1 km of rail yard to CN for their additional input, when a formal application for Development Permit is made to the County.</p> <p>We need additional direction from the Council.</p>
4	<p>Provincial Policy Statement Requirements</p> <p>The policies proposed below are recommended to be included in policy documents to address requirements for developments in proximity to rail facilities:</p> <ol style="list-style-type: none"> Sensitive land uses shall not be encouraged adjacent to, or in proximity to rail facilities; All developments in proximity to rail facilities shall be developed in accordance with the FCM/RAC Guidelines; All proposed residential developments or other sensitive uses located within 300 metres of a railway right-of-way be required to undertake noise studies, to the satisfaction of the Municipality, in consultation with the appropriate railway operator, and shall undertake to implement the appropriate measures to mitigate any adverse effects from noise that were identified in the report and as may be required by CN; All proposed residential developments or other sensitive uses located within 75 metres of a railway right-of-way be required to undertake vibration studies, to the satisfaction of the Municipality, in consultation with the appropriate railway operator, and shall undertake to implement the appropriate measures to mitigate any adverse effects from vibration that were identified in the report, and as may be required by CN; All proposed building setbacks shall be in accordance with the FCM/RAC Guidelines. As a general guideline, buildings shall be setback 30 metres with an appropriate berm 	<ul style="list-style-type: none"> • Include additional policies in MDP to address CN's preferred direction for development in proximity to rail facilities 	<p>Policy 3.6.24 in the Draft MDP states that the County 'may consider' the Canadian National Railway's suggested municipal policy statements and standard development guidelines to new development adjacent to a railway line." (page 45-46)</p>

	<p>abutting the rail right-of-way. Reduced setbacks can be considered in certain circumstances dependant on the proposed use and in conjunction with additional studies and alternative safety measures, to the satisfaction of the Municipality, in consultation with the appropriate railway operator;</p> <p>F. All proposed residential developments or other sensitive uses located adjacent to railways shall implement appropriate mitigation measures, including but not limited to, safety setbacks, berms, crash barriers and security fencing, in accordance with the FCM/RAC Guidelines;</p> <p>G. All proposed residential developments or other sensitive uses located adjacent to railways shall implement the applicable warning clauses provided by the appropriate railway operator;</p> <p>H. All proposed residential developments or other sensitive uses located adjacent to railways shall implement, secure and maintain any required rail noise, vibration, and safety impact mitigation measures, along with any required notices on title, such as development agreements, warning clauses and/or environmental easements, through appropriate legal mechanisms, to the satisfaction of the Municipality and the appropriate railway operator; and,</p> <p>I. All proposed residential developments or other sensitive uses located in proximity to rail facilities shall evaluate, prioritize and secure grade separation of railways and major roads, in co-operation with Transport Canada and the appropriate railway operator.</p>		
--	---	--	--

Using policy statements that include, 'may' instead of 'shall' allows the County to exercise discretion when applying the policy. The following is a list of final policies related to CN Rail that are included in the current draft of the MDP:

3.6.21. The County recognizes that rail lines are an important rural industrial location factor and shall encourage rail service to rural industrial areas in the County wherever feasible.

3.6.22. The County shall encourage railway companies and land developers, in cooperation with the County and Alberta Transportation where applicable, to make provisions for convenient and safe rail crossings to facilitate vehicular and pedestrian movement.

3.6.23. The County shall encourage the sale or lease of abandoned rail rights of way to adjacent farmers whenever feasible.

3.6.24. The County may apply The Railway Association of Canada's and The Federation of Canadian Municipalities Guidelines for New Development in Proximity to Railway Operations, as amended; and, consider the Canadian National Railway's suggested municipal policy statements and standard development guidelines to new development adjacent to a railway line.

Recommendation:

- That Council approves the inclusion of these 4 policies directly related to CN Rail in the draft MDP as recommended by GSA and Administration (not include the policies as recommended by CN).



2023/03/06

County of Minburn
4909-50 Street Vegreville,
Alberta T9C 1R6

Via email: dgegolick@minburncounty.ab.ca

Re: County of Minburn Municipal Development Plan

To Whom It May Concern,

WSP has been retained and is acting on behalf of Canadian National Railway Company (CN). We are pleased to have this opportunity to provide comments on the County of Minburn Municipal Development Plan. Our comments focus on policies and/or infrastructure initiatives, as they are related to existing and/or future CN facilities, operations and infrastructure.

It is our opinion, supported by the Provincial Policy Statement, 2020 (PPS) and the Ministry of Environment, Conservation and Parks' (MECP) D-6 Compatibility between Industrial Facilities Guidelines (D-6 Guidelines), that planning for land uses in the vicinity of *rail facilities* be undertaken in such a way that the economic function and long-term operation of rail systems is protected. Provincial policy sets out that sensitive land uses be appropriately designed, buffered and/or separated from rail facilities, and avoid, mitigate or minimize negative impacts on and from railway corridors.

It is our position that the County of Minburn should incorporate policies that reflect the provincial policies and guidelines related to rail facilities. It is our position that the County of Minburn Winnipeg should provide direction within policy documents to ensure a consistent approach to their implementation across municipalities.

About CN, Railway Noise and other Adverse Effects

CN is a federally regulated railway company, and is governed by various federal legislation, including the *Canada Transportation Act* (CTA) and the *Railway Safety Act* (RSA), among others. The CTA requires federally regulated railway companies to only make such noise and vibration as is reasonable. The test of reasonableness under the CTA takes into consideration the railway company's operational requirements and its level of service obligations under the Act, as well as the area where the construction or operation takes place. The Canadian Transportation Agency (Agency) is the federal body that assesses the reasonableness of

100 Commerce Valley Drive West
Thornhill, ON
Canada L3T 0A1

T: +1 905 882-1100
F: +1 905 882-0055
wsp.com

noise associated with the construction or operation of a federal railway company. In its decisions, the Agency has concluded that municipalities have a responsibility to assess compatibility issues before approving housing developments in proximity to railway rights-of-way. The CTA also commented that where a municipality approves the development, it has a responsibility to ensure that the necessary mitigation measures are implemented. One example of such a decision is Decision No. 69-R-2014, dated February 27, 2014.

It is important to understand that there is no specific decibel limit contained in federal guidelines related to the construction or operation of rail facilities. Those federal guidelines clearly state that, while the Agency may take provincial and municipal noise and vibration guidelines into account in its deliberations, the Agency is not bound by those guidelines.

Rail Proximity Guidelines are available at the following: <https://www.proximityissues.ca/>

Guidelines for the Resolution of Complaints Over Railway Noise are available at the following: <https://otc-cta.gc.ca/eng/publication/guidelines-resolution-complaints-over-railway-noise-and-vibration/>

Preliminary Comments and Concerns

CN requests that the following policies be included in the municipal land use planning policy documents:

1. General Acknowledgement

The Region/City/County/Town and Council acknowledge the importance of rail infrastructure and recognizes its critical role in long-term economic growth and the efficient and effective movement of goods and people.

Development in proximity to rail facilities shall be developed in accordance with the Guidelines for New Development in Proximity to Railway Operations prepared by the Federation of Canadian Municipalities and the Railway Association of Canada (FCM/RAC Guidelines).

2. Include a definition for Major Facilities, Major Goods Movement Facilities and Corridors, Rail Facilities and Sensitive Land Uses.

We request that the following definitions found in the PPS be included in the policy document:

Major Facilities: means facilities which may require separation from sensitive land uses, including but not limited to airports, manufacturing uses, transportation infrastructure and corridors, rail facilities, marine facilities, sewage treatment facilities, waste management systems, oil and gas pipelines, industries, energy generation facilities and transmission systems, and resource extraction activities.

Major Goods Movement Facilities and Corridors: means transportation facilities and corridors associated with the inter- and intra-provincial movement of goods. Examples

include: inter-modal facilities, ports, airports, rail facilities, truck terminals, freight corridors, freight facilities, and haul routes and primary transportation corridors used for the movement of goods. Approaches that are freight supportive may be recommended in guidelines developed by the Province or based on municipal approaches that achieve the same objectives.

Rail Facilities: means rail corridors, rail sidings, train stations, inter-modal facilities, rail yards and associated uses, including designated lands for future rail facilities.

Sensitive Land Uses: means buildings, amenity areas, or outdoor spaces where routine or normal activities occurring at reasonably expected times would experience one or more adverse effects from contaminant discharges generated by a nearby major facility. Sensitive land uses may be a part of the natural or built environment. Examples may include, but are not limited to: residences, day care centres, and educational and health facilities.

3. Identify Rail Facilities and Influence Areas

We recommend identifying rail facilities and the areas of influence for sensitive land uses (300 metres for a rail line, 1 km for a rail yard) in a schedule to each policy document.

4. Provincial Policy Statement Requirements

The policies proposed below are recommended to be included in policy documents to address requirements for developments in proximity to rail facilities:

- a) Sensitive land uses shall not be encouraged adjacent to, or in proximity to rail facilities;
- b) All developments in proximity to rail facilities shall be developed in accordance with the FCM/RAC Guidelines;
- c) All proposed residential developments or other sensitive uses located within 300 metres of a railway right-of-way be required to undertake noise studies, to the satisfaction of the Municipality, in consultation with the appropriate railway operator, and shall undertake to implement the appropriate measures to mitigate any adverse effects from noise that were identified in the report and as may be required by CN;
- d) All proposed residential developments or other sensitive uses located within 75 metres of a railway right-of-way be required to undertake vibration studies, to the satisfaction of the Municipality, in consultation with the appropriate railway operator, and shall undertake to implement the appropriate measures to mitigate any adverse effects from vibration that were identified in the report, and as may be required by CN;
- e) All proposed building setbacks shall be in accordance with the FCM/RAC Guidelines. As a general guideline, buildings shall be setback 30 metres with

an appropriate berm abutting the rail right-of-way. Reduced setbacks can be considered in certain circumstances dependant on the proposed use and in conjunction with additional studies and alternative safety measures, to the satisfaction of the Municipality, in consultation with the appropriate railway operator;

- f) All proposed residential developments or other sensitive uses located adjacent to railways shall implement appropriate mitigation measures, including but not limited to, safety setbacks, berms, crash barriers and security fencing, in accordance with the FCM/RAC Guidelines;
- g) All proposed residential developments or other sensitive uses located adjacent to railways shall implement the applicable warning clauses provided by the appropriate railway operator;
- h) All proposed residential developments or other sensitive uses located adjacent to railways shall implement, secure and maintain any required rail noise, vibration, and safety impact mitigation measures, along with any required notices on title, such as development agreements, warning clauses and/or environmental easements, through appropriate legal mechanisms, to the satisfaction of the Municipality and the appropriate railway operator; and,
- i) All proposed residential developments or other sensitive uses located in proximity to rail facilities shall evaluate, prioritize and secure grade separation of railways and major roads, in co-operation with Transport Canada and the appropriate railway operator;

Conclusion

We would like to thank you for the opportunity to participate in the County of Minburn Municipal Development Plan. We look forward to continuing to work with the County of Minburn throughout this process.

Please forward all future communications, land development applications and documents to proximity@cn.ca

Yours very truly,



Saadia Jamil
Senior Planner (CN Proximity)

Copy: proximity@cn.ca



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: New Policy AD 1021-01 – Flag Protocol Policy
Date: May 15, 2023

Background

Administration recognizes the significance of having flags flown and the strong visual statement it makes. Therefore, a policy has been prepared establishing proper etiquette be followed when flying flags to ensure consistency is exercised and flags are flown in an appropriate manner.

Information for the Committee

Several municipalities throughout Alberta have a policy established outlining the manner and procedures they follow including when they will be raised, lowered, flown and maintained, and in accordance with the Canadian Heritage's guidelines on Flag Etiquette in Canada and Rules for Flying the Flag.

Recommendation

It is recommended the Committee consider implementing Policy AD 1021-01 and forward to the County Council meeting for approval.

Attachment:

New Policy AD 1021-01



ADMINISTRATION

Title: Flag Protocol Policy

Policy Number: AD 1021-01

Approved by Council:

Resolution No:

Supersedes Policy Number: New

Next Review Date:

Last Review Date:

POLICY STATEMENT

Flags at the County of Minburn Administration building are flown to show respect and dignity. Proper flag etiquette is required to ensure the presentation and cultural significance of the flags are honoured.

The flying of flags at half-mast is a strong visual statement that speaks to a sense of loss shared by all and will be implemented only in circumstances that are of exceptional importance to the County.

The County of Minburn will lower flags to half-mast to commemorate solemn occasions. The lowering of flags to half-mast will be at the direction of the Province of Alberta and the Chief Administrative Officer.

PURPOSE

The purpose of this policy is to establish the protocols for flying flags at the County of Minburn Administration building, and to ensure appropriate procedures are exercised in a consistent manner.

DEFINITIONS

1. "County" means the County of Minburn No. 27.
2. "CAO" means the Chief Administrative Officer.
3. "RCMP" means the Royal Canadian Mounted Police.

GUIDELINES

Flags will be raised, lowered, flown, maintained, and disposed of by the County in accordance with Canadian Heritage's guidelines on Flag Etiquette in Canada and Rules for flying the Flag.

1. General Flag Protocol

- 1.1 If multiple flags are flown together in a set, all the flags must be flown at the same height (i.e. full-mast or half-mast).
- 1.2 All flags flown together in a set must be the same size in their vertical dimension.
- 1.3 Flags may be flown at night (i.e. flags do not need to be raised at sunrise and taken down at sunset daily).

2. Precedence of Flags

- 2.1 When a single flag is flown, the National Flag of Canada will be flown.
- 2.2 When two flags are flown, the National Flag of Canada and the Provincial Flag of Alberta will be flown.
- 2.3 Where three flags are flown, the National Flag of Canada, the Provincial Flag of Alberta, and the Flag of County of Minburn No. 27 will be flown.
- 2.4 Despite sections 2.1 to 2.3, the Canadian Heritage's guidelines on Flag Etiquette and Rules for flying the Flag may direct that another flag takes precedence (for example, the flag of the Sovereign). Those guidelines take precedence over any guidelines in this policy.

3. Lowering Flags to Half-Mast

Lowering flags in concert with Federal and Provincial Grants

- 3.1 County of Minburn will lower flags as directed by the Prime Minister's office and Canada Heritage (in relation to the Canadian Flag) and the Alberta Premier's office and Alberta Protocol (in relation to the Canadian Flag and the Alberta Provincial Flag).

Lowering flags at the County of Minburn Administration Building

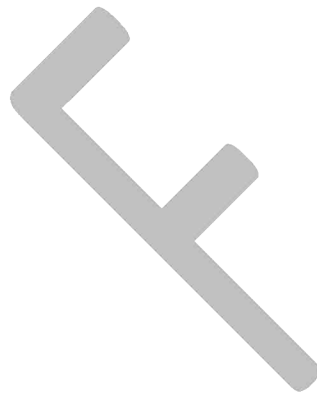
- 3.2 County of Minburn will lower flags to half-mast at the County of Minburn Administration building:
 - a. from the time of notification of death until sunset the day of the funeral or memorial service for:
 - i. the Sovereign
 - ii. a member of the immediate Royal family
 - iii. a current or former Governor General of Alberta
 - iv. a current or former Prime Minister of Canada
 - v. a current or former Lieutenant Governor of Alberta
 - vi. a current or former Premier of Alberta
 - vii. a current Mayor or Councillor of the County of Minburn

Lowering flags at the CAO's Direction

- 3.3 The CAO at her/his discretion may direct that County of Minburn lower flags to half-mast at the County of Minburn Administration building, for such time and under such circumstances as the CAO directs.

4. Flag Display/Distribution

- 4.1 A new flag will be provided at no charge, when requested, for display at locations including entrances, facilities and properties that wish to present a visual statement of the County. The County may provide a flag at no charge to the following:
- a. Lavoy Action Society
 - b. Ranfurly & District Recreation & Agricultural Society
 - c. Innisfree & District Agricultural Society
 - d. Minburn & District Agricultural Society
 - e. Vegreville Agricultural Society
 - f. Village of Mannville
 - g. Village of Innisfree
 - h. M.D. of Minburn Foundation
 - i. Others at the discretion of the CAO





COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: New Policy AD 1022-01 Credit Card Authorization
Date: May 15, 2023

Background

The corporate credit card policy will ensure corporate credit cards are used for appropriate business purposes and that adequate controls are in place.

Information for the Committee

Current Credit Card Authorization Policy AD 1007-01 does not have adequate controls in place, does not outline cardholder responsibilities, and therefore will need to be rescinded. New policy AD 1022-01 ensures adequate controls are in place and has cardholders sign an Acknowledgement and Agreement form indicating they understand the policy and will adhere to guidelines established.

Recommendation

THAT Council approve Corporate Credit Card Policy AD 1022-01 and rescind Credit Card Authorization Policy AD 1007-01.

Attachment: 1. New Policy AD 1022-01
2. Policy AD 1007-01



ADMINISTRATION

Title: Corporate Credit Card

Policy Number: AD 1022-01

Approved by Council:

Resolution No:

Supersedes Policy Number: NEW

Next Review Date: May 15, 2027

Last Review Date: N/A

POLICY STATEMENT

The County of Minburn No.27 recognizes that the use of a corporate credit card to support travel costs of staff, for isolated and/or small dollar transactions and where purchase orders are not accepted, or charge accounts are not permitted or practical.

This policy establishes procedures to ensure that all corporate credit cards are properly authorized and are used only in accordance with the guidelines contained in this policy.

PURPOSE

To provide a convenient, cost-effective, and less cumbersome method of procuring and paying for low value goods and services thru streamlined procurement processes, reducing accounting paperwork, speeding up vendor payments and empowering staff who have procurement responsibilities.

DEFINITIONS

"Cardholder" means a County employee who have been issued a credit card and who are authorized to make purchase in accordance with this policy.

"CAO" means the Chief Administrative Office for the County of Minburn No. 27.

"Contractor" means a person that undertakes a contract to provide materials or labor to perform a service or job.

"Corporate Credit Card Administrator" means the Director of Corporate Services.

"County" means the County of Minburn No. 27.

“Employee Agreement Form” means a contract to define the limits of use for County issued credit cards provided to certain employees to make purchases of goods and/or services.

“Supplier” means a company from which a cardholder is purchasing materials and/or equipment or services under the provisions of this policy.

GENERAL PRINCIPLES

Corporate Credit Card Administrator will:

1. Maintain and control a central record of all cardholders, limits, etc;
2. Conduct periodic audits to ensure policy compliance, examine buying patterns;
3. Evaluate and provide updates to this document;
4. Provide ongoing education and training programs so as to ensure that each cardholder is informed of the transaction and credit limits of their corporate credit card as well as responsibilities and restrictions regarding the use of the corporate credit card;
5. Provide updates on GST policies;
6. Distribute program updates;
7. Provide general information on the Corporate Credit Card program; and
8. Assist in rectifying disputed credit card charges with suppliers and the credit card company.

Cardholders will

1. Agree to the program responsibilities and restrictions;
2. Sign the employee/contractor agreement of the program responsibilities;
3. Reconcile their monthly transaction records against the monthly credit card statement;
4. Forward to the Director of Corporate Services all documentation required for audit purposes;
5. Take appropriate action to resolve any problem;
6. Ensure their credit card is secure to avoid risk of unauthorized use; and
7. Return the credit card to the Director of Corporate Services upon request.

Card Approval

All corporate credit card applications must be approved by the CAO, and then forwarded to the Corporate Credit Card Program Administrator for processing.

Acknowledgement and Agreement Form

Cardholders must be willing to sign an Acknowledgement and Agreement Form indicating their understanding of the policy and their agreement to adhere to the guidelines as established.

Credit Limits

Each corporate credit card will be assigned an individual credit limit by the Corporate Credit Card Administrator. The limit will be based on previous purchasing activity. If the credit limit is too low to accommodate the purchasing requirements, a re-evaluation will be conducted by the Corporate Credit Card Administrator and a decision made on whether to increase the credit limit will be made by the CAO.

GENERAL GUIDELINES FOR CREDIT CARD USE

1. The corporate credit card is a County of Minburn No. 27 credit card that is issued to staff members as an individual.
2. It is the cardholder's responsibility to ensure that both internal and external guidelines that govern the account are complied with.
3. Any service charges or interest incurred that are not an allowable expense are cardholder's responsibility.
4. Accountability for any related County of Minburn No. 27 processing deadlines lie with the cardholder.
5. Each cardholder is responsible for ensuring the corporate credit card expenses are recorded accurately and submitted in a timely manner designated by the Director of Corporate Services.
6. The primary intent of the credit card is that it be used when an employee is on duty travel, low value items where there is no ability to charge to the County account or when making isolated, non-recurring purchases where obtaining supplier credit would be impractical.
7. Credit cards shall not be used to make purchases from businesses where the County of Minburn No. 27 has an established charge account.
8. It is recommended that credit card purchases be made in person wherever practical, but purchases made by telephone, online or by fax may be permitted provided that employees undertake the appropriate due diligence to ensure that the business is reputable, the website secure and the credit card information will be safeguarded.

Permitted Purchases

The corporate credit card may be used at any vendor or supplier who accepts the credit card throughout Canada or any other country for the following:

- a) Subscriptions, seminars, books;
- b) Small business luncheons;

- c) Office supplies;
- d) Accommodations when on County business;
- e) Meals (including tips) when on County business;
- f) Purchases for special events;
- g) Non-recurring maintenance expenses; and
- h) Transportation (e.g. airline tickets).

Corporate Credit Card Restrictions

The corporate credit card will NOT be used for the following:

Personal Use

1. The corporate credit card will not be used to purchase items or services for personal use.
2. Personal purchase could jeopardize the County's tax status, permits or supplier contracts.
3. Personal purchases made in error must be reimbursed immediately for the amount of the purchase including all applicable taxes and/or charges.

Split Purchases

Corporate credit card transactions must not be split up to divide a large purchase to circumvent cardholder's single purchase limit and/or expenditure authority.

Inappropriate Purchases

The following are considered to be inappropriate or unauthorized purchases:

- a) To obtain cash;
- b) Liquor;
- c) Transactions valued over \$2,500 (an individual card limited may be lower or higher);
- d) Capital projects;
- e) Controlled items such as hazardous material, radioactive material, etc.;
- f) Contractor services;
- g) Maintenance contracts;
- h) Extended rentals or leasing of equipment; and
- i) Direct employment of individuals.

Non-compliance

The use of a corporate credit card may be revoked and the corporate credit card may be cancelled for any of the following reasons:

- a) Personal purchases;

- b) Split purchases;
- c) Inappropriate purchases;
- d) Failure to provide required documentation; and
- e) Failure to reconcile monthly statement.

Any violation of this policy will be investigated and could result in disciplinary action up to and including termination and/or criminal prosecution.

Receipts and Returns

It is the cardholder's responsibilities to:

- a) Ensure that goods have been received and/or the services rendered;
- b) Follow up with supplier to resolve any delivery problems, discrepancies and/or claims for damaged goods;
- c) To coordinate returns directly with the supplier;
- d) To secure the appropriate credit. At the time of the return, request that the supplier issue and send a credit transaction slip to verify that credit is given.

Process for Reconciliation

The Accounting Coordinator reviews and reconciles the credit card receipts to the credit card statement. Each cardholder will submit credit card receipts to the Accounting Coordinator as they are received. The Accounting Coordinator will send the credit card statement to cardholders to review if receipts have not been submitted.

Only an original receipt with the detail of the transaction of the expenditure will be accepted. Credit card and debit card receipts are not acceptable as originals. In circumstances where the employee has misplaced the original receipt, they must sign a statutory declaration explaining the situation.

The credit card statement is auto paid from the County bank account monthly. The Accounting Coordinator enters receipts into the accounts payable system as a direct debit to the general ledger and ensures that the batch total reconciles to the credit card statement.

The Direct Debit Register is then to be forwarded to the Director of Corporate Services for review and approval.

Card Rejection

The corporate credit card is subject to a transaction limit, a cardholder credit limit as well as an organizational limit. Therefore, if a purchase is unexpectedly declined it will be because the corporate credit card has reached one of the aforementioned limits. Please contact the Corporate Credit Card Administrator to inform them of the rejection.

Lost and Stolen Credit Cards

If a corporate credit card is lost, stolen or has been compromised, the Cardholder is responsible for advising the CAO and the Director of Corporate Services as soon as possible. The Director of Corporate Services will then contact the County's credit card provider to suspend, cancel and/or re-issue the card.

Credit Card Audits

The corporate credit card usage shall be audited at least on an annual basis.



COUNTY OF MINBURN No. 27
CARDHOLDERS ACKNOWLEDGMENT AND AGREEMENT

Your signature below is verification that you have read the policy and agree to comply with it as well as the following responsibilities:

1. I understand the card is for County approved purchases only, and I agree not to charge personal purchases. Improper use of this card can be considered misappropriation of County funds. This may result in disciplinary action including termination of employment.
2. If the card is lost or stolen, I will immediately notify the Chief Administrative Officer and Director of Corporate Services.
3. I agree to surrender the credit card immediately upon termination of employment or contract whether for retirement, voluntary or involuntary reasons.
4. The card is issued in my name. I will not allow any other person to use the card. I am considered responsible for any and all charges against the card.
5. I understand that in the event of willful or negligent default of these obligations, the County of Minburn No. 27 shall take recovery action, deemed appropriate, as permitted by law.
6. All charges will be billed directly to and paid directly by the County. The bank cannot accept any monies from me directly, therefore any personal charges billed to the County could be considered misappropriation of funds.
7. I understand the card has been issued to me as an official of the County of Minburn No. 27. I will under no circumstances be personally liable to the card company for any obligations arising from approved use of the card.
8. I will receive a Monthly Reconciliation Statement which will report all activity during the statement period. I am responsible for all charges (but not for payment) on the card, I will resolve any discrepancies by either contacting the supplier, the bank or the Chief Administrative Officer.
9. I will provide the Director of Corporate Services the proper General Ledger account breakdown for all transactions processed against this card.
10. I understand the Credit Card assignment is based on my need to purchase materials for the County. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.
11. I acknowledge I must follow the policies and procedures related to the use of County Credit Cards.

Cardholder's Signature

Cardholder's Printed Name:

Date: _____

Credit Card Number: _____



ADMINISTRATION

Title: County Credit Card Authorizations

Supersedes Policy Number: AD 3

Policy Number: AD 1007-01

Next Review Date: May 21, 2023

Approved by Council: May 21, 2019

Last Review Date: N/A

Resolution No:

POLICY STATEMENT

The County of Minburn No. 27 Council authorizes County credit card for use on behalf of the County for important business matters to expedite purchases or when the usual purchase/invoice process is not available.

POLICY:

1. Reeve.....Credit Limit \$10,000
2. Chief Administrative Officer (CAO)Credit Limit \$10,000
3. Director of Protective Services (Fire Chief)Credit Limit \$3,000
4. Director of OperationsCredit Limit \$3,000
5. Agricultural Fieldman.....Credit Limit \$3,000
6. Director of Finance and AdministrationCredit Limit \$3,000
7. Planning and Development OfficerCredit Limit \$3,000
8. Shop Foreman/Supervisor.....Credit Limit \$3,000

Credit card holders are responsible to submit receipts/proof of purchases for each purchase on their card. These receipts should be coded, signed and submitted as they are received to avoid losing them.

Chief Administrative Officer



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

From Date: _____ **To Date:** _____

Resident Concerns:



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

From Date: _____ **To Date:** _____

Resident Concerns:



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

From Date: _____ **To Date:** _____

Resident Concerns:



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

From Date: _____ **To Date:** _____

Resident Concerns:



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

From Date: _____ **To Date:** _____

Resident Concerns: