



Starland County

Policy & Procedures Manual

Includes Revisions to:
October 12, 2023

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| | COUNCIL & OTHER LEGISLATIVE | 110-1 | 1 of 4 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Council Compensation & Expense Reimbursement | December 11, 2019 | C19-231 |

PURPOSE:

To establish salary rates, benefits and expense reimbursement for the Councillors of Starland County.

POLICY STATEMENT:

Starland County will compensate County Councillors a monthly and per diem salary that is commensurate with the demands of their role. Starland County will reimburse County Councillors for the use of personal resources while conducting official County business in a fair, reasonable and transparent manner.

DEFINITIONS:

- Accommodation:**
 - Commercial Accommodation – lodging facilities such as hotels, motels, corporate residences or apartments.
 - Private non-commercial accommodation – private dwelling or non-commercial facilities where the traveller does not normally reside.
- Councillor** – a duly elected Councillor of Starland County.
- Economy class** – the standard class of air travel, including special discount fares. It excludes first class and business class or equivalents.
- Receipt** – an original document or paper copy showing the place, date, goods and/or service, and amount of expenditure paid by the claimant.
- Travel Expenses** – those expenses that are incurred for business purposes including transportation fares such as air, bus, train or taxi, vehicle rental, private vehicle mileage allowance, accommodations, parking fees, meals, and business-related telephone and fax charges. Non-reimbursable travel expenses include expenses incurred by spouses/partners or other persons accompanying a Starland County Council member on business travel, unauthorized service upgrades (i.e. business class airfare or hotel rooms), personal services (i.e. massages, spa/beauty treatments, movie rentals, personal bar tabs, dry cleaning/laundry services), personal purchases (i.e. gifts or clothing), traffic violations/parking tickets, lost personal property (i.e. luggage) or alcohol.
- Travel Status** – occurs when a Councillor is on authorized Starland County business travel outside of the local area. This includes business meetings, committee meetings, training events and workshops, conferences and conventions.



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COUNCIL COMPENSATION

Salary, Per Diems, and Allowances:

1. The salary for Councillors shall be set at \$250.00 per day and \$135.00 per half day.
2. Mileage shall be paid at the Federal Government's Canada Revenue Agency rate for the Province of Alberta. These rates are reviewed and revised on January 1st, April 1st, July 1st and October 1st of each year. Councillors shall be paid mileage for the use of a personal vehicle to attend all meetings and events listed in paragraph 12.
3. A meal allowance of \$57.00 shall be paid automatically for a full-day meeting and \$32.00 shall be paid automatically for a half-day meeting.
4. The rates listed in paragraphs 9 to 11 shall be paid for all Regular and Special Meetings of Council, all Council Committee Work, and authorized attendance at conferences, conventions, training, meetings, and other events.
5. Supervision pay for Councillors shall be set at four (4) days per month, paid at a salary of \$250.00 per full day; plus the Federal Government Mileage rate per kilometer for 482.75 km per month (5,793 km or 3,600 miles per year); plus one (1) full day meal allowance per month.
6. An additional salary shall be paid for Reeve's duties; this being set at one (1) full day per month (12 days per year) at a rate of \$250.00 per day.
7. A Telecommunications Allowance of \$50.00 per month shall be paid to each Council member.
8. A Severance Payment based on \$100.00 per year of service shall be paid to each Council member upon retiring or termination of their term.
9. Council compensation shall be paid monthly upon submission of a Councillor expense claim.

Benefits:

1. Starland County Councillors shall be provided with the following benefits.
 - Council Accident Insurance - \$200,000 principle sum
 - Council Critical Illness Insurance - \$15,000 principle sum
 - Employee Group Life Insurance - \$50,000 principle sum
 - Employee Group Dependant Life Insurance - \$10,000 for spouse, \$5,000 for child
 - Employee Group Accidental Death and Dismemberment Insurance - \$50,000 principle sum
 - Employee Group Critical Illness Insurance - \$25,000 principle sum
 - Councillor Health and Wellness spending account in the amount of \$500.00 per year as stipulated in Policy 110-2 *Councillor Wellness Account*.
2. Starland County shall pay 100% of Council insurance premiums and 90% of Employee Group insurance premiums.



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COUNCILLOR EXPENSE REIMBURSEMENT

TRAVEL

Accommodation:

1. A commercial accommodation allowance of \$250.00 per night shall be paid to Council members on travel status and who stay overnight at commercial accommodations. An original hotel receipt must accompany the expense claim for the allowance to be paid.
2. If the actual reasonable travel expense incurred for commercial accommodation is greater than the allowance, then reimbursement of the actual expense incurred shall be made supported by original receipts.
3. When a hotel receipt is not provided for an overnight stay, or when the traveller stays at private non-commercial accommodation, a private accommodation allowance of \$50.00 per night shall be paid.

Transportation:

1. The standard for air travel is economy class. The lowest available airfares appropriate to itineraries shall be sought.
2. Where air transportation is authorized and used, the Councillor shall be provided with the necessary prepaid tickets whenever possible. If a Councillor books their own air travel, they shall be reimbursed immediately based on actual receipts including all taxes and fees.
3. In the event a Councillor cancels a flight which has already been reimbursed by Starland County, the full amount of the reimbursement is due back to Starland County immediately upon cancellation. Councillors are encouraged to have their air travel booked and paid directly by Starland County.
4. Where a Councillor uses loyalty program points to acquire airline tickets for business travel (i.e. Air Miles, Aeroplan), they shall only be reimbursed for the actual expense incurred (generally taxes and fees). Reimbursement shall not be based on a conversion of points used into dollars or an estimated value of the ticket.
5. Actual expenses for taxis, shuttles and local transportation services, including gratuities, shall be reimbursed based on original receipts.
6. A private vehicle mileage allowance shall be paid at the Federal Government's Canada Revenue Agency rate for the Province of Alberta. The rates applied shall correspond to the actual dates of travel and not to the payment dates. When a private vehicle mileage allowance is paid, no other costs associated with that vehicle will be reimbursed to the traveller (i.e. gas, repairs, parking tickets, etc.).
7. Parking fees shall be reimbursed based on actual receipts.



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Meals:

1. A half-day meal allowance shall be paid for travel under five hours in a day at a rate of \$32.00.
2. A full-day meal allowance shall be paid for travel greater than five hours in a day at a rate of \$57.00.
3. Where the actual reasonable travel expenses incurred for meals are greater than the approved rates, then reimbursement of the actual expenses incurred may be made based on receipts.
4. Alcoholic beverages and drugs shall not be reimbursed with this allowance.

Travel Claims:

1. Councillors shall claim for all travel expenses on their monthly expense claim and attach all required receipts.


CONFERENCE/CONVENTION ATTENDANCE

1. Conventions that are approved for Council to attend annually are:
 - The Fall and Spring Conventions of the Rural Municipalities of Alberta (RMA).
2. Attendance by a Council member at any other convention or conference shall be pre-approved by Council resolution.

POLICY AMENDMENTS

June 28, 2023 [C23-170] – Rate changes, removal of Partners Program and clarifying non-reimbursable expenses.

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| | COUNCIL & OTHER LEGISLATIVE | 110-2 | 1 of 2 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Councillor Wellness Account | July 25, 2018 | C18-117 |

PURPOSE:

To establish a policy for the provision of funds for Councillor purchase of goods, services, memberships, etc. which encourage personal fitness and wellness while also providing additional funds to cover medical expenses not fully covered within their personal plans.

1.0 Application

All current Starland County Councillors. All claims submitted under the Wellness Account will be considered as taxable income.

2.0 Guidelines/Procedures

1. An annual allocation of \$500 per Councillor will be made available for reimbursement based on the calendar year of November 1st to October 31st.
2. Unused amounts will be forfeited at the end of the year.
3. Claims submitted through the Wellness Account program shall be taxed in year they are paid. The amount claimed will be included in the taxable income reported on the Councillor's T4.
4. Claims submissions will be reviewed and approved/denied by the Manager of Finance in accordance with this policy.
5. Eligible and ineligible purchases:

Eligible Purchases

- Fitness center memberships, personal trainers, fitness consultation
- Classes/lessons/passes for swimming, skating, skiing, golfing, running, yoga, dance, martial arts, etc.
- Membership/league fees for sports such as hockey, softball, curling, golf, etc.
- Equipment/accessories for any physical activity or sport such as a tennis racquet, skates, hiking or running shoes, golf clubs, snowboard, skis, etc.
- Exercise equipment such as a treadmill, elliptical, stationary equipment, weights, exercise balls, etc.
- Nutritional programs and education
- Nutritional supplements



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| Councillor Wellness Account | July 25, 2018 | C18-117 |

- Other medical expenses not fully covered under a personal benefits plan such as medications, eyeglasses, acupuncture, massages and other para-medical services.


Ineligible Purchases

- Hobby course/personal interest courses
 - Music, singing, drama classes
 - Cultural events, recreational events, symphony, sporting events
 - Spa visits
 - Camping equipment, fishing rods, hunting gear, motorized equipment
 - Computer hardware or software
6. The intent of the Wellness Account is to benefit the Councillor; purchasing goods or services for the use of others is not acceptable and will not be permitted.
 7. Claims are to be made through the submission of a receipt to Manager of Finance.
 8. Clarification on eligible expenses for reimbursement prior to purchase should be directed to the Finance Manager.

3.0 Funding

The program will be funded from general revenues.

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| | POLICY TITLE | DATE | MOTION NO. |
| | Council Service Recognition Policy | October 24, 2000 | |

PURPOSE:

To establish a process to recognize Starland County Council members for their years of service to the municipality.

1.0 Eligibility:

All Starland County Council members will be eligible for service recognition awards based on the Councilors service with the municipality, and subject to the following conditions:

- i) Eligibility will be limited to Starland County Council members
- ii) In order to be eligible for the service recognition awards, the Council member must have completed at least one full term on Starland County Council.
- iii) All years on Council will be recognized in the Council Service Recognition Policy, and it is not necessary to serve continuously in order to qualify for the service award.

2.0 Schedule of Awards:

Awards will be sourced through a company approved by Administration. Council members will be eligible for the following awards based on Council service in years:

| Length of Service | Award Value |
|--|--------------------|
| After 1 term totaling 4 years of service | \$60.00 |
| After 2 terms totaling 8 years of service | \$120.00 |
| After 3 terms totaling 12 years of service | \$180.00 |
| After 4 terms totaling 16 years of service | \$240.00 |
| After 5 terms totaling 20 years of service | \$300.00 |
| After 6 terms totaling 24 years of service | \$360.00 |
| After 7 terms totaling 28 years of service | \$420.00 |
| After 8 terms or more | \$500.00 |



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| Council Service Recognition Policy | October 24, 2000 | |

3.0 Presentation of Awards:

The Council Member Recognition Awards will be presented annually at the Starland County Family Picnic. The Chief Administrative Officer will annually review the list of Council members that will be eligible for their long service awards during the current fiscal year on or before April 1st and will review the list and proposed budget with Council.

At the Starland County Family Picnic, the Council member will be presented with a Certificate acknowledging his / her service with Starland County. The Councillor will be presented with a list of eligible gifts he / she may choose from in accordance with the above noted schedule. The Council member will also be notified of the achievement date, after which, the Councillor will be able to redeem their service award.

A record of awards presented will be maintained by the Chief Administrative Officer.

4.0 Payment for Recognition Awards:

The Council member service awards will be included as a budgetary expense item in the Starland County Operation's Budget.

5.0 Review of Recognition Program:

The Chief Administrative Officer will review the Councillor Service Recognition Policy with Council every two years and will ensure that the identified suppliers for the recognition program can adequately supply awards consistent with Section 2 of this policy.

6.0 Service Recognition Plaque:

Starland County will continue to maintain commemorative pictures to recognize the service of Council members that served Starland County. The pictures will be prominently displayed in the Administration Office and will identify the dates each Council member served on Council.


7.0 Effective Date:

This policy was approved by Council this 24th day of October, 2000

Policy Amendments:

September 13, 2023 (Motion C23-239) – Capped the Award Value at \$500 and made any approved company able to source awards.

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| | GENERAL ADMINISTRATION (ALL DEPARTMENTS) | 120-1 | 1 of 3 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Employee Use of Municipal Vehicles and Facilities | April 25, 2000 | C00-077 |

PURPOSE:

To establish guidelines for employee use of municipally owned vehicles and facilities.

1.0 Vehicles

The Chief Administrative Officer (CAO) is authorized to allocate vehicles or approve expense reimbursement under this policy.

The Municipality will provide:

1. a vehicle owned or leased by the municipality, or
2. reimbursement of expenses for the use of the employee's own vehicle

to all employees who require a vehicle to perform their duties.

Expenses for regular or occasional use of the employee's own vehicle will be reimbursed in accordance with the Travel and Subsistence rates established by Council.

All Municipally owned or leased vehicles will be equipped with adequate signage and equipment to ensure that it complies with all regulations and is safely equipped to perform its task. The vehicles will be equipped with a first aid kit, fire extinguisher and approved warning devices as required.

Employees operating municipally owned or leased vehicles will:

1. supply a driver's abstract upon request (at the cost of the County);
2. at all times consider safety when working around or operating the vehicle;
3. adhere to all traffic laws and regulations;
4. operate the vehicle in accordance with the condition of the road; and
5. inspect the vehicle prior to operating to ensure it is in a safe operating condition and there are no hazards in the immediate vicinity.

The Chief Administrative Officer may authorize employees to use a municipally owned or leased vehicle for travel from their residences to their place of work only when it is advantageous to the municipality that an employee leave directly from the residence to perform work related duties. In all other circumstances, the municipally owned vehicles must be parked at the County shop or office.



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| POLICY TITLE | DATE | MOTION NO. |
| Employee Use of Municipal Vehicles and Facilities | April 25, 2000 | C00-077 |

One supervisor, Municipal Services Director, is authorized to take their County vehicle home. This authorization will cease upon the present Municipal Services Director terminating his employment with Starland County. A taxable benefit for this employee will be calculated annually. The employee authorized to take home their vehicles, must provide a daily log for record purposes.

No one other than Starland County employees shall accompany the employee in a municipally owned or leased vehicle without the prior approval of the Chief Administrative Officer.

Failure to adhere to this policy may result in the removal of authority to use a municipally owned or leased vehicle.

2.0 Facilities

Employees may use the facilities of the municipality for personal work but must first obtain the permission of the Public Works Supervisor and Chief Administrative Officer. The facility must be vacant and not otherwise required for County work.

The employee must provide all tools and materials required for any work carried out in a municipal facility. The employee must also provide the County with a waiver of liability for all and any use of the County facility.

No one other than Starland County employees are allowed on the premises when utilizing the facilities of the municipality for personal work.



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| Employee Use of Municipal Vehicles and Facilities | April 25, 2000 | C00-077 |

Policy Amendments:

May 23, 2006 (C06-128)

October 10, 2008 (C07-194) – Memorandum of Agreement: Supervisors use of County vehicles


May 23, 2018 (C18-079) - Addition of Community Services Director Use of County Vehicle (as per employment agreement – January 1, 2010)

October 14, 2020 (C20-208) - Amendment of Municipal Administrator to Chief Administrative Officer (CAO) throughout policy; Section 1.0 Vehicles - Deletion of Community Services Director and Public Works Supervisor having authorization to take their County vehicles home; Addition of Assistant Public Works Supervisors having authorization to take their County vehicles home; Section 2.0 Equipment - Changed to clarify that employees are no longer authorized to utilize any County equipment for their own personal use unless they contract the County to do the work for them with rates charged equivalent to ratepayers rates.

October 28, 2020 (C20-220) – Remove Section 2.0 Equipment in its entirety; Change Section 3.0 Facilities to Section 2.0 Facilities; Change name of policy and other areas to reflect deletion of Section 2.0 Equipment.

July 20, 2022 (C22-186) – Removed positions not authorized to take County vehicles home and added disclaimer for future authorizations.

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| | GENERAL ADMINISTRATION (ALL DEPARTMENTS) | 120-2 | 1 of 2 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Risk Control Policy | January 8, 2008 | C08-007 |

PURPOSE:

To promote the active control and reduction of our insurance and other risk-related costs; to protect the interests of the stakeholders in our community; to prevent losses arising from damage to community assets and liability claims; to provide a reasonable assurance of uninterrupted municipal operations and delivery of services to our community stakeholders; and in the event of a loss, to ensure that the impact of losses on the County and our community stakeholders is as minimal as possible.

POLICY:

Starland County is committed to delivering cost-effective services that best meet the needs of our taxpayers and community. We support and participate in the RMA RiskPro Training Program to help us achieve the following goals:

- The active control and reduction of our insurance and other risk-related costs;
- The protection of the interests of the stakeholders in our community;
- The prevention of losses arising from damage to community assets and liability claims;
- The reasonable assurance of uninterrupted municipal operations and delivery of services to our community stakeholders;
- When losses cannot be prevented, to ensure that the impact of losses on the organization and our community stakeholders is a minimal as possible.

To help ensure a mutual benefit for Starland County and other MD's and Counties in the Province of Alberta, we also support the exchange of knowledge and information with other MD's and Counties that are participating in the RMA RiskPro Training Program.



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| GENERAL ADMINISTRATION (ALL DEPARTMENTS) | 120-2 | 2 of 2 |
| POLICY TITLE | DATE | MOTION NO. |
| Risk Control Policy | January 8, 2008 | C08-007 |

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


- A Risk Control Coordinator, to facilitate the MD/County's progress through the RMA RiskPro Training Program training process and the implementation of risk improvements;
- A Risk Control Committee, comprised of representatives from key departments that will help implement risk improvements within the community.

POLICY AMMENDMENTS:

May 23, 2018 (C18-080) – Amended by changing “Jubilee” Riskpro to “RMA” Riskpro



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| | GENERAL ADMINISTRATION (ALL DEPARTMENTS) | 120-3 | 1 of 1 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Disposal or Sale of Non-Capital Property | October 25, 2011 | C11-186 |

PURPOSE:

To establish guidelines for the disposal or sale of County owned property with a value of less than \$5000 at the time of purchase.

1.0 Application

All property owned by Starland County which was purchased for less than \$5000 and will no longer be used for reasons such as obsolescence, safety concerns, breakdown or scheduled replacement.

2.0 Sale Process

Sale of county property is managed generally by the Chief Administrative Officer and is only to be done in instances where there is a reasonable expectation of market interest in the property and where such property **does not** pose a potential safety risk. All property, such as vehicles or equipment, which can no longer be used due to safety concerns, must be disposed of in accordance with Section 3.0 of this policy. It is the responsibility of staff and department heads to notify the Chief Administrative Officer when property is available for sale.

Once property is identified for sale it can either be offered for sale only to staff or advertised to the public. It is the Chief Administrator's responsibility to decide when the monetary benefits of advertising a sale to the public outweigh the costs of such an advertisement. Where a sale meets this criterion the sale shall be advertised in a local newspaper for a period of 2 weeks at a stipulated price. Where a sale does not meet this criterion the sale shall be advertised internally. In all cases where there is interest from multiple parties a closed bid system is to be used.


3.0 Disposal Process

In cases where property is deemed to have no commercial value, or where sale of the property could result in legal liability on behalf of Starland County, property is to be disposed of as per all applicable provincial and federal government regulations. Where possible, or where Starland County has paid recycling deposits as part of the purchase price, the recycling of property shall be the preferred method of disposal.

4.0 Reporting

The C.A.O shall provide to Council a listing of all disposal items that were sold pursuant to this policy on an annual basis.

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| | GENERAL ADMINISTRATION (ALL DEPARTMENTS) | 120-4 | 1 of 1 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Purchase of Staff Clothing | February 22, 2012 | |

PURPOSE:

To establish guidelines for the purchase of clothing for staff.

1.0 Application

All clothing including hats, jackets, pants, shirts, coveralls, and gloves.

2.0 Reimbursement

Except where specifically stated in another policy, all staff will be responsible for the purchase of their own clothing except where there is a legitimate safety concern as defined by the department manager.


3.0 Purchase Process

Except when ordered directly by a department manager, all staff will be required to obtain written permission from their department manager before ordering any clothing. Written permission should be included with the corresponding purchase order.

4.0 Reporting

Regular reporting of clothing purchased shall be included in the yearly budgeting process.

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| | GENERAL ADMINISTRATION (ALL DEPARTMENTS) | 120-5 | 1 of 14 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Substance Abuse Prevention Policy | December 12, 2018 | C13-049 |

PURPOSE:

To ensure employees are equipped to operate vehicles and equipment owned by Starland County.

1.0 – Introduction

As a responsible employer, Starland County has a compelling interest in establishing programs to promote and enhance health and safety in the workplace combined with a supportive environment. Starland County Substance Abuse Prevention Policy is directed at protecting the health and safety of employees, co-workers, general public and the environment. The Substance Abuse Prevention Policy combines drug and alcohol testing with education, training and access to assistance.

2.0 – Scope

This policy applies to all employees and management of Starland County. Testing provisions of this policy only apply to individuals in identified safety sensitive positions. While this policy refers specifically to alcohol and drugs, it is intended to apply to all other forms of substance abuse.

Starland County shall comply with all applicable Federal and Provincial related laws and or regulations.

The term “County” in this policy will refer to Starland County.

In order for this policy to be effective in ensuring that County employees will perform their duties unimpaired by alcohol or drugs, the provisions of this policy must be enforced. Accordingly, where an employee violates any provision(s) of this policy, the employee may be subject to corrective disciplinary action, as appropriate, up to and including discharge.

3.0 – Roles and Responsibilities

Employees will:

- Arrive fit for duty and remain fit for duty during their period of work
- Consult with their licensed medical practitioner or pharmacist regarding the proper use of medication they are using to determine if the medication may have a negative effect on their performance
- Advise their direct supervisor or Chief Administration Officer (CAO) if they are using a prescribed drug that their licensed medical practitioner or pharmacist has advised would interfere with their ability to work in their position



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| GENERAL ADMINISTRATION (ALL DEPARTMENTS) | 120-5 | 2 of 14 |
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| Substance Abuse Prevention Policy | December 12, 2018 | C13-049 |

- Advise their direct supervisor or the CAO if they are using or are going to be using prescribed medical cannabis and are in an identified safety sensitive position
- Disclose and seek advice on appropriate counseling or treatment if they suspect they have a dependency or an emerging substance abuse issue
- Take appropriate actions to ensure a co-worker does not remain in an unfit condition at work that may endanger the employee, co-workers or others. This may include contacting your supervisor, manager or CAO.
- Employees receiving standby pay for on-call situations are expected to be fit for duty and in compliance with this policy. If unexpected circumstances arise where an employee is requested to perform unscheduled services while under the influence of alcohol, drugs, cannabis or medications, it is the responsibility of the employee to decline the call

Managers and Supervisors will:

- Monitor and evaluate work performance with an objective of early identification and handling of all performance issues
- Ensure that investigations of work-related incidents are carried out in accordance with the County incident investigation procedures
- Advise the CAO when an employee discloses use of a prescribed drug that their licensed medical practitioner or pharmacist has advised would interfere with their ability to work in a safety sensitive position
- Advise the CAO when an employee has disclosed the use or intended use of prescribed medical cannabis
- Refer an employee for a drug and or alcohol test when required to do so under this policy
- Monitor policy compliance and take appropriate action as required under this policy
- Confer with the CAO on substance abuse issues as appropriate
- Arrange for safe transportation of an employee to their residence or nearest public transportation when appropriate under this policy
- Act as a confidential and objective recourse within the County on matters related the Substance Abuse Prevention Policy

Chief Administrative Officer (CAO) will:

- Act as a confidential and objective resource within the County on matters related to the Substance Abuse Prevention Policy
- Communicate with the licensed medical practitioner, Medical Review Officer (MRO) and Substance Abuse Professionals (SAP) as required
- Advise the employee's supervisor, where appropriate of work limitations, suspension or termination considerations



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- Provide confidential service to all employees regarding drug and alcohol information, referral to a SAP but not to provide any counseling
- Undertake periodic reviews and revisions of the Substance Abuse Prevention Policy
- Maintain confidential records of all test results, including refusals to test, correspondence from the Medical Practitioner, MRO and or SAP
- Maintain records of all training /education of managers, supervisors and employees

4.0 – Prohibitions

Alcohol Use

- Alcohol concentration: No employee shall report for duty or remain on duty while having a confirmed alcohol concentration of 0.02 or greater
- On duty use: No employee shall use alcohol while on duty
- Pre-duty use: No employee shall perform safety sensitive functions within four hours after using alcohol
- Use following an incident: No employee required to take a post-incident alcohol test shall use alcohol for eight hours following the incident, or until he/she undergoes a post-incident alcohol test, whichever occurs first

Drug Use

- No employee shall report for duty or remain on duty when the employee uses any drug, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the employee that the drug will not adversely affect the employee's ability to work safely at the job site. If a licensed medical practitioner advises the employee that the drug will affect the employee's ability to work safely, the employee will notify his / her supervisor, manager or CAO.
- No employee shall report for duty or remain on duty when the employee uses medical cannabis, except when the use is pursuant to the instructions of a licensed medical practitioner who has provided the County (CAO) with an acceptable Clearance Letter that the prescribed medical cannabis will not adversely affect the employee's ability to work in their safely sensitive position
- Management shall ensure that the employee is removed from duty and accommodated to meet safety concerns. Accommodation may include work restrictions, modified duties, sick or disability leave
- No employee will intentionally misuse prescription or over the counter medications in such a manner as to render themselves unfit to safely perform their duties
- An employee in a non-safety sensitive position must be capable of performing work related duties in a safe, efficient, productive manner



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Cannabis Use

- An employee in a safety sensitive position must be fit for duty
- An employee in a non-safety sensitive position must be capable of performing work related duties in a safe, efficient, productive manner

Possession

- Possession, use or offering for sale of alcohol, cannabis, drugs or drug paraphernalia on County sites or County vehicles is prohibited
- Possession of devices or products designed to compromise drug and or alcohol testing are prohibited
- Employees who violate this provision may be subject to immediate termination and referral to law enforcement agencies when applicable
- Use of alcohol for social functions or when it relates to County business is permitted when approved by senior management who will ensure that the use does not contravene the intent of our policy and any applicable laws or regulations
- Medical cannabis can only be possessed and used on County property with prior written approval from the CAO

5.0 – Testing Options

Pre-employment

- Successful applicants of safety sensitive positions will be drug tested after a conditional offer of employment. Employment is conditional to the successful completion of the pre-employment drug test

Post-Incident

- An employee will be drug and alcohol tested after an incident that involves a fatality, disabling injury, property damage or significant near miss that could have had potential serious consequences
- Supervisor is required to conduct immediate preliminary investigation
- Testing will never delay necessary medical attention for injured worker following an incident
- Testing is not required when the act or omission of the employee was not a contributing factor
- Testing is required when the actions or inactions of a worker were the contributing factor leading to the incident and it is not frivolous.



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- Drug testing should occur within 2 hours of incident with attempts to test for up to 32 hours of incident. Alcohol testing should occur within 2 hours of incident with attempts to test for up to 8 hours of incident
- Reasons are documented if testing is required, not required or unable to conduct required tests

Reasonable Cause Testing

- An employee will be tested for alcohol and or drug use where a County supervisor or other official, who is trained to identify drug and alcohol use by an employee, makes observations which form a reasonable basis for suspecting that the employee is in breach of this policy. Such observations must be documented, specific, clearly stated observations concerning the appearance, speech or body odors of the employee. The observations may include indications of the chronic and withdrawal effects of drug and alcohol use
- Observations which may lead to reasonable cause testing are not limited to, but include: odor of alcoholic beverage or marijuana on breath, slurred speech, glassy eyes, unsteadiness in walking, standing, flushed face, disoriented and or drowsy, incidents or injuries, repeated errors in job performance, excessive absenteeism or lateness, credible complaints of drug and or alcohol use at work

Return to duty

- Drug and or alcohol testing of an employee who has engaged in prohibited conduct and is returning to work after an assessment by a Substance Abuse Professional and compliance with recommendations

Follow up

- Drug and or alcohol testing on an unannounced basis for at least one year on return to duty. Frequency and duration of testing is determined by the Substance Abuse Professional in consultation with the CAO

6.0 – Training

The County recognizes that employee education on substance abuse and on our Substance Abuse Prevention Policy is a critical step in achieving the objectives of the program.



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Employee training

- Employees will receive awareness education in regards to how this policy applies to everyone including: the risks of drug and alcohol use and their potential impact on safety in the workplace, consequences for policy violation, available resources for employee assistance services, explanation of the testing procedures and situations when testing will occur

Supervisor/ Manager Training

- Supervisors / Managers will be given the above training as well as more specific training on how to recognize signs and symptoms of drug and alcohol use in the workplace and appropriate responses

7.0 – Maintaining a Valid Operator’s Licence

All employees that operate a motor vehicle on behalf of the County are required to maintain a valid operator’s licence. Any loss of driving privileges (licence) must be reported to your supervisor. The employee will no longer be allowed to drive on behalf of the County. Loss of driving privileges includes temporary suspensions.

8.0 – Collection of Specimens and Analysis

A designated drug testing company will collect and process specimens for drug testing as required. Drug testing will be conducted according to US Dept. of Health & Human Services (HHS) standards in laboratories accredited by the Substance Abuse and Mental Health Services Administration (SAMHSA). SAMHSA is the certifying agency for forensic drug testing laboratories in Canada and the United States. The accredited laboratory will perform required testing with test results forwarded to a Medical Review Officer.

Alcohol screen testing will be with an approved saliva tester or breath test. All alcohol screening tests at .020 or higher will be confirmed with an Evidential Breath Alcohol Testing Device on the Conforming Products List (CPL).

9.0 – Positive Test Procedures

Positive Pre-Employment Test

- Potential employees who are positive on pre-employment drug tests will have their offer of employment rescinded
- Potential employees who are positive on the pre-employment drug test will be encouraged to seek assistance from a SAP and to reapply for available positions when they can meet the Company standards



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- When a pre-employment test results in an MRO issued Safety Advisory the offer of employment will be rescinded and potential employee will be encouraged to reapply for available positions when the prescribed drug / medical cannabis is no longer required

Positive alcohol test procedures

- Employees with a confirmed alcohol concentration of .020 to .039 will be removed from duty immediately and will not be allowed to return to work until the following shift. The employee may be subject to corrective disciplinary action
- Employees having a confirmed alcohol concentration of .040 or greater will be removed from duty/suspended

Positive drug test procedures

- Employees who are positive on drug tests as verified by the MRO will be removed from duty / suspended

Refusal to test

- No employee shall refuse to submit to a drug and or alcohol test required under this policy
- No manager or supervisor shall permit an employee who refuses to submit for required testing to remain on duty
- An employee who refuses to submit to a required test, tampers or attempts to tamper with a test sample or obstructs the testing process will be considered to have violated this policy. Positive test procedures will apply.

Removal from duty

- Employees removed from duty / suspended having a positive drug test verified by an MRO and or a confirmed alcohol concentration of .040 or greater will be required to attend a meeting with management who will review each case and provide written correspondence of the resources available in evaluating and resolving problems associated with the misuse of alcohol and or drugs, including the names, addresses and telephone numbers of SAP's. Where practical management will endeavor to meet or contact the employee the next working day and direction will be provided regarding the suspension and return to work choices
- Any employee removed / suspended from duty having a positive drug test result verified by an MRO and or a confirmed alcohol concentration of .040 or greater shall be evaluated by a SAP who shall determine what assistance, if any, the employee needs in resolving substance abuse issues



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Self-Disclosure

- The County understands that an alcohol or drug dependency is a preventable and treatable condition and recognizes that an individual may want assistance. Employees are encouraged and required to voluntarily come forward or seek assistance on their own, without fear of reprisal. The Company will do its utmost to assist the employee. An employee who comes forward seeking assistance will be treated as if they had a positive drug and or alcohol test. Once an assessment has been completed a return to work plan can be formulated

Use of Medical Cannabis

- An employee in a safety sensitive position who is using or will be using Medical Cannabis will be removed and or suspended from safety sensitive duties pending the receipt of a clearance letter from the prescribing physician
- The CAO will provide the employee with a letter of direction, copy of their job description, copy of their Physical Demands Analysis and a copy of the Provincial College of Physicians and Surgeons Guidelines for Prescribing Medical Cannabis
- Return to safety sensitive duties is conditional on receiving a clearance letter from the prescribing physician who will indicate that they are aware of the employee's job description, physical demands analysis and that the Provincial College of Physicians and Surgeons Guidelines for Prescribing Medical Cannabis were followed, expected duration of the prescription requirement, frequency of use and that the prescribed medical cannabis will not interfere with the employee's ability to work in their safety sensitive position
- Referral and or review may be considered at the discretion of the CAO
- The employee will be accommodated where ever feasible

Medical Review Officer Issued Safety Advisory

- In the event of a reported positive drug test the MRO may determine that the employee has a legitimate drug / medical cannabis prescription; the positive result may be changed to a negative. If the MRO determines that the use of that particular prescribed drug / medical cannabis may compromise safety in the performance of a safety sensitive function the MRO will issue a Safety Advisory
- The employee will be removed from safety sensitive duties and the use or pending use of Medical Cannabis guidelines will be followed when applicable
- When a Safety Advisory is issued for a prescription drug other than cannabis the same procedure will apply



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10.0 – Return to work after a positive test

An employee cannot be returned to duties until he / she has been evaluated by a SAP, complied with recommendations, and has a negative result on a return to duty test and or a breath alcohol concentration less than .020. The employee must provide a written report from the SAP verifying the evaluation and any required treatment or provide a release document for the required information. The SAP will only release relevant information which will assist in returning the worker to their duties.

Follow up testing will be conducted to monitor the returning employee for no less than one year. The frequency of testing will be determined by the SAP in consultation with the CAO and will be designed to assist the employee in remaining alcohol and or drug free at the work place.

11.0 – Confidentiality and Record Keeping

All drug test results are confidential and are released by the MRO or designate to the Designated Employer Representative (DER) or alternate. Alcohol test results are confidential and released by the testing company to the DER or alternate. The DER or alternate may release relevant information to company decision makers as required. Confidential information from a SAP will be handled in a similar manner.

All records will be maintained in a locked and secure manner. Records will be kept separate from personnel files. Negative test results will be maintained for no less than one year with positive test results and SAP assessments maintained for a five-year period. A third-party administrator can maintain records on behalf of the company.

12.0 – Search Provisions

As a condition of gaining or maintaining entry and or access to Company or client work sites, searches may be conducted by the Company, the client or the client on behalf of the Company, including without limitation, searches of any room or vehicle located in the worksite. Refusal to submit to such searches will result in the employee being denied access to the work site.

When reasonable grounds exist to conduct searches of personal property located at a client or Company work site or within a personal vehicle located on the said site, consent for the search will be obtained from the employee. If the employee does not consent to the search, the employee will be denied access to the work site.

Searches may be conducted with the use of a Drug Recognition Dog.



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13.0 – Definitions

Accredited Laboratory – Meets guidelines and standards of the Substance Abuse and Mental Health Services Administration which is the certifying agency for forensic urine drug testing laboratories in Canada and the United States. Collection and testing processes follow the U.S. Department of Health and Human Services guidelines.

Alcohol – The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol.

Alcohol Concentration – The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 litres of breath.

Breath Alcohol Technician – An individual trained and certified to conduct breath alcohol testing utilizing an Evidential Breath Tester.

Chain of Custody – The process of documenting the handling of a specimen from the time a donor gives the specimen to the collector, during the testing at the laboratory, and until the results are reported by the laboratory.

Collector – Non-medical and medical personnel contracted by an agency who have received training in collecting urine samples in accordance with guidelines that would be acceptable to the regulatory agencies.

Drug – Any substance other than food which is taken to change the way the body or mind functions. Drug testing refers to marijuana, cocaine, opiates, phencyclidine and amphetamines with cutoff levels as per the Substance Abuse and Mental Health Services Administration of the Department of Health and Human Services which is the certifying agency for forensic urine drug testing laboratories in Canada and the United States.

Evidential Breath Testing Device – Capable of measuring the alcohol content of deep lung breath samples with sufficient accuracy for evidential purposes. The Evidential Breath Tester must be on the conforming products list as per the U.S. National Highway Traffic Safety Administration.

Fit for Duty / Fit for Work – Being capable of performing work related duties in a safe, efficient, productive manner with no drugs and or alcohol present in the body at or above established standards.

Medical Review Officer (MRO) – The MRO is a licensed physician responsible for receiving laboratory results generated by an employer’s drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual’s confirmed positive test result together with his or her medical history and any other relevant bio medical information.



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Safety Sensitive Position/Function – A position or function where an individual has a key and direct role in an operation where safety is a bona fide occupational requirement at the job, in that safety is necessary to assure the efficient and economical performance at the job without endangering the employee, their fellow employees, general public or the environment. Includes employees where there is no direct or limited supervision available to provide frequent operational checks.

Significant Incident – Incidents involving a fatality, disabling injury, significant property damage, spill or abnormal discharge that may cause long term health effects to employees and or the public, public evacuation or serious environmental damage or an event or near miss that could have had potential serious consequences.

Substance – Medical marihuana is not recognized by Health Canada as a therapeutic drug therefore may be referred to as a substance

Substance Abuse Professional (SAP) – A licensed Physician or a licensed or certified psychologist, social worker, employee assistance professional or an addictions counselor. All must have knowledge of and clinical experience in the diagnosis and treatment of alcohol, drugs and related disorders.

Supervisor Training – Shall include the physical, behavioral, speech and performance indicators of probable alcohol or drug misuse and appropriate intervention strategies

14.0 – Standards

Designated Drug Testing Company

ECS Safety Services Ltd.

P.O. Box 2109, 350 Aquaduct Drive

Brooks, Alberta T1R 1C8

Toll Free 1-877-784-3784 Fax 403-793-8171

Testing Standards

- Specimens are collected by trained staff using chain of custody procedures. Our collectors are trained in procedures by a Certified Professional Collector Trainer (CPCT) who has been certified by the Drug and Alcohol Testing Industry Association (DATIA). ECS Safety Services Ltd. utilizes a 5-part chain of custody form with a split specimen collection for Non-DOT collections and a single specimen for Point of Collection Testing (POCT).
- ECS Safety Services Ltd. utilizes Evidential Breath Testing instruments when testing for the presence of alcohol. E.C.S follows the Manufacturer Factory Quality Assurance Program and all of our Breath Alcohol Technicians are trained by a certified instructor.



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Laboratory

- ECS Safety Services Ltd. utilizes the services of Dynacare Medical Laboratories:
245 Pall Mall Street
London, ON N6A 1P4
Toll Free 1-800-265-5946
- Certified by the Substance Abuse and Mental Health Services Administration

Medical Review Officer

- The role of the MRO requires a physician who is not only knowledgeable about substance abuse problems, but one who also has skills in understanding medico-legal issues, policy development issues, clinical medicine and occupational medicine. They must also possess investigation and problem-solving skills and must have the ability to communicate effectively with specimen donors, senior officers in management, community-based physicians, unions, government representatives and any other interest groups
- The MRO's single most important function is the review of laboratory positive test results and the determination of an alternate medical explanation for the positive result. The ECS Safety Services MRO is a licensed physician certified by the American Association of Medical Review Officers or Medical Review Officer Certification Council

Amendments History:

April 9, 2013 - Adopted

December 12, 2018 (C18-216) – Added Cannabis Legalization



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APPENDIX A

ANALYTES AND CUT-OFF LEVELS (URINE)

Effective Date: January 1, 2018

| Initial Test Analyte | Initial Test Cut-off Concentration | Confirmatory Test Analyte | Confirmatory Test Cut-off Concentration |
|---------------------------------|------------------------------------|---------------------------------------|---|
| Marijuana Metabolites | 50 ng/mL | THCA | 15 ng/mL |
| Cocaine Metabolites | 150 ng/mL | Benzoylcegonine | 100 ng/mL |
| Codeine/Morphine | 2000 ng/mL | Codeine Morphine | 2000 ng/mL 2000 ng/mL |
| Hydrocodone/ Hydromorphone | 300 ng/mL | Hydrocodone Hydromorphone | 100 ng/mL 100 ng/mL |
| Oxycodone/ Oxymorphone | 100 ng/mL | Oxycodone Oxymorphone | 100 ng/mL 100 ng/mL |
| 6-Acetylmorphine | 10 ng/mL | 6-Acetylmorphine | 10 ng/mL |
| Phencyclidine | 25 ng/mL | Phencyclidine | 25 ng/mL |
| Amphetamine/ Methamphetamine | 500 ng/mL | Amphetamine Methamphetamine | 250 ng/mL 250 ng/mL |
| MDMA/MDA | 500 ng/mL | MDMA ¹ MDA ² | 250 ng/mL 250 ng/mL |

¹ Methylenedioxyamphetamine (MDMA)

² Methylenedioxyamphetamine (MDA)

The laboratory will use the cut-off concentration levels of the above chart for initial and confirmation drug tests. All cut-off concentrations are expressed in nanograms per milliliter (ng/mL)



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APPENDIX B – RESOURCES

Alberta Health Services Mental Health and Addiction Services

www.albertahealthservices.ca

• Important Numbers

- Health Link

- 811 (24/7)

- Addiction Helpline

- 1-866-332-2322 (24/7)

- Mental Health Helpline

- 1-877-303-2642 (24/7)

The following agencies provide resources and educational material

Canadian Centre on Substance Abuse and Addiction


[CCSA | CCLT](http://www.ccsa.ca)

<http://www.cclt.ca> The Canadian Centre on Substance Abuse and Addiction changes lives by bringing people and knowledge together to reduce the harm of alcohol and other drugs on society.

www.Canada.ca

Access the Health Canada web site for information on prescription drugs and or substances

POLICY MANUAL

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| | GENERAL ADMINISTRATION (ALL DEPARTMENTS) | 120-6 | 1 of 2 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Staff Cell Phone Provision | July 16, 2014 | C14-122 |

PURPOSE:

To establish a policy for the provision of funds for staff purchase of cell phone service.

DEFINITIONS:

“**Corporate Records**” include all Records, other than Transitory Records, of Council, every County Department, Board and Committee.

“**Record(s)**” means information created, received, and maintained as evidence and information by an organization or person in pursuance of legal obligations or in the transaction of business, and includes: paper documents such as a hand-written memo or a hard copy report; Records stored on electronic storage media such as databases or e-mail; graphic images such as drawings, maps and reports; these may be in photographic, electronic, or hard-copy formats.

“**Transitory Records**” means information and documents received through e-mail, Internet, voice mail or in traditional format such as paper, that have only short-term, immediate or no value to the organization, and which do not record approvals, recommendations, opinions, decisions or transactions of the County.

1.0 Application

All staff identified by their supervisor as requiring a cell phone for use during work hours. Supervisors and on-call staff have the option of using a Starland County supplied phone.

2.0 Reimbursement

Staff identified as requiring a cell phone for use during regular business hours will be required to supply their own phone with a private monthly usage payment plan. Starland County will reimburse a portion of the on-going usage cost as decided by Council Resolution provided they take on the following responsibilities:

1. Employees must purchase new, or replace old, damaged or broken phones at their own expense.
2. Employees are required to register their phone number with Starland County and make that number available for business purposes during regular business hours.
3. Employees are required to have their phone set up to be able to access the Starland County corporate email server.



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| Staff Cell Phone Provision | July 16, 2014 | C14-122 |

3.0 Use of Phone


Although personal phones are not the property of Starland County, and therefore not subject to the use restrictions associated with County owned information technology, Starland County is committed to fully complying with the FOIP Act. This requires that all Corporate Records, excluding transitory records, being sent electronically be transmitted through the Starland County email server so the record can be saved and retrieved if needed at a later date. Transmitting electronic Corporate Records other than transitory records via text message or any other method can be cause for disciplinary action.

4.0 Administration

Reimbursement shall be made through payroll upon submission of the requirements of section 2.

As of July 16th, 2014 reimbursement rate set at \$50.00 per month as per Council Resolution C14-122.

POLICY MANUAL

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| | GENERAL ADMINISTRATION (ALL DEPARTMENTS) | 120-7 | 1 of 2 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Wellness Account | July 13, 2016 | C16-126 |

PURPOSE:

To establish a policy for the provision of funds for staff purchase of goods, services, memberships, etc. which encourages personal fitness and wellness which are not covered in their benefits package while also providing additional funds to cover medical expenses not fully covered within the existing plan.

1.0 Application

All permanent staff included in the Starland County benefits program are covered by this account. All claims submitted under the Wellness Account will be considered as taxable income.

2.0 Guidelines/Procedures

1. An annual allocation of \$500 per employee will be made available for reimbursement based on the calendar year of January 1st to December 31st.
2. Unused amounts will be forfeited at the end of the year.
3. Claims submitted through the Wellness Account program will be taxed. The amount claimed will be included in the taxable income reported on the employee's T4.
4. Claims submissions will be reviewed and approved/denied by the CAO or Assistant CAO in accordance with this policy.
5. Eligible and ineligible purchases:

Eligible Purchases

- Fitness center memberships (including family memberships), personal trainers, fitness consultation
- Classes/lessons/passes for swimming, skating, skiing, golfing, running, yoga, dance, martial arts, etc.
- Membership/league fees for sports such as hockey, softball, curling, golf, etc.
- Equipment/accessories for any physical activity or sport such as a tennis racquet, skates, hiking or running shoes, golf clubs, snowboard, skis, etc.
- Exercise equipment such as a treadmill, elliptical, stationary equipment, weights, exercise balls, etc.
- Nutritional programs and education



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| GENERAL ADMINISTRATION (ALL DEPARTMENTS) | 120-7 | 2 of 2 |
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| Wellness Account | July 13, 2016 | C16-126 |

- Nutritional supplements
- Other medical expenses not fully covered under the existing benefits plan such as eye glasses, acupuncture, massages and other para-medical services with dollar value caps listed in benefits plan.

Ineligible Purchases

- Hobby course/personal interest courses
 - Music, singing, drama classes
 - Cultural events, recreational events, symphony, sporting events
 - Spa visits
 - Camping equipment, fishing rods, hunting gear, motorized equipment
 - Computer hardware or software
6. The main intent of the Wellness Account is to benefit the Employee.
 7. Claims are to be made through the submission of a receipt to the Chief Administrative Officer.
 8. Clarification on eligible expenses for reimbursement prior to purchase should be directed to the CAO or Assistant CAO.
 9. Employees who are on leave and are not contributing to the Starland County benefit plan are not eligible for this program.


3.0 Funding

In 1999, Mutual Life of Canada converted from a private insurance company to a corporation. The demutualization of Mutual Life of Canada resulted in the issuance of shares in a private company called Clarica Inc. By virtue of participating in an employee benefit program with Mutual Life, Starland County was issued shares in the new company. The County maintained their share holdings, and established a separate bank account for dividends and interest earned. It is anticipated that this account will fund 50% of the annual cost of the program with the final 50% being funded from general revenues.

Amendments:

1. September 14, 2016 (C16-154) – adding CAO for approvals, adding family memberships and removing restrictive clause in Section 6

POLICY MANUAL

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| | GENERAL ADMINISTRATION (ALL DEPARTMENTS) | 120-8 | 1 of 4 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Public Participation Policy | July 25, 2018 | C18-123 |

PURPOSE:

The Municipal Government Act (MGA) requires every municipality to have a public participation policy in place, which must identify the types or categories of approaches the municipality will use to engage municipal stakeholders and the types or categories of circumstances in which the municipality will engage municipal stakeholders. This policy will be used to inform staff and the public about what to expect in terms of consultation on major projects, programs, plans and policies.

1.0 Application

All staff, council, and consultants hired by Starland County when they engage with the public regarding all circumstances that require public participation such as new issues, projects, policies, initiatives and bylaws being proposed by Starland County. This policy also applies to all sub-committees or other appointed bodies of Starland County.

2.0 Definitions

1. “Municipal Stakeholders” The residents of Starland County, as well as other individuals, organizations or persons that may have an interest in, or are affected, by, a decision made by Starland County.
2. “Public Participation” A defined and interactive process designed to gather information and inform the public and municipal stakeholders about current and planned municipal operations with goal of better municipal decision making.

3.0 Roles and Responsibilities

Starland County Council

- Provide direction to staff by setting the budget and other resources required to support the implementation of this policy.
- Participate in the Public Participation process when able to do so.
- Give consideration to the public’s input gathered through the public participation process.



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| GENERAL ADMINISTRATION (ALL DEPARTMENTS) | 120-8 | 2 of 4 |
| POLICY TITLE | DATE | MOTION NO. |
| Public Participation Policy | July 25, 2018 | C18-123 |

Starland County Employees

- Must use this Public Participation Policy to plan and define the level of public consultation for every project in which public involvement is expected.
- Ensure adequate time and resources are dedicated to planning, coordinating and conducting consultation processes.

Public and Municipal Stakeholders

- Should participate in the public participation process as defined and communicated by Starland County.
- Must participate in a meaningful and constructive way by contributing their voices but also listening and being open to opposing points of view.

4.0 Procedures

Implementation of the proper public engagement tools must be based on the type of Municipal Decision being made. Where new issues, projects, policies, initiatives and bylaws being proposed by Starland County require engagement on municipal decisions, engagement should follow from the type of decision listed below:

1. **Directive** - Directive decisions are most common when a municipality has a high-level of confidence that its choice of action aligns with citizen values, meets an existing, pressing or urgent need, or is a requirement under municipal legislation.

Type of Participation

To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

Participation Tools

Facts sheets, web sites, open houses, media, face-to-face meetings, reports, social media.

2. **Consultive** - Consultive decisions are most common when a municipality has accountability for the effect of a decision on citizens and it recognizes that the decision has the potential to have a significant impact on one or more sub-segments of its citizenry

Type of Participation

To obtain public feedback on analysis, alternatives and/or decisions.



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| GENERAL ADMINISTRATION (ALL DEPARTMENTS) | 120-8 | 3 of 4 |
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Participation Tools

Focus groups, surveys, feedback forms, online and personal comments, public meetings, social media.

3. **Deliberative** - Deliberative decisions are most common when there is a challenging or complex question on the table and the answer involves value trade-offs for citizens in the municipality.

Type of Participation

To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

Participation Tools

Workshops, deliberate polling.

4. **Participatory** - Participatory decisions are most common when citizens have a high stake and vested interest in the outcome of a challenging or complex question where the answer involves value trade-offs. With participatory decisions, a municipality retains the authority to prescribe the decision but citizens are vested in the decision-making process and decision itself.

Type of Participation

To partner with the public in each aspect of the decision including the development of alternatives and identification of the preferred solution.

Participation Tools

Citizen advisory committees, consensus-building, participatory decision-making, workshops.

5. **Citizen-Led** - Citizen-led decisions are most common when citizens see themselves as having a high stake and vested interest in a community outcome and the ability to take action to make a difference. With citizen-led decisions, a municipality empowers citizens to bring forward a decision that it will implement.

Type of Participation

To place final decision making in the hands of the public.

Participation Tools

Ballots, plebiscites, delegated decisions.

Source: 2015, AUMA-AAMDC *Citizen Engagement Toolkit*.



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| GENERAL ADMINISTRATION (ALL DEPARTMENTS) | 120-8 | 4 of 4 |
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5.0 Occasions for Public Participation May Include:

Where there is a defined need as determined by Starland County Council, one of the five types of public consultation listed above will be used for the below operations:

- a. Budget Consultation
- b. Legislative Changes impacting Starland County
- c. Large scale or unusual developments
- d. Large scale or unusual programs and projects.


6.0 Review

This policy must be reviewed and approved by Council once every four years.

Policy Amendments:

December 16, 2020: (C20-258): Addition of Item 5.0 Occasions for Public Participation May Include (As recommended by Municipal Affairs MAP Review)

POLICY MANUAL

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| | GENERAL ADMINISTRATION (ALL DEPARTMENTS) | 120-9 | 1 of 1 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Assessment Review Board Fees | February 24, 2021 | C21-054 |

PURPOSE:

Property assessment complaints are heard by the municipally administered Assessment Review Boards. This policy is to establish procedures for fees and refunds for Assessment Review Board Appeals

1.0 Fees

The fees for appeals to the Local Assessment Review Board and Composite Assessment Review Board shall be set as follows:

Farmland & Residential - \$50.00

Non-Residential - \$650.00

2.0 Refunds

Refunds shall be granted for applicants for the LARB and CARB should the complaint be withdrawn without a reduction in the assessment prior to the appeal hearing. If an appeal proceeds and the assessment is decreased, the complainant will be refunded their appeal fee. If an appeal proceeds and no change is made to the assessment the fee is non-refundable.


3.0 Effective Date

Policy to come into effect January 1, 2023.

Policy Amendments:

July 20, 2022 (C22-187) – Corrected “Commercial” to “Composite”; Added clarification to Purpose and Refunds; Added Effective Date as fees must be advertised on assessment/tax notice

POLICY MANUAL

|  | SECTION | POLICY NO. | PAGE |
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| | GENERAL ADMINISTRATION (ALL DEPARTMENTS) | 120-10 | 1 of 2 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Leaders of Tomorrow Scholarship | April 27, 2022 | C22-106 |

PURPOSE:

Starland County Council wishes to support students pursuing post-secondary education in Trades, Academic and in Agricultural fields and wish to create an opportunity through financial assistance for those individuals as they make meaningful contributions to their community.

DEFINITIONS:

1. **Eligible Student** – means a student who meets the scholarship criteria established in the general principles for selection
2. **Council** – duly elected Councillors of Starland County.

POLICY

1. Starland County Council will dedicate \$1,000 in the annual operating budget for each of the three County issued scholarships being:
 - a. Academic Scholarship
 - b. Agricultural Scholarship
 - c. Trades Scholarship
2. Student must be enrolled in their field of study at a recognized post-secondary institution that is related to the scholarship they are applying.
3. The scholarships will be awarded to students who are a resident within the outer Starland County boundaries (when not attending post-secondary). This means village residents are included.
4. Starland County Council will appoint a yearly Leaders of Tomorrow Scholarship Review Committee before May 1st of each year. If no scholarship review committee is available on September 1st, Starland County Council will assume the roles and responsibilities of the scholarship review committee.
5. The scholarship review committee will follow the judging criteria as defined in this policy when choosing the recipients of the scholarship.
6. If a member of the scholarship review committee knows of an applicant prior to the finalization of that years judging criteria, the member must disclose this to other members of the committee in advance.
7. Scholarships are not available to former recipients of any of Starland County scholarships
8. The applicants must not have any previous degrees or diplomas other than from High School.
9. If no one applies for any of the scholarships the funding will be reallocated elsewhere and not carried over to next year.



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| GENERAL ADMINISTRATION (ALL DEPARTMENTS) | 120-10 | 2 of 2 |
| POLICY TITLE | DATE | MOTION NO. |
| Leaders of Tomorrow Scholarship | April 27, 2022 | C22-106 |

JUDGING CRITERIA

Applicants in each of the scholarship categories, will be chosen based on the following scoring categories:

- 25% contribution to society letter
- 25% transcripts/marks
- 25% community involvement
- 25% professionalism in application

PROCEDURE

1. No applications for scholarships are to be accepted before May 1st or later than August 31st of each year.
2. Application forms will be available online or at the Starland County Administration office.
3. Applications must be submitted by mail or given to the front desk of the Starland County Administration office. Applications should be clearly marked they are for the Leaders of Tomorrow Scholarship.
4. The deadline for applications will be end of day of August 31st of each year.
5. Only completed applications will be considered.
6. Applicants must submit a transcript of their two most recent semesters with their application (a working copy is acceptable).

PRESENTATION OF THE AWARD

1. Successful applicants will be notified by Starland County Administration.
2. The successful applicant (following the receipt of an acceptance letter from Starland County) must provide proof of enrollment through a receipt indicating payment of tuition, to Starland County Administration to receive scholarship funding.
3. Starland County reserves the right to publish the names of the scholarship winners.



SCHOLARSHIP

Leaders of Tomorrow

Starland County wants to make a better future for you, your family, and our County. Education is key in making that happen. The Starland County's Leaders of Tomorrow Scholarship is an opportunity to support Starland residents to further their education. Starland County residents can apply to one of the following Scholarships: **Academic, Agricultural or Trades**

**APPLICATION
DEADLINE**
*August
31*

Apply to **only** ONE of the following Scholarships

Academic

This scholarship is for those looking to get an academic degree and where higher grades are the primary focus.

Agricultural

This scholarship is for those enrolled in an agricultural program in any recognized college or university.

Trades

This scholarship is for those enrolled in a trades program in any recognized post-secondary institution.

ELIGIBILITY

An applicant must:

- be a resident living within the outer boundaries of Starland County;
- be enrolled in a program within field of study at a recognized post-secondary institution;
- not have any previous degrees or diplomas other than high school;
- not have previously received this Scholarship.

An applicant must submit:

APPLICATION PROCEDURE

- The completed application form which can be found at the end of this document;
- Proof of residency within Starland County's outer boundaries;
- Official transcripts of applicants high school marks (*photocopies are acceptable provided the photocopy includes the signature of a school official*);
- A brief resume of community involvement, volunteering, and recreational activities you have been involved in;
- A short letter of 200 or more words explaining your plans once you have completed your post-secondary education and training.
- For those applying for the Trades Scholarship, also include summary of program including any applicable apprenticeship details and which year of schooling you will be attending.

All interested applicants may complete and submit their application no sooner than May 1st and no later than August 31st

MAIL

Starland County
Attn: Leaders of Tomorrow Scholarship Committee
Box 249
Morris, AB T0J 2B0

DROP OFF

Deliver in person at the county office at:
217 Railway Avenue North
Morris, AB

PRESENTATION OF THE AWARD

Successful applicants will each be awarded a cheque in the amount of \$1,000 upon receipt of confirmation of registration at a recognized post-secondary institution. Starland County reserves the right to publish the names of the scholarship winners.

**Leaders of
Tomorrow
Scholarship**



LEADERSHIP OF TOMORROW SCHOLARSHIP APPLICATION

Application Form

Choose ONE only

- Academic Agriculture Trade

Name:

Phone:

Birthdate:

Mailing Address:

Legal Address:
within County boundaries

E-Mail:

High School Attended:

Post-Secondary Institute Attending:

Field of Study:


Name, Address & Contact for Two Personal References:

I declare that the above and attached information is correct to the best of my knowledge.

Signature

Date

POLICY MANUAL

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| | GENERAL ADMINISTRATION (ALL DEPARTMENTS) | 120-11 | 1 of 2 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Community Appreciation Initiative | April 27, 2022 | C22-107 |

PURPOSE:

To establish a budget and process to implement a Community Appreciation Initiative.

POLICY STATEMENT:

Starland County recognizes the important services that community groups and their volunteers provide to Starland County citizens. The County supports these local community groups by providing financial support for their fundraising events through the Community Appreciation Initiative.

DEFINITIONS:

Community Group: Any non-profit and/or charitable organization that provides a service to their local community. A non-exhaustive list of examples include: Agricultural Societies; community service and/or volunteer organizations; community hall boards; youth and school groups; historical societies; seniors groups; church groups; and library boards.

ELIGIBILITY:

Any community group located and operating within the boundaries of Starland County, including the Village of Morrin, the Village of Delia, and the Village of Munson.

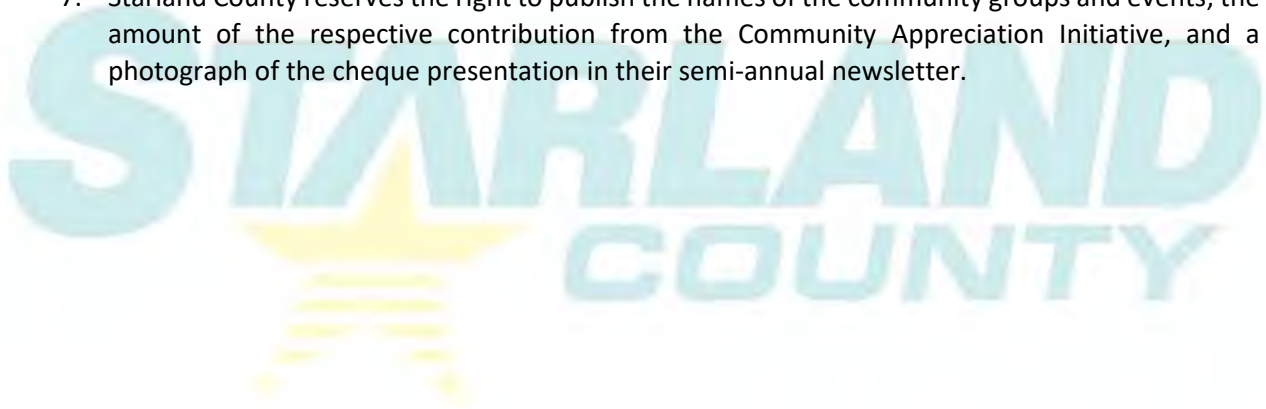
PROGRAM DETAILS:

1. Starland County will budget \$2,500.00 annually for the Community Appreciation Initiative.
2. The annual \$2,500.00 budget will be allocated evenly among the five Divisions within Starland County: namely, \$500.00 for fundraising events in Division 1; \$500.00 for fundraising events in Division 2; \$500.00 for fundraising events in Division 3; \$500.00 for fundraising events in Division 4; and, \$500.00 for fundraising events in Division 5.
3. Community groups are encouraged to notify their respective Division Councillor of upcoming fundraising events that they are planning to hold. Information pertaining to the Community Appreciation Initiative will be advertised in the Starland County's semi-annual newsletter, website, and social media.
4. Each Division Councillor will determine how they will distribute the \$500.00 contribution to fundraising events held within their respective division. A councillor may choose to disburse the full \$500.00 to one community group, or disburse the \$500.00 among multiple community groups, to support their fundraising events.




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| GENERAL ADMINISTRATION (ALL DEPARTMENTS) | 120-11 | 2 of 2 |
| POLICY TITLE | DATE | MOTION NO. |
| Community Appreciation Initiative | April 27, 2022 | C22-107 |

5. When a Councillor wishes to sponsor an event in their division, they will send a written request to Starland County Administration advising of: the Community Group name, the fundraising event to be sponsored, the amount of the contribution to the event, the date of the event, and date that the cheque will be picked up by the Councillor. The request should be submitted to Administration at least two weeks prior to the cheque pick-up date.
6. Whenever possible, cheques will be presented to the community group by the Councillor at the sponsored fundraising event. Councillors will take the Starland County Community Support banner to each sponsored event so a photograph can be taken of the cheque presentation.
7. Starland County reserves the right to publish the names of the community groups and events, the amount of the respective contribution from the Community Appreciation Initiative, and a photograph of the cheque presentation in their semi-annual newsletter.



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| | GENERAL ADMINISTRATION (ALL DEPARTMENTS) | 120-12 | 1 of 4 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Employee Conduct & Use of County Vehicles & Facilities | December 14, 2022 | C22-305 |

PURPOSE:

It is appropriate and necessary for the terms of use to be set out with regard to the permitted and authorized use of County Vehicles.

1. APPLICATION

All Starland County staff are required to abide by the policy below for the use of owned and leased County Vehicles.

2. DEFINITIONS

2.1 Whenever the singular masculine gender is used in this procedure, the same shall include the feminine gender whenever context requires.

2.2 In this document, unless the context otherwise requires:

2.2.1 "CAO" shall mean Chief Administrative Officer for Starland County or his designate.

2.2.2 "Council" shall mean the body of elected officials who govern Starland County.

2.2.3 "Employee" shall mean an individual employed by Starland County.

2.2.4 "Supervisor" shall mean all Employee's with the classification of Supervisor, Director, or CAO.

2.2.5 "County" shall mean Starland County as an employer.

2.2.6 "County Vehicle" shall mean any motorized vehicle, including equipment, owned or leased by the County.

3. PROCEDURE GUIDELINES

3.1 General

3.1.1 Employees are responsible for their personal safety and for the safety of their passengers, co-workers, and the general public at all times while operating County Vehicles.

3.1.2 Any Employee authorized to operate County Vehicles shall ensure that the vehicle is operated in a professional and courteous manner and that the vehicle is maintained in a clean and safe condition at all times. Basic maintenance and cleaning of the vehicle, inside and out, is the responsibility of the operator. County vehicles must display a respectable image to the public.



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| POLICY TITLE | DATE | MOTION NO. |
| Employee Conduct & Use of County Vehicles & Facilities | December 14, 2022 | C22-305 |

3.2 License Requirements

- 3.2.1 Any Employee operating a County Vehicle must hold a valid Alberta Operators License appropriate to the operation of that vehicle.
- 3.2.2 In the event that an Employee who operates a County Vehicle is involved in an incident, whereby the Employee's driver's or operator's license is suspended or revoked, he is obligated to inform his Supervisor or Human Resources within twenty-four (24) hours of the incident and shall not operate any County Vehicle unless and until his driver's or operator's license is fully reinstated.
- 3.2.3 Any person being hired by Starland County must provide authorization for Starland County to request a 5-year Commercial Driver's Abstract dated within 30 days of the date of hire, to verify a driver has no more than 6 demerit points on their abstract. They must verify if a driver has not been in more than 2 collisions, preventable or otherwise, in the last 5 years. This will also verify that the driver is not under suspension.
- 3.2.4 Any Employee who is authorized to drive a County Vehicle must provide an updated driver's abstract on an annual basis. This will be requested by the Human Resources Coordinator and paid at the expense of Starland County. The driver's abstract will thereafter become a part of the permanent personnel file.
- 3.2.5 Any Employee who is authorized to operate a County Vehicle must immediately communicate any changes to the validity, status or conditions of their license to his Supervisor or Human Resources and shall operate the County Vehicle in strict accordance with any conditions on their driver's or operator's license.
- 3.2.6 The cost of medicals required as part of the licensing requirements for a permanent full-time employee's position will be covered by Starland County. Seasonal employees will be eligible for coverage after two consecutive seasons with Starland County.

3.3 Traffic Violations, Offenses, and Penalties

- 3.3.1 Any Employee operating a County Vehicle shall allow sufficient time to reach destinations without violating speed limits or traffic laws.
- 3.3.2 All persons are expected to be aware of, understand, and strictly abide by the provisions of the Traffic Safety Act, R.S.A. 2000, as well as all other applicable provincial and municipal traffic rules and regulations at all times while operating County Vehicles.



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| GENERAL ADMINISTRATION (ALL DEPARTMENTS) | 120-12 | 3 of 4 |
| POLICY TITLE | DATE | MOTION NO. |
| Employee Conduct & Use of County Vehicles & Facilities | December 14, 2022 | C22-305 |

- 3.3.3 Use of a cell phone while operating a County Vehicle is strictly prohibited. In order to use a cell phone to receive or make a call, it is mandatory to pull over and park the vehicle at a safe location.
- 3.3.4 Texting while driving is strictly prohibited.
- 3.3.5 All Employees are solely responsible for paying any fines or penalties incurred from traffic, parking, or other violations incurred at any time while operating, or in authorized possession, of a County Vehicle. Exceptions may be made, at a CAO's discretion, for commercial vehicle penalties incurred as a result of a vehicle issue or over-loading infraction over which the driver had no direct control. It is the responsibility of the CAO to ensure these violations are paid if an exception is made and the County has taken responsibility.

3.4 Vehicle Maintenance, Inspections, and Repairs

- 3.4.1 Prior to operating any County Vehicle, an inspection will be conducted using the inspection report provided. Any noted deficiencies shall be brought to the attention of the Supervisor and Shop Foreman. See Safety Manual Element 1 Page 9 for further information.
- 3.4.2 All County Vehicles will be scheduled for monthly maintenance and inspections, as required.
- 3.4.3 All maintenance, inspections, and repairs shall be in accordance with standards required by provincial and federal law.

3.5 Responsibilities of Operators

- 3.5.1 An employee will use and permit the use of County assets only for the performance of County duties, or as approved in accordance with the policies on vehicle and equipment use.
- 3.5.2 No one other than Starland County employees shall accompany the employee in a municipally owned or leased vehicle without the prior approval of the Chief Administrative Officer.
- 3.5.3 Persons operating or riding as passengers in County Vehicles must use seat belts at all times. There may not be more passengers in any vehicle than the number of seatbelts in the vehicle.



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| GENERAL ADMINISTRATION (ALL DEPARTMENTS) | 120-12 | 4 of 4 |
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| Employee Conduct & Use of County Vehicles & Facilities | December 14, 2022 | C22-305 |

- 3.5.4 The use or consumption of alcoholic beverages, prescription, non-prescription, mind altering (legal drugs such as marijuana), illegal, or over the counter drugs, which may impede the operator's ability to operate the vehicle, is strictly prohibited. Violation of this term may constitute grounds for discipline which may include termination of employment. See Policy 120-5.
- 3.5.5 All County Vehicles are to be securely locked before the vehicle is left unattended. Valuables shall not be left in an unattended County Vehicle at any time.
- 3.5.6 No alterations whatsoever, including affixing stickers to the vehicle, may be made to County Vehicles without prior written approval by the CAO.
- 3.5.7 Smoking and vaping is strictly prohibited in all workplaces or work vehicles. Under the *Tobacco, Smoking and Vaping Reduction Act*, workplace is defined as, "all or any part of a building, structure, or other enclosed area in which employees perform the duties of their employment, whether or not members of the public have access to the building, structure, or area as of right or by express or implied invitation, and includes reception areas, corridors, lobbies, stairwells, elevators, escalators, eating areas, washrooms, lounges, storage areas, laundry rooms, enclosed parking garages and work vehicles." A work vehicle is defined as, "a vehicle owned or leased by an employer and used by employees during the course of their employment."
- 3.5.8 If an employee is found to be responsible for ongoing abuse, neglect or willful damage to a County Vehicle or Equipment they will receive discipline up to and including termination. The Employee may be required to pay for the damage.

Employee Conduct & Use of Vehicles & Facilities



ACKNOWLEDGEMENT AND AGREEMENT

By signing this document, I _____ (Name)

1. Acknowledge receipt of this procedure.
2. Acknowledge I have read and considered all of the requirements, provisions, and expectations and agree to abide by the terms of this procedure.
3. Acknowledge and understand that violation of this procedure may lead to disciplinary and/or legal action.

Agreed to and accepted this _____ day of _____, 20____.


Signature

Witnessed this _____ day of _____, 20____.

Witness Name

Witness Signature

POLICY MANUAL

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| | PERSONNEL | 130-1 | 1 of 2 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Council/Staff Home Computer Purchase Program | January 28, 2003 | C03-030 |

PURPOSE:

To establish a process wherein a Council member or permanent salaried or hourly staff members can purchase a home computer through the County and paying for the equipment through payroll deduction or per diem deduction. The benefit to the County will accrue through increased familiarity with the technology and/or increased communication capability with the County.

1.0 Eligibility:

All Starland County Council members and full-time permanent employees, whether employed on a salaried or hourly basis, are eligible to participate in the Home Computer Purchase program.

2.0 Process / Application:

The employee / Council member may obtain a written quotation from any one of the vendors approved by the County. Alternatively, the employee / Council member can obtain a written quotation from any third party vendor and apply this equipment purchase to the program.

Upon deciding to participate in the Home Computer Purchase program, a summary of the computer equipment and prices will be submitted to the Administrative Assistant – Payroll, to allow for preparation of a computer acquisition agreement. The signed Computer Acquisition Agreement will be presented to the Chief Administrative Officer and Reeve for endorsement. Upon full execution, the Administrative Assistant – Payroll will implement the necessary payroll deduction. In the case of a Council payment deduction, the necessary payment option details will be presented to the Administrative Assistant – Accounts to accommodate the implementation of the payment deduction.

3.0 General Terms of the Computer Acquisition Agreement:

The employee can reimburse the municipality for the purchase over a period of up to thirty six months (72 semi-monthly payments). Council members can purchase their computer equipment over a period of thirty six months, but have additional flexibility to choose monthly, quarterly or annual payments to coincide with payment of Council committee or supervision payments. At any time during the thirty six month period, the employee or Council member have the option of making any lump sum payments towards the Home Computer Purchase program. When all required payments are completed, the employee or Council member will be given a statement summarizing the payments made, and confirming that all required payments have been met.



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| PERSONNEL | 130-1 | 2 of 2 |
| POLICY TITLE | DATE | MOTION NO. |
| Council/Staff Home Computer Purchase Program | January 28, 2003 | C03-030 |

If the employee terminates his/her employment with the County, or should the employee's position be terminated by Council, the employee shall pay out the remaining balance owing to the municipality. Any final payments for payroll owing to the employee may be withheld pending final payment of the computer acquisition fees. If a Council member completes his / her term as a Council member, the Council member shall pay out the remaining balance owing to the municipality. Any final payments for committee or supervision payments may be withheld pending final payment of the computer acquisition fees.

Starland County will pay all transfer and freight charges resulting from the delivery of computer equipment to the Starland County office in Morrin. The County will also pay all G.S.T. on the total purchase of the equipment. The County will not charge any interest on the outstanding balance of the original purchase amount.

The contract amount will consist of the total basic cost of the computer system and all peripherals and software required for operation of the system. The maximum purchase is \$5,000.00, including any amount already in effect from prior purchases. The total of old and new purchases shall not exceed \$5,000.00.


The County accepts no liability for the provision of the equipment as supplied to the employee / council member. The County is in no way responsible for the reliability, service or warranty for the equipment purchased.

4.0 Effective Date:

The County has offered this purchase option through an individual agreement basis on an ongoing basis. The policy as outlined herein was requested by the Personnel Committee in 2003. The policy was approved by Council this 28th day of January. 2003.

5.0 Policy Amendments:

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| | PERSONNEL | 130-2 | 1 of 2 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Employment Contract Following LAPP Termination | September 1, 2013 | |

PURPOSE:

There may be employees that wish to start collecting their Local Authorities Pension after the age 55 but wish to continue their employment relationship with Starland County. As one component of the County's recruitment and retention strategy, it may be appropriate to re-employ these individuals.

These individuals likely possess the skills and abilities to perform a specific role, complete a special project or act as a resource in the transfer of knowledge to another individual. The ability to collect a retirement pension under the Local Authorities Pension Plan and still maintain an employment relationship with Starland County provides these employees with new opportunities.

1.0 Program Details:

1. The program is available to all employees that are members of the Local Authorities Pension Plan that are over age 55 and eligible to receive a retirement pension.
2. The employee must put forward a request to their direct supervisor that they wish to be considered for arrangements under the program with an effective date which can be no sooner than 3 months from their planned retirement date under the Local Authorities Pension Plan.
3. All requests will be reviewed by the Chief Administrative Officer, and a draft of the employment contract will be prepared for review by the employee. Once signed by the employee, the contract will be forwarded to Council for approval.
4. If the request is approved by Council, the following process will be followed:
 - a) The employee must terminate employment with Starland County. All normal termination payments (sick days, any accrued holiday pay etc.) will be paid out to the employee upon termination.
 - b) Starland County will enter into a one- or two-year contract with the employee which will outline the employment arrangements agreed upon.
 - c) The employee must apply to start receiving pension under the Local Authorities Pension Plan and is therefore no longer eligible to contribute to the plan.
 - d) Under the terms of the contract, the employee will still be eligible for the benefits program, with the group insurance coverage being based on the contract salary.



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| PERSONNEL | 130-2 | 2 of 2 |
| POLICY TITLE | DATE | MOTION NO. |
| Employment Contract Following LAPP Termination | September 1, 2013 | |

5. The contract will be reviewed annually with the employee and may be renewed solely at the discretion of Starland County. Starland County is under no obligation to renew or extend a contract at the end of each term.
6. A copy of the employment contract supplementary to this policy forms part of the policy, and acts as the base document for development of the contract arrangement.


2.0 Effective Date:

The County has offered this contract employment option to employees effective September 01, 2013.

3.0 Policy Amendments:



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|  | SECTION | POLICY NO. | PAGE |
| | PERSONNEL | 130-4 | 1 of 1 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Employee Departure Appreciation Gift | October 10, 2018 | C18-174 |

PURPOSE:

Starland County recognizes that it is appropriate to recognize long serving employees who depart from Starland County. As part of this recognition a gift may be purchased for the Employee following formal notification of leaving the County's employ, provided they are leaving on good terms and have not been terminated with or without cause by the County.

1.0 Scope

All employees who have worked for Starland County with a minimum of ten years of continuous employment.

2.0 Program Details:

1. Written formal notification of leaving is required before a gift will be purchased.
2. In order to be eligible for the employee departure appreciation gift, employment must be continuous. The continuous nature of employment will not be interrupted by leave of absence for maternity or adoption leave, education leave, sick leave, or other breaks in continuous employment authorized by Council. For seasonal employees, to be eligible for the employee departure appreciation gift, employment with Starland County must be continuous on a seasonal basis (ie. the employee must return annually for enough consecutive months totaling 10 or more years to qualify for the gift – employment months from each consecutive year will be added together to establish years of service).
3. The total value of the gift shall be based on \$20 per year of consecutive service, capped at 25 years (\$500).


4.0 Effective Date:

Employees leaving on or after October 10th, 2018 are eligible for this benefit.

5.0 Policy Amendments:

September 13, 2023 (Motion C23-240) – Removed Funding Section and capped the gift value at \$500.

POLICY MANUAL

|  | SECTION | POLICY NO. | PAGE |
|---|------------------------|--------------------|------------|
| | PERSONNEL | 130-12 | 1 of 1 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Flex-time Work Program | September 25, 2012 | C12-179 |

PURPOSE:

Employees often find it difficult to balance their careers with family life and other obligations and commitments. In establishing a flex-time program for Starland County, employees are provided the opportunity to work additional time during the workday in exchange for taking an accumulated, equivalent amount of paid time off.

1.0 Application

All staff defined as administration under the Personnel Policy and Procedures Manual.


2.0 Details

1. Employee participation in the program is optional.
2. Program work hour options – for the purpose of accumulating flex-time pursuant to this program, employees may work a maximum of an additional ½ hour per day by 1) reducing their lunch break to ½ hour, 2) commencing work ½ hour earlier in the morning, or 3) working an additional ½ hour at the end of the work day. Accumulating flex-time by foregoing or limiting the length of coffee breaks will not be considered.
3. To ensure staffing levels in each department are maintained at an appropriate level at all times, the employee's selection of work hours and subsequent time off must be approved by the employee's supervisor.
4. Unless otherwise authorized by the Chief Administrative Officer, or their designate, a maximum of 2 days (14 hours) of flex-time may be accumulated.
5. Sick days, vacation days, statutory holidays and other County authorized holidays are not included in the calculation of accumulated flex-time.
6. Overtime shall only occur after 7.5 hours in a normal work day unless the participating employee has the maximum number of day (hours) accumulated. In all cases permission is still required from the employee's supervisor before working overtime.

3.0 Reporting and Record Keeping

1. Employees participating in the program are required to record their accumulated and taken flex-time on their timesheets.
2. The Payroll Administrator will be responsible for maintaining the appropriate records for tracking flex-time accumulated and taken.

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|  | SECTION | POLICY NO. | PAGE |
| | PERSONNEL | 130-12 | 1 of 1 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Flex-time Work Program Agreement | September 25, 2012 | C12-179 |

Flex-Time Program Employee Agreement

In accordance with Starland County Administrative Policy 130-12 _____
(Employee)

Chooses to enroll in the Flex-time Work Program. As a participant in this program the employee agrees to keep a record of accumulated and taken flex-time hours on their timesheet and to adhere to the rules of the program as defined in Policy 130-12.

In order to accumulate flex-time an extra half hour shall be worked each day:

From 7:30 a.m. to 8:00 a.m.

During the lunch hour

From 4:00 p.m. to 4:30 p.m.


Up to a maximum of 14 accumulated hours. Any change to this work schedule shall require prior approval from the employees supervisor.

Employee's Signature

Supervisor's Signature

Date

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|  | SECTION | POLICY NO. | PAGE |
| | PERSONNEL | 130-14 | 1 of 2 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Employee Service Recognition Policy | October 24, 2000 | |

PURPOSE:

To establish a process to recognize Starland County employees, based on their years of service to the municipality.

1.0 Eligibility:

All Starland County employees will be eligible for service recognition awards based on the employees service with the municipality, and subject to the following conditions:

- i) Eligibility will be limited to regular full time employees (salaried and full time hourly) and seasonal employees.
- ii) In order to be eligible for the service recognition awards, employment must be continuous. The continuous nature of employment will not be interrupted by leave of absence for maternity or adoption leave, education leave, sick leave, or other breaks in continuous employment authorized by Council. For seasonal employees, to be eligible for the long service recognition awards, employment with Starland County must be continuous on a seasonal basis (ie. the employee must return annually for enough consecutive months to qualify for the award – employment months from each consecutive year will be added together to establish years of service).
- iii) The employee must have served the award period before the recognition award is presented.

2.0 Schedule of Awards:

Awards will be sourced through a company approved by Administration; employees will be eligible for the following awards based on employment service:

| Length of Service | Award Value |
|--------------------------------------|--------------------|
| After 5 years of continuous service | \$100.00 |
| After 10 years of continuous service | \$200.00 |



| SECTION | POLICY NO. | PAGE |
|-------------------------------------|------------------|------------|
| PERSONNEL | 130-14 | 2 of 2 |
| POLICY TITLE | DATE | MOTION NO. |
| Employee Service Recognition Policy | October 24, 2000 | |

| | |
|--|----------|
| After 15 years of continuous service | \$300.00 |
| After 20 years of continuous service | \$400.00 |
| After 25 or more years of continuous service | \$500.00 |

3.0 Presentation of Awards:

The Employee Recognition Awards will be presented annually at the Starland County Family Picnic. The Chief Administrative Officer will annually review the list of employees that will be eligible for their long service awards during the current fiscal year on or before April 1st and will review the list and proposed budget with Council.

At the Starland County Family Picnic, the employee will be presented with a Certificate acknowledging his / her service with Starland County. The employee will be presented with a list of eligible gifts he / she may choose from in accordance with the above noted schedule. The employee will also be notified of the achievement date, after which, the employee will be able to redeem their service award. The employee recognition award itself cannot be delivered to the employee until after the achievement date.

A record of awards presented will be maintained by the Chief Administrative Officer.

4.0 Review of Recognition Program:

The Municipal Administrator will review the Employee Service Recognition Policy with Council every two years and will ensure that the identified suppliers for the recognition program can adequately supply awards consistent with Section 2 of this policy.

5.0 Service Recognition Plaque:

Commencing in 2000, Starland County will establish a commemorative wall plaque to recognize the service of employees that worked with Starland County for at least 5 years. The plaque will be displayed in the Administration Office, and will display the name, employment start and finish dates for all employees that have served for a minimum of 5 continuous years of employment.


6.0 Effective Date:

This policy was approved by Council this 24th day of October 2000

Policy Amendments:

September 13, 2023 (Motion C23-241) - Removed Funding Section, capped the award value at \$500 and made any approved company able to source awards.

POLICY MANUAL

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|---|---------------------------------------|----------------------|-------------------|
|  | SECTION | POLICY NO. | PAGE |
| | PERSONNEL | 130-21 | 1 of 3 |
| | POLICY TITLE | DATE | MOTION NO. |
| | In Memoriam / Donations Policy | July 14, 2009 | C09-142 |

PURPOSE:

To establish a uniform in memoriam process to deal with donations, gifts and purchases in recognition of an employee, council member or long term contractor.

1.0 Eligibility:

All Starland County current and past employees, all Starland County current and past council members, and all local principal contractors working with the County will be eligible for in memoriam recognition as per the schedule below.

In memoriam recognition will also be extended to a Council member or C.A.O. of a municipality that is directly adjacent to Starland County.

Council can direct an in memoriam donation or purchase of flowers to any other individual not covered by this policy by passing a motion to do the same.

2.0 Schedule of Donations:

An in memoriam donation in the following amounts will be arranged by the Chief Administrative Officer when notified of a death:

| Category | Donation Amount | Donation Options |
|--|------------------------|--|
| Employee or Council member with less than 5 years of service with Starland County. | \$100.00 | The C.A.O. can choose to support the donation request of the family or provide for flowers at the funeral, or can arrange for a combination of both options. |
| Employee or Council member with 5 or more years of service with Starland County. | \$200.00 | The C.A.O. can choose to support the donation request of the family or provide for flowers at the funeral, or can arrange for a combination of both options. |



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| SECTION | POLICY NO. | PAGE |
| PERSONNEL | 130-21 | 2 of 3 |
| POLICY TITLE | DATE | MOTION NO. |
| In Memoriam / Donations Policy | July 14, 2009 | C09-142 |

| Category | Donation Amount | Donation Options |
|--|-----------------|--|
| Direct relative of an Employee or Council member with less than 5 years of service with Starland County. | \$100.00 | The C.A.O. can choose to support the donation request of the family or provide for flowers at the funeral, or can arrange for a combination of both options. Direct relative to be defined as: spouse, father, mother, son or daughter. |
| Direct relative of an Employee or Council member with 5 or more years of service with Starland County. | \$200.00 | The C.A.O. can choose to support the donation request of the family or provide for flowers at the funeral, or can arrange for a combination of both options. Direct relative to be defined as: spouse, father, mother, son or daughter. |
| Local long term contractor that has provided a service to Starland County for less than 5 years. | \$50.00 | The C.A.O. can choose to support the donation request of the family or provide for flowers at the funeral. |
| Local long term contractor that has provided a service to Starland County for 5 or more years. | \$75.00 | The C.A.O. can choose to support the donation request of the family or provide for flowers at the funeral. |
| Council member or C.A.O. of a municipality that is directly adjacent to Starland County. | \$50.00 | The C.A.O. will arrange for flowers at the funeral, and send an appropriate card from the County. |
| Other Categories – Those that may not specifically be covered by the policy. | \$50.00 | The C.A.O. will arrange for flowers at the funeral, and send an appropriate card from the County. The C.A.O. is herein given the authority to use their discretion in sending flowers for other situations that may not be covered by the Policy. |



| SECTION | POLICY NO. | PAGE |
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| PERSONNEL | 130-21 | 3 of 3 |
| POLICY TITLE | DATE | MOTION NO. |
| In Memoriam / Donations Policy | July 14, 2009 | C09-142 |

3.0 Payment for Donations:

The C.A.O. will arrange for the purchase of flowers or payment of donations as soon as possible after being notified of a death covered by the policy. If possible, any donations will be made using the Starland County Mastercard, and copies of taxable receipts issued will be attached to the account. Alternatively, the C.A.O. can make a cash donation and be reimbursed upon submission of confirmation of the donation amount.

4.0 Review of Recognition Program:

The Municipal Administrator will review the Policy with Council every two years, to ensure that the donation amounts are maintained at appropriate levels.


5.0 Effective Date:

This policy was approved by Council this 14th day of July, 2009.

Policy Amendments:



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|  | SECTION | POLICY NO. | PAGE |
| | PERSONNEL | 130-22 | 1 of 1 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Modified Work Policy | August 24, 2010 | C10-159 |

PURPOSE:

To develop a consistent modified work program to assist our employees with any injury rehabilitation and to facilitate their early return to work while recognizing work related illnesses or injuries.

1.0 Policy Statement

- a) Starland County will make every reasonable effort to provide suitable (temporary) modified employment to any employee unable to perform their regular duties. This may include a modification of the employee's original position, providing alternate duties, providing transitional work, or providing a training opportunity.
- b) Only suitable work that is in accordance with the WCB Temporary Modified Work Programs policy shall be considered for use in the Modified work Program.
- c) Participants placed on modified work will be expected to provide feedback in order to improve the program.
- d) All employees will be considered for placement in the Modified Work Program, whether the injury or illness is work related or non work related.

2.0 Review of Policy:


The Starland County Safety Committee will review the Policy every two years to ensure that the modified work program is effective in meeting the purpose of the policy.

3.0 Effective Date:

This policy was approved by Council this 24th day of August, 2010.

Policy Amendments:

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|  | SECTION | POLICY NO. | PAGE |
| | PROTECTION SERVICES | 210-21 | 1 of 2 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Fire Permit Policy & Reporting Procedures | November 28, 2000 | C00-301 |

PURPOSE:

To establish and set forth guidelines for the proper issuance and control of “Fire Permits” issued by authorized County personnel. The Policy shall not restrict or impair those individuals as outlined under the Fire Protection Services Bylaw #1173 from carrying out their responsibilities as noted therein.

PROCEDURES:

1. Fire Permits shall be required between March 1 and October 31, at no cost to the applicant, for those types of fires as prescribed under the Forest and Prairie Protection Act unless otherwise directed by resolution of council.
2. Application for a Fire Permit may be obtained in person at the Starland County Administration Building in Morrin or, the applicant may file a completed application by use of facsimile and or approved telecommunications service, or the Applicant can complete and submit their application on-line through Starland County’s website, www.starlandcounty.ca/status/burn. Permits will be issued only by those appointed by council and on the approved form as approved by council.
3. All Fire Permits must be completed in accordance with the regulations under Bylaw #1173 or shall be considered invalid.
4. All permits have an expiry date and shall not be extended without prior written consent by Starland County. The maximum duration period for a permit is 10 days. When a permit expiry date is extended, the permit shall be treated as a new permit application for administration of this policy, and all notices and conditions must still be complied with.
5. A valid Fire Permit is one that has been completed in accordance with the Fire Protection Services Bylaw #1173 and whereby the executed and completed permit is in possession of both the applicant and the Fire Marshall prior to commencement of any burning operations on those lands identified on the permit. Furthermore, the applicant must also advise the appropriate fire personnel in regards to their intentions to burn.




| SECTION | POLICY NO. | PAGE |
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| PROTECTION SERVICES | 210-21 | 2 of 2 |
| POLICY TITLE | DATE | MOTION NO. |
| Fire Permit Policy & Reporting Procedures | November 28, 2000 | C00-301 |

6. Any inquiries or complaints concerning burning operations shall be forwarded to the Fire Marshall or Fire Guardians. The query or complaint shall be addressed as soon as possible to determine the location and to ascertain if a "Valid Permit" is in place for the property as identified. If it is determined to be an illegal burn as outlined under Bylaw #1173, an investigation shall be done to determine the status of the fire and whether the fire department should be dispatched to extinguish the fire. Under these circumstances the fire department would be called in only if the fire was found to be unsupervised and or determined to be a threat to the surrounding properties. Any fire fighting costs or fines shall be levied upon those responsible for the fire and or the property owner of those lands, which the illegal burn occurred.
7. Violations of the Fire Protection Services Bylaw #1173 or any other policy adopted by council shall be rendered as defined therein. For the purpose of this policy any person or persons found to have contravened Bylaw #1173 in the filing or obtaining a permit as required shall be issued a warning letter by the Fire Marshall. This notification shall outline the date, legal description, the particular sections of the Bylaw as found to have been contravened and what actions the county under a repeat offense may take. The Fire Marshall shall register the notification with the registered landowner and / or those occupying those lands if identified. Council shall reserve the right to wave the initial warning notice if in the discretion of council malice or vandalism has occurred.
8. It is the obligation of all Fire Guardians and or fire personnel to report any fires that are suspicious in its validity or are found in contravention to the regulations as defined under Bylaw #1173.

Policy Amendments:

July 20, 2022 – (C22-189) – Updated Bylaw to new Bylaw #1173; Addition of obtaining a fire permit online.

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|  | SECTION | POLICY NO. | PAGE |
| | PROTECTION SERVICES | 210-22 | 1 of 2 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Control Fire Burn Operations and Procedures | December 9, 2015 | C15-192 |

PURPOSE:

To establish and set forth guidelines for the proper issuance and control of “Fire Permits” issued by authorized County personnel for the purpose of burning of “Brush Piles” or large “Debris Piles”. The policy revision is to clearly outline specific requirements or procedures necessary when performing controlled burning operations whereby the activity may cause or impact the amenities of the surrounding properties including residential or commercial uses.

The Policy revision herein shall not restrict or impair those individuals as outlined under the Fire Protection Services Bylaw #1173 from carrying out their responsibilities as noted therein.

The revision shall be considered as an addendum to the existing requirements and obligations for controlled burning as defined under the Fire Protections Services Bylaw #1173 and will be noted as Schedule “A” to the Fire Permit.

PROCEDURES:

1. Fire Permits issued for the purpose of the controlled burning of brush piles or large debris piles shall be required to follow specific detailed procedures and controlled operations of the burn as outlined under Schedule “A” and deemed as part of the fire permit.
2. Each permit shall be reviewed and validated based on a number of factors including but limited to; location and proximity to other occupied lands, the quantity or volume of debris to be burnt, condition of debris piles, environment and weather conditions and overall site suitability.
3. Applications where the location or the condition of the piles are considered to be doubtful or pose concerns of adversely impacting neighboring occupants may require site inspection by the Fire Marshall or Fire Guardian prior to approval and may be deemed non-permitted based on the site evaluation.
4. The permit holder shall be responsible for performing all the duties and requirements outlined under the Fire Permit and Schedule “A” as defined. Failure to comply with any portion of the Fire Permit Approval will be considered in violation with Starland County Fire Protection Services Bylaw #1173 and may be subject to those disciplinary actions outlined therein.
5. Schedule “A” of the Fire Permit is to be considered as part of the Fire Permit and those requirements outlined within may be amended to accommodate or address specific concerns or necessary measure deemed by the Fire Marshall or Fire Guardian.



| SECTION | POLICY NO. | PAGE |
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| PROTECTION SERVICES | 210-22 | 2 of 2 |
| POLICY TITLE | DATE | MOTION NO. |
| Control Fire Burn Operations and Procedures | December 9, 2015 | C15-192 |

6. For the purpose of ensuring those controlled burning operations undertaken for the burning of brush piles or large debris piles in Starland County are completed accordingly, the noted Schedule "A" document shall accompany all such approvals and shall consist, but not limited, to the following precautionary and restrictive measures as prescribed herein.
- A) The burn area must be properly safe guarded and protected from spreading to other locations or other properties.
 - B) All burn piles shall be considered ready for efficient burning to ensure effective and timely burning of debris. This will require the material piles to be properly desiccated or cured for burning, piles are to be clean of earth or soil materials, pushed or windrowed piles to not exceed 60 meters in length and separated by 8-meter firebreaks.
 - C) Burn piles shall not exceed a total surface area of 1,200 square meters.
 - D) No more than one pile or aggregate total of 1,200 square meters of material to be burnt at one time.
 - E) Burning operations are to be kept to a manageable and controllable degree in order that the burn can be carried out in a timely manner and completed within the same day of ignition. Each individual burn site shall be terminated at the end of the same day and must be extinguished. This can be completed through burning of the smoldering debris or by applying water.
 - F) The permit holder must have sufficient equipment onsite to perform the necessary completion operations of the burn as outlined herein.
 - G) The permit holder shall obtain utility locate approvals and clearance prior to commencement of the burning operations to accommodate debris cleanup. Copies of their documentation to be provided to the Fire Marshall or Fire Guardian prior to validation of the fire permit.
 - H) The permit holder hereby understands and acknowledges the terms, responsibilities and obligations of the approval and to maintain complete control of the fire operations at all times.
 - I) The Fire Marshall may revoke or terminate the Fire Permit at any time if it is determined that any portion or part of the conditions of the approval have been found in non-compliance, or for any other reason deemed necessary.

Policy Amendments:

July 20, 2022 (C22-188) – Updated with new Fire Bylaw, Bylaw #1173



Flax Straw Fire Burn Operations and Procedures

Schedule "A"

FIRE PERMIT # 00121

1. The noted Schedule "A" is an addendum to the "Fire Permit" as described and is in addition to those obligations and requirements as outlined therein. The directive is to ensure the safety of all properties against the spread of fire and ensure the amenities of the surrounding properties are not adversely impacted by those operations included under this conditional approval.
2. The burn area must be properly safe guarded and protected from spreading to other locations or other properties by mechanical applications or environmental restraints such as snow cover.
3. To facilitate a safe and controlled burn operation, all burn piles must maintain a minimum separation distance from the following improvements and limited within those restricted areas as follows;
 - a. No Burning within 50 meters from a primary or secondary road or right-of-way and 25 meters from all other roadways.
 - b. No Burning within 100 meters of a residence not occupied by the applicant including all urban centers or residential properties.
 - c. Burning within the "Restricted Area" will be limited to a maximum of 10 bales or 50 cubic meters of material to be burnt at one time upon extinguishing.
 - d. Restricted Area from Highway or Secondary Road is 100 meters.
 - e. Restricted Area from Residence or Urban center is 200 meters.



4. All burn piles shall be determined ready for efficient burning to ensure effective and timely burning of debris.
5. Wind conditions and direction of smoke plume shall be considered prior to ignition to minimize risk and adverse effects to neighboring properties. No burning shall be allowed when wind speed is in excess of 25 kph.
6. No more than 50 piles/bales or aggregate total of 250 cubic meters of material to be burnt at a single time. Consecutive burn operations may be allowed upon completion and extinguishment of the initial burn within and in accordance with the same day restriction.
7. Burning operations are to be kept to a manageable and controllable degree in order that the burn can be carried out in a timely manner and completed within the same day of ignition and only during day-light hours. Each individual burn site shall be terminated at the end of the same day and must be extinguished by dark. This can be completed through several suitable methods including burying of the smoldering debris, cultivation/leveling or by applying water.
8. The permit holder must have sufficient equipment and supervision onsite to perform the necessary operations of the burn as outlined herein.
9. The permit holder hereby understands and acknowledges the terms, responsibilities, and obligations of the approval as outlined herein.
10. The Fire Marshall may revoke or terminate the Fire Permit at any time if it is determined that any portion or part of the conditions of the approval have been found in non-compliance, or for any other reason deemed necessary.
11. Permit Holder agrees to indemnify and save harmless Starland County and its representatives from all liability arising out of temporary operations authorized by the issuance of this permit.

Effective Date: _____, 2021

Expires: _____, 2021


Permittee: _____

Dated: _____, 2021

Dated: _____, 2021

Fire Guardian or Appointee

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|  | SECTION | POLICY NO. | PAGE |
| | PUBLIC WORKS VEHICLES, EQUIPMENT & SUPPLIES | 310-1 | 1 of 2 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Inventory Control | December 9, 2015 | C15-196 |

PURPOSE:

To establish guidelines for distribution of inventory from the Public Works Shop or yard.

1.0 Ordering & Receiving Inventory – Public Works Supervisor, Mechanics, Inventory Coordinator and Inventory Coordinator Assistant

- a) A purchase order will be used when ordering inventory which includes the company name, date ordered, what was ordered and a signature of the person ordering;
- b) When the order arrives in the shop the person that picked it up or delivered the supplies will place the order on the “Incoming Parts” shelf, or on the floor if the part is too big, in the mechanics office with the packing slip;
- c) The shelf will be checked daily by the Inventory Coordinator or the Inventory Coordinator Assistant to follow through with putting the inventory in the proper bin or room;
- d) The packing slip will then be placed in the basket in the mechanics office. The packing slips in the basket will be matched with an invoice and purchase order weekly to be submitted to Accounts Payable for payment.

2.0 Issuing of Inventory (taking inventory off the shelf or out of the yard for use)

- a) Clipboards with sheets labelled “**INVENTORY CONTROL SHEET**” are in the mechanics office, oil room, filter room and the parts/nuts and bolts room, with space to put the **DATE, NAME OF ITEM, ITEM #, HOW MANY TAKEN, UNIT #, NAME OF EMPLOYEE, WORK ORDER # (office use) and the TRANSACTION # (office use)**;
- b) Mechanics will issue inventory out of inventory on a Work Order when the item is being taken out for a specific vehicle or piece of equipment;
- c) All other items taken out of inventory will be issued out on the above noted Inventory Control Sheet that is available;



| SECTION | POLICY NO. | PAGE |
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| PUBLIC WORKS VEHICLES, EQUIPMENT & SUPPLIES | 310-1 | 2 of 2 |
| POLICY TITLE | DATE | MOTION NO. |
| Inventory Control | December 9, 2015 | C15-196 |

- d) When taking culvert, couplers or fence posts out of the yard for use report directly to the Public Works Office so the item number and where they are being used can be recorded by the Inventory Coordinator and/or Inventory Coordinator Assistant.
- e) The Inventory Coordinator or the Inventory Coordinator Assistant will gather the Work Orders and the Inventory Control Sheets to issue the inventory out of the Inventory System in the computer;


3.0 Issuing of Fuel

- a) A fuel card system is in place. A fuel card is given to employees of Starland County when it is recommended by the Supervisor;
- b) All fuel cards are issued to the employees at the Public Works Office by the Inventory Coordinator or Inventory Coordinator Assistant;
- c) When accessing fuel at the fuel pumps the employee is asked for a PIN number, Unit number and the mileage or hours on the vehicle or piece of equipment they are filling with fuel;
- d) Every transaction is recorded at the Public Works Office via a computer system and every transaction at the fuel pump prints out immediately;
- e) On the first day of each month reports are printed by account, the transactions are then entered into the inventory system to issue the fuel out of inventory and into the costing system for each unit.

Policy Amendments:

December 12, 2018 (C18-215) – updates to positions involved with inventory.

POLICY MANUAL

|  | SECTION | POLICY NO. | PAGE |
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| | PUBLIC WORKS VEHICLES, EQUIPMENT & SUPPLIES | 310-2-4 | 1 of 1 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Contracting Out of Municipal Equipment | April 25, 2000 | C00-077 |

PURPOSE:

To set out the conditions under which municipal equipment can be contracted to the private sector or agencies of other governments, community groups or ratepayers.

POLICY:

When not needed for municipal purposes and with the permission of the Municipal Administrator, municipal equipment may be contracted to:

1. The private sector;
2. Provincial Government Departments or Agencies or other governments; and
3. Community groups
4. Starland County ratepayers

Municipal equipment contracted out will only be operated by an operator approved by the municipality.

Contracting rates will be set by the Council. Wherever possible, the rates will be in accordance with the rates established from time to time by the Alberta Roadbuilders Heavy Construction Association. For equipment where such rates are not available, market value will be used as a guide. Rates charged to community groups shall be determined on a cost recovery basis, and may be waived by Council for larger scale projects.

A waiver of liability will be provided by the private sector, government department or agency or other government which protects the County from all liability associated with the use of the equipment.

Policy Amendment:

April 25, 2012 (C12-083)

POLICY MANUAL



| SECTION | POLICY NO. | PAGE |
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| PUBLIC WORKS VEHICLES, EQUIPMENT & SUPPLIES | 310-2-4 (i) | 1 of 8 |
| POLICY TITLE | DATE | MOTION NO. |
| Contracting Out of Municipal Equipment – County BBQ Trailer | April 8, 2015 | C15-057 |

PURPOSE:

To set out the conditions under which the county Barbeque Trailer can be rented out.

Scope:

While primarily for internal use, Starland County will make available the use of its propane barbeque trailer for community groups, local schools, charitable and non-profit organizations; and for-profit organizations hosting fundraisers for a registered charity or not for profit organization within Starland County boundaries. Exceptions to this list of groups may be approved by the CAO. All other residents, businesses and organizations residing within Starland County's outer boundaries wishing to use the BBQ may do so upon paying an additional fee as determined by Council. The CAO is required to notify Council when the BBQ is rented outside Starland County's outer boundaries.

Procedures:

All bookings shall be made through the Starland County Public Works shop under the following conditions:

1. The BBQ must be booked a minimum of 21 days in advance of the event and a maximum of 1 year;
2. Bookings can be made for a maximum of 4 days;
3. Renters must provide a \$250 damage deposit;
4. Renters not specifically identified as being exempt in the Scope Section must also pay a fee of \$250;
5. Renters and an authorized County Representative must complete and sign a rental agreement form (Appendix A);
6. A pre and post barbeque inspection form (Appendix A Schedule B) must be completed at the beginning and end of the rental period;
7. Starland County will transport the BBQ to and from the event.
8. BBQ must be stored in a secure location.

A detailed list of booking dates as well contact information for renters shall be maintained at all times.

Roles and Responsibilities

Application and enforcement of this policy is the responsibility of the Public Works Supervisor or his designate.

Amendments:

July 13, 2016 (C16-127) - Setting rental rates & guidelines

July 26, 2023 (C23-194) – CAO approval for exceptions to the list



Appendix A.

EQUIPMENT RENTAL AGREEMENT

BETWEEN:

STARLAND COUNTY
(the "Owner")

AND:

(the "Renter")
of _____, Alberta

1. Schedules The following Schedules form part of this Agreement:

- (a) **Schedule "A" – Additional Terms**
- (b) **Schedule "B" – Equipment Inspection Form**
- (c) **Schedule "C" – Safe Operating Procedures**

2. Equipment The equipment rented under this Agreement is described as follows (the "Equipment"):

| <u>Description:</u> | <u>Serial Number:</u> |
|--|-----------------------|
| (a) <input type="checkbox"/> 2014 Tandem Axle Trailer Barbeque | 2N9FD7282E2611105 |

3. Grant The Owner has agreed to rent to the Renter, and the Renter has agreed to rent from the Owner, the Equipment, subject to the terms, covenants, and conditions contained in this Agreement.

4. Term The term of the rent under this Agreement will be from _____ (time) on the ____ day of _____ (month), 20__ (the "Start Date") to _____ (time) on the ____ day of _____, 20__ (the "Term"). For clarification, the Term of this Agreement shall not expire until the Equipment has been returned to and accepted by the Owner.

5. Deposit The Renter will pay the sum of _____ Dollars (\$ _____), as a refundable damage and fuel deposit upon execution of this Agreement, which shall be returned to the renter up return of the Equipment in its pre-rental condition and with its pre-rental fuel level.

6. Payment The Renter will pay the sum of _____ Dollars (\$ _____), as a rental fee if not specifically exempted from this payment by Policy 310-2-4(i).

7. Equipment Inspection The Renter and Owner will complete the **Equipment Inspection Form** attached as **Schedule "B"** to this Agreement prior to taking possession of the Equipment, and again upon the return of the Equipment.

8. Operating Instructions The Renter agrees to read and comply with the Safe Operating Procedures attached in Schedule C of this agreement and with all instructions related to transport, use, storage and operation of the equipment.

9. Special Terms In addition to all of the terms, covenants, and conditions contained in this Agreement, the Owner and the Renter agree to the following additional terms, covenants and conditions:

10. Notice

Any notice to be given by the Renter to the Owner shall be in writing and delivered to the Owner's designated representative at the address shown below.

Any notice to be given by the Owner to the Renter may be verbal or in writing and delivered to the Renter or any representative of the Renter at the address or phone number shown below.

Granted by:

SIGNED, SEALED and DELIVERED by the Owner, in the presence of:

STARLAND COUNTY

Per: _____

Signature

Per: _____

Name

Address

Phone number

Accepted by:

SIGNED, SEALED and DELIVERED by _____ **[NAME OF SIGNATORY]**, on his/her own behalf or on behalf of corporate Renter if a validly existing corporation, in the presence of:

[Renter Name] _____

Per: _____

Signature

Per: _____

Name

Address

Phone number



SCHEDULE "A" - ADDITIONAL TERMS

1. Return of Equipment

1.1 On the expiry of the Term, the Renter shall immediately return the Equipment to the Owner which shall be clean, in proper working order, and in as good a condition as when received by the Renter. Any damage to the Equipment beyond reasonable wear and tear, including removal of any attachments, advertisements, accessories added to the Equipment after the Start Date shall, at the sole discretion of the Owner, be repaired or replaced by the Owner at the sole cost and expense of the Renter and the Renter shall pay all of the costs and expenses incurred by the Owner on demand.

1.2 If the Equipment is not promptly returned to the Owner by the end of the Term, the Renter will be deemed to have purchased the Equipment and will owe the Owner compensation equivalent to the replacement cost of the Equipment, as determined by the Owner, in its sole discretion.

2. Insurance, Operating Costs and Repairs

2.1 The Equipment shall be at the risk of the Renter from the Start Date until the Owner takes physical possession of the Equipment and, except as hereinafter described, the Renter assumes the risk of liability and shall pay for any loss or damage arising from or pertaining to the possession or operation or use of the Equipment from any cause whatsoever and, without limiting the generality of the foregoing, liability or loss arising from fire, theft, loss, or destruction, of the Equipment or any part thereof.

2.2 In the event that the Equipment or part thereof is damaged, the Renter shall immediately notify the Owner, providing details of the damage suffered and the operable condition of the Equipment. Upon receipt of such notice, the Owner may, in its sole discretion, require the Renter to do any one or more of the following:

- (a) return the Equipment to the Owner for inspection, assessment and repair;
- (b) deliver the Equipment to an authorized repair contractor identified by the Owner for inspection, assessment and repair; or
- (c) attend to the repair of all or any portion of such damage, as may be directed by the Owner;

all at the Renter's sole cost and expense.

3. Alterations

3.1 Except with the prior written consent of the Owner, the Renter shall not make any modifications or alterations to the Equipment. All modifications, alterations, parts, mechanisms, additions, and repairs made by the Renter to the Equipment shall be made at the Renter's expense and risk and the cost of rectifying them shall be borne by the Renter. The modifications, alterations, parts, mechanisms and repairs, whether conducted with or without consent of the Owner, shall immediately belong to and become the property of the Owner at no expense or cost whatsoever to the Owner.

4. Title to the Equipment

4.1 Title to the Equipment shall at all times remain in the name of the Owner. The Renter shall have no right, title or

interest in the Equipment other than the right to maintain possession and use of the Equipment for the Term, subject always to the Renter's compliance with all terms, covenants, and conditions contained within this Agreement.

5. Liens

5.1 The Renter shall keep the Equipment free and clear of all seizures, forfeitures, liens, claims, pledges, debts or adverse claims of any nature and shall pay all license fees, registration fees, assessments, charges and taxes, which may be levied or assessed directly or indirectly against or on account of the Equipment or any interest therein or use thereof.

6. Renter's Covenants

6.1 So long as this Agreement remains in effect, the Renter covenants:

- (a) to cause the Equipment to be operated in a lawful manner and only by competent, qualified and where applicable, fully licensed operators;
- (b) to cause the Equipment to be used only in a prudent and safe manner and only for the purpose for which they were designed;
- (c) to furnish at its own expense all fuel, oils, lubricants and other labour or material necessary for the operation and maintenance of the Equipment;
- (d) to not share the Equipment with any other person, nor lend, rent, lease or sublet the Equipment to any other person or user, without the express written consent or approval from the Owner;
- (e) upon the expiry of the Term, to immediately return the Equipment to the Owner (the Renter shall not be permitted to give the equipment to any other person or user prior to return to the Owner); and
- (f) to promptly notify the Owner of any accident, damage, deficiencies or theft related to the Equipment, and/or of deficiencies in the Equipment.

7. Events of Default

7.1 If:

- (a) the Renter becomes insolvent, bankrupt or if a receiver is appointed for the Equipment of the Renter or bankruptcy, re-organization, insolvency, liquidation or dissolution proceedings shall be instituted by or against the Renter;
- (b) the Renter fails to make a payment as and when required under this Agreement; or
- (c) the Renter shall be in default of any of its obligations hereunder and such default continues after the expiry of three (3) days' written notice by the Owner requiring the Renter to rectify such default, unless however, said default is not reasonably capable of being rectified within the said period and the Renter, acting reasonably, is working and continues to work diligently towards rectifying such material default;

the same shall constitute an Event of Default.

7.2 In addition to any other rights or remedies available, upon an Event of Default occurring, the Owner may take possession of the Equipment.

8. Overdue Rent

8.1 Any overdue payment of Rent or any other monies due under this Agreement to the Owner shall bear interest from 30 days past the due date to date payment is received by the Owner at a rate of **1.5** percent per month.

9. Waiver and Indemnity

9.1 The Renter hereby:

- (a) waives any and all claims, rights or causes of action of every nature and kind at law or equity or under any statute that it has or may have in the future against the Owner or its councilors, officers, employees and agents; and
- (b) forever releases Owner or its councilors, officers, employees and agents from any and all liability;

related to injury, death, property damage, property loss or any other loss or expense that may be suffered by the Renter or, to the extent legally possible, its employees, agents, next of kin or legal representatives, resulting directly or indirectly from, or in any way attributable to the condition of the Equipment and the sufficiency of the instructions or training provided by the Owner, or in any way attributable to the transportation, operation, maintenance, repair, use, misuse, nonuse of the Equipment by the Renter, its directors, officers, contractors, employees, servants, or agents or any other person that handles or uses the Equipment prior to its return to the Owner in accordance with this Agreement.

9.2 The Renter shall be liable for, and shall indemnify and save harmless the Owner, its councilors, officers, employees and agents from any claim, damages, liability, cost, fee, penalty, action, cause of action, demand, damage to property, injury to person or death (including, without limitation to, legal fees of the Owner on a solicitor and his own client full indemnity basis), whether in contract or in tort, suffered or incurred by the Owner, its councilors, officers, servants, employees or agents or by any other person, firm, partnership, corporation or entity resulting directly or indirectly from, attributable to, by reason of, arising out of, or in any way related to the transportation, operation, maintenance, repair, use, misuse, or nonuse of the Equipment by the Renter or any other person during the Term, whether or not the Renter has permitted the person to use the Equipment, or from any breach of this Agreement or any other negligent act or omission or willful misconduct of the Renter or any of its directors, officers, servants, agents, contractors, or employees.

10. General

10.1 The headings to the articles and sections of this Agreement are solely for the convenience of the parties and are not an aid in the interpretation of the Agreement.

10.2 No consent or waiver, express or implied, by the Owner to or of any breach or default by the Renter in the performance by the Renter of its obligations hereunder shall

be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of obligations hereunder by the Renter. Failure on the part of the Owner to complain of any act or failure to act of the Renter, or to declare the Renter in default, irrespective of how long such failure continues, shall not constitute a waiver by the Owner of its rights hereunder.

10.3 If any term, covenant or condition of this Agreement or the application thereof to any party or circumstance is invalid or unenforceable to any extent, the remainder of this Agreement or application of such term, covenant or condition to a party or circumstance other than those to which it is held invalid or unenforceable shall not be affected thereby and each remaining term, covenant or condition of this Agreement shall be valid and shall be enforceable to the fullest extent permitted by law.

10.4 This Agreement shall be governed by and construed according to the laws of the Province of Alberta. All legal proceedings arising from this Agreement shall be tried and directed by the court of competent jurisdiction in Alberta.

10.5 Time is of the essence of this Agreement and each of its provisions.

10.6 The terms and conditions set forth within this Agreement, together with the Schedules, shall constitute all of the terms and conditions of this Agreement, and there are not other terms, conditions, covenants, agreements, representations or warranties, either express or implied, arising between the parties hereto except as expressly set forth herein.

10.7 The Renter shall at all times and in all respects abide by all laws, bylaws, legislative and regulatory requirements of any governmental or other competent authority relating to the use or misuse of the Equipment.

10.8 The Renter's obligations contained in this Agreement shall survive the expiration or termination of this Agreement for any reason whatsoever until satisfied in full, and shall not be merged upon the execution of any other documentation by the parties.

10.9 This Agreement shall enure to the benefit of and be binding upon the parties hereto, their respective executors, administrators, successors and permitted assigns.

_____ **Renter's
Initials**

SCHEDULE "B" - EQUIPMENT INSPECTION FORM

Date Rented _____

Renter _____

The following items have no dents, rust, abrasions or other signs of physical damage:

| | Pre | Post |
|--|-----|------|
| Propane Cylinder | | |
| Propane Cylinder Valve | | |
| Regulator Hose, Joints and Connections | | |

The following items are in satisfactory condition:

| | Pre | Post |
|--|-----|------|
| Propane Level | | |
| Burner Assembly, Ports and Valves | | |
| Exterior and Interior Cleanliness | | |
| Exterior and Interior Finish | | |
| Tire Condition | | |
| Trailer Lights | | |
| All Non-Consumable Inventory in Intact | | |

If the Barbeque is damaged during a rental, please complete a County Incident Investigation Report.

Employee

Print Name _____ Signature _____

Renter

Print Name _____ Signature _____

SCHEDULE "C" – SAFE OPERATING PROCEDURES

Location

1. This grill must be operated outdoors in a well-ventilated area. Never operate the grill indoors or in a gazebo or porch.
2. Do not operate in high wind. The cooking performance will be adversely affected by wind.
3. Do not operate the grill under overhead combustible material.
4. Maintain minimum clearance from combustibles. Minimum clearance is 2.0 meters on all sides.
5. Always level the unit before use.
6. Place wheel chocks on each side of the wheels or lock the wheels to prevent movement while the unit is in use.

Lighting

1. Before lighting open all lids.
2. Slowly open the main propane tank valve.
3. Move the secondary cut-off valve handle to the on position.
4. If a grill fails to light turn the grill section valve to off and wait a minimum of five minutes with all lids open before attempting to relight the grill section.
5. Never close any of the lids until all burners in all grill sections are lit.
6. Shut off each grill section by moving the grill section valve to the off position.. Move the secondary cut-off valve to the off position. Always close the main propane tank gas supply valve after use.

Cooking

1. Pre-heat the grill at least 30 minutes prior to putting food on the grill. Clean the grill with a wire brush during the pre-heat.
2. Wear protective leather gloves, safety glasses and an apron if cooking greasy or fatty foods. Always wear close-toed footwear.
3. Keep face clear of burner or smoke
4. Do not wear loose hanging clothing in the proximity of a lit burner
5. Ensure that all food is thoroughly cooked before serving

Daily cleaning

Always wear protective gloves and safety glasses when cleaning

1. Once cooking is complete for the event, light all burners again and let the excess grease and food particles burn off.
2. Turn off burners, close all valves and open the lids to allow the grill to cool off.
3. While the barbeque is still warm, use a retail oven cleaner and carefully spray it on all the dirty/greasy parts, let it soak for a few minutes as per the oven cleaners instructions. Do not apply oven cleaner to any painted surfaces.

4. Then use a “brown” type “scotch brite pad” to loosen any baked-on residue on the stainless steel surfaces. Never use scotch brite pads on painted surfaces.
5. Go over each burner box., and everywhere the oven cleaner was applied, with the pad and hot, soapy water.


Transportation

1. Ensure the appropriate height hitch is used and that the 2 inch ball is used.
2. Ensure the burner covers and compartments are closed and latched.
3. Ensure the unit is turned off and cool.

_____ *Renter's Initials*



POLICY MANUAL

| | | | |
|---|--|---------------------------|-------------------|
|  | SECTION | POLICY NO. | PAGE |
| | PUBLIC WORKS VEHICLES, EQUIPMENT & SUPPLIES | 310-8 | 1 of 2 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Fencing Regulations | March 12, 1996 | |

PURPOSE:

The Fencing Regulations which apply when Starland County is acquiring land for extra right-of-way purposes (for road improvements) or when Council finds it necessary to have a fence lifted for any other authorized municipal purpose and when Council considers the existing fence to be of a quality that livestock can be confined within, were amended effective as of March 22, 1994.

The fencing regulations, including payment to landowners who assume responsibility for fencing their own property upon which the municipality has found it necessary to remove or lift an existing fence, are amended as follows:

- (a) When the landowner or person in legal possession or control of the land assumes all responsibility for fencing, he or she shall receive the sum of \$1,125.00 for removing each mile of fence for a three wire fence and \$1,500.00 for removing each mile of fence for a four wire fence, plus the sum of \$2,800.00 for replacing each mile of fence for a four wire fence, or \$2,100.00 for replacing each mile of a three wire fence, providing same is replaced within two (2) years of when road work is completed, or

(b) Starland County shall assume all costs and responsibility of installing a new fence on the landowner's property. The new fence installed will be a four wire barbwire fence with posts approximately one rod apart (16 feet or 4.8m) or a fence of a better standard if same is now in place; and that the necessary posts and wire are to be supplied by Starland County.
- Existing fencing materials (posts and wire) will be offered to the adjacent landowner at no cost, and should the adjacent landowner decide the materials are not wanted, they can be disposed by Starland County in any manner deemed appropriate, including re-sale or disposal.
- If necessary, a temporary fence will be erected by the municipality to contain livestock while a new fence is being constructed by Starland County (See Item 1(B) above) or if it is found appropriate to remove a portion of a completed fence while road construction is in progress. In event of the above, a permanent fence will be erected and the temporary fence removed by Starland County forces as expeditiously as is reasonable to expect. It shall be the responsibility of the persons(s) in legal possession or control of the land to notify Starland County at least 72 hours in advance of when, for sufficient cause, he or she considers that a temporary fence is required. If the landowner chooses to install and remove their own temporary fence, he or she shall receive a sum of \$1,125.00 for removing each mile of temporary fence, plus the sum of \$1,600.00/mile for installing a temporary fence.



| SECTION | POLICY NO. | PAGE |
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| PUBLIC WORKS VEHICLES, EQUIPMENT & SUPPLIES | 310-8 | 2 of 2 |
| POLICY TITLE | DATE | MOTION NO. |
| Fencing Regulations | March 12, 1996 | |

4. The fence constructed by either the landowner or contractor hired by the County, shall be installed on the landowner's property, immediately outside of the right-of-way owned by the municipality.

Policy Amendment:

March 12, 1996

March 09, 1999 (Starland County)

April 24, 2001 – Clause 2

April 09, 2002 (C02-088) – Rate Change

April 27, 2004 – Rate Change

May 23, 2006 – (C06-126) Rate Change

January 23, 2007 – Clause 1b amended for fence type

April 24, 2007 (C07-082) – Rate Change

May 29, 2012 (C12-095) – Rate Change

May 23, 2018 (C18-081) – Rate Change



POLICY MANUAL



| SECTION | POLICY NO. | PAGE |
|---------------------------------------|----------------|------------|
| ROADS, STREETS, WALKS & LIGHTING | 320-2 | 1 of 3 |
| POLICY TITLE | DATE | MOTION NO. |
| Land Acquisition Policy Road Widening | March 12, 1996 | |

PURPOSE:

The original road allowance was surveyed at 1 chain or 66 feet from property line to property line. If the Municipality requires additional land to construct a roadway, land must be purchased from the current registered landowner. In most cases, one additional rod or 16.5 feet is purchased because this totals 1.0 acre of acquisition in a half mile. The purchase of road acquisition is required to be affected by Plan-of-Survey [Section 62(2) M.G.A.], with the Title to the acquired land being vested in the Crown in Right of Alberta. The Acquisition Agreements are currently prepared by the Assistant C.A.O., and they include a sketch of land to be acquired. Starland County currently uses Evolve Land Services Ltd. (Scott Schneider) for our land acquisition agreements.

The office provides the Land Agent with two copies of the completed form, both of which must be signed and witnessed. Payment for the road acquisition will be made when all Agreements for the road project are submitted and signed by the Reeve and Municipal Administrator. If there is a problem with the landowner involved, or if the land is currently up for sale or will be up for sale in the near future, the Acquisition Agreement can be protected by registering a Caveat on the landowner=s Title as soon as the Agreement is signed. This process will protect the Municipality=s interest in the land where the Agreement was registered.

When the survey plan is completed by an Alberta Land Surveyor (A.L.S.) and registered, the office ensures that the land actually acquired on the plan has been adequately compensated for. If an adjustment is necessary, same is submitted to the landowner from whom the property was acquired; and if necessary, the Caveat is released. Prior to registration of a Plan of Survey, the office must notify all persons (banks, oil companies, etc.) that have an interest within 40 meters of the new boundary of the right-of-way as shown on the Plan of Survey (Section 62(2)(b)(ii), M.G.A.). Finally, after the plan is registered at Land Titles Office, the Assessor is provided with a copy of the plan and the landowner=s assessment is revised accordingly.

POLICY:

1. The municipality annually reviews land sales / purchases within the County to determine a factor to be used to calculate farmland assessment into market value. Presently this factor is set at 14.6 times the farmland assessment.



| SECTION | POLICY NO. | PAGE |
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| ROADS, STREETS, WALKS & LIGHTING | 320-2 | 2 of 3 |
| POLICY TITLE | DATE | MOTION NO. |
| Land Acquisition Policy Road Widening | March 12, 1996 | |

2. When purchasing right-of-way, the municipality determines the rate of payment for each parcel affected by taking the assessed value of the farmland and multiplying it by 14.6 and dividing that total by the number of acres in the parcel. This calculation is used when there is only farmland assessment on the parcel.
3. If there is a residence on the parcel but the right-of-way to be purchased is not adjacent to the residence (thereby not affecting the farmstead), then the municipality uses the calculation method shown in Item 2, less the 3 acre area that is the farmstead area, to determine the value per acre. (ie. 160 acres less 3 = 157 acres). Do not include the residential assessment for the 3 acres in the calculation.
4. All residential sites, whether independent; within a larger acreage; or within an entire quarter section are assessed at market value. This is generally based on a 3 acre site value, the only exception being when the subdivided parcel is less than 3 acres. When determining payment for right-of-way purchase on parcels with residential sites, the municipality will:
 - i) Use the assessed value for the residential site (which is assessed at market value) and divide it by 3 (or the number of acres if the subdivision is less than 3 acres) to determine the value per acre.
 - ii) If there are more than 3 acres in the parcel, the balance of the land is assessed at farmland rates and this assessment is multiplied by 14.6 to get a market value.
 - iii) The farmland calculation is added to the residential site value and the total is then divided by the total acres in the parcel and a price per acre is thus determined.
 - iv) Example: Parcel is 9.98 acres

| | |
|------------------------------------|-------------------------------------|
| Farmland (Code 11): | 2,080 |
| Residential (Code 20) (Land only): | 34,490 |
| Calculation: | |
| 2,080 x 14.6 = | 30,368 |
| + | <u>34,490</u> |
| Total: | 64,858 / 9.98 = \$6,498.80 per acre |
5. A minimum payment of \$1,500.00 per acre would be paid to a landowner if the land assessment calculation is less than \$1,500.00.
6. If the municipality is acquiring small areas to protect working areas around culvert or bridge structures as well as small portions of a quarter section acquired for road acquisitions, and the amount of area to be acquired results in a payment less than \$800.00, the minimum payment will be \$800.00 per quarter section affected.




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| ROADS, STREETS, WALKS & LIGHTING | 320-2 | 3 of 3 |
| POLICY TITLE | DATE | MOTION NO. |
| Land Acquisition Policy Road Widening | March 12, 1996 | |

7. Unless otherwise directed by Council, all local road projects constructed by the municipality will be built within a 99 foot (30.17m) easement, and all secondary highways will be built within a minimum 132 foot (40.23m) easement.
8. If some acquisitions for a roadway or other project have been acquired in a previous year, and one or more land acquisitions are done in the current year at a higher rate, the County will pay the same higher rate for all project acquisitions.

Policy Amendment:

Council, March 12, 1996
March 09, 1999 (Starland County)
March 09, 1999 (Sections 3 and 4)
April 09, 2002 (C02-086) – Rate Change
May 25, 2005 (C05-128) -Rate Change
(Retro for the 2005 Road Construction Program)
January 23, 2007 (C07-024) – Rate Change
February 10, 2009 (C09-021) - Rates – effective January 1, 2009
March 13, 2012 (C12-049) - Rates – effective January 1, 2012
May 27, 2015 (C15-087) - adjustment to land valuation process
October 28, 2015 (C15-171) - clarification of calculating rates of payment
May 23, 2018 (C18-082) -Rates – effective January 1, 2018

POLICY MANUAL

|  | SECTION | POLICY NO. | PAGE |
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| | ROADS, STREETS, WALKS & LIGHTING | 320-3 | 1 of 2 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Road Inspection Policy | May 26, 1998 | |

PURPOSE:

Starland County will not appoint any official or adopt any specific program for the sole purpose of inspecting the conditions of municipal roads because of budgetary reasons. However, Municipal Staff and Council are expected to observe the condition of municipal roadways during travel on municipal business, and report to the Public Works Supervisor any hazardous conditions observed.

In additions all complaints received from the public will be investigated by the Public Works Department as soon as possible.

The Public Works Supervisor will ensure appropriate remedial action is taken.

PROCEDURE:

1. County Staff and Council are expected to observe the condition of municipal roadways and report any hazardous road conditions to the Public Works Supervisor as soon as practicable.
2. County Staff and Council will undertake at least one road tour annually. Additional road tours will be scheduled as circumstances warrant.
3. All complaints received from the public regarding road hazards will be investigated.
4. A road hazard will be considered any disrepair, broken sign, obstacle or obstruction on the roadway, or the use of the road, that is the opinion of the Public Works Supervisor, upon inspection, is dangerous to the travelling public.
5. The Public Works Supervisor will undertake appropriate repairs as soon as practical. In the event that repairs cannot be made as soon as desired, the Public Works Supervisor will ensure adequate signs and / or barricades are in place to warn the travelling public and direct them safely around or through the hazard area until repairs can be made. The Chief Administrative Officer is herein authorized to temporarily close a road in whole or in part at any time that a construction or maintenance project on or adjacent to the road may create a hazard, pursuant to Section 25 of the Municipal Government Act.



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| ROADS, STREETS, WALKS & LIGHTING | 320-3 | 2 of 2 |
| POLICY TITLE | DATE | MOTION NO. |
| Road Inspection Policy | May 26, 1998 | |


6. The Public Works Supervisor has the authority to stop any activity on a municipal roadway, that is in his opinion, dangerous to the travelling public or damaging to the municipal roadway. If necessary, the Public Works Supervisor can utilize the enforcement services of the Community Peace Officer to enforce this provision.
7. The Public Works Supervisor will keep a record of all public complaints received and staff reports regarding road hazards, and a record of the action taken indicating the dates and times of the report.
8. The Public Works Supervisor will review the vehicle tracking system information for areas where incidents are reported to ensure that ongoing road maintenance is being carried out and further to ensure that hazardous road conditions are being reported.

Policy Amendment:

April 09, 2002 (C02-088)

April 25, 2012 (C12-084)

POLICY MANUAL

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| | ROADS, STREETS, WALKS & LIGHTING | 320-3-1 | 1 of 2 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Contractor Road Construction on Road Allowance | May 28, 2013 | |

PURPOSE:

The municipality occasionally receives requests to construct a portion of road on a municipal right-of-way or road allowance. Section 18(1) of the Municipal Government Act notes that a municipality has the direction, control and management of all roads within the municipality. Section 61(1) of the Municipal Government Act notes that a municipality may grant rights, exclusive or otherwise, with respect to its property, including the direction, control and management of the municipality.

POLICY:

As such, the Municipality can grant approvals to permit road construction on a portion of road allowance. In order to establish consistent road standards, the following conditions will apply to all construction activities on municipal property:

1. The installation of suitable culverts at a minimum size of 24" inch (61cm) in diameter in all locations where required. The culverts shall be located on a firm base and compacted with backfill material. All culverts shall maintain a minimum of 1 meter of earthen material over the top of the pipe.
2. The ditch and side slopes of the road surface shall be contoured to a minimum 3- 1 slope and shall be constructed to further enhance drainage conditions. Access to adjacent property will be provided as required.
3. Earthen material located onsite shall be used where available for the construction of low areas. Aggregate or pit run material in a size of 1½" – 2" diameter shall be used to build a proper base where earthen material is unavailable.
4. The road will be graveled upon completion of construction at a minimum rate of 500 cubic yards / mile.
5. The County will enjoy unrestricted use of the road during and after construction is completed, and the County will be responsible for future development or maintenance thereof.
6. The Applicant must construct the road within the road allowance or any surveyed widening that might be available. The applicant must have the right-of-way surveyed prior to construction, and must provide a survey certificate upon completion to confirm that the road was constructed within the municipal right-of-way.




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| ROADS, STREETS, WALKS & LIGHTING | 320-3-1 | 2 of 2 |
| POLICY TITLE | DATE | MOTION NO. |
| Contractor Road Construction on Road Allowance | May 28, 2013 | |

7. The Applicant shall provide sufficient warning signs and traffic barriers along those portions of the work site for the duration of all activities.
8. The applicant shall construct a minimum 6 meter road surface and shall ensure the road allowance is constructed within the municipal road allowance boundaries. If the section of roadway proposed to be constructed aligns with a developed road greater than 6 meters in width, the construction shall meet the standard of the existing road network.
9. The applicant shall ensure all provincial regulations for the performance of road construction activities described herein are maintained and carried out as required including, but not limiting the proper location of underground facilities in the area within the terms under the "Ground Disturbance" regulations, any wetland requirements, and all Occupational Health and Safety requirements.
10. The applicant shall provide a minimum of 24 hours of advance notice to Starland County prior to the commencement of work to allow for ongoing inspection of work activities. Starland County reserves the right to request or alter the work activities onsite for the purpose of ensuring the proper installation and completion of the improvements to the road allowance.
11. The Applicant shall indemnify and save harmless Starland County against all actions, proceedings, claims, demands and costs which may be brought against or suffered by the county or which it may sustain, pay or incur, by reason of any matter or thing arising out of or attributable to any act or omission of Applicant, its servants, agents, contractors, or employees in respect of the Applicants use of the area of development described in this agreement. Such agreement shall be binding upon the parties, their successors and assigns.
12. For the purpose of this agreement, Starland County as the Grantor shall exercise its right under Bylaw 1079 to charge inspection fees for those work activities located within the 30 meter setback distance of the road allowance.

The conditions as adopted by Council herein will be drafted into an agreement format, and the applicant must submit a signed copy of the agreement, along with a list of staff involved in the road construction to the County.

Policy Amendment:

POLICY MANUAL

|  | SECTION | POLICY NO. | PAGE |
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| | ROADS, STREETS, WALKS & LIGHTING | 320-5 | 1 of 1 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Gravel Sales to Ratepayers and Non-ratepayers | August 13, 1996 | |

1. The Municipality will sell gravel to ratepayers and non-ratepayers at rates annually established by Council.
2. Ratepayers can purchase up to 100 cubic yards of pit run and 100 cubic yards of crushed gravel in each calendar year at the rates established by Council. If the individual wants to purchase additional gravel (more than 100 cubic yards), the gravel prices for each additional yard over the first 100 yards increases by \$1.00 over and above the base rates established by Council. For example, if the pit run price is \$2.00 / cubic yard, the ratepayer can purchase the first 100 cubic yards at that unit price; each additional yard purchased over 100 yards will cost \$1.00 / cubic yard more, or \$3.00 per cubic yard.
3. Non-ratepayers, including residents of the Villages, must make arrangements to pay for all gravel and trucking prior to delivery.
4. Gravel requests from ratepayers and residents of the Starland County and Villages within, must be hauled by County gravel trucks and all orders for gravel must be handled through the Administration Office.
5. Gravel will not be sold for commercial re-sale, or to any commercial enterprise, unless approved on a request basis by Council.


Policy Amendment:

- August 13, 1996
- March 09, 1999 (Starland County)
- April 25, 2012 (C12-085)
- May 23, 2018 (C18-083) – Prices charged on gravel sold over 100 cubic yards

Policy History:

- November 8, 1983 (100 yard restriction - amended)
- September 24, 1985 (Farmer's Gravel Day)
- September 11, 2001 (Commercial exception - 5)

POLICY MANUAL

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| | ROADS & STREETS | 320-6 | 1 of 2 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Road Use Policy for Industrial/Commercial Truck Hauls | April 14, 2021 | C21-113 |

PURPOSE:

To provide staff with the powers and procedures required for the implementation of Road Use Agreements for regulating major truck hauls.

SCOPE:

All commercial/industrial hauling operations occurring on Starland County roads. All hauling operations for agricultural purposes are excluded.

DEFINITIONS:

| | |
|--------------|--|
| “trip” | A singular movement from point A to point B past a particular location on the road. |
| “major haul” | Commercial/industrial truck hauls involving 5 or more trips in a given 24 hour period. |

APPLICATION:

1. As a condition of permit approval for activities such as development or overweight truck moves, Starland County may require the applicant to sign and adhere to a Road Use Agreement as attached in Appendix A.
2. Annually, the Director of Public Works or his designate shall contact the parties to a Road Use Agreement and advise them of their responsibilities towards the travelling public for dust control and repair costs, as well as to sign a new road use agreement should one be required.
3. Only prime contractors may sign a Road Use Agreement. Agreements signed by trucking contractors will not be accepted.
4. County staff shall monitor roads used for major hauls and excessive damage repair costs will be charged to the permit holder. In instances where major road damage is inevitable, or where collection for damages may be difficult, the Director of Public Works or his designate is authorized to take securities in the form of irrevocable letters of credit. Said securities will be used by the County to repair damages when a permit holder does not repair or maintain roads as required by



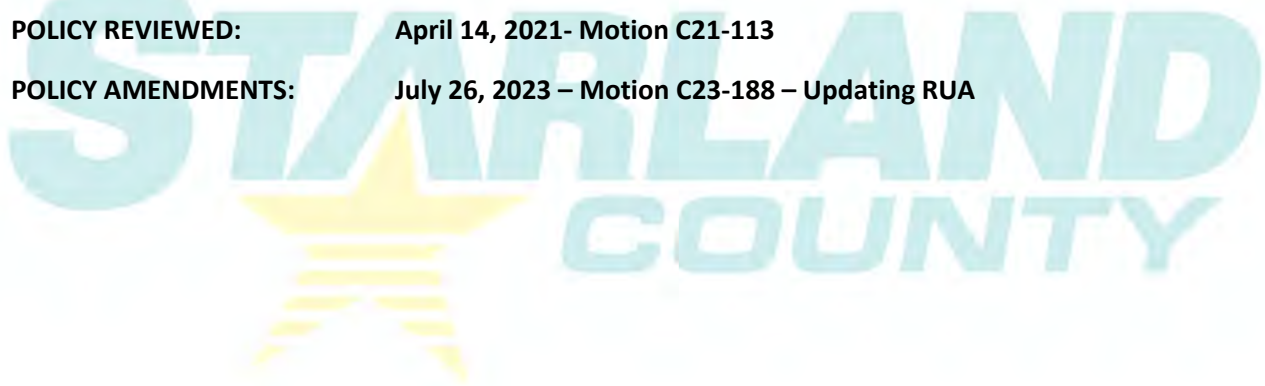
| SECTION | POLICY NO. | PAGE |
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| ROADS & STREETS | 320-6 | 2 of 2 |
| POLICY TITLE | DATE | MOTION NO. |
| Road Use Policy for Industrial/Commercial Truck Hauls | April 14, 2021 | C21-113 |

5. The Chief Administrative Officer, Director of Public Works and Starland County Peace Officer are authorized to ban roads on a temporary basis and to take any appropriate enforcement action necessary to implement this policy and protect County and public interests during major truck hauls.
6. All Major Hauls require that 48 hours notification be given to the Starland County Peace Officer and the completion of a pre and post trip inspection. This must be done by way of permit application to RoaData Services.

POLICY HISTORY: Adopted May 27, 2015 Motion C15-086

POLICY REVIEWED: April 14, 2021- Motion C21-113

POLICY AMENDMENTS: July 26, 2023 – Motion C23-188 – Updating RUA





Starland County Road Use Agreement

Company Name: _____

Address: _____

City: _____

Prov: _____

Postal Code: _____

Contact Person: _____

Position: _____

Start Date: _____

End Date: _____

Origin LSD: _____

Destination LSD: _____

Phone (office): _____

Cell: _____

Fax: _____

Email Address: _____

Proposed Route: _____

of Loads: _____

I hereby acknowledge I am able to act on behalf of the Company noted above and request approval for this Company or its agents to request blanket use of Starland County roads. By signing this agreement the Company accepts the following conditions:

1. This agreement is binding upon successors and assignees, subject to notification of any changes.
2. Use legal weights only and notify RoaData Services Ltd. of any overweight/over dimensional loads prior to hauling. In the event that permission is requested for overload weights during Road Ban Season or for travel above a posted Road Ban limit, application may be made to post a security bond.
3. Any damages or excess maintenance requirements caused by trucks or equipment operating under this agreement are the responsibility of the company. This may include but is not limited to snow plowing, dust control, grading, re-gravelling and/or road repair of any kind.
4. The applicant agrees to reimburse Starland County for any work deemed necessary for safe public passage as a result of this activity.
5. The applicant is to obtain all required approvals from Alberta Environment, the Natural Resources Conservation Board, Alberta Transportation and any other departments or agencies that require approvals regarding use of the Provincial Highway System.
6. **Starland County is to be advised of Major Hauls (5 or more trips past a given location in a 24**

hour period) or any movement of overweight equipment on Municipal roadways by way of obtaining a permit through RoaData Services Ltd. at 1-888-830-7623.

7. Starland County is not responsible for any injury, loss or damages sustained by you, your employees or agents as a result of this activity.
8. In case of rain or wet conditions, the trucks are to be stopped immediately in order to protect the road from damage. Movement is only to take place on dry or frozen road surface. The applicant is responsible for checking for movement related restrictions by going online at www.roadata.com, calling 1-888-830-7623, or by signing up for the free notification system offered through RoaData Services Ltd.
9. A copy of this Road Use Agreement must be carried in the Vehicle. Road Use Agreement must be presented upon request by Peace Officers. Starland County may monitor the roads and stop the project if necessary.
10. All road use privileges may be suspended until such time as operations are in compliance with the above-noted conditions.
11. Roadway Inspections may be performed on the route at the sole discretion on the Municipality. The applicant agrees to pay for such Roadway Inspections at the rate currently defined by Starland County.

STARLAND COUNTY

Date: _____ **Name:** _____ **Signature:** _____

Position: _____ **Contact #:** _____

RETURN COMPLETED FORM TO RoaData Services Ltd: Fax: 403-341-7467 or by E-mail: permits@roadata.com

This Road Use Agreement is NOT Valid Unless Accepted by the Municipality Below

Office Use Only

Accepted: Yes No


Conditions: Yes No

Effective Date: _____

Agreement Number: _____

As Per: _____

POLICY MANUAL

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|  | SECTION | POLICY NO. | PAGE |
| | ROADS, STREETS, WALKS & LIGHTING | 320-12-1 | 1 of 3 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Private Access Approach | January 8, 2002 | C02-004 |

PURPOSE:

To establish uniform guidelines for the application and installation of “Private Access Approaches” within STARLAND COUNTY.

PROCEDURES:

1. A “Private Access Approach” is for “Residential, Farm or Field” Access only. The standards and regulations for a residential, farm or field access development will be established with the minimum requirements as outlined in Item 4.
2. All approach applications must be completed and approved by the County prior to the installation of an approach in accordance with those standard forms and regulations as provided. Once the County has received a completed application, any costs associated with the construction of the approach to be charged to the landowner, will be estimated and the landowner must approve and sign-off on their application form. This process should be completed within two weeks of the date the application is first received.
3. Each application shall be reviewed and categorized as either the “First Farm Access”, the “First Field Access”, or the “Second or Additional Access” to the property or an “extension or widening of an existing approach”.
4. The minimum size or standards for all newly constructed “Private Access Approaches” will include a suitable culvert for drainage as required, a minimum grade top of 9 meters in width, with a slope of 3 to 1 base as required, as well as surface gravel. All approaches should maintain a minimum of 500 ft. of site distance in both directions to the adjoining roadway.
5. This policy will provide that the County shall construct one access approach to every property for each half mile of “developed road allowance”. This will include the installation of the approach, gravel and culvert as required. In addition, if there is a farm/residence, the County will construct two approaches if requested: one farm/residence entrance and one field entrance. Any additional approaches to the parcel shall be the responsibility of the landowner and must first be approved by the County.



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| ROADS, STREETS, WALKS & LIGHTING | 320-12-1 | 2 of 3 |
| POLICY TITLE | DATE | MOTION NO. |
| Private Access Approach | January 8, 2002 | C02-004 |

6. Any subdivided parcels, country residential and or new residential development will be considered an individual property and qualify for a single access approach, to be constructed at no charge. The remaining quarter section would be considered a separate parcel and would also qualify for a single access approach.
7. Any application for an extension or widening of an existing approach shall be applied and reviewed under the same criteria as a new access. The upgrading of the access shall be classified as either "Standard" or "Oversized", based on the width requirements requested on the application by the landowner. The "Standard" grade approach will include the width expansion to those dimensions as defined herein as minimum (Item No. 4) and will be constructed at no charge. Oversized access applications will be considered as an extra and will be expensed as an extra cost to the applicant based on the additional width expansion over and beyond the prescribed minimum standard.

Example: Existing approach is 6 meters width
Standard approach is 9 meters width
Oversized approach is 12 meters width

Landowner would be charged for the additional 3 meters of approach development.
8. The applicant will be responsible for the cost of construction in excess of the minimum "Standard" approach criteria and an estimate of this cost will be provided to the landowner and must be approved by the landowner prior to construction.
9. All "private access approaches" will be constructed with approved materials located onsite when possible or the County will work with the landowner to find suitable materials available close to the construction area.
10. Upon application for the construction of an access, the County shall inspect and approve the site location of any access entering upon municipal road allowance for compliance with those standards as outlined.
11. All "Private Access Approaches" shall be constructed by Starland County in accordance with the minimum standards as established. If the applicant wishes to construct the approach themselves, they must first seek approval from the County and build to the standards set out in this policy, with approved materials and within the timelines noted on their application.



| SECTION | POLICY NO. | PAGE |
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| ROADS, STREETS, WALKS & LIGHTING | 320-12-1 | 3 of 3 |
| POLICY TITLE | DATE | MOTION NO. |
| Private Access Approach | January 8, 2002 | C02-004 |

12. Any fencing or relocation of utilities for the purpose of constructing an approach shall be the responsibility of the landowner.
13. The removal and relocation of an approach due to site restrictions will be viewed as a new application only for administrative and regulatory purposes. The cost for relocation of an approach under these circumstances will be born by the County.
14. Any access approach found to be illegally constructed by a landowner or by those persons acting on their behalf shall be reviewed by council and may be ordered to be removed at the expense of the landowner.

DEFINITIONS:

“Developed Road Allowance” Shall mean any portion of municipal road allowance including all weather and seasonal roads by which physical access is available.

Policy Amendments:

January 08, 2002 (C02-004) - Adopted

February 26, 2020 (C20-039) – Definitions of how and what would be billed to the ratepayer in terms of upgrades and new approaches over the amount provided for free in the existing policy.



ACCESS APPROACH AGREEMENT

Name of Applicant (Permittee): _____

Address: _____

Legal Land Description Where Approach Will Be Located: _____

Subject to the conditions outlined herein, the above named applicant hereby makes application for installation of an access approach upon the lands noted above. Construction shall be completed by Starland County forces unless the applicant has acknowledged that they wish to do the construction themselves or hire a private contractor, nonetheless, construction must be in accordance with the approved standard regulations in Policy 320-12-1.

1. **Type of Approach:** (Please check which type of approach applies)

- First Residential / Farm Access
- First Field Access
- Second Residential / Farm Access
- Second Field Access
- Extension or Widening of an existing approach

2. **If application is for an extension or widening, please specify the desired road surface top:**

- 9 Meter width (Standard size – no cost to ratepayer)
- Oversized (Ratepayer will be charged for extra culvert and gravel) (Estimate to be provided)

3. **Construction of Approach to be Completed by:**

- Starland County
- Privately (Either by landowner or designate)

4. **Estimate of costs to be incurred and invoiced to the applicant if Starland County completes construction for oversized approaches or second approaches that are approved:**

Culvert: _____ (Costs of additional culvert for oversized or second approaches)

Gravel: _____ (Cost of additional gravel for oversized or second approaches)

Total: _____

Terms of the Agreement:

1. The location of the proposed access shall first be approved by the County and shall meet the minimum 500 feet (153 m.) sight distance requirements.
2. Construction of the approach will normally be completed with the use of existing materials and fill located on or near the site. Additional material may be hauled onto the site if required.
3. Suitable culverts for drainage will be installed where necessary.
4. All approaches must be built to the standards as outlined in Policy No. 320-12-1.
5. When the Applicant wishes the County to build the approach, the applicant hereby authorizes the County and or its representatives to enter upon those lands during construction operations to perform the work.
6. Starland County shall be rendered harmless from and against all loss, costs, charges, damages and expenses which Starland County may suffer or sustain as a result of the work done upon those lands as described herein.
7. Starland County shall not be responsible for replacement or installation of any fencing or access gates to the property.
8. If the applicant chooses to construct the approach himself/herself, they must construct same to the minimum standards outlined in Policy No. 320-12-1 and within three months of approval of this application.
9. The applicant shall be responsible for those costs involved with the construction of the approach, as outlined in this application.
10. The County will complete a final inspection and if not built to an acceptable standard as agreed to by the landowner, the County will either fix same or remove said approach at landowners expense.

The undersigned hereby acknowledges and accepts the terms of this agreement:


I, _____, do hereby acknowledge that I have reviewed this application and the estimate of costs provided (if applicable) and agree to the Terms of this Agreement and the costs to myself.

_____ Date: _____
Applicant

Starland County hereby authorizes the location and construction of an access approach as described above.

_____ Date: _____
Ken Menage
Public Works Supervisor

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|  | SECTION | POLICY NO. | PAGE |
| | ROADS, STREETS, WALKS & LIGHTING | 320-12-1 (i) | 1 of 2 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Industrial Access Approach | January 8, 2002 | C02-004 |

PURPOSE:

To establish uniform guidelines for the application and installation of "Industrial Access Approaches" within STARLAND COUNTY.

PROCEDURES:

1. All approach applications must be completed and approved by the County prior to the installation of the facilities in accordance with those standard forms as provided.
2. All applications made for industrial access approaches shall include a written letter of request accompanied with a detailed survey plan of the proposed location of the access.
3. Upon inspection and approval for the access, the applicant shall enter into an agreement with the County for the construction of the access in accordance with the terms of the approval and any conditions outlined therein. The applicant must pay a \$200.00 inspection fee as reimbursement for costs for inspection of proposed access locations.
4. The developer of an industrial access approach shall be responsible for the proper and timely completion of the development and all costs associated with its construction.
5. Use of an existing approach for industrial purposes may be approved provided the site specifications are met and no alterations or upgrading to the existing access be undertaken. Any upgrading of an access for industrial applications will be considered a new access and shall be modified or altered only within the standards as established by Starland County.
6. Any fencing or relocation of utilities for the purpose of constructing an approach shall be the responsibility of the developer.
7. The policy of the County will be to limit or control the number of access approaches upon developed road allowance where possible. The combined use of access for multiple industrial and or private access will be incorporated where practical.
8. All industrial access approaches shall be removed and returned to its original status upon decommissioning of those industrial operations associated with its use. The removal of the access will be the responsibility of the operator and or industrial user of the access. The approach may be allowed to remain upon consent by the registered landowner of the property and Starland County.



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| ROADS, STREETS, WALKS & LIGHTING | 320-12-1 (i) | 2 of 2 |
| POLICY TITLE | DATE | MOTION NO. |
| Industrial Access Approach | January 8, 2001 | C02-004 |

9. Any access approach found to be illegally constructed by a landowner or by those persons acting on their behalf shall be reviewed by council and may be ordered to be removed at the expense of the landowner.

DEFINITIONS:


“Industrial Access Approach” means an approach constructed and used primarily for the use and development of natural resource extractive industries, industrial plants and industrial parks.

AMENDMENT HISTORY:

January 08, 2002 – Adopted
May 23, 2006 (C06-129)



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| | ROADS, STREETS, WALKS & LIGHTING | 320-13 | 1 of 2 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Minimum Maintenance – Farm Residence Dust Abatement | June 24, 2008 | C08-112 |

PURPOSE:

Section 18(1) of the Municipal Government Act notes that a municipality has the direction, control and management of all roads within the municipality. As such, the municipality can establish policies that relate to the direction, control and management of all roads. In Starland County, staff and Council are expected to observe the condition of municipal roadways during travel on County roads, and report any hazardous conditions to the Public Works Supervisor. Complaints received will be investigated by the Public Works Department and the Public Works Supervisor is to ensure that appropriate remedial action takes place.

Section 527.2 of the Municipal Government Act notes that a municipality is not liable for damage caused by anything done or not done by the municipality in accordance with the authority of this or any other enactment, unless the cause of action is negligence or any other tort.

Under some circumstances, the local Council member can choose to limit normal road maintenance activities in front of residences within their division to limit dust control issues. For example, the local Council member can choose locations where:

1. Routine blading operations are suspended for an area equal to an area where dust control options are normally applied (880' strip) in front of residences.
2. Re-gravelling operations are suspended for an area equal to an area where dust control options are normally applied (880' strip) in front of residences, when the road is otherwise scheduled for re-gravelling.

In order to implement these exclusions, the following policy applications will apply:

1. The Council member will provide the Chief Administrative Officer with a map showing locations where maintenance and / or gravelling exclusions will be applied.
2. The Chief Administrative Officer will provide a copy of the map showing these exclusions to the Public Works Supervisor and Divisional Grader Operator and / or gravelling administration staff.
3. Areas identified on the map will be excluded from normal blading operations and / or re-gravelling operations until:




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| ROADS, STREETS, WALKS & LIGHTING | 320-13 | 2 of 2 |
| POLICY TITLE | DATE | MOTION NO. |
| Minimum Maintenance – Farm Residence Dust Abatement | June 24, 2008 | C08-112 |

4. Areas identified on the map will be excluded from normal blading operations and / or re-gravelling operations until:
 - a) The Divisional Councillor that supplied the exclusion map chooses to amend or change the map, in which case the exclusion area will be returned to the normal road maintenance and / or gravelling program.
 - b) The road exclusion area becomes a travelling or road hazard such that the Public Works Supervisor feels the road affected by the exclusion needs to be maintained and / or graveled. In the event that the Public Works Supervisor feels the exclusions areas are a travelling or road hazard, he shall notify the Chief Administrative Officer and Divisional Council member of the need to remedy the road hazard. In all cases, if the exclusion area is on a school bus route, and the School Division reports the exclusion area as a hazard, the Public Works Supervisor will automatically consider the area to be a road hazard and act accordingly.
 - c) In the event the exclusion area becomes a road hazard, the area will be maintained as part of the next routine maintenance of the adjacent roadway. If gravelling is required, the Public Works Supervisor will schedule gravelling of the area in accordance with the road gravelling program if the Divisional Councillor has sufficient allocation available for the addition.
5. Council will annually evaluate the application of the road exclusion policy, and should include a review of the sites approved as part of the Annual Road Tour.

Policy Amendment:

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| | ROADS, STREETS, WALKS & LIGHTING | 320-13-1 | 1 of 2 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Private Land Snow Removal (Laneways and Other) | October 9, 2001 | C01-244 |

PURPOSE:

The Municipality will provide private land snowplowing operations for laneways and other services like clearing for grain bin access. The snow removal operations will be provided in conjunction with regular snow removal operations and shall only be undertaken at the discretion of the grader operator and shall in no way interfere with the regular supply of services and maintenance to the municipality at large.

PROCEDURE:

1. Prior to receiving any snow removal operations on private land, the landowner (or renter by virtue of a lease agreement) must complete a Snowplowing agreement and file same at the municipal office. Any authorized renter must also submit a \$75.00 deposit for snow removal, and this deposit will be applied to future services provided to the renter of a property. If the deposit amount is used for invoices applied, an additional \$75.00 deposit will be required in order for snow removal services to continue. The agreement currently approved and endorsed by Council is attached to and forms part of this policy.
2. A fee of \$75.00 for plowing will be charged to the landowner each time the private laneway snow removal operation is provided. Any time required for any other snow removal operation, other than laneways, will be charged at the hourly rate of \$150.00 per hour, with a minimum of one hour charged. Additional work requested by the landowner will only be provided if in the grader operator's opinion, the additional work requested will not interfere with the normal snow removal operations on municipal roads.
3. The grader operator will observe the following priorities in providing snow removal operations:
 1. Snow removal or maintenance on graveled school bus routes
 2. Snow removal on local graveled roads other than school bus routes
 3. Snow removal on private laneways
 4. Snow removal on back roads as authorized by the Public Works Supervisor and Divisional Council Member
 5. Snow removal for bin access / plant access or other requested service
4. The grader operator and/or Public Works Supervisor may refuse service, if in their opinion, the private work or laneway snow removal operation is unsafe or can't be reasonably provided because of the size of the grader. In the case where service is refused, the Public Works Supervisor will advise the landowner that the service cannot be provided.



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| ROADS, STREETS, WALKS & LIGHTING | 320-13-1 | 2 of 2 |
| POLICY TITLE | DATE | MOTION NO. |
| Private Land Snow Removal (Laneways and Other) | October 9, 2001 | C01-244 |

5. The operator can contact landowners in advance of his planned snow removal operations to see if they want or need the service, but the operator is not required to do so.
6. The laneway snow removal service is available to all ratepayers including those residents who live adjacent to a primary or secondary highway not maintained by the grader operator. In these instances, the operator should patrol by the residences affected when they are in the area or contact the resident to see if the service is required.
7. Grader operators must indicate on their operator records any private billing required in accordance with the snow removal policy.

Policy Amendment:

- September 22, 1998 - Rate change hourly rate to \$92.40
- September 28, 1999 – Rate change to an hourly rate of \$96.60
- October 09, 2001 (C01-244) – Rate change to an hourly rate of \$95.76
- September 23, 2003 (C03-190) – Rate change to an hourly rate of \$85.00
- September 26, 2006 (C06-216) – Rate change to an hourly rate of \$90.00 and laneway rate of \$35.00
- October 8, 2013 (C13-163) – Rate change to \$40.00 for laneway plowing
- October 8, 2014 (C14-164) – Rate change to \$50.00 for laneway plowing and deposit requirement for renters.
- September 26, 2018 (C18-164) – Rate Change to \$120.00 per hour for other snow removal, with a minimum of one hour charged. (Other than laneways)
- October 27, 2021 (C21-280) – Rate Change to \$75.00 for laneway and \$140.00/hour for other snow removal, with a minimum of one hour charged.
- October 12, 2022 (C22-251) – Rate Change to \$150.00/hour for other snow removal, with a minimum of one hour charged.



2022/2023 SNOWPLOWING AGREEMENT (RENTER)

THIS AGREEMENT made this _____ day of _____, A.D., _____, between:

Starland County
a municipal corporation (hereinafter called the Municipality)

of the first part, and

_____ of _____
(renter name) (mailing address)

Telephone Number: _____ Cellular Number: _____

in the Province of Alberta, (hereinafter called the renter)

WHEREAS the renter desires the Municipality to grade or snow plow their private driveway located

at _____ Grader Route. _____
(Legal Description) (Rural Address)

and/or bins located at: _____
(Legal Description)

By Request only: _____ Yes _____ No Deposit Paid G

NOW THEREFORE the Municipality and Renter mutually agree as follows:

- 1. The Municipality agrees to plow the private driveway of a recognized renter in conjunction with regular snowplowing operations...
2. The Renter agrees to pay to the Municipality at the minimum rate of \$75.00 for plowing each time the service is rendered...
3. The Renter will be required to pay a \$150.00 deposit to Starland County in advance of any services being provided...
4. More particularly, and without limiting the generality of the foregoing, the Renter covenants and agrees that any damage to the Owner's property...
5. The Municipality shall have the right to refuse to snowplow any private driveway, when in the opinion of the Municipality's operator...

IN WITNESS THEREOF this Agreement has been executed on behalf of Starland County under its Corporate Seal, by its proper officers in that behalf, and has been duly executed by the Renter.


STARLAND COUNTY

Chief Administrative Officer

Renter's Signature

Witness as to the signature of the Renter

POLICY MANUAL

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| | ROADS & STREETS | 320-14 | 1 of 2 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Annual Overweight Permit (Agriculture) | April 28, 2021 | C21-125 |

PURPOSE:

To allow Starland County to authorize farms on the light surfaced roadways to obtain an annual permit to allow for the free movement of agricultural goods on these banned surfaces.

BACKGROUND:

Starland County has several light oiled local roads that are annually banned at the 75% level. While the local banning is effective in limiting heavy loads on these light service roads, some farms are isolated within the road ban area, and they don't have an alternative route for movement of agricultural goods, chemicals or equipment.

POLICY:

Starland County Council will authorize farms on these light surface roadways to obtain an annual permit to allow for the free movement of agricultural goods on these banned surfaces. The permits are issued subject to the following conditions:

1. Permit should be carried with the driver, and proof of contract must be provided upon request. The issuer of the permit will also provide a copy of the permit to the Starland County Community Peace Officer so he is familiar with the permit conditions.
2. Permit holder may use no more than 5 continuous miles of banned roadway at any one location. This permit has been issued to facilitate access to and from farm and field and the shortest route to the nearest road at a lessor ban must be used if that distance is less than 5 miles. If weather conditions dictate that a backroad or other accessible route is not a viable option, the permit holder can continue to use the banned surface for up to 5 miles or until he can access the nearest all-weather graveled road.
3. The Permit is only valid for the ban season within the year of issue.
4. The issuance of this permit does not negate the permit holder's liability if the roadway is damaged as a result of travel not in compliance with this permit.
5. The vehicle weights applied are as per Alberta Regulation 315/2002 and are attached to the permit provided.



| SECTION | POLICY NO. | PAGE |
|--|----------------|------------|
| ROADS & STREETS | 320-14 | 2 of 2 |
| POLICY TITLE | DATE | MOTION NO. |
| Annual Overweight Permit (Agriculture) | April 28, 2021 | C21-125 |

6. The applicant must authorize the Community Peace Officer access to review hauling records such that the County can ensure policy compliance.

FEES / AUTHORIZATION:

The Annual Overweight Permit for Agriculture is issued by the County at no charge, and can be authorized by the Chief Administrative Officer, Assistant Chief Administrative Officer, Manager of Municipal Services, Public Works Supervisor, Assistant Public Works Supervisor or Starland County's Community Peace Officer.

POLICY AMENDMENTS/REVIEW:

- August 09, 2006 -Draft Reviewed by Council
- August 22, 2006 - Policy Approved by Council
- April 25, 2012 - Policy Amended by Council (C12-086)
- April 28, 2021 - Policy Reviewed & Updated by Council (Part 2 of Commercial Vehicle Weights (AR 315/2002)

Starland County Annual Overweight Permit



Landowner: XXXXXXXXXXXXXXXXXXXXXXXX

Legal Location: X.X. ¼ XX-XX-XX W.4 M.

Address: P.O. Box XXX
XXXXXX, Alberta
T0J XXX

Permit Authorization: This permit is to allow the permit holder to haul feed, seed, grain, livestock, fertilizer, agricultural commodities, hay or straw on a roadway under the authority of Starland County at legal axle weights on roadways banned at a 90% axle weight loading and at 90% axle weights on roadways banned at the 75% ban level as per Alberta Regulation 315/2002.

Route to be taken: From yard site to nearest accessible back road or gravel road

Reason for Applying for the Permit: Lack of alternative route from farmstead.

Date of Hauling: Annual Permit Issued for XXXX

Date of Application: XXXXXXXX XX, XXXX

Conditions:

1. Permit should be carried with the driver, and proof of contract must be provided upon request. The issuer of the permit will also provide a copy of the permit to the Starland County Community Peace Officer so he is familiar with the permit conditions.
2. Permit holder may use no more than 5 continuous miles of banned roadway at any one location. This permit has been issued to facilitate access to and from farm and field and the shortest route to the nearest road at a lessor ban must be used if that distance is less than 5 miles. If weather conditions dictate that a backroad or other accessible route is not a viable option, the permit holder can continue to use the banned surface for up to 5 miles or until he accesses the nearest all-weather graveled road.
3. The Permit is only valid for the ban season within the year of issue.
4. The issuance of this permit does not negate the permit holder's liability if the roadway is damaged as a result of travel not in compliance with this permit.
5. The vehicle weights applied are as per Alberta Regulation 315/2002 and are attached to the permit provided.

Approved by:

XXXXXXXXXXXX XXXXXXXX, XXXXXXXXXXXXXXXXXXXX

Note: Any deviance from the provisions authorized herein will render the permit invalid.

Part 2
Commercial Vehicle Weights (Alberta Regulation 315/2002)

Maximum weight

9(1) Subject to section 62 of the Act and section 12(1) of this Regulation, no person shall operate a commercial vehicle on a highway when

- (a) the gross weight on a tire other than a wide-base single tire exceeds the smallest of the following:
 - (i) 3650 kilograms;
 - (ii) the capacity determined by multiplying the cross-section dimension of the tire in millimetres, as determined by the manufacturer's width shown on the tire, by 10 kilograms;
- (a.1) in the case of a wide-base single tire on a single carrying axle, the gross weight on the wide-base single tire exceeds 4550 kilograms;
- (a.2) in the case of a wide-base single tire on any other axle group, the gross weight on the wide-base single tire exceeds the smallest of the following:
 - (i) 4550 kilograms;
 - (ii) the capacity determined by multiplying the cross-section dimension of the tire in millimetres, as determined by the manufacturer's width shown on the tire, by 10 kilograms;
- (b) the gross weight on
 - (i) a steering axle
 - (A) in the case of a truck tractor, other than a truck tractor with a tridem drive axle group, exceeds 6000 kilograms;
 - (B) in the case of a truck tractor with a tridem drive axle group, is less than 27 percent of the weight on the drive axle or exceeds 7300 kilograms;
 - (C) in the case of a truck, bus, picker truck, bed truck, picker truck or winch truck, other than a truck, bed truck, picker truck or winch truck with a tridem drive axle group, exceeds 7300 kilograms;
 - (D) in the case of a bed truck, picker truck or winch truck with a tridem drive axle group, is less than 27 percent of the weight on the drive axle or exceeds 7300 kilograms;
 - (E) in the case of any other single steer truck with a tridem drive axle group, is less than 25 percent of the weight on the drive axle or exceeds 7300 kilograms;
 - (ii) a twin steer, other than a twin steer truck with a tridem axle group, exceeds 13 600 kilograms;
 - (iii) a twin steer truck with a tridem drive axle group is less than 40 percent of the weight on the drive axle or exceeds 13 600 kilograms;
 - (iv) any other steering axle group exceeds 6000 kilograms;
- (c) in the case of a vehicle having a gross weight in excess of 11 800 kilograms, other than a twin steer truck with a tridem drive axle group, the interaxle spacing
 - (i) from a steering axle to an adjacent axle group is less than 3 metres;
 - (ii) from a twin steer or any other steering axle group to an adjacent axle group exceeds 5 metres;
- (d) the gross weight on a single carrying axle or any axle within an axle group exceeds 9100 kilograms;
- (e) in the case of a vehicle having a tandem axle group or any 2 adjacent axles within an axle group
 - (i) with 8 or more tires, the gross weight on the axle group or axles exceeds 17 000 kilograms;
 - (ii) with fewer than 8 tires, other than where there are 4 wide-base single tires, the gross weight on the axle group or axles exceeds 13 600 kilograms;
 - (iii) with 4 wide-base single tires, the gross weight on the axle group or axles exceeds 17 000 kilograms;
- (f) in the case of a vehicle having a tridem axle group
 - (i) with 12 or more tires, the gross weight on the axle group
 - (A) exceeds 24 000 kilograms, if the axle spread is 3.0 metres or more, but not more than 3.7 metres;

- (B) exceeds 21 000 kilograms, if the axle spread is 2.4 metres or more, but less than 3.0 metres;
- (ii) repealed AR 125/2020 s6;
- (iii) with fewer than 12 tires, other than 6 wide-base single tires, the gross weight on the axle group exceeds 19 000 kilograms;
- (iv) with 6 wide-base single tires, the gross weight on the axle group
 - (A) exceeds 24 000 kilograms, if the axle spread is 3.0 metres or more, but not more than 3.7 metres;
 - (B) exceeds 21 000 kilograms, if the axle spread is 2.4 metres or more, but less than 3.0 metres;
- (f.1) in the case of a vehicle having a tridem drive axle group, other than a twin steer truck with a tridem drive axle group, the gross weight on the tridem drive axle group exceeds 23 000 kilograms;
- (f.2) in the case of twin steer truck with a tridem drive axle group, the gross weight on the tridem drive axle group exceeds the weights outlined in the following table:

| Tridem Drive Axle Spread (metres) | Minimum Wheelbase (metres) | Maximum Tridem Drive Axle Weight (kg) |
|--|-----------------------------------|--|
| 2.4 to less than 2.8 | 7.70 | 23 000 |
| 2.8 to less than 3.05 | 7.80 | 20 000 |
| 3.05 to 3.1 | 7.90 | 24 000 |

- (f.3) repealed AR 125/2020 s6;
- (g) the gross weight on a quantum axle group exceeds
 - (i) 9100 kilograms for a quantum axle group consisting of 2 axles;
 - (ii) 17 000 kilograms for a quantum axle group consisting of 3 or more axles with 12 or more tires;
 - (iii) 15 000 kilograms for a quantum axle group consisting of 3 or more axles with fewer than 12 tires;
- (h) the sum of the gross weight for 2 carrying axle groups exceeds
 - (i) the sum of the maximum permitted gross axle group weight when the interaxle spacing is equal to or greater than the minimum specified in subsection (2);
 - (ii) the sum of the maximum permitted gross axle group weight, minus 500 kilograms for every 0.1 metre or portion thereof that the interaxle spacing is less than the minimum specified in subsection (2);
 - (iii) 23 000 kilograms in the case of the axles on the lead trailer and the converter dolly axle of an A-train or C-train when the interaxle spacing is less than 3.0 metres;
- (i) the sum of the gross weight on the axle or axle groups in the full trailer of
 - (i) an A-train or C-train exceeds the sum of weight of the truck tractor drive axle group and the lead trailer axle or axle group;
 - (ii) a truck and full trailer combination exceeds 31 000 kilograms;
- (j) in the case of a bus with 2 rear axles, the gross weight on the single tired axle exceeds 6000 kilograms and the gross weight on the dual tired axle exceeds 9100 kilograms;
- (k) the maximum gross weight of the vehicle exceeds
 - (i) the sum of the maximum permitted gross axle weights;
 - (ii) in the case of a truck and full trailer combination, other than a truck with a tridem drive axle group, 55 300 kilograms;
 - (ii.1) in the case of a truck tractor with a tridem drive axle group and semi-trailer combination, 54 300 kilograms;
 - (ii.2) in the case of a truck tractor with a tridem drive axle group and full trailer combination, 61 300 kilograms;
 - (ii.3) in the case of a twin steer truck with a tridem drive axle group and full trailer combination, 63 500 kilograms;

- (ii.4) in the case of twin steer truck with a tridem drive axle group and phony trailer combination, 58 600 kilograms;
- (iii) in the case of an A-train, 53 500 kilograms;
- (iv) in the case of a B-train, 63 500 kilograms;
- (v) in the case of a C-train, 60 500 kilograms;
- (vi) in the case of a jeep logger, 56 500 kilograms;
- (vii) in the case of any other vehicle or combination of vehicles, 53 500 kilograms;
- (viii) repealed AR 125/2020 s6.

(1.1) Notwithstanding subsection (1)(a) and (b)(i)(C), a person may operate a bed truck, picker truck or winch truck, other than a bed truck, picker truck or winch truck with a tridem drive axle group, on a highway when

- (a) the gross weight on the steering axle of the truck exceeds 7300 kilograms, and
 - (b) the gross weight on a tire on the steering axle of the truck exceeds 3650 kilograms,
- If
- (c) the gross weight on the steering axle of the truck does not exceed 7700 kilograms;
 - (d) the cross-section dimension of the tire, as determined by the manufacturer's width shown on the tire, is 385 millimetres,
 - (e) any load, when loaded on the deck of the truck, is positioned such that no additional weight is placed on the steering axle,
 - (f) in the case of a truck with a fifth wheel, the pin setting is neutral or negative, and
 - (g) the gross weight on any tire is no greater than the capacity determined by multiplying the cross-section dimension of the tire in millimetres, as determined by the manufacturer's width shown on the tire, by 10 kilograms.

(1.2) Notwithstanding subsection (1)(a) and (b)(i)(C), a person may operate a bed truck, picker truck or winch truck, other than a bed truck, picker truck or winch truck with a tridem drive axle group, on a highway when

- (a) the gross weight on the steering axle of the truck exceeds 7300 kilograms, and
 - (b) the gross weight on a tire on the steering axle of the truck exceeds 3650 kilograms,
- If
- (c) the gross weight on the steering axle of the truck does not exceed 8500 kilograms,
 - (d) the cross-section dimension of the tire, as determined by the manufacturer's width shown on the tire, is 425 millimetres,
 - (e) any load, when loaded on the deck of the truck, is positioned such that no additional weight is placed on the steering axle,
 - (f) in the case of a truck with a fifth wheel, the pin setting is neutral or negative, and
 - (g) the gross weight on any tire is no greater than the capacity determined by multiplying the cross-section dimension of the tire in millimetres, as determined by the manufacturer's width shown on the tire, by 10 kilograms.

(1.3) Notwithstanding subsection (1)(a) and (b)(i)(C), a person may operate a bed truck, picker truck or winch truck, other than a bed truck, picker truck or winch truck with a tridem drive axle group, on a highway when

- (a) the gross weight on the steering axle of the truck exceeds 7300 kilograms, and
 - (b) the gross weight on a tire on the steering axle of the truck exceeds 3650 kilograms and the capacity determined by multiplying the cross-section dimension of the tire in millimetres, as determined by the manufacturer's width shown on the tire, by 10 kilograms,
- If
- (c) the gross weight on the steering axle of the truck does not exceed 9100 kilograms,
 - (d) the cross-section dimension of the tire, as determined by the manufacturer's width shown on the tire, is 445 millimetres,

- (e) any load, when loaded on the deck of the truck, is positioned such that no additional weight is placed on the steering axle, and
- (f) in the case of a truck with a fifth wheel, the pin setting is neutral or negative.

(1.4) Notwithstanding subsection (1)(a) and (b)(i)(D), a person may operate a bed truck, picker truck or winch truck with a tridem drive axle group on a highway when

- (a) the gross weight on the steering axle of the truck exceeds 7300 kilograms, and
 - (b) the gross weight on a tire on the steering axle of the truck exceeds 3650 kilograms,
- If
- (c) the gross weight on the steering axle of the truck does not exceed 7700 kilograms,
 - (d) the gross weight on the steering axle is not less than 27 percent of the weight on the drive axle,
 - (e) the cross-section dimension of the tire, as determined by the manufacturer's width shown on the tire, is 385 millimetres,
 - (f) any load, when loaded on the deck of the truck, is positioned such that no additional weight is placed on the steering axle,
 - (g) in the case of a truck with a fifth wheel, the pin setting is neutral or negative, and
 - (h) the gross weight on any tire is no greater than the capacity determined by multiplying the cross-section dimension of the tire in millimetres, as determined by the manufacturer's width shown on the tire, by 10 kilograms.

(1.5) Notwithstanding subsection (1)(a) and (b)(i)(D), a person may operate a bed truck, picker truck or winch truck with a tridem drive axle group on a highway when

- (a) the gross weight on the steering axle of the truck exceeds 7300 kilograms, and
 - (b) the gross weight on a tire on the steering axle of the truck exceeds 3650 kilograms,
- If
- (c) the gross weight on the steering axle of the truck does not exceed 8600 kilograms,
 - (d) the gross weight on the steering axle is not less than 27 percent of the weight on the drive axle,
 - (e) the cross-section dimension of the tire, as determined by the manufacturer's width shown on the tire, is 425 millimetres,
 - (f) any load, when loaded on the deck of the truck, is positioned such that no additional weight is placed on the steering axle,
 - (g) in the case of a truck with a fifth wheel, the pin setting is neutral or negative, and
 - (h) the gross weight on any tire is no greater than the capacity determined by multiplying the cross-section dimension of the tire in millimetres, as determined by the manufacturer's width shown on the tire, by 10 kilograms.

(1.6) Notwithstanding subsection (1)(a) and (b)(i)(D), a person may operate a bed truck, picker truck or winch truck with a tridem drive axle group on a highway when

- (a) the gross weight on the steering axle of the truck exceeds 7300 kilograms, and
 - (b) the gross weight on a tire on the steering axle of the truck exceeds 3650 kilograms and the capacity determined by multiplying the cross-section dimension of the tire in millimetres, as determined by the manufacturer's width shown on the tire, by 10 kilograms,
- If
- (c) the gross weight on the steering axle does not exceed 9100 kilograms,
 - (d) the gross weight on the steering axle is not less than 27 percent of the weight on the drive axle,
 - (e) the cross-section dimension of the tire, as determined by the manufacturer's width shown on the tire, is 445 millimetres,
 - (f) any load, when loaded on the deck of the truck, is positioned such that no additional weight is placed on the steering axle, and
 - (g) in the case of a truck with a fifth wheel, the pin setting is neutral or negative.

- (1.7) Notwithstanding subsection (1)(b)(ii), a person may operate a twin steer bed truck, picker truck or winch truck, other than a twin steer bed truck, picker truck or winch truck with a tridem drive axle group, on a highway when the gross weight on the twin steer axle group of the truck exceeds 13 600 kilograms, if
- (a) the gross weight on the twin steer axle group of the truck does not exceed 14 600 kilograms,
 - (b) the cross-section dimension of the tire, as determined by the manufacturer's width shown on the tire, is 365 millimetres,
 - (c) any load, when loaded on the deck of the truck, is positioned such that no additional weight is placed on the twin steer axle group of the truck, and
 - (d) in the case of a truck with a fifth wheel, the pin setting is neutral or negative.
- (1.8) Notwithstanding subsection (1)(a) and (b)(ii), a person may operate a twin steer bed truck, picker truck or winch truck, other than a twin steer bed truck, picker truck or winch truck with a tridem drive axle group, on a highway when
- (a) the gross weight on the twin steer axle group of the truck exceeds 13 600 kilograms, and
 - (b) the gross weight on a tire on the twin steer axle group of the truck exceeds 3650 kilograms, if
 - (c) the gross weight on the twin steer axle group of the truck does not exceed 15 200 kilograms,
 - (d) the cross-section dimension of the tire, as determined by the manufacturer's width shown on the tire, is 385, 425 or 445 millimetres,
 - (e) any load, when loaded on the deck of the truck, is positioned such that no additional weight is placed on the twin steer axle group of the truck,
 - (f) in the case of a truck with a fifth wheel, the pin setting is neutral or negative, and
 - (g) the gross weight on any tire is no greater than the capacity determined by multiplying the cross-section dimension of the tire in millimetres, as determined by the manufacturer's width shown on the tire, by 10 kilograms.
- (1.9) Notwithstanding subsection (1)(b)(iii), a person may operate a twin steer bed truck, picker truck or winch truck with a tridem drive axle group on a highway when the gross weight on the twin steer axle group of the truck exceeds 13 600 kilograms, if
- (a) the gross weight on the twin steer axle group of the truck does not exceed 14 600 kilograms,
 - (b) the gross weight on the twin steer axle group of the truck is not less than 40 percent of the weight on the drive axle,
 - (c) the cross-section dimension of the tire, as determined by the manufacturer's width shown on the tire, is 365 millimetres,
 - (d) any load, when loaded on the deck of the truck, is positioned such that no additional weight is placed on the twin steer axle group of the truck, and
 - (e) in the case of a truck with a fifth wheel, the pin setting is neutral or negative.
- (1.91) Notwithstanding subsection (1)(a) and (b)(iii), a person may operate a twin steer bed truck, picker truck or winch truck with a tridem drive axle group on a highway when
- (a) the gross weight on the twin steer axle group of the truck exceeds 13 600 kilograms, and
 - (b) the gross weight on a tire on the twin steer axle group of the truck exceeds 3650 kilograms, if
 - (c) the gross weight on the twin steer axle group of the truck does not exceed 15 200 kilograms,
 - (d) the gross weight on the twin steer axle group of the truck is not less than 40 percent of the weight on the drive axle,
 - (e) the cross-section dimension of the tire, as determined by the manufacturer's width shown on the tire, is 385, 425 or 445 millimetres,
 - (f) any load, when loaded on the deck of the truck, is positioned such that no additional weight is placed on the twin steer axle group of the truck,
 - (g) in the case of a truck with a fifth wheel, the pin setting is neutral or negative, and


- (h) the gross weight on any tire is no greater than the capacity determined by multiplying the cross-section dimension of the tire in millimetres, as determined by the manufacturer's width shown on the tire, by 10 kilograms.
- (2) The minimum interaxle spacing for the purposes of subsection (1)(h) is
- (a) 3 metres for 2 single axle groups;
 - (b) 3 metres for a single axle group and a tandem axle group;
 - (c) 3 metres for a single axle group and a tridem or tridem drive axle group;
 - (d) 5 metres for 2 tandem axle groups;
 - (e) 5.5 metres for 2 tridem axle groups or a combination of a tridem drive axle group and a tridem axle group;
 - (f) 5.5 metres for a tandem axle group and a tridem or tridem drive axle group;
 - (g) 5.5 metres for a quantum axle group and any other axle group.
- (3) No person shall operate self-propelled equipment on a highway when the gross weight on an axle exceeds 11 000 kilograms or the gross weight of the vehicle exceeds 22 000 kilograms.

Starland County
P.O. Box 249 Morrin, Alberta T0J 2B0
Telephone: 403-772-3793



www.starlandcounty.com

POLICY MANUAL

|  | SECTION | POLICY NO. | PAGE |
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| | ROADS & STREETS | 320-15 | 1 of 3 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Dust Control (Suppression) For Residential Sites | March 24, 2021 | C21-102 |

PURPOSE:

To allow Starland County to provide a dust control (suppression) policy and authorize dust suppression products to be used in front of residential and farm sites, cemeteries, industrial/commercial sites and for roadway remediation when required.

BACKGROUND:

Starland County prohibits the dumping of oil on any County roadway without County approval. However, Starland County recognizes that dust from gravel roads may create health, safety or general nuisance concerns and therefore offers a dust control program to decrease the impact of dust from the gravel roads.

POLICY GUIDELINES:

1. Starland County will supply dust suppression for a minimum distance of 200 meters (656 feet) in front of a residence, industrial or commercial site on a municipal road allowance upon request.
2. The applicant will be responsible for the cost of the dust abatement products and the application equipment. Application rates and material costs will be determined annually on a full cost recovery basis. In addition, application of the product is only available upon receiving sufficient orders to warrant ordering a truck load of product and is also subject to availability of the product. The County will provide a quote for this application dependent upon the length and width of roadway to receive abatement as well as the type of dust suppressant chosen.
3. The County will advertise the procedures for dust control, requiring all interested customers to submit an application for dust control before the deadline noted. Payment in full is to be submitted with the application. If payment is not made with the submission the applicant will be denied and will not receive dust suppression.
4. Applications received after the deadline may still be accepted, but application cannot be guaranteed unless there are sufficient orders to warrant ordering a truck load of product.
5. This policy applies to one application per year only. Starland County does not guarantee the effectiveness of the dust suppression agent. Once a dust suppressant has been applied, no refunds will be made.



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| ROADS & STREETS | 320-15 | 2 of 3 |
| POLICY TITLE | DATE | MOTION NO. |
| Dust Control (Suppression) For Residential Sites | March 24, 2021 | C21-102 |

6. The following dust control products have been approved by the County for 2023 and will be applied at the rates recommended by the product supplier. Alternative dust suppressants will need to be approved by the CAO or designate.

(a) MG30: MG30 is applied at an application rate of approximately 3 liters/m²

MG30 Dust Suppressant is a calcium chloride, magnesium hydroxide solution. The solution has the benefits of dust abatement and aggregate loss reduction. It is typically the more affordable product approved at approximately 1/4 of the cost of DL10.

2023 Rates for MG30:

\$1.03/m² This includes the price of the product, equipment and personnel needed to complete the application.

An example of the calculation for this product is as follows:

9m wide road surface x 200m long = \$1,800 m²

1800 m² x \$1.03/m² = \$1,854.00 + GST

(b) DL10: DL10 is applied at an application rate of approximately 4 liter/m² and there is an additional cost for application.

DL10 is a softer asphalt emulsion that was designed specifically to be applied as a surface spray. It is the more expensive of the two options, but should offer longer lasting results depending on traffic.

2023 Rates for DL10:

\$3.96/m² This includes the price of the product, application, equipment and personnel needed to complete the application.

An example of the calculation for this product is as follows:

9m wide road surface x 200m long = \$1,800 m²

1800 m² x \$3.96/m² = \$7,128 + GST



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| ROADS & STREETS | 320-15 | 3 of 3 |
| POLICY TITLE | DATE | MOTION NO. |
| Dust Control (Suppression) For Residential Sites | March 24, 2021 | C21-102 |

- No person shall be allowed to apply any dust suppression (control) product on any municipal roadway. The County may permit the use of water as a temporary means of dust suppression on areas of intensive use, subject to the applicator signing a Save Harmless Agreement with Starland County.
- The annual road program of Council may include locations where the Councillor for a division includes, as part of his road program, some form of dust control or a road treatment that provides dust control to a ratepayer's residence. Whether or not the resident has requested dust control, if the control provided is a result of the Annual Road Program, the resident will not be charged in accordance with Section 2 of this policy.

MAINTENANCE:


- The County reserves the right to grade any stretch of road which may have a dust control product applied to it, at any time during its normal grading operations, if the motor grader operator deems it necessary and first obtains the authorization to do so from the Public Works Supervisor. During the first year of application, if it is determined that this area needs grading or maintenance of any type, the Public Works Supervisor will contact the customer prior to this work being done.
- If a dust control site is destroyed or adversely affected by road construction or major road work, the County will replace the dust control site at no cost to the landowner.

POLICY APPROVAL: March 24, 2021 (Motion C21-102)

POLICY REVIEW: Annually

POLICY AMENDMENTS: April 19, 2023 (Motion C23-105) – DL10 replaced CleanTRACK

POLICY MANUAL

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|  | SECTION | POLICY NO. | PAGE |
| | ROADS, STREETS, WALKS & LIGHTING | 320-35 | 1 of 1 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Earth Borrow Payments to Landowners | December 23, 1997 | |

PURPOSE:

To provide a clear guideline when Landowners are to be reimbursed.

PROCEDURE:

1. Starland County has set a rate of payment for earth borrow or back sloping incurred by road construction as follows:
The Municipality will pay a sum of \$500.00 per acre for all earth borrow.
2. Where a dugout is constructed for the purposes of acquiring earth borrow, the landowner will be compensated at land acquisition rates established by Council.
3. Payment will be made following completion of road construction and based on acreage measurements submitted by the Road Foreman.
4. The acreage measurements will include earth borrow taken on lands which are to be acquired, on a one time basis. For example, when road construction is carried over into another year, earth borrow will only be paid once on the final measurements.

Policy Amendment:

January 23, 2007 – Rate Change / Dugout payment

POLICY MANUAL



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| ROADS, STREETS, WALKS & LIGHTING | 320-36 | 1 of 1 |
| POLICY TITLE | DATE | MOTION NO. |
| Crop Damages | December 23, 1997 | |

1. Starland County has set a rate of payment for crop damages incurred by road construction as follows:

The Municipality will pay a sum of \$600.00 per acre for crop damages for all cereal crops and pulse crops (wheat, canola, peas, etc.) for the current year, and \$400.00 per acre for damages for the second year.

The Municipality will pay a sum of \$350.00 per acre for damages to tame hay and pasture for the current year, and \$225.00 per acre for damages for the second year.

2. Payment will be made following completion of road construction, and based on acreage measurements submitted by the Public Works Supervisor.
3. The acreage measurements used in determining payment for crop damages will include any lands which are to be acquired, providing that crop damages did actually occur on these lands. If road construction is carried over into another year, then the acreage measurements for crop damages will be measured from the edge of the new road allowance and exclude any lands which were acquired for the purposes of the new road.
4. Crop damages for the initial and subsequent year will be paid by the County automatically following completion of the road construction project. A ratepayer may make an application to Council for consideration of unusual crop deficiencies in the third year following construction.
4. The compensation level for any “specialty crop” will be reviewed and established by Council upon application.

Policy Amendment:

March 24, 2000 – Reviewed

March 20, 2002

April 09, 2002 (C02-088) – Rate Change


May 23, 2006 (C06-127) – Rate Change

January 23, 2007 – Second year / specialty crops

July 15, 2008 – (C08-129) Compensation rates increased

April 25, 2012 – (C12-087) Compensation rates increased

POLICY MANUAL

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| | ROADS & STREETS | 320-37 | 1 of 2 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Community Aggregate Payment Levy (CAP) Policy | July 20, 2022 | C22-176 |

PURPOSE:

Bylaw 1183 authorizes Starland County to impose a Community Aggregate Payment Levy in respect of all sand and gravel businesses operating in the County. The Bylaw outlines the reporting of shipments, levy notices and payment; sand and gravel shipped tonnage roll, the levy rate, exemptions, penalties and enforcement. However, this policy outlines the procedures to be followed and considered in the management of this program.

APPLICATION & PROCEDURES:

1. The Development Officer will advise the Public Works and Finance Staff when a development permit has been issued for a gravel pit within Starland County.
2. The conditions within the issued permit state the CAP levy reporting requirements that are required under Bylaw 1183.
3. For gravel pits established prior to this policy being implemented, Council and Staff will be made aware to report known sites and the Public Works Administration will notify the operators/owners of these sites of the CAP levy reporting requirements that are required under Bylaw 1183 and provide them with the Bylaw and reporting forms.
4. The Community Peace Officer will be made aware of any aggregate being hauled and will monitor the hauling of this aggregate to ensure the owners/operators are aware of the CAP levy reporting requirements and/or will advise them of these requirements.
5. The Community Aggregate Payment Levy report form is to be completed on a quarterly basis, within thirty (30) days after March 31, June 30, September 30 and December 31 of each year. This report must be completed by all aggregate operators in Starland County and submitted to the Public Works Administration.
6. The County shall send out community aggregate payment levy notices within forty-five (45) days of March 31, June 30, September 30 and December 31 in each calendar year, setting out the amount of the Levy payable by the Operator.
7. Administration for Public Works will send out a reminder email the middle of each reporting month that the reporting is due.




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| POLICY TITLE | DATE | MOTION NO. |
| Community Aggregate Payment Levy (CAP) Policy | July 20, 2022 | C22-176 |

8. As reporting and payments are received, the information is added to a spreadsheet and forwarded to the accounting team at the end of each reporting period.
9. The accounting team manages the invoicing and receipt of payments, based on the information provided within the tracking spreadsheet.
10. As per Bylaw 1183, where the levy imposed under a community aggregate payment levy notice is not paid within 30 days, Starland County will impose a late payment penalty of 10% in addition to the principal amount owing. An additional penalty of 10% shall be added to any levy that remains unpaid on the anniversary of the due date specified.
11. Failure to report shipments will result in a \$2,500 first offence fine and second or subsequent offences within a 12-month period, will result in a \$5,000 fine.
12. The intent of this policy is to outline the procedures of implementing Bylaw 1183. Please refer to Bylaw 1183 for the complete legislation of the Community Aggregate Payment Levy Bylaw.

Policy History:

Adopted: July 20, 2022 (C22-176)

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| | UTILITIES | 410-1 | 1 of 3 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Rural Water Supply Project | December 10, 2002 | C02-274 |

In order to establish the list of participants for the Starland County Rural Water Supply Project, it was necessary to develop guidelines so all participants are treated in a consistent manner. Following is a general list of guidelines:

1. The basic design principle we have been following is related to a cooperative design process. As such, each participant shares equally in the total cost of the system. This despite the fact that some users may be closer to the source and others may be further and it is likely that their actual cost could be higher. The cooperative principle is that all users share in the benefit of the grant funding obtained.
2. Further to the equal sharing of costs, each share or hook-up is treated as one share of the total project. As such, for each continuous 1/2 gallon flow, the landowner would have to pay one full share cost. If the landowner wants additional water flows, he would have to pay a full share cost for each additional 1/2 gallon required.
3. The system design will be made available to all users. As such, if there are commercial users (golf course), intensive agricultural users, or country residential users, all could access the water supply under the terms of sharing costs as outlined. Notwithstanding the general principle, if supplying a major water user adversely affects the delivery cost of water, the user may be requested to pay for the extra cost of water supply.
4. In order to secure the site into the design phase of the project, the landowner has to submit a \$500.00 deposit (total deposit irregardless of the number of contracts purchased), a general agreement or sign-up form, and a general right-of-entry for access into the property owned by the landowner. The right-of-entry agreement is required to facilitate project design and soils work required for environmental approvals.
5. The \$500.00 deposit will allow the landowner to be included in the final project design. If a landowner wishes to withdraw from the project at any time up to and including the final contract signing, the County will refund the deposit amount. When the project design is finalized, each landowner will be asked to sign a Water Supply Agreement, wherein the final connection will be formalized. On new systems, the County will contact each landowner, and/or hold public information meetings to facilitate the final contract sign up for each landowner. When final design is completed, the final estimated cost will be provided to all affected landowners.



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| Rural Water Supply Project | December 10, 2002 | C02-274 |

6. Under the terms of our Water Supply Agreement, a payment of \$8,500.00 is required within 90 days of the award of the project tender. Starland County will submit an invoice for this interim payment. The final total payment of \$8,500.00 will be required when the water service is ready to supply water to the landowners property. The County uses a standard Water Supply Contract for all water projects within the municipality. If full payment is not received, the County reserves the right to disconnect the water connection.
7. If the landowner chooses to install the water service to his property, but does not want to hook into the system at the time of installation, the County will facilitate this type of connection. The landowner will be expected to provide all necessary agreements and easements, but will not be charged any monthly water fee until such a time as the landowner actively connects into the system. The connection fee will be entirely borne by the landowner when they choose to connect to the system.
8. Landowners benefiting from the water supply system will be expected to provide, at no charge, a blanket easement over lands owned by the landowner for the purpose of accommodating the water line installation. This will include a 15' X 15' easement wherein the meter and man hole will be installed. The easement will be a general easement that includes a 66 foot working access to the water pipeline route. If possible, the County will examine the possibility of surveying the final pipeline route on a single survey plan. The actual location of the pipeline will be recorded using GPS equipment, and the County will include tracer wire in the installation.
9. The County and its staff are expected to operate the system as a municipal water supply system. The system will be expected to operate at cost and generate a limited surplus for municipal operations. The system is expected to deliver 1/2 gallon / minute or 720 gallons / day (21,600 gallons / month) to a cistern located on the landowners property. If there is no water consumed for a period, the County would still charge a minimum \$20.00 monthly water billing for that location. Starland County has a water and sewer services bylaw that outlines the details of billing and billing dates for water and / or sewer services. Rates are reviewed annually, and minimum charges and water rates are subject to change.
10. The County will negotiate the necessary water supply agreements with the main water supplier (ie. Town of Drumheller or Henry Kroeger Regional Water Commission). The County will be responsible for all licensing, including any diversion licenses required.
11. The County will pay for the "rural" share of transmission lines and / or additional storage or pumping infrastructure that is required for the program. The formula for cost sharing will be based on the number of residents or water demand required for the rural users.



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12. All projects will be publicly tendered, and will be awarded to the lowest competitive and acceptable bidder. The County will hold back sufficient funds to ensure that the water infrastructure is installed in accordance with the engineered plan. A project engineer will supervise on-site construction to ensure project integrity. If the tenders received are outside of the project budget and funds available, the County reserves the right to postpone a project or tender to solicit more favourable bids.
13. The system will be designed such that future growth and development can be accommodated. As a general guideline, the capacity of the system at all locations will be double the required flows. The extra design capacity will comply with the future growth design as outlined in the Starland County Water Supply Study.
14. Landowners that hook into the system at a future date will have to pay the total cost of the connection, including the 2/3rds of the costs currently covered by the Infrastructure or other applicable grant funds. In addition, the landowners may be required to pay an “infrastructure” fee to connect to a regional system.

Policy Amendments:

December 10, 2002 (C02-274) – Adopted by Council

April, 2013- Updated

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| | CEMETERIES | 560-1 | 1 of 2 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Grave Plot Excavation and Back Filling Costs | October 10, 2012 | C12-190 |

PURPOSE:

To establish and set forth charges for the excavation and back-filling of cemetery plots in Starland County cemeteries.

Starland County utilizes County equipment and employees to carry out grave plot excavation and back-filling in municipally owned cemeteries. Based on current estimates provided by Public Works, the costs of a typical burial operation can be higher than \$800.00. The calculations carried out assume there is no frost, no need to construct a rough box to contain the earth around the edges of the excavation, and that the work is being performed during normal working hours.

While the County does not intend to make a profit from this operation, there is a need to recognize the cost of the operation, and this is especially the case if the burial is on a holiday or weekend where employees are being paid overtime to accommodate a burial.

COST OF SERVICES:

1. Effective January 01, 2012, the cost of Grave site preparation by Starland County staff in all Starland County cemeteries will be charged as follows:

| Service | Fee |
|---|-------------------------------|
| Full Service – Grave site preparation and back-filling | \$650.00 + G.S.T. |
| Full Service Weekend, Holidays or After Regular Hours – Grave site preparation and back-filling on any portion of a weekend or holiday day. | \$900.00 + G.S.T. |
| Cremation Services – Preparation for a Cremation burial | \$100.00 + G.S.T. |
| Cremation Services Weekend, Holidays or After Regular Hours – Cremation burial site preparation on any portion of a weekend or holiday day. | \$150.00 + G.S.T. |
| Additional Charges – eg. Tree removal, cement cover removal, snow removal to facilitate burial | May be added to regular fees. |

2. Plot owners will have the option to do their own grave site preparation and or cremation site preparation, as long as the owner and / or their contractor have obtained the necessary work permit as required in Bylaw 1055.



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3. Starland County will locate and mark the burial site in either case, and no charges will be levied for the locational services provided.
4. The Council of Starland County can by waive or modify fees by motion.

Policy Amendments:

October 10, 2012 (C12-190) - Adopted by Council



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| | RECREATION/PARKS FACILITIES AND PROGRAMS | 720-30 | 1 of 3 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Operational Grants – Recreation and Culture | November 14, 2007 | |

HISTORY:

Operational Grants are municipal grants that were converted from a similar funding program that was operated by the Starland Recreation and Parks Board. Policy has existed for the payment of these grants since 1984. With the demise of Provincial funding from the Community, Recreation and Cultural Grant program, the Operational Grants were transferred into a municipally funded recreation grant. Annually a budget for this program is established by Council and is distributed on review of applications received.

The grant is typically provided to community halls or other non-profit community groups like libraries, senior's groups, or recreation facilities. Funding is based on a review of applications submitted, and it is a decision of Council to distribute the funding available. Over the past number of years, the grant distribution has been based on the basic utilities each application pays annually.

The purpose of the grant is to assist organizations with their operational expenses. It is often difficult for organizations to raise enough funds to pay the basic utility costs. In addition, the facilities operating an ice plant (ie. Arena's & curling rinks) generally experience higher than normal utility costs, therefore an additional operational grant is available to these groups to assist either in the operational costs or to use towards maintenance of the ice plant equipment. The grants provided can also be used to attract some matching funds for smaller capital projects.

CONDITIONS FOR OPERATIONAL GRANTS:

1. The application for the general operational grant program must be submitted by the non-profit group that is seeking the funding assistance.
2. The application must include a budget for the current year, the latest financial statement available for the organization, a statement on the amount of grant being applied for, as well as contact information for the applying group.
3. The request for applications is normally advertised in three consecutive newspaper editions in the month of October. A copy of the request is also submitted to each organization that received funding in the previous year.
4. Some community groups like church organizations or private facilities are not eligible for funding assistance.
5. Late applications will not be accepted.



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| Operational Grants – Recreation and Culture | November 14, 2007 | |

GRANT ALLOCATION CONDITIONS FOR OPERATIONAL GRANTS:

1. A grant approved by Council will be paid by the County to the applying organization.
2. The grant must be used to assist with the payment of operating costs and more specifically the cost of base utilities which include gas, water, telephone and electricity. Final approval of any grant application is subject to the approval of the Council of Starland County.
3. Review of the financial information presented should indicate a need for the funding assistance provided.
4. Only the cost of the base operational costs are eligible for reimbursement.
5. Approved funding must be within the budget allocation for Operational Grants.

CONDITIONS FOR OPERATIONAL GRANTS FOR FACILITIES OPERATING AN ICE PLANT:

1. The application for the operational grant program for facilities operating an ice plant must be submitted by the non-profit group that is seeking the funding assistance.
2. The application must include a budget for the current year, the latest financial statement available for the organization, a statement on the amount of grant being applied for, as well as contact information for the applying group.
3. The request for applications is normally advertised in three consecutive newspaper editions in the month of October. A copy of the request is also submitted to each organization that received funding in the previous year.
4. Some community groups like church organizations or private facilities are not eligible for funding assistance.
5. Late applications will not be accepted.

GRANT ALLOCATION CONDITIONS FOR FACILITIES OPERATING AN ICE PLANT:

1. Additional funding may be budgeted for facilities operating an ice plant and approved funding must be within the budget allocation for Operational Grants for Facilities Operating an Ice Plant.
2. A grant approved by Council will be paid by the County to the applying organization.
3. The grant must be used to assist with the payment of operating costs of the ice plant and more specifically the cost of base utilities which include gas, water, telephone and electricity and/or for the maintenance costs involved in annual start-up and shut-down of the ice plant. Final approval of any grant application is subject to the approval of the Council of Starland County.
4. Review of the financial information presented should indicate a need for the funding assistance provided.
5. Only the cost of the base operational costs or ice plant maintenance costs are eligible for reimbursement.
6. Distribution of the budgeted funds will be determined by Council, based on the base utility costs submitted in the application and/or the costs for maintenance to the ice plant equipment.



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| Operational Grants – Recreation and Culture | November 14, 2007 | |

OTHER FUNDING POLICIES:

1. Cheques will be issued by Starland County to the Organization that applied for the funding.


POLICY AMENDMENTS:

January 09, 2007

October 10, 2018 – Motion of Council to clarify Grant Allocations for Facilities Operating An Ice Plant.



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| | RECREATION/PARKS FACILITIES AND PROGRAMS | 720-31 | 1 of 2 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Amateur Team Grants | February 9, 1999 | C99-036 |

HISTORY:

The Amateur Team Grant is a municipal grant that was converted from a similar funding program that was operated by the Starland Recreation and Parks Board. Policy has existed for the payment of the Amateur Team Grant since 1984. With the demise of Provincial funding from the Community, Recreation and Cultural Grant program, the Amateur Team Grant was transferred into a municipally funded recreation grant. Annually a budget for this program is established by Council and is distributed on review of applications received.

The grant is typically provided to minor league baseball, hockey, curling and figure skating programs. For the purposes of the grant application, Canskate (preschool), Canfigure and CFSA (Senior Figure Skating) programs are recognized as individual teams. All other team or individual sports will be counted as one team for the purposes of the grant application. (ie. If a minor hockey association has three individual teams [Peewee, Novice and Bantam], they are funded as one team.

The purpose of the grant is to assist with the operational costs of running a junior athletic program, and the funds can be used to purchase equipment, pay for coaching, or facility and ice rental.

CONDITIONS FOR AMATEUR TEAM APPLICATIONS:

1. The application for an amateur team must be submitted by the Parenting Body or Affiliated Association, other than an educational organization or school council. (For example, the application for an amateur team grant from a novice hockey team must come from the Minor Hockey Association)
2. The Amateur Team must be utilizing a facility located within Starland County, and the Parenting Body or Affiliated Association must also be based within Starland County's boundaries.
3. A suitable financial statement for the Parenting Body or Affiliated Association must accompany the application for funding.
4. A list of all participating children under the age of 18 years must accompany the application.
5. Submission of a statement of how the grant funds are expended must be submitted to the County within 12 months of the issuance of the grant in order to be eligible for future funding.

GRANT ALLOCATION CONDITIONS:

1. Each participant would be funded at a level of \$50.00 / participant.
2. The maximum allocated to any one Parenting Body or Affiliated Association in any one fiscal year (January 01 – December 31) is \$2,000.00.



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| Amateur Team Grants | February 9, 1999 | C99-036 |

3. Final approval of any grant application is subject to the approval of the Council of Starland County.
4. Review of the financial information presented should indicate a need for the funding assistance provided.
5. Approved funding must be within the budget allocation for Amateur Team Grants.

OTHER FUNDING POLICIES:


1. Adult teams (those with members 18 years of age or older) are not eligible for funding.
2. For the purposes of the grant application, Canskate (preschool), Canfigure and CFSA (Senior Figure Skating) programs are recognized as individual teams.
3. Cheques will be issued by Starland County to the Parenting Body or Affiliated Association.

POLICY AMENDMENTS:

January 09, 2007 (C07-013) - Change in rates

January 12, 2010 (C10-007) - Change in rates

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| | RECREATION/PARKS FACILITIES AND PROGRAMS | 720-32 | 1 of 2 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Referee and Coaching Clinic Grants | January 9, 2007 | |

HISTORY:

Referee and Coaching Clinic Grants are municipal grants that were converted from a similar funding program that was operated by the Starland Recreation and Parks Board. Policy has existed for the payment of these grants since 1984. With the demise of Provincial funding from the Community, Recreation and Cultural Grant program, the Referee and Coaching Clinic Grants were transferred into a municipally funded recreation grant. Annually a budget for this program is established by Council and is distributed on review of applications received.

The grant is typically provided to minor league sports teams that require specific coach training programs / or referee training to operate. Funding is based on the number of individuals that are involved in taking the prerequisite courses.

The purpose of the grant is to assist organizations with their coaching and refereeing training costs. It is often difficult for organizations to get accredited coaches and attract referees. This program is intended to remove these barriers.

CONDITIONS FOR REFEREE AND COACHING CLINIC GRANTS:

1. The application for either grant program must be submitted by the Parenting Body or Affiliated Association, other than an educational organization or school council. (For example, the application for a hockey referee training grant for an individual must come from the Minor Hockey Association)
2. The Referee or Coach must be actively working out of a facility located within Starland County, and the Parenting Body or Affiliated Association must also be based within Starland County's boundaries.
3. A suitable financial statement for the Parenting Body or Affiliated Association must accompany the application for funding.
4. A copy of a paid receipt for the referee or coaching clinic must accompany the application for funding.



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| RECREATION/PARKS FACILITIES AND PROGRAMS | 720-32 | 2 of 2 |
| POLICY TITLE | DATE | MOTION NO. |
| Referee and Coaching Clinic Grants | January 9, 2007 | |

GRANT ALLOCATION CONDITIONS:

1. A grant amounting to the full cost of the referee clinic or training program will be paid by the County to the Parenting Body or Affiliated Association.
2. A grant amounting to 50% of the full cost of coaching clinic expenses will be paid by the County to the Parenting Body or Affiliated Association.
3. Final approval of any grant application is subject to the approval of the Council of Starland County.
4. Review of the financial information presented should indicate a need for the funding assistance provided.
5. Only the cost of the training program itself is eligible for reimbursement. Expenses including accommodation and mileage are not eligible.
6. Approved funding must be within the budget allocation for Referee and Coaching Clinic Grants.


OTHER FUNDING POLICIES:

1. Cheques will be issued by Starland County to the Parenting Body or Affiliated Association.

POLICY AMENDMENTS:

January 09, 2007

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| | RECREATION/PARKS FACILITIES AND PROGRAMS | 720-33 | 1 of 2 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Capital Grant – Playground Upgrading and Development | October 1, 2008 | C08-163 |

HISTORY:

Starland County has been working with our insurer Jubilee Insurance Agencies to evaluate playground equipment at County owned facilities and playground equipment of not-for-profit agencies that are insured as an additional named insured (ANI) on the County policy.

Most of the playground equipment in Starland County required some upgrading to meet current insurance requirements. In some cases, removal of more dangerous equipment was recommended by Jubilee Insurance agencies. Starland County has seen increased usage of the County's park facilities at Michichi and the Starland Recreation area. McLaren Dam has declined in registered campers in recent years, but the camping at that facility is tied to success in fishing.

The Hamlets within the County have also seen an increase in the number of younger children. Rumsey and Craigmyle are communities where school bussing numbers have increased in the last 5 years.

In response to the issue of the quality of playground equipment, Council has determined a need to provide some funding to the not-for-profit sector that will allow them to specifically upgrade playground equipment, especially equipment that addresses safety and insurance issues. The County also has a need to spend funds on upgrading playground equipment on municipally owned property. To address these deficiencies, Council will annually budget \$80,000 that is designated to address playground equipment replacement and upgrading. The funds will initially be directed to the not-for-profit agencies who demonstrate the commitment to apply for other matching grant funding to upgrade or develop new playgrounds. When applications from not-for-profit agencies decline, or when playground inspections indicate the equipment generally meets insurance standards, the funds will be directed to upgrading County owned facilities.

CONDITIONS FOR PLAYGROUND CAPITAL GRANTS:

1. The application for the playground capital grant program must be submitted by a not-for-profit group that is seeking the funding assistance. Proof of registration status is required with the application.
2. The application must include a budget for the current year, the latest financial statement available for the organization, a statement on the amount of grant being applied for, as well as contact information for the applying group.
3. The request for applications is normally advertised in three consecutive newspaper editions in the month of February. A copy of the request is also submitted to each organization that received operational grant funding in the previous year. In 2008, the first year of the program, the request will be advertised in October along with grants for other Operational grants provided by the County.



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| Capital Grant – Playground Upgrading and Development | October 1, 2008 | C08-163 |

4. Some community groups like church organizations or private facilities are not eligible for funding assistance.
5. Late applications will not be accepted.

GRANT ALLOCATION CONDITIONS:

1. A grant approved by Council will be paid by the County to the applying organization.
2. The grant must be used to assist with the payment of purchasing or installing playground equipment and related expenses like site preparation or the purchase of base materials. Final approval of any grant application is subject to the approval of the Council of Starland County.
3. Review of the financial information presented should indicate a need for the funding assistance provided.
4. The maximum single grant that can be authorized for any one playground is \$30,000.00.
5. Organizations will be encouraged to apply for matching funds from a Provincial Government grant program. Starland County will provide information on grants that might be available, and will provide a letter of support for any not-for-profit that applies for the funding.
6. If organizations are planning the development of a major playground, they can apply to Council for funding in subsequent years.
7. Approved funding must be within the budget allocation for Operational Grants.


OTHER FUNDING POLICIES:

1. Cheques will be issued by Starland County to the Organization that applied for the funding.
2. A statement of funding allocation must be submitted to Starland County upon completion of the playground project. If the not-for-profit agency fails to submit a summary of expenditure, the agency will not be eligible to receive other Starland County operational grants. The summary of expenditures must include copies of invoices for eligible expenditures.
3. Any unspent funds in the current year will be used by Starland County to upgrade playground equipment on County owned properties.
4. The current program will operate from 2008 – 2012 (5 year period), and will be reviewed by Council at the end of the implementation period.

POLICY AMENDMENTS:

October 01, 2008 (C08-163) – Policy Adoption

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| | CULTURE | 740-01 | 1 of 2 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Operational Grants – Culture (Libraries) | August 17, 2022 | C22-214 |

HISTORY:

Operational Grants have formed a part of Starland County’s annual budget since 1984. Annually a budget for this program is established by Council and is distributed on review of applications received. The grant is typically provided to community halls or other non-profit community groups like libraries, senior’s groups or recreation facilities. Over the past number of years, the grant distribution has been based on the basic utilities each applicant pays annually.

The purpose of the grant is to assist organizations with their operational expenses. It is often difficult for organizations to raise enough funds to pay the basic utility costs.

Libraries were typically included in the Operational Grants – Recreation and Culture, Policy No. 720-30. However, each of the three libraries located in Starland County, namely Rumsey, Morrin and Delia, pose a unique situation. The Rumsey Library is housed in a building owned by Starland County, and the County pays the utilities for same. The Morrin Library receives support from the Village of Morrin for utility payments, until such time that the new school will be built and they will then be housed within the school, with Prairie Land Public School paying the utility costs. The Delia Library is situated within the Delia School and the utilities are paid by Prairie Land Public School. These unique situations make it difficult to base the support that the County is prepared to provide on the basic utilities that they pay.

Starland County still wants to recognize and provide support to these libraries as there are other expenses they incur that they need assistance with. Council directed that for 2022 and onwards, that a policy be created specifically for providing a grant to each of the libraries within the outer boundaries of Starland County that apply for annual assistance. Consideration of the needs outlined in their applications will be the basis for the distribution of funding.

CONDITIONS FOR AN OPERATIONAL LIBRARY GRANT:

1. The application for the **Operational Library Grant Program** must be submitted by the non-profit group that is seeking the funding assistance.
2. The application must include a budget for the current year, the latest financial statement available for the organization, a statement on the amount of grant being applied for, as well as contact information for the applying group.
3. The request for applications is normally advertised in three consecutive newspaper editions in the month of October. A copy of the request is also distributed to each organization that received funding in the previous year.
4. A covering letter that outlines what the requested funding will be utilized for must be included.
5. Late applications will not be accepted.



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| Operational Grants – Culture (Libraries) | August 17, 2022 | C22-214 |

GRANT ALLOCATION CONDITIONS FOR OPERATIONAL GRANTS:

1. A grant approved by Council will be paid by the County to the applying organization.
2. The grant must be used to assist with the payment of operational programming, supplies, overhead costs and/or improvements.
3. Review of the financial information presented should indicate a need for the funding assistance provided.
4. Approved funding must be within the budget allocation for Operational Grants for Libraries and the budget will not exceed \$3,000.00 per annum.


OTHER FUNDING POLICIES:

1. Cheques will be issued by Starland County to the organization that applied for the funding.

POLICY AMENDMENTS:



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| | Utility Collection Policy | October 30, 2002 | C02-256 |

PROCESS SUMMARY:

The County has a water and sewer services bylaw (Bylaw 1063) which outlines the procedures related to all aspects of water and sewer services. The Bylaw requires council to establish a policy for a “due date” and the collection of outstanding water and sewer accounts.

UTILITY COLLECTION POLICY:

Definitions:

“Billing Period” – Means the monthly billing period

“Due Date” – Means the date set out in the invoice of the Municipality by which a Utility Charge shall be paid. The Due Date will be set by resolution of council and shall be within the second month following the Billing Period and if the due date fall on a day other than a business day, the prior business day.

“Outstanding Account” means any Utility Charges (or any portion of) for which the Municipality has not received payment on or before the Due Date.

Policy:

1. That billing will be sent prior to the 10th of every month for utility services. In the Hamlet of Rumsey, the monthly billing is for water / sewer services for the current month, and in the Hamlet of Craigmyle, the monthly billing is for the metered use of water and sewer services for the prior month. The Due Date will be on the 1st of the following month.


And further that the following collection procedure be followed:

If the Utility payment is not received prior to the “due date”, a penalty of 10% will be applied on the total monthly balance (Section 8.12 of Bylaw No. 1063). If a Utility account is outstanding for 90 days, a registered letter will be sent to the landowner and / or utility account owner, advising that he has 7 working days to pay the account. If the account is not paid within the 7 working days, a shut-off notice will be posted on the property advising that the Utility will be discontinued twenty-four hours after the notice is posted.

Any outstanding Utility payments for a property where the utility has been disconnected, will be applied to the tax roll for the property 30 days following the disconnection of the Utility. Once applied to the tax roll, the Utility account is deemed to be an amount owing for taxation for the property.

Policy Amendment:

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| | Municipal Reserves | October 26, 2022 | C22-258 |

Purpose:

To establish consistent standards and guidelines for the management of existing reserves and the establishment of new reserves.

Policy Statement:

Starland County recognizes that a critical component of fiscal stewardship is the establishment of Reserves or Stabilization/Contingency accounts. These accounts provide financial resources to protect against the need to reduce service levels or raise taxes and fees because of a temporary revenue shortfall, items that have large unpredictable variances from year to year, or periodic one-time large expenditures. Reserve funds also provide resources for repairs, replacement, upgrading or construction of capital assets and infrastructure.

Definitions:

Operating Reserves: Operating reserves are those reserves that are generally established to fund one-time expenditures of an operating nature, such as repairs and maintenance, or to provide stabilization to the operating budget.

Capital Reserves: Capital reserves are those reserves that are generally established to fund expenditures of a capital nature including improvements, replacement and construction of assets and infrastructure.

Guidelines:

1. All reserve transactions, reallocations, revisions, and new reserve requests must be approved by Council.
2. All reserves must be fully described and must include a purpose, application, and approval. Unless otherwise stated, all funds are considered committed for the specific purpose as outlined by the reserve.
3. All reserve accounts must be represented in the County's annual financial statements.
4. All reserves must be reviewed annually by the Chief Administrative Officer, Corporate Services Director, and Council to determine if the reserves are still required. When the original intent of the reserve has been met or changed, any remaining amounts in the reserve shall, through an appropriate review and approval process by the CAO and Council, be either returned to surplus or reallocated.
5. Reserves can be funded from internal or external sources, such as:
 - a) Approved budget contributions;
 - b) Annual surplus contributions;
 - c) Government grants; and



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- d) Donations.
6. Departments may submit requests to fund existing or new reserves:
 - a) Through the annual budget process;
 - b) Through unbudgeted revenues; or
 - c) From annual budget surpluses to fund new or ongoing initiatives.
 7. Interest will be paid for those reserves where funding has come from external sources, unless otherwise recommended by the Chief Administrative Officer and approved by Council. Interest may also be paid to those reserves where the future costs (future expenditure of funds) to undertake an initiative or project might be subject to inflation. Interest will be based on the reserve balance at the beginning of the month and calculated at a rate equal to one half percent less than the annualized rate of return on short-term investments.
 8. All expenditures from reserves must have prior approval and be obtained from either the annual budget approval or Council resolution.
 9. Approval to reallocate reserve funds, or approval for inter-reserve transfers or loans, must be obtained prior to occurring from Council.
 10. Expenditures from reserves must not exceed the reserve balance unless it can be demonstrated to Council through financial cash flow projections that future sources of revenues will provide adequate funding to return the reserve to a positive balance.
 11. Reserves will be used so that, in most cases, the County will not need to use long-term financing to complete initiatives. This means that when large future initiatives are known, the County will start building reserve funds over several years to have collected funds in advance to pay for the initiative. However, the need to use long-term financing should not necessarily cause an initiative to be rejected.
 12. Ceiling limits may be established on individual reserves at Council's discretion.

Operating Reserves:

General Municipal – To fund any one-time project in the budget that is typically larger in costs and could cause spikes and subsequent declines in property taxation (i.e. a large non-capital repair).

Operating Contingency – To fund a general operating deficit, or to fund major non-recurring costs relating to various emergency events (i.e. natural disaster, environmental hazards that cannot be anticipated or budgeted for and it is not feasible to absorb the cost of such events within the approved operating budget).



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Capital Reserves:

General Administration – To fund administration building, equipment, technology upgrades and software, and furniture capital costs for major repairs or replacement.

General Fire - To fund fire vehicle or other emergency vehicle costs and to fund major non-recurring costs relating to fire services and equipment.

Public Works Roads and Bridges – To fund capital projects related to road construction and replacement or improvements to bridges that are not funded through provincial grants.

General Equipment Fleet – To fund the replacement of heavy and light-duty equipment as approved by Council.


Water Projects – To fund the replacement or construction of various water projects (i.e. waterlines, water stations, etc) that are not funded through provincial grants.

Land Development – To fund the purchase of land and subdivision and development costs for new land developments within the County, such as country estates or an industrial park.

Recreation – To fund capital costs relating to the recreation areas within Starland County (Starland, Tolman, McLaren Dam and Michichi Dam) such as the electrification of campsites, new wash house and bathroom facilities, playgrounds, camp kitchens, etc.

Capital Contingency – To fund capital cost overruns, or to fund major non-recurring costs relating to various emergency events (i.e. natural disaster, environmental hazards that cannot be anticipated or budgeted for and it is not feasible to absorb the cost of such events within the approved capital budget).

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| | POLICY TITLE | DATE | MOTION NO. |
| | Tangible Capital Asset Policy | October 1, 2008 | C08-162 |

PURPOSE:

The objective of this policy is to prescribe the accounting treatment for tangible capital assets so that users of the financial report can discern information about the County's investment in property, buildings and equipment and the changes in these investments. The principal issues in accounting for tangible capital assets are the recognition of the assets, the determination of their carrying amounts and amortization changes and the recognition of any related impairment losses.

The requirement to implement this change in accounting procedures is required to comply with Section 276(1) of the Municipal Government Act, which states:

“Each municipality must prepare annual financial statements of the municipality for the immediately preceding year in accordance with the generally accepted accounting principles for municipal governments recommended from time to time by the Canadian Institute of Chartered Accountants, and any modification of the principles or any supplementary accounting standards or principles established by the Minister by regulation.”

Starland County will work progressively towards complying with the required reporting of Tangible Capital Assets, but only because the reporting is required by statute.

Finally, the policy provides direction and outlines procedures to:

1. Protect and control the use of all tangible capital assets.
2. Provide accountability over tangible capital assets.
3. Gather and maintain information needed to prepare financial statements.

1.0 Definitions:

1.1 “Betterments” – means subsequent expenditures on tangible capital assets that:

- Increases previously assessed physical output or service capacity;
- Lowers associated operating costs;
- Extends the useful life of the asset; or
- Improves the quality of the output by a measurable amount,

Any other expenditure would be considered to be a repair or maintenance and expensed in the period.



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1.2 “Capital Lease” – is a lease with the contractual terms that transfers substantially all the benefits and risks inherent in ownership of property to the County. For substantially all of the benefits and risks of ownership to be transferred to the lessee, one or more of the following conditions must be met:

- There is reasonable assurance that the County will obtain ownership of the leased property by the end of the lease term;
- The lease term is of such a duration that the County will receive substantially all of the economic benefits expected to be derived from the use of the leased property over its life span; or
- The lessor would be assured of recovering the investment in the leased property and of earning a return on the investment as a result of the lease agreement.

1.3 “Fair Value” – means the amount of consideration that would be agreed upon in an arm’s length transaction between knowledgeable, willing parties who are under no compulsion to act.

1.4 “Group Assets” – means assets that have a unit value below the capitalization threshold but have a material value as a group. Grouped assets are normally recorded as a single asset with one combined value. Although recorded in the financial systems as a single asset, each unit may be recorded in the asset sub-ledger for monitoring and control of its use and maintenance. Example could include personal computers, furniture and fixtures, small moveable equipment etc.

1.5 “Tangible Capital Assets” – are assets that have a physical substance that:

- Are used on a continuing basis in the County’s operations;
- Have useful lives extending beyond one year; and
- Are not held for re-sale in the ordinary course of operations.

2.0 Capitalization:

Tangible capital assets should be capitalized (recorded in the fixed asset sub-ledger) according to the following thresholds:

- All land;
- All buildings;
- Municipal Infrastructure systems (built assets such as roads, bridges, sewers, water, parks etc.) with a unit cost of \$25,000.00 or greater;
- All others with a unit cost of \$10,000 or greater.



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3.0 Categories:

A category of assets is a grouping of assets of a similar nature or function in the County's operations. The following list of categories shall be used as a reference:

- Land;
- Buildings;
- Equipment;
- Roads;
- Water;
- Sewer;
- Bridges;
- Communication networks;
- Vehicles;
- Furniture and Fixtures;
- Computer Systems (hardware and software)

4.0 Valuation:

Tangible capital assets should be recorded at cost plus all ancillary charges

4.1 Purchased assets

Cost is the gross amount of consideration paid to acquire the asset. It includes all non-refundable taxes and duties, freight and delivery charges, installation and site preparation costs. It is net of any trade discounts or rebates.

Cost of land includes purchase price plus legal fees, and land registration fees. Costs would include any costs to make the land suitable for intended use, such as pollution mitigation, demolition and site improvements that become part of the land.

When two or more assets are acquired for a single purchase price, it is necessary to allocate the purchase price to the various assets acquired. Allocation should be based on fair value of each asset at the time of acquisition or some other reasonable basis if fair value is not readily determinable.

4.2 Acquired, Constructed or Developed Assets

Cost includes all costs directly attributable to the acquisition, construction or development of the asset (e.g. Construction, architectural and other professional fees). Carrying costs such as internal design, inspection, administrative and other similar costs may be capitalized. Capitalization of general administrative overhead or costs is not included.

Capitalization of carrying costs ceases when no construction or development is taking place or when the tangible capital asset is ready to use.



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4.3 Capitalization of Interest Costs

Borrowing costs incurred by the acquisition, construction and production of an asset that takes a substantial period of time to get ready for its intended use should be capitalized as part of the cost of that asset. Capitalization of interest costs should commence when expenditures are being incurred, borrowing costs are being incurred and activities that are necessary to prepare the asset for its intended use are in progress.

4.4 Donated or Contributed Assets

The cost of donated or contributed assets that meet the criteria for recognition is equal to the fair value at the date of construction or contribution. Fair value may be determined using market or appraisal values. Cost may be determined by an estimate of replacement cost.

5.0 Componentization:

Tangible capital assets may be accounted for using either the single asset or component approach. Whether the component approach is to be used will be determined by the usefulness of the information versus the cost of collecting and maintaining information.

Factors to consider when determining whether to use a component approach include:

- Major components have significantly different useful lives and consumption patterns than the related tangible capital assets;
- Value of components in relation to the related tangible capital asset.

Municipal infrastructure systems should use the component approach. Major components should be grouped when the assets have similar characteristics and estimated useful lives or consumption rates.

6.0 Amortization:

The cost, less any residual value, of a tangible capital asset with a limited life should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use. The amortization method and estimate of useful life of the remaining unamortized portion should be reviewed on a regular basis and revised when the appropriateness of a change can be demonstrated.

Useful life is normally the shortest of the asset's physical, technological, commercial or legal life.

Generally, the County will use a straight-line method for calculating the annual amortization. The useful life of an asset will be established by administrative staff in consultation with the various County departments and/or specialized consultants.



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7.0 Disposal:

Disposal of tangible capital assets that are moveable personal property is the responsibility of the Department Supervisors in consultation with the Chief Administrative Officer. The Department Supervisors should provide the Chief Administrative Officer with a three year estimate of assets that can be disposed of. The annual list of disposed assets will be reviewed by Council during review and adoption of the annual budget.

Disposal of real property will be the responsibility of the Chief Administrative Officer in conjunction with Council.

When any tangible capital asset is taken out of service, destroyed or replaced due to obsolescence, scrapping or dismantling, the Department Supervisor must notify the Chief Administrative Officer of the asset description and effective date. Administration is responsible for adjusting the asset register and accounting record.


8.0 Capital Leases:

Starland County will account for a capital lease as if it were acquiring a capital asset and incurring a liability. The County will account for a lease as an operating lease when the net present value of the future minimum lease payment or fair value, whichever is less, is less than \$10,000.00.

Policy Amendments:

October 01, 2008 (C08-162) – Adoption of Policy for Implementation of Tangible Capital Assets
May 31, 2017 (C17-112) – Adoption to increase the capitalization level

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PURPOSE:

The purpose of this policy is to provide guidance on the acquisition of goods and services by authorized employees to ensure fairness, accountability, and transparency in Starland County's procurement practices.

POLICY STATEMENT:

Starland County is committed to achieving optimal financial prudence in procurement while ensuring open, transparent, and accountable spending of County resources.

Starland County is committed to acquiring goods and services at the best value for money to support the strategic goals and requirements of the organization.

DEFINITIONS:

1. **CFTA:** refers to the Canadian Free Trade Agreement, an intergovernmental trade agreement with the objective of reducing and eliminating, to the extent possible, barriers to the free movement of persons, goods, services, and investments within Canada and to establish an open efficient, and stable domestic market.
2. **Chief Administrative Officer:** means the Chief Administrative Officer (CAO) of Starland County as defined in the Municipal Government Act or their authorized delegate.
3. **Conflict of Interest:** means a situation where the independence or impartiality of an employee's decisions or actions are impaired or may reasonably be expected to be impaired because of outside employment, political, business, family or personal interests.
4. **Construction:** means a construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and material, the supply of equipment and machinery if they are included in the incidentals to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional consulting services related to the construction contract unless they are included in the procurement.
5. **Council:** means the duly elected Council of Starland County.
6. **Emergency:** means a situation in which there is imminent danger to public safety or of serious harm to property.
7. **Net Book Value:** means the carrying value of assets reported on the balance sheet and is calculated by subtracting accumulated depreciation from the original purchase cost of the asset.
8. **NWPTA:** means New West Partnership Trade Agreement, an agreement between the Governments of British Columbia, Alberta and Saskatchewan forming a barrier-free interprovincial market.



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9. **Procurement:** means the acquisition by any means, including by purchase, rental, lease or conditional sale of goods, services or construction. It does not include government assistance programs such as grants, loans, equity infusion, guarantees or fiscal incentives, or government provision of goods and services to persons or other government organizations.
10. **Procurement Value:** means the estimated total financial commitment resulting from procurement, considering all forms of remuneration including premiums, fees, commissions and interest and the total values of options if the procurement provides for the possibility of options.
11. **Request for Proposal (RFP):** used when the owner seeks a solution to a known problem. The owner outlines what the issue is and more vaguely what they would like in terms of a solution. RFP is used when you wish the industry or service providers to have some autonomy for the solutions provided with little to no definition provided for solutions other than the end goal. An RFP is generally not only dollar driven, but is value driven and requires a review of submission with weighting applied to various evaluation criteria.
12. **Request for Quotation (RFQ):** used to solicit quotes for defined work, without adhering to the typical rules of a formal tender procedure. When a quote is provided, there is no "Contract A" formed. Either party reserves the right to decline the work or negotiate further. RFQ would generally require the owner to invite a minimum of three quotations to ensure price competition. The process is price driven and not necessarily value based.
13. **Tender:** used when the owner knows in detail what they want. Detailed documents and drawings are provided to prospective contractors who then provide a bid or tender. There are well defined legal ramifications in Canada that are involved in the tender process that ensure it is a fair, competitive process (i.e. Contract A vs B, Bid Bonding, Award Criteria). Generally, a tender would result in a contract between the owner and the contractor/supplier and is for more complex supply or construction items.

Regulated Requirements:

14. In accordance with the Canadian Free Trade Agreement (CFTA) and the New West Partnership Trade Agreement (NWPTA), all procurements of goods and services valued at \$75,000 or greater or construction valued at \$200,000 or greater, must be nationally advertised.
15. Starland County shall use the Alberta Purchasing Connection (APC) as its "posting agent" for these procurements.
16. Tenders and RFP's shall be advertised through APC and may be advertised locally at the Department Head's discretion. Advertising mediums and geographical area shall be determined by the Department Head initiating the procurement. Letters inviting local suppliers to bid may also be sent out at the Department Head's discretion.
17. Additionally, Grant providers may require competitive bidding at any threshold, in these cases, the grant requirements shall supersede this policy.



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Procurement Authority:

18. Council approves an annual budget which provides general direction in the operating and capital expenditures of Starland County. The Chief Administrative Officer is authorized to delegate financial signing authorities.
19. An employee who has been delegated procurement (spending) authority may sign any procurement document, purchase order or contract, within the limits of their delegated spending authority, necessary to complete the procurement and shall ensure that the expenditure is within the approved budget or a spending resolution approved by Council.
20. Non-Budget and Pre-Budget Expenditures must be approved by Council resolution. Following approval, all non-budgeted, emergency or pre-budget expenditures shall be undertaken as outlined within this policy.

Procurement:

21. Procurements shall be made at the lowest cost available consistent with the required quality and service.
22. All procurement shall be done on a competitive basis, except for emergency requirements, and shall have the appropriate spending authority and approvals.
23. The operating principle of NWPTA and CFTA is to ensure that Canadian suppliers are not discriminated against based on geographic location. This means that entities must consider persons, goods and services from other provinces equal to their own.
24. Procurements made through an authorized Buying Group, such as RMA Trade, have already been carried out in a manner that is consistent with CFTA and NWPTA and will not be required to go through the following procedures again.

Procurement Methods and Limits:

25. \$1 to \$9,999 – procurements can be made directly using purchase orders, cash or other approved methods such as corporate credit cards. Small reimbursable expenditures can be paid for directly by the employee and reimbursed through petty cash. Budgeted expenditures in this category can be approved by the Department Head or their delegate within their delegated financial authorities.
26. All procurement with a procurement value of \$10,000 or more must have at least three informal price quotes (i.e. telephone, e-mail, web, or catalogue). Quotes shall be documented and include the date, name of supplier and contact person, total cost quote, and shall be signed by the individual requesting the quote and attached to the purchase order.



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27. \$9,999 up to \$74,999 for goods and services and from \$9,999 to \$199,999 for construction— procurements can be made directly using a purchase order or other approved method such as corporate credit cards. Where it is deemed appropriate, Tenders, Request for Proposal or Request for Quotation may be requested to substantiate procurements at any amount. Budgeted expenditures in this category must be recommended by the Department Head and approved by the Chief Administrative Officer.
28. To allow flexibility and efficiency within procurement scenarios, Department Heads are given the authority to vary process requirements for procurements noted in Clauses 28-30. When using this discretion, Department Heads are to ensure they maintain the integrity of the overall procurement policy. Department Heads shall notify the CAO in writing when any such variance has been undertaken.
29. Greater than \$75,000 for goods or services and greater than \$200,000 for construction – procurement at these values shall be completed by the Tendering or Request for Proposal Process outlined in this policy.
30. Tenders or Request for Proposals, even if approved in the budget, must be signed off on by the CAO before proceeding with the process. The Tender/Request for Proposal award recommendations must be approved by Council.
31. In the case of an emergency or where it can be demonstrated that there truly is only one source available for the good or service, the CAO may authorize the direct sole sourcing of a contract without tender/award process having been followed. Council shall be apprised of the relevant criteria that made it necessary to bypass the typical process and if the purchase is over \$75,000, council must approve the sole sourcing through resolution, with exception to emergency expenditures. Once such an exception has been approved, all necessary purchase processes will follow as per this policy.
32. No Procurement is to be divided (contract splitting) in order to avoid the requirements of this Policy or the County's obligations pursuant to CFTA or NWPTA.
33. Where goods, services or construction of a similar type are to be supplied on a repetitive basis from one or more vendors either over a period of time, in a calendar year or over the course of a season, those goods, services or construction shall be procured in accordance with the procurement process applicable to goods, services or construction having a procurement value equal to the total estimated cost of all such similar goods, services or construction to be supplied in the term of contract, whole calendar year or during the course of the entire season as the case may be. The appropriate procedure above shall be utilized according to the total dollar value.

Disposal of Capital Purchases:

34. The Chief Administrative Officer is authorized to dispose of capital items with a net book value under Ten Thousand (\$10,000) dollars.
35. Unless otherwise authorized, all capital item disposals with a net book value greater than Ten Thousand (\$10,000) requires Council approval.
36. All disposals shall be completed through a process approved by the Chief Administrative Officer.



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Tender and Request for Proposal Process:

37. All tenders shall be assigned a tender number. The Inventory Coordinator will assign the tender number and create the file.
38. Appropriate approvals, sources of funds and scope of work should be clearly identified before the tender process proceeds. Evidence of approved budgets or exception authorization should be provided as outlined in this policy.
39. The user department shall prepare the tender and specification documents, with input and assistance from legal counsel or engineering services provider if required. All call for tenders shall include the date and time of the competition closing and shall indicate that the submissions are to be delivered to the address and person specified.
40. The usual length of time allowed for a public tender is 20 business days from the time of the announcement of the tender. However, a tender may be closed in a shorter or longer period depending on the urgency or complexity of the item being tendered.
41. The user department that initiated the tender shall be responsible for answering tender result inquiries.
42. All tenders for construction projects and contracted services providers (i.e. contract grader operators or gravel haulers) shall be subject to public opening. The time, location and conditions of the public opening shall be made known in advance. Only the name of the supplier and the total cost or price in the submission is to be released during a public opening. Tenders received for goods such as vehicles or equipment shall be opened by the Inventory Coordinator who shall prepare a detailed list of the submissions for Council review and award.
43. Proposals received in response to an RFP process constitute a response to an inquiry and are, therefore, internal documents and are not subject to public opening.
44. The following criteria shall be considered when awarding an RFP:
 - a. Price
 - b. Capability to perform work
 - c. Experience with bidder
 - d. Result of reference check
 - e. Information relating to financial state of bidder
 - f. Availability
 - g. Quality
 - h. Warranties
45. The lowest priced bid meeting the tender requirements shall not necessarily be accepted. If the lowest bid was not selected, justification in writing, along with a recommendation to award based on alternative criteria, shall be submitted to the Chief Administrative Officer and/or Council based on the purchasing levels outlined in this policy.
46. The right to reject any or all tenders is reserved by the County Council.
47. Any or all tenders shall be rejected if there is reason for believing that collusion exists among the Bidders, and none of the participants in such collusion shall be considered in future proposals.



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48. Suppliers and Contractors currently involved in civil or criminal legal actions involving the County are excluded from providing bids and services until such time as the action is resolved to the satisfaction of the County or as directed by a Court having jurisdiction over the matter, notwithstanding all available appeals.
49. Failure to satisfactorily complete previous contracts, avoidable delays in completing such contracts, or a lack of experience or capital shall be considered enough cause for rejecting any tender.
50. To minimize the risk to Starland County in the event of a legal challenge to a tendered procedure, the following privilege clause shall be included in advertising and tender documents: "Starland County reserves the right to accept or reject any or all quotes and to waive irregularities and informalities at its discretion. Starland County reserves the right to accept a quote other than the lowest quote without stating reasons. By the act of submitting its quote, the bidder waives any right to contest in any legal proceeding or action the right of Starland County to award the tender to whomever it chooses in its sole and unfettered discretion, and for whatever reasons Starland County deems appropriate."
51. If bidders fail to submit a bid on/before the prescribed date and time, their bids shall be returned unopened.
52. The tender documents shall include a list of Vendor Responsibilities, outlining the expectations for each Tender and RFP required by the Starland County.


Awarding and Documentation:

53. Once the tender has been approved, the user department, in cooperation with the Assistant CAO and/or legal counsel, is responsible for drafting the contract and getting signatures on all documents required.
54. The department that initiates the tender process shall ensure that all original signed documents are forwarded to Records Management so that a contract file may be created. Tenders are public records, must be available for public review and must be retained as per the Starland County approved records retention schedule.

Conflicts of Interest:

55. Employees are to exercise caution when dealing with vendors where there is the possibility or perception of a conflict of interest, either through a direct or indirect relationship of any kind and must declare any actual or potential conflict of interest that may arise at any time in the procurement process to their supervisor.
56. Employees shall not use their public role to influence or seek to influence a County procurement decision which could further a personal and/or business interest of the employee or employee's family.

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| | FINANCE AND ACCOUNTING | 970-11 | 1 of 3 |
| | POLICY TITLE | DATE | MOTION NO. |
| | Financial Signing Authorities | November 20, 2019 | C19-202 |

PURPOSE:

To delegate financial signing authorities to the appropriate officials with levels of spending and payment authorities clearly defined.

POLICY STATEMENT:

Starland County is committed to maintaining a strong system of internal controls to ensure the safekeeping and effective and efficient use of Starland County’s assets and resources. Financial signing authorities is one of many internal controls employed by Starland County. Delegated financial signing authorities are designated to approved positions on the Starland County Organizational Chart and not to individual employees.

Spending Authority:

1. The Chief Administrative Officer (CAO) has the authority to designate financial signing authorities.
2. All expenditures must be included in the approved operating or capital budgets or be authorized by Council resolution. The only exceptions are in the case of an emergency or where there is a legal requirement to pay.
3. All expenditures must be initiated and managed as per *Policy 970-10 – Procurement, Disposition and Tendering* and be supported by a duly approved Purchase Order.
4. Where no purchase order was issued for an expenditure, the invoice must be coded and approved for payment by the Department Head.
5. Budgeted expenditures up to \$10,000 must be approved by the Department Head or delegate as per Appendix A Financial Signing Authorities Matrix.
6. Budgeted expenditures over \$10,000 must be approved by the Chief Administrative Officer.
7. All employee timesheets must be approved by the direct supervisor or responsible Department Head.
8. Expenditures not provided for in the budget must be approved by Starland County Council resolution and must have an identified, available source of funds.
9. No person shall authorize an expenditure where he/she will be the payee, or if the expenditure is for a function such as a training course, seminar, or conference that he/she would be attending. The Chief Administrative Officer or designate shall authorize all these transactions except his/her own which shall be authorized by the Reeve or Deputy Reeve.




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10. Written contracts or Memorandum of Agreements (MOA) shall be used in situations where there is a need to specify in writing the requirements for supply or continuing supply of goods or services, and the need to identify each party's degree of responsibility in the case of damage, default, or loss. A contract or MOA must be entered into by the correct designated authority (Department Head or Chief Administrative Officer) in accordance with the authority levels, over the period of the contract.
11. Department Heads are responsible for managing their budgets and expenditures shall not exceed their departmental budget.
12. Department Heads or delegates shall only approve expenditures related to their programs and from their budgets.
13. Expenditures for government source deductions, LAPP and group insurance shall be authorized by the Legislative Services Director in the CAO's absence. Expenditures for utilities may be authorized by the Legislative Services Director.

Payment Authority:

14. The Reeve or Deputy Reeve and Chief Administrative Officer or Legislative Services Director's signatures will appear on all general cheques. This is the official payment authority and approval.
15. Signatures for cheques will be handwritten.
16. The Reeve or Deputy Reeve and the CAO or Legislative Services Director will conduct a general review of each general cheque run noting payees and amounts. This is not an approval process and a review of the back up documentation for each cheque is not required. Source documents will be provided upon request. The Reeve or Deputy Reeve and the CAO or Legislative Services Director will sign the cheque register to confirm that the review has taken place.
17. When general payments are made via electronic funds transfer or direct deposit, the Reeve or Deputy Reeve and the CAO or Legislative Services Director will review the individual direct deposit statements and approve them via signature prior to uploading the direct deposit payment file to the bank.
18. At a minimum, the cheque register listing the payees and amounts for each general cheque run shall be made available to Council members for examination. It will be at the discretion of each Council to determine the extent and frequency to which they examine payments made by Starland County.
19. Each payroll register will be reviewed and approved via signature by the Reeve or Deputy Reeve and the Chief Administrative Officer or Legislative Services Director.
20. Prior to payment, the Corporate Services Director shall review all general payments and payroll, including source documents, to verify the legality, accuracy, and adherence to policy of County expenditures.

21. Credit cards are an alternate payment method and not a procurement tool. As such, all credit card payments shall be approved by the Chief Administrative Officer.

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Absence of Signatory:

22. During any absence of the Chief Administrative Officer, the Legislative Services Director shall assume the financial signing authorities of the CAO. When exercising CAO financial signing authorities, the Legislative Services Director must ensure that the signature block is dated and “In CAO’s absence” is written in the signature block.

23. During the absence of a Department Head or delegate, the next higher level of authority shall approve the expenditure.

Specimen Signature Cards:

24. A Specimen Signature Card (see Appendix B) shall be completed for each position on the organizational chart that exercises financial signing authority.

25. Specimen Signature Cards shall be used to verify signatures on source documents (i.e. purchase orders, contracts, invoices, etc.).

26. Each Specimen Signature Card shall identify:

- the position title as per Starland County’s organizational chart
- the incumbent’s name
- the effective date of the incumbent’s appointment to the position
- the level and type of delegated signing authority (if the incumbent has more than one type of signing authority, all shall be listed on the specimen signature card)
- the budget allocated to the position

27. The Corporate Services Director shall prepare and maintain all specimen signature cards.

28. The Chief Administrative Officer shall verify and authorize all specimen signature cards, except for their own which shall be approved by the Reeve.

29. When an incumbent departs from a position with financial signing authorities (either due to termination or a move to a different position), the specimen signature card shall be cancelled and end-dated with the effective date of the change.

30. All cancelled specimen signature cards shall be kept on file for a minimum of six years.

Policy History:

August 17, 2020 (C22-215) – Changed position titles as per revised Organizational Chart and added payment authority procedure for EFT/direct deposit payment of trade accounts.

STARLAND COUNTY

POLICY 970-11 FINANCIAL SIGNING AUTHORITIES

Appendix A

Financial Signing Authorities Matrix

| Authority type | Decision type | CAO | Legislative Services Director (LSD) | Corporate Services Director (CSD) | Department Heads ⁹ | Assistant Supervisors and Foremen ¹⁰ | Other ¹¹ |
|---|--|--|-------------------------------------|-----------------------------------|-------------------------------|---|---------------------|
| Spending Authority: | Operating Expenditure Initiation and Approval | Up to approved budget or Council motion | \$10K | No | \$10K | \$5K | \$1K |
| | Capital Expenditures | Up to approved budget or Council motion | \$10K | No | \$10K | \$5K | No |
| | Create New Positions ¹ | Up to approved budget and Council motion | No | No | No | No | No |
| | Fill Open Positions ² | Yes | No | No | No | No | No |
| | Approval of Salary Increments ³ | Yes | No | No | No | No | No |
| | Travel Expenses ⁴ | Yes | <\$2K | No | <\$2K | No | No |
| | Approval of Time Sheets (Salary and Hourly workers) ⁵ | Yes | Yes | Yes | Yes | Yes | No |
| | Transfer of Funds ⁶ | Yes | Yes | Yes | No | No | No |
| | Statutory Deductions, LAPP and Group Insurance ⁷ | Yes | Yes | No | No | No | No |
| Utilities ⁷ | Yes | Yes | No | No | No | No | |
| Payment Authority: | Review of Cheque Register | Yes | Yes | No | No | No | No |
| | Approval of Payroll Register | Yes | Yes | No | No | No | No |
| | Credit Card Payments | Yes | No | No | No | No | No |
| | Payment approval and Cheque Signing ⁸ | Yes | Yes | No | No | No | No |
| | Transfer of Funds ⁶ | Yes | Yes | Yes | No | No | No |
| | Review of General Cheques and Payroll | Yes | Yes | Yes | No | No | No |
| Journal Entries (corrections and adjustments) | Yes | Yes | Yes | No | No | No | |

Notes:

1. New positions that are not included in the Starland County Core Employee positions must be approved by Council.
2. Filling vacant positions is subject to the procedure outlined in the Starland County Personnel Policy and Procedures Manual - Recruitment.
3. Awarding merit increment increases or withdrawals is subject to the procedure outlined in the Starland County Personnel Policy and Procedures Manual - Performance Reviews.
4. All out of Province travel expenses must be approved by the CAO as per Policy 970-12 Travel, Mileage and Expense Reimbursement.
5. Direct supervisors and/or responsible Department Heads are to approve all employee timesheets. Department Head timesheets are to be approved by the CAO.
6. Transfer of funds is a transaction moving cash or investments from one type/account to another. The request should be originated by the CAO, LSD or CSD and must be approved by someone other than the originator.
7. Remittances for statutory payroll deductions, LAPP and group insurance shall be approved by the LSD in the CAO's absence. Utilities payments may be approved by the LSD.
8. The Reeve or Deputy Reeve and the CAO or LSD will approve payments and sign all general cheques as per Policy 970-11 Financial Signing Authorities.
9. Department Heads are comprised of the following positions on the Starland County Organizational Chart: Agricultural Fieldman; Director of Municipal Services; Public Works Supervisor.
10. Assistant Supervisors and Foremen are comprised of the following positions on the Starland County Organizational Chart: Assistant Public Works Supervisor Road Maintenance; Assistant Public Works Supervisor Operations; Shop Foreman; Road Construction Foreman.
11. Other is comprised of the following positions on the Starland County Organizational Chart: IT/Database Technician; Health and Safety Officer; Assistant Agricultural Fieldman; Inventory Coordinator; Bylaw Enforcement Officer.



POLICY 970-11 FINANCIAL SIGNING AUTHORITIES – APPENDIX B

SPECIMEN SIGNATURE CARD

POSITION NAME: CHIEF ADMINISTRATIVE OFFICER

INCUMBENT NAME: SHIRLEY BREMER

EFFECTIVE DATE: MAY 1, 2017

AUTHORITY TYPE: SPENDING AUTHORITY
PAYMENT AUTHORITY


AUTHORITY LEVEL: CAO

BUDGET ALLOCATION: ALL UP TO APPROVED BUDGET OR COUNCIL RESOLUTION
EMERGENCY PROCUREMENT

SIGNATURE: _____

APPROVED BY: _____
STEVE WANNSTROM, REEVE

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| | POLICY TITLE | DATE | MOTION NO. |
| | Travel, Conferences and Expense Reimbursement For Employees | December 11, 2019 | C19-230 |

PURPOSE:

To establish a framework for expense reimbursement for Starland County employees for reasonable travel, conference and other business-related expenses.

POLICY STATEMENT:

Starland County will reimburse employees for the use of personal resources while conducting official County business in a fair, reasonable and transparent manner.

DEFINITIONS:

- Accommodation:**
 - Commercial accommodation – lodging facilities such as hotels, motels, corporate residences or apartments.
 - Private non-commercial accommodation – private dwelling or non-commercial facilities where the traveller does not normally reside.
- Economy class** – the standard class of air travel, including special discount fares. It excludes first class and business class or equivalents.
- Employee** – a person employed by Starland County.
- Receipt** – an original document or paper copy showing the place, date, goods and/or service, and amount of expenditure paid by the claimant.
- Travel Expenses** – those expenses that are incurred for business purposes including transportation fares such as air, bus, train or taxi, vehicle rental, private vehicle mileage allowance, accommodations, parking fees, meals, and business-related telephone and fax charges. Non-reimbursable travel expenses include expenses incurred by spouses/partners or other persons accompanying a Starland County employee on business travel, un-authorized service upgrades (i.e. business class airfare or hotel rooms), personal services (i.e. massages, spa/beauty treatments, movie rentals, personal bar tabs, dry cleaning/laundry services), personal purchases (i.e. gifts or clothing), traffic violations/parking tickets, lost personal property (i.e. luggage) or alcohol.
- Travel Status** – occurs when an employee is on authorized Starland County business travel outside of the local area. This includes business meetings, training events and workshops, conferences and conventions.
- Traveller** – a Starland County employee on travel status.



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TRAVEL

Accommodation:

8. A commercial accommodation allowance of \$250.00 per night shall be paid to employees on travel status and who stay overnight at commercial accommodations. An original hotel receipt must accompany the travel claim for the allowance to be paid.
9. If the actual reasonable travel expense incurred for commercial accommodation is greater than the allowance, then reimbursement of the actual expense incurred shall be made supported by original receipts.
10. When a hotel receipt is not provided for an overnight stay, or when the traveller stays at private non-commercial accommodation, a private accommodation allowance of \$50.00 per night shall be paid.

Transportation:

11. The standard for air travel is economy class. The lowest available airfares appropriate to itineraries shall be sought,
12. Where air transportation is authorized and used, the traveller shall be provided with the necessary prepaid tickets whenever possible. If a traveller books their own air travel, they shall be reimbursed immediately based on actual receipts including all taxes and fees.
13. In the event a traveller cancels a flight which has already been reimbursed by Starland County, the full amount of the reimbursement is due back to Starland County immediately upon cancellation. Employees are encouraged to have their air travel booked and paid directly by Starland County.
14. Where a traveller uses loyalty program points to acquire airline tickets for business travel (i.e. Air Miles, Aeroplan), they shall only be reimbursed for the actual expense incurred (generally taxes and fees). Reimbursement shall not be based on a conversion of points used into dollars or an estimated value of the ticket.
15. Actual expenses for taxis, shuttles and local transportation services, including gratuities, shall be reimbursed based on original receipts.
16. The use of a private vehicle for travel may be authorized when it is not feasible or practical to use a Starland County fleet vehicle.
17. A private vehicle mileage allowance shall be paid at the Federal Government's Canada Revenue Agency rate for the Province of Alberta. These rates are reviewed and revised on January 1st, April 1st, July 1st and October 1st. The rates applied shall correspond to the actual dates of travel and not to the payment dates.
18. When a private vehicle mileage allowance is paid, no other costs associated with that vehicle will be reimbursed to the traveller (i.e. gas, repairs, parking tickets, etc.).
19. Parking fees shall be reimbursed based on actual receipts.



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| Travel, Conferences and Expense Reimbursement For Employees | December 11, 2019 | C19-230 |

Meals:

- 20. A half-day meal allowance shall be paid for travel under five hours in a day at a rate of \$32.00.
- 21. A full-day meal allowance shall be paid for travel greater than five hours in a day at a rate of \$57.00.
- 22. Where the actual reasonable travel expenses incurred for meals are greater than the approved rates, then reimbursement of the actual expenses incurred may be made based on receipts.
- 23. Alcoholic beverages and drugs shall not be reimbursed with this allowance.

Travel Claims:

- 24. Upon completion of a business trip, the traveller shall complete an expense claim and attach all required receipts.
- 25. The travel expense claim shall be approved by the traveller's Department Head or Chief Administrative Officer as per Policy 970-11 *Financial Signing Authorities*.
- 26. The approved travel expense claim shall be forwarded to Accounts Payable for processing and payment on the subsequent cheque run.

CONFERENCE/CONVENTION ATTENDANCE

- 27. Attendance by an employee at any conference or convention shall be pre-approved by Council resolution.
- 28. Attendance by an employee at a training event, such as a workshop or seminar, may be approved by the employee's Department Head.

EXPENSE REIMBURSEMENT

- 29. Starland County purchases of goods and services shall be direct billed to Starland County and be supported by a duly approved purchase order.
- 30. In exceptional or emergency situations (i.e. urgent requirement for a good from a supplier that we do not have a charge account with), reimbursement of goods or services purchased by employees shall be made based on original receipts and shall be approved by the appropriate manager.
- 31. Where Starland County employees have made small out-of-pocket expenditures for goods, they will be reimbursed either through petty cash (under \$100.00) or by cheque. Reimbursement shall be based on original receipts only.

POLICY AMENDMENTS

June 28, 2023 – [C23-171] Removal of Partners Program and clarifying non-reimbursable expenses.

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| POLICY TITLE | DATE | MOTION NO. |
| Account Receivable Collection Process | April 8, 2003 | C03-072 |

PURPOSE:

To establish uniform guidelines for the collection of accounts receivable. The County shall promote and encourage the timely payment of accounts receivable and pursue delinquent accounts in a prudent and diligent manner.

PROCEDURES:

1. All invoices received by the Administrative Assistant – Accounts, will be reviewed to ensure that they are complete; ie. name, address and account number are provided from the invoicing source or department.
2. Any invoices which appear to be incomplete will be returned to the originator or clarification will be obtained by phone.
3. When an account remains unpaid after 60 days, telephone contact is made and /or a letter inquiring and requesting prompt payment is written. An interest penalty of 1.5% per month is added to the account 30 days after the account is mailed.
4. After an account is overdue for 90 days a letter is written indicating that the following actions will be taken if the outstanding account is not paid within 30 days of the notification:
 - i) Account will be referred to the collection agency
 - ii) The individual will be added to the delinquent list, and will be unable to access further goods or services from Starland County
 - iii) Court actions will be authorized for any account in excess of \$200.00
5. Actions required will be sensitive to the customer's specific circumstances, and if unusual circumstances exist, the Chief Administrative Officer has the authority to temporarily delay the timelines prescribed herein.
6. Accounts that have been referred to a collection agency and still proved to be uncollectable shall be written off one year after they have been referred to the collection agency. The write off shall be charged to the accounts of the originating department.
7. Should the account be collected by the collection agency within the seven year period the file remains active, the collected amount will be applied to a general collection account, and the individual will be removed from the collections listing.

Policy Amendments: