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- PC-02 Control of Clubroot Disease of Canola

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AG - AGRICULTURAL SERVICES

AP – Agricultural Programs

Policy No.	Name	Date Approved
AP-01	Agricultural Program Services	2024-05-14
AP-02	Leduc County Agricultural Service Board Bursary	2024-05-14
AP-03	Rental Equipment	2023-02-28
AP-04	Horticultural Services	2023-02-28
AP-05	Sustainable Agriculture	2024-05-14
AP-06	Local Food	2022-04-12

EO – Enforcement Obligations

Policy No.	Name	Date Approved
EO-01	Weed Control Enforcement Obligations	2021-03-23
EO-02	Agricultural Pests Enforcement Obligations	2021-03-23
EO-03	Soil Conservation Enforcement Obligations	2021-03-23

PC – Pest Control

Policy No.	Name	Date Approved
PC-01	Beaver Control and Beaver Dam Removal on County Right-of-Ways and Private Property	2022-04-12
PC-02	Control of Clubroot Disease of Canola	2024-05-14

SW – Surface Water

Policy No.	Name	Date Approved
SW-01	Small Acreage Drainage Projects	2023-02-28

VM – Vegetation Management

Policy No.	Name	Date Approved
VM-01	Vegetation Management in Leduc County Road Right-of-Way and Leduc County Controlled Lands	2021-04-13
VM-02	Mowing in Leduc County Road Right-of-Way and Controlled Lands	2021-07-13
VM-03	Fenceline Spraying	2021-07-13
VM-04	High-Risk Invasive Weed Species Prevention and Control	2021-04-13

Policy statement

Leduc County will provide information and programs approved by the Agricultural Service Board to encourage production, profitability, and sustainability of the agriculture industry in Leduc County.

Policy authority

Agricultural Program Services will be initiated and maintained through the annually approved Agricultural Services departmental budget. These programs will align with the Leduc County Strategic Plan.

Policy standards

1. Staff will maintain awareness and knowledge about current factors affecting the local agricultural industry to enable a responsive approach to information and program support.
2. Programs, policies, and procedures will be implemented for approved Agricultural Services programs.
3. Maintain communication with the federal and provincial governments for awareness of their current programs and any updates to the agricultural industry.
4. Programs will be developed to meet the needs of the agricultural industry and Leduc County residents.

Policy responsibilities*Council responsibilities:*

Council will,

- Approve the Agricultural Program Services policy.
- Review and approve programs to respond to the needs of the agricultural industry and residents of Leduc County.

Agricultural Service Board will,

- Review and recommend to Council programs to respond to the needs of the agricultural industry and residents of Leduc County.

Administration responsibilities:

Administration will,

- Review this policy as required to ensure that the policy complies with all current, relevant legislation and municipal policies.
- Ensure staff receive training opportunities on topics relevant to the agricultural industry.
- Ensure that all programs are budgeted for accordingly.
- Provide knowledge and support to residents regarding available programs and updates.
- Identify the needs of residents and industry within Leduc County in relation to agriculture and provide reporting to the Agricultural Service Board.

Monitoring and updating

- This policy should be reviewed at least once every four years.

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Policy statement

Leduc County will provide a program to award bursaries annually to eligible applicants who are enrolled in agriculturally related post-secondary programs. Through this program Leduc County will support registration in agriculturally related courses for students who live in, or who have parents/guardians living in, Leduc County.

Policy authority*Legislative implications:*

- The collection of personal information shall be managed in accordance with:
 - Freedom of Information and Protection of Privacy Act
- The Leduc County Agricultural Service Board Bursary will be maintained through the annually approved Agricultural Services departmental budget.

Policy standards

1. Bursaries provide an incentive to encourage rural post-secondary students in Leduc County to pursue an agricultural industry career path
2. Bursaries will not be restricted to any post-secondary institution, but rather will be evaluated on the basis of courses taken and their agricultural content.

Policy responsibilities*Council responsibilities:*

Council will,

- Approve the Leduc County Agricultural Service Board Bursary policy.
- Approve bursary funding in conjunction with the annual budget review.

Agricultural Service Board will,

- Review Agricultural Service Board Bursary application guidelines annually.
- Review all eligible applicants at the first scheduled Agricultural Service Board meeting following the application deadline and select recipients.

Administration responsibilities:

Administration will,

- Ensure the Leduc County Agricultural Service Board Bursary application form is maintained on the Leduc County website and bursary program is advertised annually.
- Ensure that the bursaries are budgeted for annually.

Monitoring and updating

- This policy should be reviewed at least once every four years.

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Policy statement

Leduc County Agricultural Services shall provide a program to offer various pieces of specialized equipment for sale, for rental, or “rent free” to Leduc County residents.

Policy authority

Legislative implications:

- The collection of personal information shall be managed in accordance with:
 - *Freedom of Information and Protection of Privacy Act*
- Approval of the Agricultural Services Equipment Rental/Sales/Program Fees Schedule within the Fees and Charges Bylaw shall set out the various charges for the equipment being sold and/or rented.

Policy standards

1. Leduc County Agricultural Services will provide ease of access to specialized equipment to assist Leduc County residents in the management of weeds, nuisance pests and livestock, and support the planting of various forms of shelterbelts.
2. The equipment to be provided will include, but not be limited to, small herbicide sprayers, livestock handling equipment, tree planter and live capture traps.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Rental Equipment policy.
- Approve the Fees and Charges Bylaw.

Administration responsibilities:

Administration will,

- Ensure that the rental equipment program is being managed and maintained.

Monitoring and updating

- This policy will be reviewed every four years.

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Policy statement

Leduc County Agricultural Services shall respond to Leduc County residents on topics related to horticulture to promote and support gardening and landscaping.

Policy authority

Horticultural Services will be operated and maintained through the annually approved Agricultural Services departmental budget.

Policy standards

1. Agricultural Services department staff will provide information resources and referrals to specialists/professionals in response to Leduc County resident inquiries on topics related to horticulture.
2. Agricultural Services department staff will maintain the annual and perennial plantings at the County Centre grounds in Nisku as well as other county landscaping projects.

Policy responsibilities*Council responsibilities:*

Council will,

- Approve the Horticultural Services policy.

Administration responsibilities:

Administration will,

- Ensure that the Horticultural Services program is budgeted for annually.
- Provide information resources in response to Leduc County resident inquiries on topics related to horticulture and provide referral to horticulture specialists/professionals for diagnosis and advice.
- Present workshop opportunities to provide information and awareness of horticultural topics.
- Promote shelterbelt planting by providing information about planning, planting, and maintenance of shelterbelts.
- Maintain awareness of insect and disease problems of consequence in the region.
- Maintain the annual and perennial plantings at the County Centre grounds in Nisku as well as other county landscaping projects.

Monitoring and updating

- This policy will be reviewed every four years.

Policy statement

Leduc County Agricultural Services shall participate in agreements with the Province of Alberta Resource Management Funding Stream of the Agricultural Service Board Grant Program and the County of Wetaskiwin to provide a full-time program coordinator shared between Leduc County and County of Wetaskiwin. The program coordinator shall provide information and program support to Leduc County agricultural producers through programs approved by the Resource Management Funding Stream of the Agricultural Service Board Grant Program.

Definitions

Resource Management Funding Stream means that portion of the Agricultural Service Board grant that supports environmental activities conducted by a municipality.

Sustainable agriculture means environmentally beneficial management practices relating to agriculture.

Agricultural producer means an individual/individuals actively engaged in the business of agricultural enterprise, including primary producers, processors, and other agri-business service providers.

Policy authority

Legislative implications:

- *Province of Alberta Agricultural Service Board Act*
- *Freedom of Information and Protection of Privacy Act*

Policy standards

Leduc County will,

- Deliver workshops and information sessions on a range of topics including, but not limited to: manure and nutrient management, riparian assessments and management strategies, integrated crop management, alternative energy sources, grazing and winter feeding management, and water well management and decommissioning.
- Supply information to Leduc County agricultural producers about available provincial programs and assist agricultural producers who are applying for program funding.
- Facilitate Environmental Farm Plan workshops and assist residents with completion of their Environmental Farm Plan.
- Promote the Alternative Land Use Services (ALUS) program opportunity to the active farming community within Leduc County.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Sustainable Agriculture policy.

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- Review and approve the continuation of the Resource Management Funding Stream of the Agricultural Service Board Program agreement for Sustainable Agriculture between County of Wetaskiwin and Leduc County upon expiration of the terms of the agreement at five year intervals.

Administration responsibilities:

Administration will,

- Ensure compliance with all current legislated requirements and municipal policies.
- Ensure that Sustainable Agriculture program support requirements are budgeted for annually.
- Provide training and support for the Sustainable Agriculture program coordinator.
- Deliver services to Leduc County residents relating to the Sustainable Agriculture program, including:
 - Administering all aspects of the Alternative Land Use Services (ALUS) program according to the yearly memorandum of understanding with ALUS Canada and the terms of reference of the community's Partnership Advisory Committee.
 - Coordination of information delivery with organizations such as Working Well, Alberta Onsite Wastewater Management Association, West-Central Forage Association, Cows and Fish, Agroforestry & Woodlot Extension Society, and others.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed annually.

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Policy statement

Leduc County encourages agribusiness and local food initiatives through the promotion and support of the development of agricultural networks and businesses and raising grower and consumer awareness of local food.

Definitions

Council means the duly elected Council of Leduc County.

Administration means the Local Food coordinator and Agricultural Services staff.

Local food means food that is produced within the region where it is consumed and accompanied by a community social structure and supply chain.

Policy authority

Legislative implications:

- *Freedom of Information and Protection of Privacy Act*

The Local Food program aligns with Leduc County strategic plan priorities in relation to agricultural innovation and support for local food.

Policy standards

1. Develop networks, partnerships and business-to-business relationships to enhance local food activities in the region.
2. Be a resource as support to residents to develop and strengthen their capacities as local food producers and in the development of new business and other opportunities.
3. Promote community involvement in the development of a collaborative group to provide community-led direction for opportunities such as community gardens, local food events.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Local Food policy.

Administration responsibilities:

Administration will,

- Ensure compliance with all current legislated requirements and municipal policies.
- Ensure that the Local Food program requirements are budgeted for annually.
- Provide training and support for the Local Food coordinator.
- Deliver services to Leduc County residents and businesses in relation to local food, including:
 - Presentation of workshops and information sessions on a range of topics including, but not limited to: non-traditional agriculture opportunities, local food initiatives, market opportunities.
 - Participation as a member of the organizing committee for the annual Farm to Market to Table conference.

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- Engagement of residents, businesses, and organizations in the development of strong networks and partnerships to create a greater awareness of resources available to local producers and agriculture businesses.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four (4) years.

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Policy statement

As a requirement under the *Province of Alberta Weed Control Act* December 15, 2017, Part 2, Section 7(1): “A local authority shall appoint inspectors to enforce and monitor compliance with this Act within the municipality.”

Definitions

Control means to inhibit the growth or spread or destroy.

Destroy means to kill all growing parts or to render reproductive mechanisms non-viable.

Inspector means a person who has been appointed as a municipal weed inspector by the local authority under the *Province of Alberta Weed Control Act*.

Regulations means *Weed Control Regulation 19/2010, Province of Alberta Weed Control Act*.

Noxious Weed means a plant designated in accordance with the regulations as a noxious weed and includes the plant's seeds.

Prohibited Noxious Weed means a plant designated in accordance with the regulations as a prohibited noxious weed and includes the plant's seeds.

Property owner as defined by the *Alberta Weed Control Act* means

- (i) in respect of land, subject to section 26, the person who is registered as an owner of the land under the Land Titles Act, or
- (ii) in respect of personal property, the person who
 - (A) is the legal owner of it,
 - (B) has lawful possession of it, or
 - (C) has the right to exercise control over it;

Policy authority

Legislative implications:

- *Province of Alberta Weed Control Act and Weed Control Regulation*
- *Freedom of Information and Protection of Privacy Act*

Bylaw implications:

- Leduc County Fees and Charges Bylaw

Policy standards

1. Conduct regular inspections on all properties within the municipality.
2. Transfer information to property owners on an ongoing basis.
3. When necessary, issue notices and undertake enforcement procedures as specified by the *Alberta Weed Control Act*.

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Policy responsibilities*Council responsibilities:*

Council will,

- Approve the Weed Control Enforcement Obligations Policy.
- Appoint an independent Committee annually to hear and determine appeals received by the municipality against notices issued by an inspector under the *Alberta Weed Control Act*.
- Appoint inspectors under the *Alberta Weed Control Act* as required to conduct weed inspections within the municipality.

Administration responsibilities:

Administration will,

- Ensure compliance with all current legislated requirements and municipal policies.
- Implement and maintain inspection and enforcement procedures in reference to prohibited noxious and/or noxious weeds.
- Provide training and support for inspectors.

Inspectors will,

- Adhere to enforcement procedures as specified by the *Alberta Weed Control Act*.
- Deliver services and documentation in the inspection of private and public lands for the presence of prohibited noxious and/or noxious weeds.
- Provide recommendations to residents and property owners for effective destruction of prohibited noxious weeds and control of noxious weeds.
- Issue a weed notice when non-compliance in accordance with the *Alberta Weed Control Act* is determined.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

Policy statement

As a requirement under the *Province of Alberta Agricultural Pests Act*, November 1, 2014 Section 6 “a local authority of a municipality shall take active measures to prevent the establishment of, or to control or destroy, pests in the municipality”.

Definitions

Regulation means *Pest and Nuisance Control Regulation* (amended) 87/2020, *Province of Alberta Agricultural Pests Act*.

Inspector means a person appointed as an inspector, including an inspector by virtue of office, under the *Province of Alberta Agricultural Pests Act*.

Owner as defined by the *Alberta Agricultural Pests Act* means

- (i) in the case of land, a person who is registered under the *Land Titles Act* as the owner of land, or
- (ii) in the case of personal property, a person who is in lawful possession of it or who has the right to exercise control over it

Property means personal property and includes vegetation, but does not include livestock.

Pest means an animal, bird, insect, plant, or disease declared to be a pest in accordance with the regulation.

Policy authority

Legislative implications:

- *Province of Alberta Agricultural Pests Act and Regulation*
- *Freedom of Information and Protection of Privacy Act*

Policy standards

1. Conduct inspections in accordance with relevant legislation.
2. The detection of a declared pest on property or livestock will be identified and the relevant information will be transferred to the property owner and/or producer on an ongoing basis.
3. When necessary, issue notices and undertake enforcement procedures as specified by the *Alberta Agricultural Pests Act*.
4. All pest investigations will be undertaken in accordance with the guidelines in the Pest Control Safe Practices and Administrative Procedures.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Agricultural Pests Enforcement Obligations Policy.
- Appoint an independent Committee annually to hear and determine appeals received by the municipality against notices issued by an inspector under the *Alberta Agricultural Pests Act*.

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- Appoint inspectors under the *Alberta Agricultural Pests Act* as required to conduct pest inspections within the municipality.

Administration responsibilities:

Administration will,

- Ensure compliance with all current legislated requirements and municipal policies.
- Implement and maintain inspection and enforcement procedures in reference to prohibited noxious and/or noxious weeds.
- Provide training and support for inspectors.

Inspectors will,

- Adhere to the Pest Control Safe Practices and Administrative Procedures and enforcement procedures as specified by the *Alberta Agricultural Pests Act*.
- Deliver services and documentation relating to the inspection for the presence of pests.
- Provide recommendations to producers and property owners for the effective management of pests in a timely manner.
- Issue a notice when non-compliance in accordance with the *Alberta Agricultural Pests Act* is determined.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

Policy statement

As a requirement under the *Province of Alberta Soil Conservation Act*, November 1, 2010 Section 15(1), “the local authority of a rural municipality shall appoint at least one soil conservation officer to enforce the *Soil Conservation Act*.”

Definitions

Owner as defined by the *Alberta Soil Conservation Act* means with respect to land, the person registered under the *Land Titles Act* as the owner of the land.

Soil Conservation Officer as defined by the *Alberta Soil Conservation Act* means

- (i) is an agricultural fieldman appointed under Section 8 of the *Province of Alberta Agricultural Service Board Act*, or
- (ii) a soil conservation officer appointed under the *Province of Alberta Soil Conservation Act*

Municipal officers means an officer appointed by the local authority of a rural municipality (Council).

Policy authority

Legislative implications:

- *Province of Alberta Soil Conservation Act*
- *Freedom of Information and Protection of Privacy Act*

Policy standards

1. Inspections will be conducted in accordance with relevant legislation.
2. Recommendations for appropriate measures will be provided to property owners to prevent or stop soil loss or deterioration from taking place or from continuing.
3. When necessary, issue notices and undertake enforcement procedures as specified by the *Alberta Soil Conservation Act*.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Soil Conservation Enforcement Obligations Policy.

Administration responsibilities:

Administration will,

- Ensure compliance with all current legislated requirements and municipal policies.
- Implement and maintain inspection and enforcement procedures in reference to soil loss or deterioration.
- Provide training and support for a soil conservation officer, as may be required.

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Soil conservation officer will,

- Adhere to inspection and enforcement procedures as specified by the *Alberta Soil Conservation Act*.
- Deliver services and documentation relating to the inspection of both public and private property when necessary.
- Provide information and recommendations to residents and property owners for appropriate measures to prevent or stop soil loss or deterioration from taking place or continuing.
- Serve a notice directing remedial measures in accordance with the *Alberta Soil Conservation Act*, when required.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Policy statement

Leduc County Agricultural Services will provide for the removal of beavers and beaver dams from Leduc County right-of-ways to protect the integrity of Leduc County roads and infrastructure where possible and permissible to do so. Leduc County will provide assistance to landowners/occupants who request the removal of beavers and/or beaver dams on their private property where it is possible and permissible to do so.

Definitions

Landowner/occupant is the person responsible for a property who:

- Is the legal owner of it,
- Has lawful possession of it, or
- Has the right to exercise control over it.

Policy authority

Legislative implications:

- *Wildlife Act* – Revised Statute of Alberta 2000, Chapter W-10, current as of August 25, 2020
- *Federal Firearms Act S.C. 1995 c. 39* Current to February 8, 2022
- *Federal Fisheries Act R.S.C., 1985, c. F-14* Current to February 8, 2022 and Department of Fisheries and Oceans (DFO) Operational Statements
- *Water Act*, Revised Statute of Alberta 2000, Chapter W-3, Current as of March 29, 2014
- *Occupational Health and Safety Act* – Statutes of Alberta, 2020, Chapter O-2.2, Current as of December 1, 2021. Occupational Health and Safety Code, Alberta Regulation 191/2021, Current as of December 1, 2021: Part 33 Explosives
- *Freedom of Information and Protection of Privacy Act*

All beaver control work and investigations will be undertaken in accordance with the guidelines in the Pest Control Safe Practices and Administrative Procedures.

Policy standards

1. Beaver control and beaver dam removal activities will be conducted in accordance with relevant legislation, policy, and procedures on public and private lands.
2. When required, the removal of beavers and/or beaver dams will be conducted to reduce the incidence of flooding with work undertaken in order of priority as follows:
 - In order to protect the integrity of Leduc County roads and bridge infrastructure
 - In order to protect the integrity of Leduc County waterways and drainage ditches that are licensed to Leduc County
 - In order to reduce the incidence of flooding on crop land
 - In order to reduce the incidence of flooding on hay land
 - In order to reduce the incidence of flooding on pasture and rangeland
 - In order to reduce the incidence of flooding in other areas.

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Policy responsibilities

Council responsibilities:

Council will,

- Approve the Beaver Control and Beaver Dam Removal on County Right-of-Ways and Private Property Policy.

Administration responsibilities:

Administration will,

- Review this policy as required to ensure that the policy complies with all current, relevant legislation and municipal policies.
- Inspect properties for the determination of beaver control and/or beaver dam removal.
- Conduct the removal of beavers and/or beaver dams when required.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy should be reviewed every four (4) years.

Policy statement

Leduc County Agricultural Services will inspect private and public lands for the presence of clubroot in canola as a requirement under the *Province of Alberta Agricultural Pests Act*, Section 10(1) “*The local authority of a municipality shall appoint a sufficient number of inspectors to carry out this Act and the regulations within the municipality.*”

Definitions

Regulation means *Pest and Nuisance Control Regulation 184/2001, Province of Alberta Agricultural Pests Act*.

Inspector means a person appointed as an inspector, including an inspector by virtue of office under the *Alberta Agricultural Pests Act*.

Owner as defined by the *Alberta Agricultural Pests Act* means

- (i) in the case of land, a person who is registered under the *Alberta Land Titles Act* as the owner of land, or
- (ii) in the case of personal property, a person who is in lawful possession of it or who has the right to exercise control over it

Pest means an animal, bird, insect, plant, or disease declared to be a pest in accordance with the regulation.

Policy authority

Legislative implications:

- *Alberta Agricultural Pests Act and Regulation*
- *Freedom of Information and Protection of Privacy Act*

Bylaw implications:

- Leduc County Land Use Bylaw, specifically Part 6 (Site Levelling, Infilling, Grading & Stockpiling)

Municipal policy implications:

- EO-02 Agricultural Pests Enforcement Obligations

Policy standards

1. Clubroot inspections will be conducted in accordance with relevant legislation.
2. The detection of clubroot will be identified and the relevant information will be transferred to property owner and/or producer on an ongoing basis.
3. Issue notices and enforce the *Alberta Agricultural Pests Act* as required:
 - A notice would include a three-year restriction on the growth of canola on the verified field. In the fourth year, a clubroot-resistant canola variety may be grown.
 - If a field is confirmed positive to a pathotype to which there is no resistant variety commercially-available, the restriction would be for three years. After three years:
 - When there is not a variety that is resistant to the pathotype commercially available, the restriction will continue to be renewed each year until there is a resistant variety commercially available.

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- When a variety that is resistant to the pathotype is commercially available, the restriction will be lifted and that variety may be grown in the next growing season. A further requirement for a Management Plan signed by the property owner/producer (renter, where applicable) and submitted to Leduc County would be included in the notice.
 - A notice would be issued on land that is introducing imported soil material contaminated with clubroot if the imported soil contains a higher level of infestation than the native soil of the land in question.
4. All clubroot inspections will be undertaken in accordance with the guidelines in the Leduc County Clubroot Inspection Administrative Procedure.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Control of Clubroot Disease in Canola Policy.
- Appoint an independent committee annually to hear and determine appeals received by the municipality against notices issued by an inspector under the *Alberta Agricultural Pests Act*.
- Appoint inspectors under the *Alberta Agricultural Pests Act* as required by the Act to conduct clubroot inspections.

Administration responsibilities:

Administration will,

- Ensure compliance with all current legislated requirements and municipal policies.
- Ensure that clubroot inspection program requirements are budgeted for annually.
- Implement and maintain inspection and enforcement procedures in reference to the presence of clubroot in canola.
- Provide training and support for inspectors.

Inspectors will,

- Adhere to the Leduc County Clubroot Inspection Administrative Procedure and enforcement procedures as specified by the *Alberta Agricultural Pests Act*.
- Deliver services and documentation in relation to the inspection of private and public lands for the presence of clubroot.
- Provide recommendations to producers and property owners on effective management of clubroot on verified and non-verified infected fields.
- Issue a notice when non-compliance of the standards set out in this policy is determined.
- Respond to development application referrals with respect to risks associated with the movement of soil.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every year.

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Policy statement

Leduc County will provide funding to eligible landowners for small drainage projects that affect Leduc County road ditches, roads, and private drainage. Each funded project should alleviate ponding along roads, or create a benefit to the landowner's property.

Definitions

Landowner is the person responsible for a property who:

- Is the legal owner of it,
- Has lawful possession of it, or
- Has the right to exercise control over it.

Policy authority

Legislative implications:

- The collection of personal information shall be managed in accordance with:
 - *Freedom of Information and Protection of Privacy Act*

Policy standards

1. The Small Acreage Drainage Projects funding should be provided for in the Agricultural Drainage budget. Final approval is subject to confirmation of the County budget.
2. Funding may be provided to support approved small drainage projects that affect Leduc County road ditches, roads, and private drainage. Each project approved should alleviate ponding along roads, or create a benefit to the property and shall not negatively affect neighbours.
3. Projects must be initiated by landowner(s) and should include an estimate of cost. Approved projects may be eligible to receive 60% funding to a maximum of \$750.00 per individual applicant. All sums in excess of \$1,250.00 are to be paid by the landowner unless otherwise agreed to by the County.
4. All projects must be approved by the Agricultural Service Board.
5. The landowner(s) must obtain the required permit(s), approval(s) and easement(s) for the project(s), unless otherwise agreed to by Leduc County, including but not limited to:
 - Projects must receive approval of Alberta Environment and Protected Areas
 - Any work necessary within Leduc County right-of-way must have the approval of and be performed/supervised by Leduc County Public Works and Engineering Department
 - Alberta One-Call location clearances must be obtained
6. Responsibility for all fence removal and/or reconstruction, and the disposal of brush remains with the landowner(s).
7. After completion of work, and acceptance of project by Leduc County, the landowner may make an application for a grant of up to \$750.00 (60% portion of the total actual expenditure).

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Policy responsibilities*Council responsibilities:*

Council will,

- Approve the Small Acreage Drainage Projects Policy.
- Review the approval of the Small Acreage Drainage Projects funding in conjunction with the annual budget review.

Agricultural Service Board will,

- Review all small acreage drainage project submissions and approve those that meet the requirements.

Administration responsibilities:

Administration will,

- Review this policy as required to ensure that the policy complies with all current, relevant legislation and municipal policies.
- Annually budget for funding small acreage drainage projects to be approved by Leduc County Council.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed every four years.

Policy statement

Leduc County will act in accordance with its legislated responsibilities under the *Province of Alberta Weed Control Act* by providing a program to eliminate the growth of prohibited noxious weeds and control the growth of undesired vegetation in county road right-of-ways as well as on county controlled lands.

Definitions

Noxious weed means a plant designated in accordance with the *Province of Alberta Weed Control Act and Weed Control Regulation* as a noxious weed and includes the plant's seeds. A plant designated as a noxious weed may be present within Alberta but not in abundant numbers and has the potential to cause significant yield losses to agricultural crops.

Prohibited noxious weed means a plant designated in accordance with the *Province of Alberta Weed Control Act and Weed Control Regulation* as a prohibited noxious weed and includes the plant's seeds. A plant designated as a prohibited noxious weed is generally not found in Alberta, or is found in small numbers but has a high potential threat of invasion or is potentially harmful in some fashion to livestock or people.

Policy authority

Legislative implications:

- *Alberta Environmental Protection and Enhancement Act*
- *Alberta Weed Control Act and Weed Control Regulation*
- Alberta Environment Pesticide Service Registration – Industrial Approval
- Pest Management Regulatory Agency – Health Canada under the *Pest Control Products Act Standards*
- *Freedom of Information and Protection of Privacy Act*

Policy standards

1. Conduct selective weed control on Leduc County controlled lands, including Leduc County road right-of-way, throughout the growing season. Weed control will occur where noxious or prohibited noxious weeds are present within Leduc County controlled lands.
2. Carry out responsible herbicide application according to product label and by exclusively using herbicides registered through the Pest Management Regulatory Agency – Health Canada under the *Canada Pest Control Products Act* to eliminate the growth of prohibited noxious weeds, and to control noxious weeds and undesired vegetation.
3. Herbicide applications will only be performed by pesticide applicators who have been trained in accordance with the *Alberta Environmental Protection and Enhancement Act and Regulations*.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Vegetation Management in Leduc County Road Right-of-Way and Leduc County Controlled Lands Policy.

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- Approve budget annually.

Administration responsibilities:

Administration will,

- Ensure compliance with all current legislated requirements and municipal policies.
- Implement and maintain various vegetation management programs to maintain Leduc County road right-of-way and Leduc County controlled lands free of prohibited noxious weeds, noxious weeds and other unwanted vegetation.
- Provide training to employees to apply herbicides as specified under the *Alberta Environmental Protection and Enhancement Act and Regulation*.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Policy statement

Leduc County will maintain an integrated vegetation management program to control the growth of noxious weeds and other unwanted vegetation on county owned right-of-ways and on county controlled lands. This will be undertaken to enhance visibility and driver safety along high-use roads that are the responsibility of Leduc County and to improve aesthetics of county controlled lands on and around subdivisions and hamlets.

Definitions

Noxious weed means a plant designated in accordance with the *Province of Alberta Weed Control Act and Weed Control Regulations* as a noxious weed and includes its seeds. A plant designated as a noxious weed may be present within Alberta but not in abundant numbers and has the potential to cause significant yield losses to agricultural crops.

Integrated vegetation management means a systematic decision-making process that uses multiple methods of control to prevent unwanted plant species from becoming a problem.

Policy authority

Legislative implications:

- *Province of Alberta Weed Control Act and Weed Control Regulations*
- *Freedom of Information and Protection of Privacy Act*

Policy standards

1. All hard surfaced roads that are county controlled will have their right-of-ways and reserves rough-cut mowed.
2. Municipal reserve lands may be rough-cut mowed, for the control of noxious and prohibited noxious weeds. Municipal reserve lands which have been leased are exempt from this mowing, provided the reserves are maintained in accordance to the terms of the lease agreement.
3. Road right-of-ways and County controlled lands may be rough-cut mowed on an as-needed basis. The determination and scheduling of these mowing activities will be as outlined in the Administrative Directive.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Mowing in Leduc County Road Right-of-Way and Leduc County Controlled Lands Policy.
- Approve budget annually.

Administration responsibilities:

Administration will,

- Ensure compliance with all current legislated requirements and municipal policies.

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Municipal Policy

VM -02 – Mowing in Leduc County Road Right-of-Way and on Leduc County Controlled Lands

*Agricultural Services
Vegetation Management*

- Implement and maintain procedures to ensure that all mowing operations will be undertaken in accordance with an integrated vegetation management program and established safe work practices.
- Provide training and support for employees.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Policy statement

Leduc County will act in accordance with its legislated responsibilities under the *Province of Alberta Weed Control Act* and provide a program to assist Leduc County property owners in control of prohibited noxious weeds and noxious weeds along private fencelines/headlands adjacent to municipal roads at no fee for service.

Definitions

Noxious weed means a plant designated in accordance with the *Province of Alberta Weed Control Act* and *Weed Control Regulation* as a noxious weed and includes the plant's seeds. A plant designated as a noxious weed may be present within Alberta but not in abundant numbers and has the potential to cause significant yield losses to agricultural crops.

Prohibited noxious weed means a plant designated in accordance with the *Province of Alberta Weed Control Act* and *Weed Control Regulation* as a prohibited noxious weed and includes its seeds. A plant designated as a prohibited noxious weed is generally not found in Alberta, or is found in small numbers but has a high potential threat of invasion or is potentially harmful in some fashion to livestock or people.

Integrated vegetation management means a systematic decision-making process that uses multiple methods of control to prevent unwanted plant species from becoming a problem.

Property owner means the person responsible for a property who

- is the legal owner of it,
- has lawful possession of it, or
- has the right to exercise control over it.

Policy authority

Legislative implications:

- *Alberta Environmental Protection and Enhancement Act*
- *Alberta Weed Control Act and Weed Control Regulation*
- Alberta Environment Pesticide Service Registration – Industrial Approval
- Pest Management Regulatory Agency – Health Canada under the *Pest Control Products Act Standards*
- *Freedom of Information and Protection of Privacy Act*

Policy standards

1. Control the spread of prohibited noxious weeds and noxious weeds in difficult to manage areas on private property adjacent to Leduc County road right-of-ways as conditions permit, with written permission by the property owner.
2. Carry out responsible herbicide application according to product label and by exclusively using selective herbicides registered through the Pest Management Regulatory Agency – Health Canada under the *Canada Pest Control Products Act*.
3. Herbicide applications will be performed only by pesticide applicators who have been trained in accordance with the *Alberta Environmental Protection and Enhancement Act and Regulation*.

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Policy responsibilities

Council responsibilities:

Council will,

- Approve the Fenceline Spraying Policy
- Approve budget annually

Administration responsibilities:

Administration will,

- Ensure compliance with all current legislated requirements and municipal policies.
- Implement and maintain procedures to ensure that all vegetation management operations will be undertaken in accordance with an integrated vegetation management program and established safe work practices.
- Provide training to employees to apply herbicides as specified under the *Alberta Environmental Protection and Enhancement Act and Regulation*.
- Educate property owners on noxious and prohibited noxious weeds and identify areas that qualify for the Fenceline Spraying Program.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Policy statement

Leduc County will act in accordance with its legislated responsibilities under the *Alberta Weed Control Act* and provide a program to assist Leduc County property owners in control of small areas of one acre or less of high-risk invasive weeds on private property.

Definitions

Control means to inhibit the growth or spread or destroy.

Integrated vegetation management means a systematic decision-making process that uses multiple methods of control to prevent unwanted plant species from becoming a problem.

Noxious weed means a plant designated in accordance with the *Alberta Weed Control Act* and *Weed Control Regulation* as a noxious weed and includes its seeds. A plant designated as a noxious weed may be present within Alberta but not in abundant numbers and has the potential to cause significant yield losses to agricultural crops.

Prohibited noxious weed means a plant designated in accordance with the *Alberta Weed Control Act* and *Weed Control Regulation* as a prohibited noxious weed and includes its seeds. A plant designated as a prohibited noxious weed is generally not found in Alberta, or is found in small numbers but has a high potential threat of invasion or is potentially harmful to livestock or people.

High-risk invasive weed means a weed designated as Noxious or Prohibited Noxious and has less than five active cases within Leduc County where the weed is viable and not currently controlled.

Property owner is the person responsible for a property who

- is the legal owner of it,
- has lawful possession of it, or
- has the right to exercise control over it.

Policy authority

Legislative implications:

- *Alberta Environmental Protection and Enhancement Act*
- *Alberta Weed Control Act* and *Weed Control Regulation*
- Alberta Environment Pesticide Service Registration – Industrial Approval
- Pest Management Regulatory Agency – Health Canada under the *Canada Pest Control Products Act Standards*
- *Freedom of Information and Protection of Privacy Act*

Policy standards

1. Undertake an integrated vegetation management approach to ensure safe and effective control of the non-established weed identified to be at high risk of becoming invasive on private property with written permission by the land owner.

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2. Where chemical control is required, carry out responsible herbicide application according to product label and by exclusively using only those herbicides registered through the Pest Management Regulatory Agency – Health Canada under the Canada Pest Control Products Act.
3. Herbicide applications will be performed only by pesticide applicators who have been trained in accordance with the Alberta Environmental Protection and Enhancement Act and Regulation.

Policy responsibilities*Council responsibilities:*

Council will,

- Approve the High-Risk Invasive Weed Species Prevention and Control policy.
- Approve budget annually.

Administration responsibilities:

Administration will,

- Ensure compliance with all current legislated requirements and municipal policies.
- Implement and maintain procedures to ensure that all vegetation management operations will be undertaken in accordance with an Integrated Vegetation Management program and established safe work practices.
- Provide training to employees to apply herbicides as specified under the *Alberta Environmental Protection and Enhancement Act and Regulation*.
- Educate property owners on noxious and prohibited noxious weeds and identify areas that qualify for assistance in control of small areas of one acre or less of non-established weeds that are a high risk of becoming invasive on private property.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Municipal Policy

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County Manager's Office

CM - COUNTY MANAGER'S OFFICE

AM – Asset Management

Policy No.	Name	Date Approved
AM-01	Asset Management	2019-02-26
AM-02	Land Acquisition	2021-03-09
AM-03	Land Disposal	2021-03-09
AM-04	Disposal of Assets	2017-10-03

AS – Administrative Services

Policy No.	Name	Date Approved
AS-01	Whistleblower Policy	2023-10-10
AS-02	Freedom of Information and Protection of Privacy (FOIP)	2024-10-08
AS-04	Intermunicipal Agreements	2017-10-03

CO – Communications

Policy No.	Name	Date Approved
CO-01	Public Participation	2022-10-11

Policy statement

Leduc County is committed to a strategic approach to asset management and as such will commit to the following when making asset management decisions:

- Asset Acquisition
 - Decisions to acquire new assets will be based on an understanding that the asset supports long term goals and that the full life cycle cost has been considered and incorporated into future operating and capital financial plans.
- Asset Maintenance
 - For each asset, efficient maintenance strategies will be implemented that considers sustaining the desired levels of service and seeks to minimize risk and the life cycle cost.
- Asset Renewals/Replacements
 - Decisions to renew or replace an asset will consider risk (probability and consequences of asset failure), life cycle cost and the impacts to levels of service.
- Asset Disposal
 - The utilization and function of all assets will be considered periodically together with the cost of operating and maintaining. Assets will be disposed of where it is determined that resources can be applied to other uses with greater benefit.

Definitions

Assets mean land, land improvements, roads, buildings, vehicles, equipment and utility infrastructure. They are resources having physical substance, which are used on a continuing basis in the County's operations; have useful lives extending beyond one year; are not intended for sale in the normal course of operations; and meet or exceed the financial threshold established in the Tangible Capital Asset policy.

Asset maintenance means regular activities conducted to keep an asset functioning in its intended state. Maintenance activities are not considered capital investments.

Asset management means the process of making decisions about the use and care of municipal assets to deliver services in a way that considers current and future needs, manages risks and opportunities, and makes the best use of resources.

Asset management committee means a cross functional committee, comprised of administrative staff, whose mandate is to increase awareness of asset management across the organization and to improve financial sustainability through an integrated approach to continuous improvement in its asset management practices and capabilities.

Asset renewal means the replacement, refurbishment, or major maintenance of an asset that represents a capital investment and substantially extends the life of an asset.

Asset stewardship means the careful and responsible management of assets.

Capital project means an asset renewal project.

Level of service means a defined service being provided by the municipality.

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Lifecycle cost means the full financial impact of ownership of an asset throughout its useful life. It includes the costs to acquire, maintain, renew and dispose of an asset.

Long range financial plan means a plan, which includes major and capital projects, that documents the process of aligning financial capacity with long-term level of service objectives.

Major project means an asset maintenance project.

Policy standards

Asset management standards

1. Leduc County will manage our assets in a manner that is stable over the long term.
2. Leduc County shall operate in a manner that takes into account the financial effects on future generations and considers changing circumstances and risks.
3. Leduc County will implement asset management practices that ensure public resources are put to the best possible use and that the full cost of asset ownership is considered in decision-making.

Funding strategy

1. A long range financial plan will be maintained which considers the renewal and replacement of existing assets and the impact to taxation and user fees.
2. The timing for asset renewal/replacement will balance risk with cost and levels of service.
3. The long range financial plan will identify how asset renewals/replacements will be financed, whether be it through current revenues, reserve funds, grants or borrowing.

Asset stewardship

1. Asset management administrative procedures outline the necessary processes required for careful and responsible management of assets.

Policy responsibilities

Council responsibilities:

Council will,

- Approve an asset management policy.
- Support an asset management policy.
- Monitor and review asset standards and levels of services.
- Approve the planning and budgeting of assets.

Administration responsibilities:

County Manager or designate will,

- Direct administration to develop the necessary administrative procedures to implement this policy.
- Approve those administrative procedures.
- Monitor and review infrastructure standards and levels of service at established intervals.

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Asset Management Committee members will,

- Increase awareness of the importance of asset management across the organization.
- Identify opportunities for improvements to the lifecycle management of assets.
- Create and implement specific processes and practices to realize improved planning, development and management of assets.
- Complete an annual report to council on the status of asset management in the organization.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Policy statement

Leduc County adheres to the *Municipal Government Act (MGA)* and provides a consistent and transparent process for the acquisition of land. When necessary for municipal operations, and in the best interest of Leduc County citizens and businesses, the county may acquire lands within or outside of the municipality.

Definitions

Administration means the staff of Leduc County under the direction of the county manager.

Council means the duly elected council of Leduc County.

County manager means the chief administrative officer.

Expropriation means the action of acquiring property from its owner for public use or benefit.

Landowner means the person who is responsible for a property who: is the legal owner of it, has lawful possession of it, or has the right to exercise control over it.

Market value means the amount that a property might be expected to realize if it is sold on the open market by a willing seller to a willing buyer.

Municipal purposes means the purposes set out in the *Municipal Government Act*.

Resident means the person(s) who reside(s) on the property.

Valuation means an estimated value or worth.

Policy authority

Legislative implications:

- *Municipal Government Act (MGA), RSA 2000*

Policy standards

1. Upon the county manager's approval, Leduc County administration will provide a recommendation to council, which will identify the need for additional land(s) to support current and future municipal operations and strategic plans. The administrative recommendation will include:
 - operational impact
 - environmental and/or regulatory issues
 - purchase information
 - expropriation process if required
2. Leduc County assessment department will prepare a valuation of the property.
3. A third party appraiser may be required to determine a fair market value.
4. Leduc County solicitors will be retained to assist with an expropriation process, the sale agreement and transfer of title.

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Policy responsibilities*Council responsibilities:*

Council will,

- Approve the policy.
- Approve by council motion or budget all land acquisitions.
- In the case of required land, may approve of expropriation proceedings in accordance with the *MGA*.

Administration responsibilities:

Administration will,

- Identify reasons for land acquisition(s).
- Obtain market valuation of proposed land(s).
- Provide administrative recommendations.
- Maintain, update and adhere to this policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Policy statement

Leduc County adheres to the *Municipal Government Act (MGA)* and provides a consistent and transparent process for the disposal of lands. When necessary for municipal operations, and in the best interest of Leduc County, its citizens and businesses, the county may dispose of municipal or reserve lands.

Definitions

Administration means the staff of Leduc County under the direction of the county manager.

Council means the duly elected council of Leduc County.

County manager means the chief administrative officer.

Disposal means the act of transferring and/or selling control or ownership of land to someone else.

Landowner means the person who is responsible for a property who: is the legal owner of it, has lawful possession of it, or has the right to exercise control over it.

Market value means the amount that a property might be expected to realize if it is sold on the open market by a willing seller to a willing buyer.

Municipal purposes means the purposes set out in the *Municipal Government Act*.

Resident means the person(s) who reside(s) on the property.

Valuation means an estimated value or worth.

Policy authority

Legislative implications:

- *Municipal Government Act (MGA), RSA 2000*

Policy standards

1. Upon the County Manager's approval, Leduc County administration will provide a recommendation to council, identifying the reasons for the disposal of lands, which will include the benefit to: municipal operation, its citizens, businesses or neighbouring municipalities and support the goals identified in the strategic plans.
2. Leduc County assessment department will prepare a valuation of the property.
3. A third party appraiser may be required to determine a fair market value.
4. In the case of a sale of lands at less than market value, or a public park or recreation or exhibition grounds, the proposed disposition must be advertised.

Policy exemption

1. The closure and sale of road allowances are separate from this policy and follow the Government of Alberta road cancellations and closure procedures and specifications as outlined in the *MGA*.

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Policy responsibilities*Council responsibilities:*

Council will,

- Approve all land disposals.
- In the case of reserve land, approve the removal of the reserve designation as outlined in the *MGA*. Any funds resulting in the sale shall be allocated to the appropriate municipal function/reserve as outlined in the *MGA*.
- Approve public notification for lands being disposed of, including lands being disposed of at less than market value.
- Approve the manner in which the land will be disposed i.e. real estate listing, competitive bid, public auction or private party negotiated.

Administration responsibilities:

Administration will,

- Identify reasons for land disposal(s).
- Obtain market value/valuation of proposed land disposal(s).
- Provide administrative recommendations, including the manner in which the land should be disposed of.
- Maintain, update and adhere to this policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

Policy statement

As necessary for municipal operations and in a transparent, effective and practical manner, Leduc County may dispose of asset(s) no longer required by a department or the County.

To provide guidance and/or authorization for the disposal of a tangible asset(s). Note: refer to existing policies for selected items that no longer have a useful purpose to the County; however the item may be of some continuing benefit/usefulness to a County resident, i.e. used culverts and grader blades. Also, as policy, the County does not offer the sale of certain inventories i.e. gravel, nor resale of new inventory, i.e. culverts.

Definitions

Tangible assets, or tangible things of value owned, may be classified as either:

Tangible items means consumable goods or supplies, or

Fixed assets means durable, physical and valuable in nature from which a stream of benefits is derived over a period of years, these include engineering structures, buildings, land and machinery, equipment and vehicles.

Policy authority

Legislative implications:

- *Municipal Government Act* may be necessary to follow for disposal of certain assets.

Policy standards

1. Senior Managers will identify the asset to be disposed of and the method of disposal, as part of the annual budget process. However it is recognized there may be the occasion where an unplanned disposal of an asset is determined advisable and/or necessary.
2. Surplus assets shall be disposed of either through an internal department transfer, by trade in, or through a public competitive method such as auction or an advertised tender.
3. The type of competitive method used to dispose of the asset will be determined by the highest anticipated financial return to the County and type and condition of asset being disposed.
4. Any item determined to be of no value or unsafe must be disposed of as waste in an appropriate manner.
5. If Senior Managers, or delegated staff, feel it would be advantageous to the County to dispose of an asset in another fashion, prior approval shall be obtained from Council.
6. Employees shall have an equal opportunity to purchase surplus assets through the competitive disposal method.
7. All items to be sold are on an "as is, where is" basis with no warranties or guarantees expressed or implied.
8. Senior Managers, or delegated staff, are encouraged to take an active role in support of environment initiatives: recycle, reuse or reduce in disposing/salvaging assets.
9. Senior Managers, or delegated staff, are responsible for informing the Finance Department of any changes in asset inventory for accounting and insurance purposes.

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Policy responsibilities*Senior Management responsibilities:*

Senior Management (or a delegated staff) will,

- Dispose of surplus assets.

Administration responsibilities:

Administration will,

- Identify administration's responsibilities (ongoing function or action) for carrying out this policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every two years.

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Policy statement

Leduc County is committed to the corporate values of effective leadership, integrity, accessible government and a safe environment for residents and staff. The municipality is further committed to creating and maintaining a working environment in which employees and/or contractors can, in good faith, report acts of wrongdoing without fear of retaliation.

Definitions

Employee means any person directly employed by Leduc County.

Contractor means an individual or company hired to perform work on behalf of Leduc County.

Independent third-party service provider means an independent service provider that accepts and reviews whistleblower complaints on behalf of Leduc County.

Retaliation means retribution or reprisal against any complainant as a result of their reporting an incident of wrongdoing, or against any employee that participates in an investigation relating to the allegation of wrongdoing.

Whistleblower administrative procedure means the processes and steps an employee and/or a contractor can take to register a whistleblower complaint.

Wrongdoing means an act or omission that constitutes one or more of the following:

- a contravention of federal or provincial legislation or regulations;
- misuse or gross mismanagement of municipal funds or assets, or civil fraud;
- an act or omission that creates a substantial and specific danger to life, health or safety of any person, or to the environment, other than a danger inherent in performance of a person's duties as an employee or contractor;
- a serious breach of the Municipality's Code of Conduct.

Policy authority

Legislative implications:

- All whistleblower investigations will be undertaken in accordance with the *Municipal Government Act* (MGA), the *Freedom of Information and Protection of Privacy (FOIP) Act* and other applicable legislation.

Other implications:

- All whistleblower investigations will be undertaken in accordance with the guidelines in the whistleblower administrative procedures.

Policy standards

1. Whistleblower investigations will be conducted in a professional, expedient, respectful and confidential manner.
2. Whistleblower complaints can be directed, as appropriate, by employees and/or municipal contractors to: supervisors, managers, directors, general managers, the deputy county manager, the county manager, or to human resources.
3. Whistleblowers will also have the option to present their complaint to an independent third-party service provider for review.

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4. The Whistleblower policy will not be used to bring fraudulent or malicious complaints. Any complaint made in bad faith, if demonstrated as being such through convincing evidence, will result in disciplinary action being taken against the individual or contractor.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Whistleblower Policy.
- Review this Policy at a minimum of once every four years to ensure that the policy complies with all current, relevant legislation, municipal policies and the spirit and intent of Whistleblower Policy.
- Promote and support the Whistleblower Policy.

Administration responsibilities:

The County Manager, or designate, will,

- Direct administration to develop the necessary administrative procedures to implement this policy; and approve those administrative procedures.
- Advise council if a whistleblower complaint has serious imminent risk to the municipality or may involve past, present or imminent criminal activity.

Department directors and managers will,

- Ensure staff understand the process for filing a complaint under this administrative procedure.
- Ensure that all whistleblower complaints that are filed are investigated in accordance with the whistleblower administrative procedures.
- Ensure that human resources is consulted for any complaints filed against an employee.
- Allow adequate time and resources to be dedicated to the investigation of a whistleblower complaint.
- Ensure the confidentiality of all whistleblower complaints.

Communications staff will,

- Provide communications support to council and/or the county manager with respect to the communication of a whistleblower complaint that has serious or imminent risk to the municipality.

Human Resources will,

- Receive allegations from a complainant or screened by the third-party service provider and investigate the allegations in a confidential, expedient and thorough manner.
- Inform administration, as appropriate, of the results of the investigation.
- Ensure all documents are filed confidentially.

Leduc County staff will,

- Seek to understand the process for filing a whistleblower complaint by reviewing the whistleblower administrative procedure.
- Report in good faith any acts of wrongdoing under the steps outlined in the Whistleblower administrative procedure.

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Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Policy statement

Leduc County encourages the principle of transparency in accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act* by demonstrating the following:

1. Routine release of administrative and operational records to create an efficient, cost-effective means to provide the public with greater access to information; while
2. protecting personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction.

Definitions

Access means the availability of records of a public body for a person to view or copy. The *FOIP Act* provides any person with a right of access to records or to their own personal information that is in the custody or under the control of a public body.

Active dissemination means when information or records are periodically released without any request, under a program or release strategy.

Disclosure means the act of making known or revealing, providing access to records or personal information.

Employee means any person directly employed by Leduc County.

Personal information means recorded information about an identifiable individual, including, but not limited to:

- the individual's name, home or business address, or home or business telephone number;
- the individual's race, national or ethnic origin, colour, or religious or political beliefs, or associations;
- the individual's age, sex, marital status or family status;
- an identifying number, symbol or other particular assigned to the individual;
- the individual's fingerprints, other biometric information, blood type, genetic information or inheritable characteristics;
- information about the individual's health and health care history, including information about a physical mental disability;
- information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given;
- anyone else's opinion about the individual; and
- the individual's personal views or opinions, except if they are about someone else.

Routine release of information means when access to a record can be granted without a request under the *FOIP Act*.

Policy authority

Legislative implications:

- *Municipal Government Act (MGA)*
- *Freedom of Information and Protection of Privacy (FOIP) Act*

Bylaw implications:

- Bylaw No. 19-20 Freedom of Information and Protection of Privacy (FOIP)

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Other:

- Leduc County FOIP Guidelines and Practices

Policy standards

1. Collection of personal information in any context will be accompanied by a statement which includes:
 - the purpose for which the information is collected
 - the specific legal authority for the collection
 - the title, business address and business telephone number of an officer or employee of the public body who can answer the individuals' questions about the collection.
2. Access of personal information:
 - Employees with access to information (in any form or medium) about Leduc County applicants, clients, employees or business matters may only obtain information that is necessary for job duties and performance. Viewing any information other than that required in performing a job function is a breach of Leduc County's confidentiality standard.
 - Regardless of the format in which information is obtained (either orally, written or electronic) it must be treated with the same level of confidentiality. Every effort will be made to ensure that confidential information is not inadvertently disclosed to persons not otherwise entitled to receive such information.
3. The criteria used to determine which records could be classified for routine release is:
 - a statutory requirement
 - type of information is requested on a regular basis
 - material that is publicly available
 - information that should be withheld from release under *FOIP exceptions*.
4. Active dissemination of records:
 - The internet/social media is used to regularly make available information such as approved council meeting minutes and bylaws. Other methods include mail, faxes, newspaper and public reading room.
5. Specifying records that will be available to the public without a request for access under the *Freedom of Information and Protection of Privacy (FOIP) Act* demonstrates that Leduc County is operating in the "spirit" of the Act.
6. The *FOIP Act* is in addition to, and does not replace, existing procedures and fee structures for access to routinely available information. When the request involves records that cannot be provided as a routine request, such as personal information about a third party, the formal process under the *FOIP Act* will be followed.

Policy responsibilities

Council responsibilities:

Council will,

- Approve this policy.
- Support the right of access to records while protecting the privacy of individuals.

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Administration responsibilities:

The county manager, or designate will,

- Direct administration to develop the necessary administrative procedures to implement this policy.
- Approve the administrative procedures.
- Ensure compliance with all legislated requirements.

Administrative staff will,

- Be guided by this policy and adhere to the guidelines and practices in effect.
- Follow the procedures for the use, disclosure and disposal of personal information.
- Maintain, update and adhere to this policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Policy statement

Leduc County commits to acquiring goods and services in a fair and transparent manner, at the best value to align with the needs and requirements of the organization while adhering to applicable legislation.

Definitions

Administration means the employees of Leduc County under the direction of the county manager.

Award means the selection of a vendor to provide goods and/or services to the county.

Best value means relevant financial and non-financial factors, which may include but are not limited to cost, quality of goods and services, delivery, supplier experience and performance and risk.

Capital purchase means the purchase of an item identified in the county's capital budget.

Competitive method means an open, invitational or limited competition to provide goods or services to the county. Examples are request for proposals, requests for information and request for tenders.

County means the municipal corporation of Leduc County.

Emergent need means when a lack of immediate action would jeopardize operations or equipment, disrupt critical public services or involves an imminent threat to public or staff safety.

Goods means a tangible thing, excluding land that is used in municipal operations.

Multi-year commitment means a project that spans over one calendar year and requires a multi-year agreement.

Non-competitive method means a procurement process where a vendor is selected without conducting a competitive process.

Operating purchase means a purchase of a good or service identified in the county's operating budget.

Posted means the act of advertising procurement opportunities to vendors through the Government of Alberta's Alberta Purchasing Connection website and the county's website.

Procurement means the acquisition by any means, including by purchase, rental, or lease of goods and services.

Project means a one-time capital or operating purchase initiative included within the County's Major and Capital Project Plans within the annual budget.

Public opening means a scheduled time when the public can view the opening of request for proposals and tenders submissions.

Services means the action of helping or doing work that is supplied to the county.

Policy authority

Procurement activities must adhere to the following laws, regulations, standards and trade agreements, including, but not limited to:

Legislative implications:

- *Municipal Government Act (MGA) and Regulations*
- *Freedom of Information and Protection of Privacy Act (FOIP) and Regulations*

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Trade agreement implications:

- Canadian Free Trade Agreement (CFTA) – All Canadian Provinces and Territories
- New West Partnership Trade Agreement (NWPTA) – Alberta, British Columbia, Saskatchewan
- Trade, Investment and Labour Mobility Agreement (TILMA) – Alberta, British Columbia

Policy implications:

- FS-05 Signing Authority Policy
- IM-01 Information & Records Management Policy
- CM-06 Land Acquisition Policy

Policy standards

1. All expenditures will be included in the current year's budget or be approved by a resolution of council.
2. For purchases of an emergent nature, the county manager may approve the selection of vendor(s) utilizing a procurement method not specified in this policy.
3. Multi-year commitment requires a resolution of council before an agreement is signed.
4. Competitive methods of procurement will be posted on the Government of Alberta's Alberta Purchasing Connection website and the county's website.

Policy exemption

Procurement of land for municipal purposes is governed by Policy CM-06 Land Acquisition and is not contemplated within this policy.

Procurement methods

Administration will utilize the following methods:

1. *Competitive methods:*
 - Request for information (RFI) – process used to gather information to help make a decision on the next steps that should be taken by the county.
 - Request for Proposal (RFP) – process used for the provision of services or completion of a given project which provides the vendor with an opportunity to bid on the work or service using their unique skills where price may not be the primary factor in evaluation. There will be a public opening for request for proposal's submissions for capital purchases.
 - Request for Tenders (RFT) – process used when price is the main award factor once submissions are determined to be technically compliant. There will be a public opening for request for tender's submissions.
2. *Non-competitive methods:*
 - Negotiated methods
 - i. Telephone solicitation – process used to call potential vendor(s) to obtain a verbal quote for goods and/or services.

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- ii. Written quote – process used to obtain a written quote from potential vendor(s) for goods and/or services.
- Selective method
 - i. In some cases, the county may procure certain services and goods through one company, without obtaining prices from several sources. This arrangement is established due to the uniqueness, quality and/or type of services or goods provided by the company. Periodically, the county will review these arrangements to ensure quality standards are maintained and pricing remains competitive.
 - ii. Request for pre-qualification (RFPO) – process used to select a vendor based on qualifications rather than price.

Procurement process

Types of purchase	Value of goods and/or services	Procurement method
Operating	Below \$500	Non-competitive – Negotiated method - telephone solicitation
Operating	Below \$25,000	Non-competitive – Negotiated method – written quote(s)
Operating and Capital	Over \$25,000 and up to \$75,000	Competitive method; or Non-competitive – Selective method
Operating and Capital	Over \$75,000 and up to \$100,000	Competitive method; or Non-competitive – Selective method with Request for pre-qualification
Operating and Capital	Over \$100,000	Competitive method

Procurement authorities

1. *Authority for signing agreements for the procurement of goods and/or services are as follows:*
 - County Manager or designate – any purchase agreement within the approved budget.
 - Deputy County Manager – any purchase agreement within the approved budget up to a value of \$1,000,000.
 - General Manager – any purchase agreement within the approved budget up to a value of \$500,000.
 - Directors – any purchase agreement within the approved budget up to a value of \$100,000.
 - Managers – any purchase agreement within the approved budget and their individual signing authority limit but may not exceed the value of \$50,000. The Director assigns the authority limit for each manager.
 - Employees – any purchase agreement within the approved budget and their individual signing authority limit but may not exceed \$5,000. The Director assigns authority to select staff and establishes an appropriate limit.

Policy responsibilities

Council responsibilities:

Council will:

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- Approve the policy.
- Approve the county's annual budget.

Administration responsibilities:

County Manager or designate will:

- Direct administration to develop the necessary administrative directives and procedures to implement this policy.
- Ensure that expenditures incurred by the county are authorized in the annual budget or approved by resolution of council.
- Ensure compliance to this policy.

Directors will:

- Develop the necessary administrative procedures to implement this policy.
- Ensure that expenditures incurred by their department are authorized in the annual budget or approved by resolution of council.
- Ensure department compliance to this policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four (4) years.

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Policy statement

Leduc County Council, at its discretion, enters into boundary agreements with other municipalities for the purpose of cost sharing capital and operational expenditures associated with infrastructure.

To establish guidelines with regard to entering into and/or carrying out of intermunicipal boundary agreements.

Definitions

Infrastructure is considered to be, but not limited to; roadways, water, wastewater or storm water systems, telecommunication facilities, land, and buildings, etc.

Policy standards

1. Leduc County Council, at its discretion, may enter into boundary agreements with other municipalities for the sharing of infrastructure costs associated with:
 - Capital and/or
 - Operations.
2. Boundary agreements should be in place prior to the expenditure of capital costs.
3. Boundary agreements for the operational costs of existing boundary infrastructure should be considered. Boundary agreements for operational costs must be implemented with a cost sharing agreement for a capital expenditure has been signed.
4. Boundary agreements should consider:
 - Apportionment of capital/operational costs;
 - Annual cost escalation;
 - Renewal terms; and
 - Mediation of disputes.

Policy responsibilities*County Manager responsibilities:*

The County Manager will,

- Maintain and update this policy.
-

Applicable Senior Manager responsibilities:

The Senior Manager will,

- Update and maintain any agreements developed under this policy.

Director of Corporate Services responsibilities:

The Director of Corporate Services will,

- Collect, file and distribute agreements to responsible parties as developed under this policy.

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Director of Finance responsibilities:

The Director of Finance will,

- Be responsible for any and all financial requirements as established in an agreement developed under this policy.

All Senior Manager's responsibilities:

All Senior Manager's will,

- Familiarize themselves and applicable staff with the Boundary Agreements with other Municipalities policy and consider the development of intermunicipal boundary agreements with other municipalities in the daily execution of their duties.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every five years.

Policy statement

Leduc County is committed to accessible, accountable government and effective communication. While the ability to make decisions rests with duly elected council, Leduc County acknowledges that an engaged public and effective public engagement can improve the quality of municipal decision-making.

Policy CC-01 Public Participation establishes a framework for consistent and effective public engagement, and outlines expectations for public engagement so the public has a clear understanding of when and how it can influence municipal decisions.

Definitions

Consultative decisions mean those that may require Leduc County to solicit public participation.

Informative decisions mean those that require Leduc County to inform the public of decisions made.

Public participation means a variety of non-statutory opportunities where stakeholders receive information and/or provide input to the municipality.

Public participation plan means a plan that identifies which public participation tools should be used to obtain public input in a particular circumstance.

Public participation tools means the tools that may be used, alone or in combination to create public participation opportunities including, but not limited to:

- in-person
- digital participation
- written participation
- representative participation

Stakeholder means a resident of Leduc County, as well as any other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by Leduc County.

Policy authority

Legislative implications:

- All public participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation. This policy is in addition to, and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.
- Section 216.1 of the *Municipal Government Act* requires all municipalities in Alberta to adopt a public participation policy.
- All public participation will be undertaken in accordance with all existing municipal policies.

Policy standards

1. Public participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
2. Public participation activities will be conducted in a professional and respectful manner.

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3. Public participation plans will consider early, ongoing and diverse opportunities to provide input.
4. The results of public participation will be made available to council and stakeholders in a timely manner in accordance with municipal policies.

Policy application

Leduc County's public participation process is separated into the following two levels:

1. Informative decisions are those that require Leduc County to inform the public of decisions made and shall include, but are not limited to:
 - decisions that are accepted as routine and part of Leduc County's normal operations;
 - decisions where an authority is acting within their power;
 - decisions where a response is required immediately;
 - decisions that are dictated by law or legislation; and
 - decisions that have substantial effect only on those who have already agreed to be affected through some form of contract.

Methods used to inform the public of informative decisions include, but are not limited to the following:

- local newspapers
- Leduc County website
- council meeting minutes
- mailed letters
- social media

2. Consultative decisions are those that may require Leduc County to solicit public participation and shall include, but are not limited to:
 - public notification and participation required by law;
 - decisions that may have a significant impact on other parties;
 - decisions of known concern to other parties;
 - decisions perceived as high risk; and
 - decisions where council or administration request public participation.

Methods used to inform the public of consultative decisions include, but are not limited to the following:

- public hearings
- open houses
- in-person meetings
- focus groups
- surveys
- council delegations
- consideration of written submissions

Policy responsibilities

Council responsibilities:

Council will,

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- Approve the Public Participation Policy.
- Consider input obtained through public participation.
- Review this policy to ensure the policy complies with all relevant legislation, municipal policies and the spirit and intent of public participation.
- Promote and support public participation.

Administration responsibilities:

County Manager or designate will,

- Report the findings of the public participation to council.
- Develop the necessary procedures to implement this policy.
- Assess this policy and make recommendations to council about public participation and resources.

Department directors will,

- Ensure staff consider the Public Participation Policy for projects that expect/warrant public involvement.
- Ensure staff prepare a Public Participation Plan when appropriate.
- Allow adequate time and resources to be dedicated to planning, coordinating and conducting consultation processes, whether internal or external.
- Ensure the policy is adhered to by all consultants and contractors hired to do public consultation on behalf of Leduc County.

Communications staff will,

- Support public engagement processes with communications planning and implementation to build awareness of the opportunity to participate.
- Help facilitate interactive public engagement activities.
- Inform the public on any decision made by council motion using various communication methods.
- Work with departments to develop participation plans.

Leduc County staff will,

- Consider the public participation policy to plan and define the level of public consultation for projects that expect/warrant public involvement.
- Prepare public participation plans when appropriate.
- Support public engagement processes by participating if necessary.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Policy statement

Leduc County is committed to a strategic approach to asset management and as such will commit to the following when making asset management decisions:

- Asset Acquisition
 - Decisions to acquire new assets will be based on an understanding that the asset supports long term goals and that the full life cycle cost has been considered and incorporated into future operating and capital financial plans.
- Asset Maintenance
 - For each asset, efficient maintenance strategies will be implemented that considers sustaining the desired levels of service and seeks to minimize risk and the life cycle cost.
- Asset Renewals/Replacements
 - Decisions to renew or replace an asset will consider risk (probability and consequences of asset failure), life cycle cost and the impacts to levels of service.
- Asset Disposal
 - The utilization and function of all assets will be considered periodically together with the cost of operating and maintaining. Assets will be disposed of where it is determined that resources can be applied to other uses with greater benefit.

Definitions

Assets mean land, land improvements, roads, buildings, vehicles, equipment and utility infrastructure. They are resources having physical substance, which are used on a continuing basis in the County's operations; have useful lives extending beyond one year; are not intended for sale in the normal course of operations; and meet or exceed the financial threshold established in the Tangible Capital Asset policy.

Asset maintenance means regular activities conducted to keep an asset functioning in its intended state. Maintenance activities are not considered capital investments.

Asset management means the process of making decisions about the use and care of municipal assets to deliver services in a way that considers current and future needs, manages risks and opportunities, and makes the best use of resources.

Asset management committee means a cross functional committee, comprised of administrative staff, whose mandate is to increase awareness of asset management across the organization and to improve financial sustainability through an integrated approach to continuous improvement in its asset management practices and capabilities.

Asset renewal means the replacement, refurbishment, or major maintenance of an asset that represents a capital investment and substantially extends the life of an asset.

Asset stewardship means the careful and responsible management of assets.

Capital project means an asset renewal project.

Level of service means a defined service being provided by the municipality.

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Lifecycle cost means the full financial impact of ownership of an asset throughout its useful life. It includes the costs to acquire, maintain, renew and dispose of an asset.

Long range financial plan means a plan, which includes major and capital projects, that documents the process of aligning financial capacity with long-term level of service objectives.

Major project means an asset maintenance project.

Policy standards

Asset management standards

1. Leduc County will manage our assets in a manner that is stable over the long term.
2. Leduc County shall operate in a manner that takes into account the financial effects on future generations and considers changing circumstances and risks.
3. Leduc County will implement asset management practices that ensure public resources are put to the best possible use and that the full cost of asset ownership is considered in decision-making.

Funding strategy

1. A long range financial plan will be maintained which considers the renewal and replacement of existing assets and the impact to taxation and user fees.
2. The timing for asset renewal/replacement will balance risk with cost and levels of service.
3. The long range financial plan will identify how asset renewals/replacements will be financed, whether be it through current revenues, reserve funds, grants or borrowing.

Asset stewardship

1. Asset management administrative procedures outline the necessary processes required for careful and responsible management of assets.

Policy responsibilities

Council responsibilities:

Council will,

- Approve an asset management policy.
- Support an asset management policy.
- Monitor and review asset standards and levels of services.
- Approve the planning and budgeting of assets.

Administration responsibilities:

County Manager or designate will,

- Direct administration to develop the necessary administrative procedures to implement this policy.
- Approve those administrative procedures.
- Monitor and review infrastructure standards and levels of service at established intervals.

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Asset Management Committee members will,

- Increase awareness of the importance of asset management across the organization.
- Identify opportunities for improvements to the lifecycle management of assets.
- Create and implement specific processes and practices to realize improved planning, development and management of assets.
- Complete an annual report to council on the status of asset management in the organization.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Policy statement

Leduc County adheres to the *Municipal Government Act (MGA)* and provides a consistent and transparent process for the acquisition of land. When necessary for municipal operations, and in the best interest of Leduc County citizens and businesses, the county may acquire lands within or outside of the municipality.

Definitions

Administration means the staff of Leduc County under the direction of the county manager.

Council means the duly elected council of Leduc County.

County manager means the chief administrative officer.

Expropriation means the action of acquiring property from its owner for public use or benefit.

Landowner means the person who is responsible for a property who: is the legal owner of it, has lawful possession of it, or has the right to exercise control over it.

Market value means the amount that a property might be expected to realize if it is sold on the open market by a willing seller to a willing buyer.

Municipal purposes means the purposes set out in the *Municipal Government Act*.

Resident means the person(s) who reside(s) on the property.

Valuation means an estimated value or worth.

Policy authority

Legislative implications:

- *Municipal Government Act (MGA), RSA 2000*

Policy standards

1. Upon the county manager's approval, Leduc County administration will provide a recommendation to council, which will identify the need for additional land(s) to support current and future municipal operations and strategic plans. The administrative recommendation will include:
 - operational impact
 - environmental and/or regulatory issues
 - purchase information
 - expropriation process if required
2. Leduc County assessment department will prepare a valuation of the property.
3. A third party appraiser may be required to determine a fair market value.
4. Leduc County solicitors will be retained to assist with an expropriation process, the sale agreement and transfer of title.

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Policy responsibilities*Council responsibilities:*

Council will,

- Approve the policy.
- Approve by council motion or budget all land acquisitions.
- In the case of required land, may approve of expropriation proceedings in accordance with the *MGA*.

Administration responsibilities:

Administration will,

- Identify reasons for land acquisition(s).
- Obtain market valuation of proposed land(s).
- Provide administrative recommendations.
- Maintain, update and adhere to this policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Policy statement

Leduc County adheres to the *Municipal Government Act (MGA)* and provides a consistent and transparent process for the disposal of lands. When necessary for municipal operations, and in the best interest of Leduc County, its citizens and businesses, the county may dispose of municipal or reserve lands.

Definitions

Administration means the staff of Leduc County under the direction of the county manager.

Council means the duly elected council of Leduc County.

County manager means the chief administrative officer.

Disposal means the act of transferring and/or selling control or ownership of land to someone else.

Landowner means the person who is responsible for a property who: is the legal owner of it, has lawful possession of it, or has the right to exercise control over it.

Market value means the amount that a property might be expected to realize if it is sold on the open market by a willing seller to a willing buyer.

Municipal purposes means the purposes set out in the *Municipal Government Act*.

Resident means the person(s) who reside(s) on the property.

Valuation means an estimated value or worth.

Policy authority

Legislative implications:

- *Municipal Government Act (MGA), RSA 2000*

Policy standards

1. Upon the County Manager's approval, Leduc County administration will provide a recommendation to council, identifying the reasons for the disposal of lands, which will include the benefit to: municipal operation, its citizens, businesses or neighbouring municipalities and support the goals identified in the strategic plans.
2. Leduc County assessment department will prepare a valuation of the property.
3. A third party appraiser may be required to determine a fair market value.
4. In the case of a sale of lands at less than market value, or a public park or recreation or exhibition grounds, the proposed disposition must be advertised.

Policy exemption

1. The closure and sale of road allowances are separate from this policy and follow the Government of Alberta road cancellations and closure procedures and specifications as outlined in the *MGA*.

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Policy responsibilities*Council responsibilities:*

Council will,

- Approve all land disposals.
- In the case of reserve land, approve the removal of the reserve designation as outlined in the *MGA*. Any funds resulting in the sale shall be allocated to the appropriate municipal function/reserve as outlined in the *MGA*.
- Approve public notification for lands being disposed of, including lands being disposed of at less than market value.
- Approve the manner in which the land will be disposed i.e. real estate listing, competitive bid, public auction or private party negotiated.

Administration responsibilities:

Administration will,

- Identify reasons for land disposal(s).
- Obtain market value/valuation of proposed land disposal(s).
- Provide administrative recommendations, including the manner in which the land should be disposed of.
- Maintain, update and adhere to this policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

Policy statement

As necessary for municipal operations and in a transparent, effective and practical manner, Leduc County may dispose of asset(s) no longer required by a department or the County.

To provide guidance and/or authorization for the disposal of a tangible asset(s). Note: refer to existing policies for selected items that no longer have a useful purpose to the County; however the item may be of some continuing benefit/usefulness to a County resident, i.e. used culverts and grader blades. Also, as policy, the County does not offer the sale of certain inventories i.e. gravel, nor resale of new inventory, i.e. culverts.

Definitions

Tangible assets, or tangible things of value owned, may be classified as either:

Tangible items means consumable goods or supplies, or

Fixed assets means durable, physical and valuable in nature from which a stream of benefits is derived over a period of years, these include engineering structures, buildings, land and machinery, equipment and vehicles.

Policy authority

Legislative implications:

- *Municipal Government Act* may be necessary to follow for disposal of certain assets.

Policy standards

1. Senior Managers will identify the asset to be disposed of and the method of disposal, as part of the annual budget process. However it is recognized there may be the occasion where an unplanned disposal of an asset is determined advisable and/or necessary.
2. Surplus assets shall be disposed of either through an internal department transfer, by trade in, or through a public competitive method such as auction or an advertised tender.
3. The type of competitive method used to dispose of the asset will be determined by the highest anticipated financial return to the County and type and condition of asset being disposed.
4. Any item determined to be of no value or unsafe must be disposed of as waste in an appropriate manner.
5. If Senior Managers, or delegated staff, feel it would be advantageous to the County to dispose of an asset in another fashion, prior approval shall be obtained from Council.
6. Employees shall have an equal opportunity to purchase surplus assets through the competitive disposal method.
7. All items to be sold are on an “as is, where is” basis with no warranties or guarantees expressed or implied.
8. Senior Managers, or delegated staff, are encouraged to take an active role in support of environment initiatives: recycle, reuse or reduce in disposing/salvaging assets.
9. Senior Managers, or delegated staff, are responsible for informing the Finance Department of any changes in asset inventory for accounting and insurance purposes.

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Policy responsibilities*Senior Management responsibilities:*

Senior Management (or a delegated staff) will,

- Dispose of surplus assets.

Administration responsibilities:

Administration will,

- Identify administration's responsibilities (ongoing function or action) for carrying out this policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every two years.

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Policy statement

Leduc County is committed to the corporate values of effective leadership, integrity, accessible government and a safe environment for residents and staff. The municipality is further committed to creating and maintaining a working environment in which employees and/or contractors can, in good faith, report acts of wrongdoing without fear of retaliation.

Definitions

Employee means any person directly employed by Leduc County.

Contractor means an individual or company hired to perform work on behalf of Leduc County.

Independent third-party service provider means an independent service provider that accepts and reviews whistleblower complaints on behalf of Leduc County.

Retaliation means retribution or reprisal against any complainant as a result of their reporting an incident of wrongdoing, or against any employee that participates in an investigation relating to the allegation of wrongdoing.

Whistleblower administrative procedure means the processes and steps an employee and/or a contractor can take to register a whistleblower complaint.

Wrongdoing means an act or omission that constitutes one or more of the following:

- a contravention of federal or provincial legislation or regulations;
- misuse or gross mismanagement of municipal funds or assets, or civil fraud;
- an act or omission that creates a substantial and specific danger to life, health or safety of any person, or to the environment, other than a danger inherent in performance of a person's duties as an employee or contractor; and
- a serious breach of the employees' Code of Conduct.

Policy authority

Legislative implications:

- All whistleblower investigations will be undertaken in accordance with the Municipal Government Act (MGA), the Freedom of Information and Protection of Privacy (FOIP) Act and other applicable legislation.

Other implications:

- All whistleblower investigations will be undertaken in accordance with the guidelines in the Whistleblower Administrative Directive CL-D01.

Policy standards

1. Whistleblower investigations will be conducted in a professional, expedient, respectful and confidential manner.
2. Whistleblower complaints can be brought forward by employees and/or municipal contractors to: supervisors, managers, directors, general managers, the county manager, human resources, or to the County's independent third-party service provider.
3. A whistleblower complaint regarding the County Manager, can be made to the independent third-party service provider or to the Mayor.

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4. Complaints can also be made anonymously and directly to the County's independent third-party service provider.
5. The Whistleblower policy will not be used to bring fraudulent or malicious complaints. Any complaint made in bad faith, if demonstrated as being such through convincing evidence, will result in disciplinary action being taken against the individual or contractor.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Whistleblower Policy.
- Review this policy at a minimum of once every four years to ensure that the policy complies with all current, relevant legislation, municipal policies and the spirit and intent of the Whistleblower Policy.
- Promote and support the Whistleblower Policy.
- Review any whistleblower complaint brought forward about the County Manager.

Administration responsibilities:

The County Manager, or designate, will,

- Direct administration to develop the necessary administrative directive to implement this policy; and approve that administrative directive.
- Advise Council if a whistleblower complaint has serious imminent risk to the municipality or may involve past, present or imminent criminal activity.
- Investigate all whistleblower complaints that are filed in accordance with the whistleblower administrative directive.

Department directors and managers will,

- Inform staff about the process for filing a complaint under the administrative directive.
- Consult with human resources for any complaints filed against an employee.
- Allow adequate time and resources to be dedicated to the investigation of a whistleblower complaint.
- Keep whistleblower complaints confidential.

Communications staff will,

- Provide communications support to Council and/or the county manager with respect to the communication of a whistleblower complaint that has serious or imminent risk to the municipality.

Human Resources will,

- Receive allegations from a complainant or screened by the independent third-party service provider and investigate the allegations in a confidential, expedient and thorough manner.
- Inform administration, as appropriate, of the results of the investigation.
- File all documents confidentially and according to records management practices.

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Leduc County staff will,

- Seek to understand the process for filing a whistleblower complaint by reviewing the whistleblower administrative directive.
- Report in good faith any acts of wrongdoing under the steps outlined in the whistleblower administrative directive.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Policy statement

Leduc County encourages the principle of transparency in accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act* through:

1. When possible, routine release of administrative and operational records to create an efficient, cost-effective means to provide the public with greater access to information; while
2. Protecting personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction.

Definitions

Access means the availability of records of a public body for a person to view or copy. The *FOIP Act* provides any person with a right of access to records or to their own personal information that is in the custody or under the control of a public body.

Active dissemination means when information or records are periodically released without any request, under a program or release strategy.

Disclosure means the act of making known or revealing, providing access to records or personal information.

Employee means any person directly employed by Leduc County.

Personal information means recorded information about an identifiable individual, including, but not limited to:

- the individual's name, home or business address, or home or business telephone number;
- the individual's race, national or ethnic origin, colour, or religious or political beliefs, or associations;
- the individual's age, sex, marital status or family status;
- an identifying number, symbol or other particular assigned to the individual;
- the individual's fingerprints, other biometric information, blood type, genetic information or inheritable characteristics;
- information about the individual's health and health care history, including information about a physical or mental disability;
- information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given;
- anyone else's opinion about the individual; and
- the individual's personal views or opinions, except if they are about someone else.

Routine release of information means when access to a record can be granted without a request under the *FOIP Act*.

Policy authority

Legislative implications:

- *Municipal Government Act (MGA)*
- *Freedom of Information and Protection of Privacy (FOIP) Act*

Bylaw implications:

- Bylaw No. 19-20 Freedom of Information and Protection of Privacy (FOIP)

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Other:

- Leduc County FOIP Guidelines and Practices

Policy standards

1. Collection of personal information in any context will be accompanied by a statement which includes:
 - the purpose for which the information is collected
 - the specific legal authority for the collection
 - the title and email address of an officer or employee who can answer the individuals' questions about the collection.
2. Access of personal information:
 - Employees with access to information (in any form or medium) about Leduc County applicants, clients, employees or business matters may only use collected personal information if the intended use aligns with the use described during initial collection. Use of information for a purpose that does not align with the use described during the initial information collection is a breach of Leduc County's confidentiality standard.
 - Regardless of the format in which information is obtained (either orally, written or electronic) it must be treated with the same level of confidentiality. Every effort will be made to safeguard confidential information so that it is not inadvertently disclosed to persons not otherwise entitled to receive such information.
3. The criteria used to determine which records could be classified for routine release is:
 - a statutory requirement
 - type of information is requested on a regular basis
 - material that is publicly available
4. Information that should be withheld from release under FOIP exceptions will not be considered for routine release.
5. Active dissemination of records:
 - The internet/social media is used to regularly make available information such as approved council meeting minutes and bylaws. Other methods include mail, newspaper and public reading room.
6. Specifying records that will be available to the public without a request for access under the *Freedom of Information and Protection of Privacy (FOIP) Act* demonstrates that Leduc County is operating in the "spirit" of the Act.
7. The *FOIP Act* is in addition to, and does not replace, existing procedures and fee structures for access to routinely available information. When the request involves records that cannot be provided as a routine request, such as personal information about a third party, the formal process under the *FOIP Act* will be followed.



Policy responsibilities

Council responsibilities:

Council will,

- Approve this policy.
- Support the right of access to records while protecting the privacy of individuals.

Administration responsibilities:

The county manager, or designate will,

- Direct administration to develop the necessary administrative procedures to implement this policy.
- Approve the administrative procedures.
- Manage compliance with all legislated requirements.

Administrative staff will,

- Be guided by this policy and adhere to the guidelines and practices in effect.
- Follow the procedures for the use, disclosure and disposal of personal information.
- Maintain, update and adhere to this policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Policy statement

Leduc County Council, at its discretion, enters into boundary agreements with other municipalities for the purpose of cost sharing capital and operational expenditures associated with infrastructure.

To establish guidelines with regard to entering into and/or carrying out of intermunicipal boundary agreements.

Definitions

Infrastructure is considered to be, but not limited to; roadways, water, wastewater or storm water systems, telecommunication facilities, land, and buildings, etc.

Policy standards

1. Leduc County Council, at its discretion, may enter into boundary agreements with other municipalities for the sharing of infrastructure costs associated with:
 - Capital and/or
 - Operations.
2. Boundary agreements should be in place prior to the expenditure of capital costs.
3. Boundary agreements for the operational costs of existing boundary infrastructure should be considered. Boundary agreements for operational costs must be implemented with a cost sharing agreement for a capital expenditure has been signed.
4. Boundary agreements should consider:
 - Apportionment of capital/operational costs;
 - Annual cost escalation;
 - Renewal terms; and
 - Mediation of disputes.

Policy responsibilities*County Manager responsibilities:*

The County Manager will,

- Maintain and update this policy.
-

Applicable Senior Manager responsibilities:

The Senior Manager will,

- Update and maintain any agreements developed under this policy.

Director of Corporate Services responsibilities:

The Director of Corporate Services will,

- Collect, file and distribute agreements to responsible parties as developed under this policy.

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Director of Finance responsibilities:

The Director of Finance will,

- Be responsible for any and all financial requirements as established in an agreement developed under this policy.

All Senior Manager's responsibilities:

All Senior Manager's will,

- Familiarize themselves and applicable staff with the Boundary Agreements with other Municipalities policy and consider the development of intermunicipal boundary agreements with other municipalities in the daily execution of their duties.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every five years.

Policy statement

Leduc County is committed to accessible, accountable government and effective communication. While the ability to make decisions rests with duly elected Council, Leduc County acknowledges that an engaged public and effective public participation can improve the quality of municipal decision-making.

This policy and supporting documents provide an overview of public participation at Leduc County and establish the foundation for effective and meaningful public participation processes.

Definitions

Public participation is any process that involves participants – external participants such as residents, business owners, agencies and community groups and/or internal participants such as staff – in problem solving or decision making and uses their input to make decisions.

Policy authority

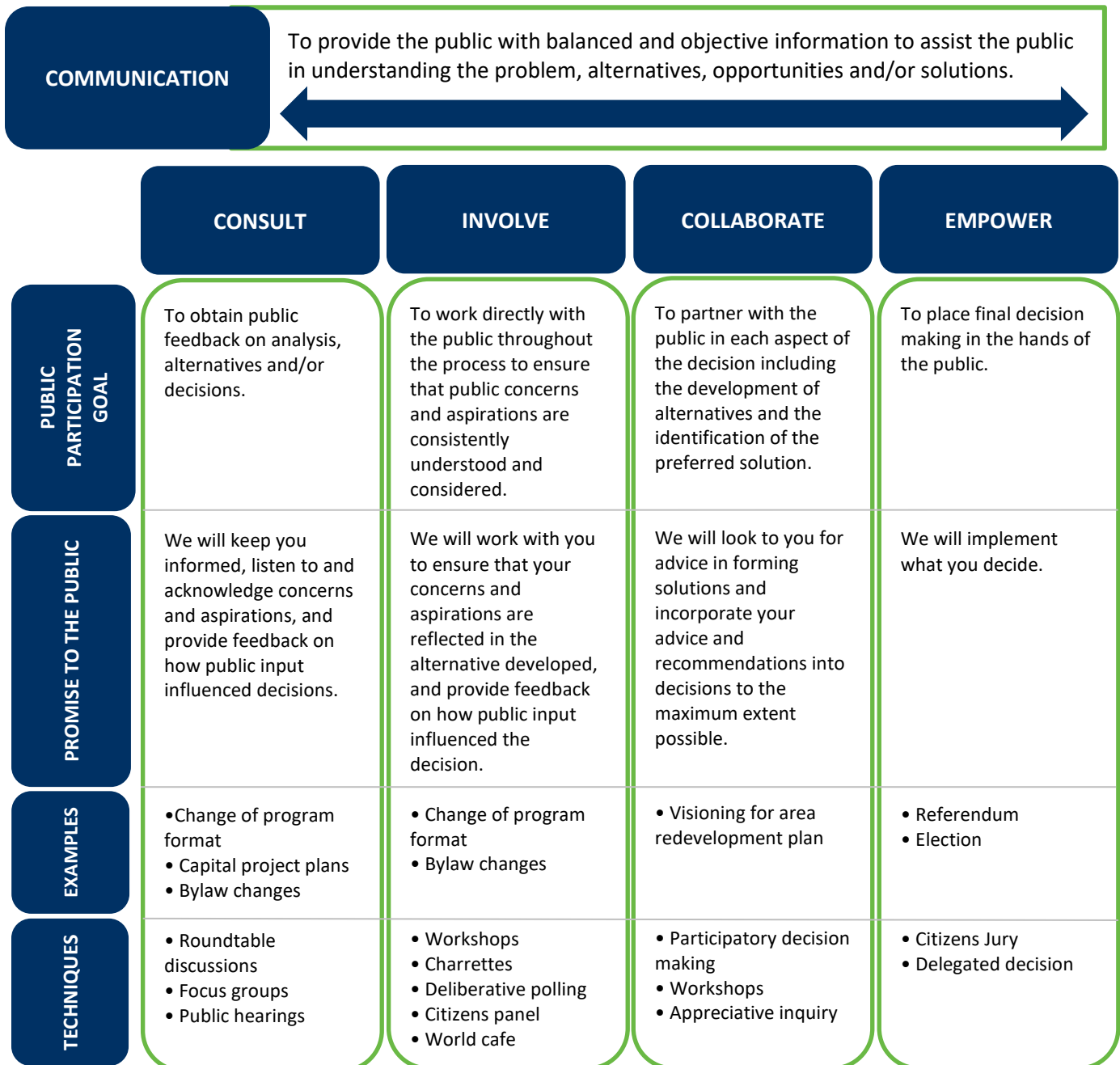
Legislative implications:

- *Municipal Government Act (MGA), Section 216.1*
- *Public Participation Policy Regulation*

Policy standards

1. Leduc County supports the International Association of Public Participation's (IAP2's) core values for public participation, which are detailed below:
 - Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
 - Public participation includes the promise that the public's contribution will influence the decision.
 - Public participation promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision makers.
 - Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
 - Public participation seeks input from participants in designing how they participate.
 - Public participation provides participants with the information they need to participate in a meaningful way.
 - Public participation communicates to participants how their input affected the decision.
2. Leduc County considers public participation for all projects undertaken, in accordance with the public participation administrative directive, framework, guide and workbook. It will conduct public participation in the following circumstances:
 - Public participation is required by legislation,
 - public participation is directed by Council or administration; or
 - a project will impact the public and their input will influence the decision to be made.

3. Leduc County plans, implements and evaluates public participation in accordance with the public participation administrative directive, framework, guide and workbook. The County uses the following public participation spectrum to guide its approach to public participation:



Adapted from the International Association of Public Participation's Spectrum of Public Participation

4. Administration and Council consider the input obtained through public participation in decision-making, including recommendations.
5. The findings and outcomes of public participation are made available to participants and the public in a timely manner. This is often in the form of a what we heard report, which demonstrates transparency to the public, reaffirms our commitment to using public input in the manner we committed to, and provides decision makers with the information they need to make informed decisions.

Policy responsibilities*Council responsibilities:*

Council will,

- Approve the Public Participation Policy.
- Help identify issues that may need public participation.
- Consider input obtained through public participation in decision-making.
- Promote and support public participation.

Administration responsibilities:

Administration will,

- Review this policy as required.
- Consider public participation for all projects undertaken for Leduc County.
- Help identify issues that may need public participation.
- Plan, implement and evaluate public participation in accordance with the public participation administrative directive, framework, guide and workbook.
- Consider input obtained through public participation in decision-making, including recommendations.
- Promote and support public participation.
- Report the public participation findings to Council, participants and the public.
- Communicate the outcomes of decisions to participants and the public.
- Create an administrative directive to support this policy.

Monitoring and updating

- This policy is posted on Leduc County's website.
- This policy is reviewed at least once every four years.



Municipal Policy

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Corporate Services

CS - CORPORATE SERVICES

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HR-01 Human Resources

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HS-01 Health and Safety

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IM-01 Information and Records Management

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IT-01 Information Management and Technology

RM – Records Management

Policy statement

Leduc County is dedicated to serving its community through an enabled, empowered, effective and efficient workforce. Staff will be offered a value proposition that provides a positive work experience and meets a range of needs, including competitive pay and benefits, performance management, recognition, training and development opportunities, and a healthy work/life balance in exchange for valued and competent performance that meets the needs of our community.

Definitions

Community means citizens, residents and businesses.

Competitive pay and benefits means the various components of compensation including: salary, pension contributions and extended health and dental benefits.

Employee means any person directly employed by Leduc County.

Human resource management practices means the strategic approach to development employees and providing direction, support and guidance to efficiently and effectively achieve the organization's goals.

Recruitment means the hiring process for employees, both externally and internally.

Staff means the group of people directly employed by Leduc County.

Value proposition means the overall value that employees receive for providing valued and competent performance that meets the needs of our community.

Administrative directive means an official or authoritative instruction, involving the management or guidance of operations.

Policy authority

The Human Resources policy shall consider and incorporate all legal and legislative requirements under the *Municipal Government Act*, the *Alberta Human Rights Act*, the *Employment Standards Act*, the *Personal Information and Protection Act*, the *Freedom of Information and Protection of Privacy Act* and any other relevant legislation.

Policy standards

1. The vision, mission and values of the organization shall be integrated into all human resource management practices.
2. Leduc County shall meet or exceed all legal and ethical responsibilities and ensure fair, equitable and consistent terms and conditions of employment for all staff.
3. Staff will be offered a value proposition that provides a positive work experience and meets a range of needs, including competitive pay and benefits, performance management, recognition, training and development opportunities and a healthy work/life balance. In return staff will provide valued and competent performance that meets the needs of our community.
4. The work environment and culture shall be respectful, empowering, inclusive, collaborative, solution oriented team based, and promote mental wellness.

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Policy responsibilities*Council responsibilities:*

Council will,

- Approve the Human Resources Policy.
- Review this policy at a minimum of once every four years to ensure that the policy complies with all relevant legislation, municipal policies and the spirit and intent of the Human Resources Policy.
- Promote and support the Human Resources Policy.

Administration responsibilities:

The County Manager, or designate, will,

- Direct administration to develop the necessary administrative directives to implement this policy.
- Approve the administrative directives.

Department directors, managers and supervisors will,

- Manage human resources matters within their areas of oversight.

Human Resources will,

- Manage compliance with all legislated requirements.
- Provide support to management through the provision of hand-on assistance, management tools, systems and education, and strategic direction to the organization.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Policy statement

Leduc County is committed to providing and maintaining a safe and healthy work environment for every one working or visiting our worksites or work environment.

Our health and safety program promotes a positive safety culture, minimizes illness, injury, and property damage, and promotes the personal safety and wellbeing of everyone at all worksites.

In fulfilling the legislative requirements to protect both people and property, management, with Council's support, will strive to eliminate or control any foreseeable hazards which may pose a risk to personal safety or property.

Definitions

Contractor means an individual or company hired to perform work on behalf of Leduc County.

Employee means any person directly employed by Leduc County.

Environment means the surroundings or conditions in which a person, animal or plant lives or operates.

Fit for duty means being capable of performing work related duties in a safe, efficient, productive manner without impairment.

Management means any senior management, director, manager, or supervisor for Leduc County.

Worksite means any and all premises in which the role of Leduc County is carried out by employees, contractors or volunteers.

Administrative directive means an official or authoritative instruction, involving the management or guidance of operations.

Policy authority

The Health and Safety policy shall consider and incorporate all legal and legislative requirements under the *Alberta Occupational Health and Safety Act, Regulation and Code, Employment Standards, Municipal Government Act, the Freedom of Information and Protection of Privacy Act* and other applicable legislation.

Policy standards

Leduc County is committed to protecting the health and safety of employees, contractors, volunteers, visitors, residents, and the environment by:

1. Promoting the physical and social well-being of employees.
2. Requiring all employees, contractors, and visitors to abide by the Leduc County Health and Safety administrative directives.
3. Providing an environment in which hazards related to work processes are identified, assessed, and controlled.
4. Providing appropriate training to maintain and enhance the skills and performance of each employee.
5. Providing equipment, materials, and procedures designed to mitigate and prevent, prepare for, respond to, and recover from natural and human-caused disasters.

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6. Managing all health and safety incidents and investigations in a timely manner and to use these learnings to adapt/change/improve county processes and practice.
7. Managing all injury claims to promote an early and safe return-to-work.
8. Providing a worksite culture that allows for the interchange of information at all levels.
9. Enabling representation and participation from all departments on the Health and Safety Committee.
10. Requiring all employees to be fit for duty when working on all worksites.
11. Providing a respectful environment for employees in which they are not subjected to or participate in harassment or violence.
12. Cooperating with any person exercising a duty under the Occupational Health and Safety legislation.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Health and Safety Policy.
- Review this policy at a minimum of once every four years to ensure that the policy complies with all relevant legislation, municipal policies and the spirit and intent of the Health and Safety Policy.
- Promote and support the Health and Safety Policy.

Administration responsibilities:

The County Manager or designate will,

- Direct administration to develop the necessary administrative directives to implement this policy; and approve those administrative directives.
- Advise council if a serious health and/or safety concern has serious imminent risk to the municipality or may involve past, present, or imminent criminal activity.

Management will,

- Promote the health and safety of all workers and other persons at the worksite.
- Provide employees training and development resources as to their rights and obligations under the *Alberta Occupational Health and Safety Act* and the Leduc County Health and Safety program.
- Provide a workplace free of harassment and violence.
- Provide workers with competent supervision.
- Provide adequate training for all staff.
- Mitigate and communicate all known hazards or foreseeable hazards.

Contractors will,

- Meet and follow all standards set forth in the Alberta Occupational Health and Safety Act and Leduc County's internal administrative directives.
- Understand their role with respect to the health and safety of all workers, subcontractors, residents, and visitors on the worksite.

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Leduc County staff will,

- Take reasonable care to protect the health, safety and welfare of themselves and co-workers, contractors, residents, volunteers and visitors on all Leduc County worksites.
- Report a concern about an unsafe or harmful work site, act or condition that exists or has existed.
- Utilize the appropriate personal protection equipment required that is designated and provided for the worker's protection.
- Be fit for duty when arriving at the worksite.
- Conduct themselves in a respectful manner that creates a workplace free of harassment and violence.
- Participate in training provided by the county.
- Cooperate with any person exercising a duty under the Occupational Health and Safety legislation.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Policy statement

Leduc County is committed to consistent records and information practices that facilitate the proper retention, classification, storage, disposition, protection and retrieval of the County’s records and information in accordance with all administrative, fiscal, and legislative requirements.

Definitions

Content means documents, reports, presentations, policies, etc. Content may contain data.

Data means point of information that is organized in a database, spreadsheet, or other form of data visualization.

Digitization means the process of converting paper records to a digital format. It may also refer to the automation of manual processes related to information.

Information means knowledge gained through study, observation, communication, etc. and captured in documents, recordings, notes, and multiple other types of media. Information can be structured (data) or unstructured (content), depending on its context, organization, and use, but in a professional context at the county, information is used to perform organizational activities and make executive decisions.

Record means a document that provides evidence or history of an action taken by the organization. Examples of records are meeting minutes, policies, contracts, etc. Documents which are not records and are classified as “transitory information” include blank templates, rough drafts, and copies used for reference.

Policy authority

Legislative implications:

- *Municipal Government Act*, R.S.A. 2000, Chapter M-26
- *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, Chapter F-25

Bylaw implications:

- Leduc County Bylaw 21-16: Retention Schedule for Records

Policy standards

1. Leduc County will meet all legal responsibilities and manage all information and data assets, so they are protected and secure.
2. Leduc County will follow a framework that is inclusive of legislative and best practice information and records governance standards. The framework and related administrative directives and procedures must include aspects related to sending, receiving, retrieving, using, storing, disposing and sharing of information in paper or digital form. The framework will incorporate:
 - training and orientation for all county departments
 - documentation of standards
 - periodic audits to verify that consistency and compliance is maintained
 - information security and privacy governance
 - routine release of information.

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3. Leduc County will manage the lifecycle of paper records according to their applicable retention schedules and store them in a methodical fashion so that they are preserved, secure and accessible until they are digitized.
4. Leduc County's digitization of records will follow a rigorous set of standards in order to maintain information integrity, availability and confidentiality.

Policy responsibilities*Council responsibilities:*

Council will,

- Approve the Information Management Policy.
- Review this policy at a minimum of once every four years to verify that the policy complies with all relevant legislation, municipal policies and the spirit and intent of Information and Records Management Policy.
- Promote and support the Information and Records Management Policy.

Administration responsibilities:

The County Manager or designate will,

- Direct administration to develop the necessary administrative directives and procedures to implement this policy.
- Approve those administrative directives.

Information Management and Technology will,

- Manage compliance with all legislated requirements.
- Provide and maintain the administrative directives and procedures which support the policy.
- Deliver services, support documentation and initiatives according to the IT Strategic Plan, the Information Management Plan, Information and Records Management Policy and all associated administrative directives and procedures.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

Policy statement

Leduc County is invested in providing digital assets, infrastructure, information, and support for its employees and council to enable them to work efficiently, effectively, and securely in provision of the County's strategies and operational plan goals.

Definitions

Council means the duly elected council of Leduc County.

Digital assets means any content stored digitally (i.e. powerpoint, excel, word, pdf, audio files, video, text and maps).

Employee means any person directly employed by Leduc County.

IMT means the Information Management and Technology section of Corporate Services.

Infrastructure means assets including the facilities, network, telephone, servers, printers, computers, laptops, tablets, firewalls, smartphones, software, etc.

Information means the data components necessary for dissemination, decision making and compliance. Such data includes but is not limited to geospatial datasets, electronic files and paper records.

Strategies and goals means the County's strategic priorities and related activities as set in the strategic plan.

Support means any resource within the information technology, records or GIS functions.

Policy authority

Legislative implications:

- *Municipal Government Act, R.S.A. 2000, Chapter M-26*
- *Freedom of Information and Protection of Privacy Act, R.S.S. 2000*

Policy standards

1. The vision, mission and values of the organization shall be integrated into all Information Management and Technology practices.
2. Leduc County shall meet or exceed all legal and ethical responsibilities and ensure privacy and confidentiality of all information and digital assets.
3. Leduc County will follow a framework that is inclusive of best practice governance standards and guidelines. The framework and related administrative procedures must include aspects related to security, privacy, business continuity, device management, systems administration and information management.
4. Leduc County shall meet or exceed all the objectives of the IMT strategic and operational plans including:
 - reporting and transparency - IMT has reporting policies and procedures that are transparent and easily understood
 - citizen self service - county information is widely accessible and available to citizens
 - supportive to projects - IMT is focused on providing value through enhancing projects to the organization
 - financial openness - IMP maximizes the effectiveness of financial investments

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Policy statement

Leduc County is invested in providing digital assets, infrastructure, information, and support for its employees and Council to enable them to work efficiently, effectively, and securely in provision of the County's strategies and operational plan goals.

Definitions

Council means the duly elected council of Leduc County.

Digital assets means any content stored digitally (i.e. powerpoint, excel, word, pdf, audio files, video, text and maps).

Employee means any person directly employed by Leduc County.

IMT means the Information Management and Technology service area of Corporate Services.

Infrastructure means assets including the network, telephone, servers, printers, computers, laptops, tablets, firewalls, smartphones, software, etc.

Information means the data components necessary for dissemination, decision making and compliance. Such data includes but is not limited to geospatial datasets, electronic files, and paper records.

Strategies and goals means the County's strategic priorities and related activities as set in the strategic plan.

Support means any resource within the information technology, records, or GIS functions.

Administrative directive means an official or authoritative instruction, involving the management or guidance of operations.

Policy authority

The Information Management and Technology policy shall consider and incorporate all legal and legislative requirements under the *Municipal Government Act*, the *Personal Information and Protection Act*, the *Freedom of Information and Protection of Privacy Act*, and any other relevant legislation.

Policy standards

1. The vision, mission and values of the organization shall be integrated into all Information Management and Technology practices.
2. Leduc County shall meet all legal and ethical responsibilities and protect privacy and confidentiality of all information and digital assets.
3. Leduc County will follow a framework that is inclusive of best practice governance standards and guidelines. The framework and related administrative directives must include aspects related to security, privacy, business continuity, device management, systems administration, and information management.
4. Leduc County will utilize digital platforms to provide accessible and available information to residents.
5. Leduc County will mitigate cybersecurity risk through staff and Council training and awareness and implementation of technology platforms to protect its digital assets.

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6. Leduc County shall maintain a 5-year IMT strategic plan to guide the County in its planning, procurement, implementation and management of IMT.

Policy responsibilities*Council responsibilities:*

Council will,

- Approve the Information Management and Technology Policy.

Administration responsibilities:

The County Manager or designate will,

- Direct administration to develop the necessary administrative directives and procedures to implement this policy.
- Approve those administrative directives.

Information Management and Technology will,

- Maintain compliance with all legislated requirements.
- Provide and maintain the administrative directives which support the policy framework.
- Deliver services, support, and initiatives according to the IT Strategic Plan and associated directives.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.



Municipal Policy

Table of Contents

Enforcement Services

ES - ENFORCEMENT SERVICES

PO – Peace Officers

Policy No.	Name	Date Approved
PO-01	Peace Officer Policy	2019-05-07

Policy statement

Leduc County provides quality municipal services to its citizens. The Peace Officers of Leduc County are committed to serving the residents, businesses and visitors of Leduc County by providing effective municipal and provincial enforcement. They are committed to the protection of Leduc County interests and the safe transportation of people and goods.

Definitions

Bylaw means any bylaw approved by Leduc County Council.

County Council means the duly elected mayor and councillors of Leduc County.

Peace Officer means a person employed or engaged by Leduc County, which is an authorized employer, in the capacity of a community peace officer under the Peace Officer Act of Alberta, and complies with any other conditions provided for in the Peace Officer Regulations, Policy and Manual.

Policy authority

Legislative implications:

- *Alberta Peace Office Act*, Statutes of Alberta 2006, Chapter P-3.5;
- *The Peace Officer Ministerial Regulation*, AR 312/2006
- *Municipal Government Act (MGA)*, Section 556, being Chapter M-26 Revised Statutes of Alberta 2000

Bylaw implications:

- The Council of Leduc County must pass a Bylaw to specify the powers and duties of Bylaw Enforcement Officers and to establish disciplinary procedures for misuse of power, including penalties and an appeal process applicable to the misuse of power by Community Peace Officers who provide bylaw enforcement.

Policy standards

Leduc County Enforcement Services Peace Officers are governed by federal, provincial, and municipal legislation in addition to the aforementioned provincial and municipal policies. This policy reflects and references these laws.

Leduc County is an authorized employer of Community Peace Officers and the province of Alberta has set in legislation the Alberta Peace Officer Act (Statutes of Alberta 2006, Chapter P-3.5); The Peace Officer (Ministerial) Regulation (AR 312/2006); and the Peace Officer Regulation (AR 291/2006).

The Alberta Solicitor General and Public Security Department has enacted the *Peace Officer Policy and Procedures Manual*, as amended from time to time, which applies to both employers of Peace Officers and to Peace Officers and further makes compliance to this policy a requirement in law.

This policy will be subject to frequent change in order to remain current and relevant, and will serve as the operational guidelines for Leduc County Enforcement Services as a whole.

If any components of this document, in whole or in part, come into conflict with either Federal or Provincial law, or Justice and Solicitor General Policy and Procedures, the law or policy shall take precedence, without exception.

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Should any provision of this document become invalid, void, illegal, or otherwise not enforceable, it shall be considered separate and severable from the rest of the document and the remainder shall remain in force and be binding as though such provision had not been included.

Policy responsibilities*Council responsibilities:*

Council will,

- Approve the Peace Officer Policy.

Administration responsibilities:

Administration will,

- Direct administration to develop the necessary administrative procedures to implement this policy; and
- Approve those administrative procedures.

Department Director will,

- Manage enforcement services matters within the area oversight.

Protective Services Committee

The Protective Services Committee will,

- Make recommendations to Council with respect to matters concerning policies, priorities and budgets for Enforcement Services.
- Support facilitate and advise Council on the achievements of Enforcement Services.
- Report regularly to Council on ongoing issues and initiatives.
- Liaise with and seek the support of other enforcement bodies, governments, agencies or the public on related issues as directed by Council.
- Be advisory to Council and shall not establish policy, authorize expenditures or commit the County's resources, except as authorized by Council.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

Approval date	May 7, 2019	Motion number	139-19	Page 2 of 2
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EG – ENGINEERING

MS – Municipal Standards

Policy No.	Name	Date Approved
MS-01	Property Access Approach	2020-06-09
MS-02	Access Road Construction	2020-06-09
MS-05	Acquisition of Land for Right of Way/Working Space	2024-03-12
MS-07	Road Right of Way Dedication	2018-03-06
MS-08	Encroachment Agreement	2000?
MS-09	Amending Agreement for Encroachments on Utility Right of Ways (URW) or Easements	2001?
MS-10	Road Naming	1990
MS-14	Country Residential Subdivision Access Road Surfacing Policy	2022-03-22

TA – Third Party Activities

Policy No.	Name	Date Approved
TA-01	Road Excavation Policy	2014-12-15
TA-05	Seismic / Geophysical Exploration Conditions of Approval	1984

Policy statement

Leduc County will approve construction of access approaches that meet the criteria established by administration in accordance with the municipal development standards.

Definitions

Access approach means the ability to enter private property from a public road by way of a road.

Administration means the staff of Leduc County under the direction of the county manager.

Council means the duly elected Council of Leduc County.

County Manager means the Chief Administrative Officer.

Landowner means the person who is responsible for a property who: is the legal owner of it, has lawful possession of it, or has the right to exercise control over it.

Municipal Development Standards means the current county standards which provide guidance for the design and construction of municipal infrastructure and are updated annually.

Policy authority

Legislative implications:

- *Municipal Government Act, RSA 2000*

Policy standards

1. Upon request of a landowner, Leduc County will:
 - Construct one access approach to the land, where there is no access approach to an unsubdivided quarter section of land used or proposed to be used for agriculture or residential use, and where there is an existing municipal roadway adjacent to the land.
 - Where the above is not met, grant approval for a landowner to construct or upgrade at his own cost an access approach in accordance with municipal development standards.
2. The access approach location must be reviewed and approved by administration prior to construction.
3. The access approach must be inspected and approved after construction by administration.
4. If an access approach is constructed without prior approval, Leduc County may require it be removed at the landowner's cost.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Property Access Approach policy.

Administration responsibilities:

Director, Engineering and Utilities will,

Approval date	June 9, 2020	Motion number	144-20	Page 1 of 2
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- Review the policy to ensure that the policy complies with all current, relevant legislation and municipal policies.
- Implement policy and procedures as required.
- Maintain, update and adhere to this policy.
- Maintain, update and adhere to the Municipal Development Standards, Access Approach Standards and Property Access Procedure.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

Approval date	June 9, 2020	Motion number	144-20	Page 2 of 2
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Policy statement

Leduc County may approve construction of an access road by a third party, within county rights of way or road allowances, to provide access to a parcel of land, constructed to requirements of the Municipal Development Standards.

Definitions

Administration means the staff of Leduc County under the direction of the county manager.

Capital plan means the plan approved by the council that outlines the capital expenditures for Leduc County.

Construction completion certificate means the signed and dated document issued by Leduc County for the accepted completion of municipal improvements, or a portion thereof.

Council means the duly elected Council of Leduc County.

County Manager means the Chief Administrative Officer.

County rights of way means the legal plan of survey that has been filed or registered at the Land Titles office that defines the boundary of right of way limits for the purposes of identifying municipal roads.

Final acceptance certificate is a signed and dated document issued by Leduc County upon final acceptance of the work, with the purpose of transferring full responsibility of the municipal improvement to the county.

Municipal development standards means the current county standards which provide guidance for the design and construction of municipal infrastructure and are updated annually.

Road allowances means the lands between parcels reserved for the construction of municipal roads.

Policy authority

Legislative implications:

- *Municipal Government Act, RSA 2000*

Policy standards

1. Leduc County administration will evaluate the road request and provide a recommendation to Council or a Committee of Council.
2. A third party may construct or update the road, at their own expense, in accordance with the municipal development standards if the construction of the road by the municipality is not approved.
3. A development agreement will be entered into with the third party to address securities, the construction completion certificate, final acceptance certificate and warranty process, in addition to potential cost recoveries.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Access Road Construction policy

Approval date	June 9, 2020	Motion number	145-20	Page 1 of 2
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- Review administration recommendations and approve the requests for construction of roadways on county rights of way and road allowances.

Administration responsibilities:

Director, Engineering and Utilities will,

- Review road construction requests and prepare reports and recommendations to Council and/or Committees of Council for approval of construction requests.
- Evaluate the priority of construction according to the capital plan (if applicable).
- Maintain, update and adhere to this policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

Approval date	June 9, 2020	Motion number	145-20	Page 2 of 2
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Policy statement

Leduc County shall provide appropriate compensation when road or utility Right of Way and/or Working Space is required by the County for repair, replacement or construction of infrastructure.

Definitions

Administration means the staff of Leduc County under the direction of the County Manager.

Council means the duly elected council of Leduc County.

County means the municipality of Leduc County.

County Manager means the chief administrative officer.

Expropriation means the taking of land as per the Municipal Government Act, RSA 2000 and the Expropriation Act, RSA 2000.

Landowner means the person who is responsible for a property who: is the legal owner of it, has lawful possession of it, or has the right to exercise control over it.

Market Value means the amount the land might be expected to realize if sold on the open market by a willing seller to a willing buyer.

Resident means the person(s) who reside(s) on the property.

Right of Way means the legal plan of survey that has been filed or registered at the Alberta Land Titles office that defines the boundary of the right-of-way limits.

Working Space means an area temporarily required during construction and restoration to allow the infrastructure to be repaired, replaced, or constructed.

Policy authority

Legislative implications:

- *Municipal Government Act, RSA 2000*
- *Expropriation Act, RSA 2000*

Bylaw implications:

- None

Policy standards

1. Leduc County will negotiate with the Landowner for the required Right of Way and/or Working Space required for the repair, replacement, or construction of County infrastructure.
2. Negotiation of the compensation will be based on fair Market Value of the land and current industry practice.
3. The restoration of the Working Space will be to the satisfaction of the Landowner, as outlined in the working space agreement.
4. For approval of the compensation negotiated:

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- For values up to and including \$25,000, the negotiated compensation for the Right of Way and/or Working Space will be approved by County Manager.
 - For values over \$25,000, the negotiated compensation for the Right of Way and/or Working Space will be approved by Council.
5. If appropriate compensation for the Right of Way and/or Working Space cannot be negotiated, Leduc County will:
- Attempt to redesign the project to avoid the need for Right of Way and/or Working Space from the Landowner.
 - If the project cannot be reasonably redesigned to avoid the need for the Right of Way and/or Working Space, Leduc County may, as a last resort, select to proceed with Expropriation of the necessary areas for Right of Way and/or Working Space.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Acquisition of Land for Right of Way/Working Space policy.

Administration responsibilities:

Director, Engineering and Utilities will,

- Provide administrative recommendations to Council for approval of the land compensation and Expropriation, if necessary.
- Maintain, update, and adhere to this policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

Approval date	March 12, 2024	Motion number	42-24	Page 2 of 2
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Policy statement

Leduc County will require road right of way dedication as per the Municipal Government Act Section 661/662 in order to upgrade the transportation network to meet service level objectives.

Definitions

Administration means the staff of Leduc County under the direction of the county manager.

Council means the duly elected council of Leduc County.

County manager means the chief administrative officer.

County rights of way means the legal plan of survey that has been filed or registered at the Land Titles office that defines the boundary of right-of-way limits for the purposes of identifying municipal roads.

Policy authority

Legislative implications:

- *Municipal Government Act (MGA), RSA 2000*

Policy standards

1. Engineering and Utilities will determine the need for road right of way dedication based upon the right of way dedication map, transportation master plan and area structure plan transportation assessments.
2. Road right of way dedication may be required as a condition during the subdivision process. Road right of way dedication may be required where it has been determined that a future upgrading to the transportation network may be required to meet service level objectives.
3. Engineering and Utilities will determine the amount of road right of way dedication required. There is no compensation for the road right of way dedication.
4. Road right of way dedication will be obtained from the property that is being subdivided for a non-multi lot subdivision (5 or more lots), by means of caveat.
5. Road right of way dedication will be obtained, from the property that is being subdivided for a multi lot subdivision, by means of Plan of Survey.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Road Right of Way Dedication policy.

Administration responsibilities:

Director, Engineering and Utilities will,

- Be responsible for maintaining and updating this policy and ensuring the appropriate resources are available to meet the service levels.
- Be responsible for ensuring that the appropriate staff adhere to this policy.

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- Develop the road right of way dedication map.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every two years.
- The right of way dedication map will be reviewed and approved by the Public Works Committee on a yearly basis.

Approval date	March 6, 2018	Motion number	104-18	Page 2 of 2
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Policy statement

Leduc County supports the consideration of naming a Leduc County road due to local or regional significance.

Definitions

Administration means the staff of Leduc County under the direction of the county manager.

Council means the duly elected council of Leduc County.

County manager means the chief administrative officer.

Policy authority

Legislative implications:

- *Municipal Government Act (MGA), RSA 2000*

Policy standards

1. Upon receipt of a written request or petition from area residents, the Council/Municipal Committee may, at its discretion, name local roads under the following circumstances:
 - County Main Roads,
 - Roadway passing by a former rural school site,
 - Roadway passing by a site or former site recognized to have historical significance of a local or regional nature.
2. Names for the roads meeting the criteria outlined in Item 1 above, shall be determined at the discretion of the Council/Municipal Committee in consideration of suggestions submitted.
3. Signs for named roads to be erected as follows:
 - County Main Road intersection with named road, or,
 - Secondary Highway intersection with named road, or,
 - Council/Municipal Committee may request/recommend to Alberta Transportation and Utilities in regard to Primary Highway intersection with named road.
4. All existing Township and Range Road designations/signing to remain regardless of road names assigned.
5. Prior to proceeding the road naming, an advertisement shall be published in the appropriate local newspaper to notify the public of the proposal.
6. Engineering and Utilities will keep a "Schedule A" with a current list of named roads within the county.

Policy responsibilities

Council responsibilities:

- Council will,
- Approve the Road Naming policy.

Administration responsibilities:

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Director, Engineering and Utilities will,

- Maintain and update “Schedule A” with a current list of named roads within the county.
- Be responsible to receive and process any written requests or petitions.

Monitoring and updating

- This policy will be posted on Leduc County’s website.
- This policy will be reviewed at least once every four years.

Approval date		Motion number	97-90	Page 2 of 2
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Policy statement

Leduc County will establish the roadway standard for roads providing access to country residential subdivisions.

Definitions

Access road means the County road from the nearest paved County road (arterial collector, grid or resource road) to the subdivision entrance furthest from the paved County road, subject to the approval of administration.

Administration means the employees of Leduc County under the direction of the County Manager.

Country residential subdivision means a multi-lot residential subdivision requiring an internal roadways as per the current land use bylaw.

County Manager means the chief administrative officer.

Development agreement means an agreement between Leduc County and the developer required as part of the subdivision process that establishes the contractual obligations of the developer and Leduc County.

Developer means the individual or company developing a country residential subdivision.

Surface/surfacing/surfaced means to construct an engineered hot-mix asphalt pavement structure designed to County standards and appropriate for the projected traffic volumes and vehicle classification over a 20 year life span over an appropriate road base.

Policy authority

Legislative implications:

- *Municipal Government Act, RSA 2000, latest revision thereof.*

Bylaw implications:

- Leduc County Land Use Bylaw, latest revision thereof.

Policy standards

1. The County requires that that the developer of a country residential subdivision with an internal surfaced roadway, must hot-mix surface the access road from the nearest surfaced roadway to the furthest access of the internal surfaced roadway for the country residential subdivision. The access road will be surfaced at the developer's cost.
2. If necessary, the developer will undertake the reconstruction of the access road, at the developer's cost, to support surfacing.
3. The developer shall provide, compliant with Leduc County standards and to Leduc County administration's satisfaction, a stamped and signed engineered surfacing strategy and engineering drawings, being appropriate for the traffic volume, traffic type and for the geotechnical conditions expected over a 20 year life span of the road. Administration will dictate any ancillary or incidental improvements required.

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4. A development agreement with the developer, complete with the appropriate securities, will outline any cost share provisions with other new country residential subdivisions approved gaining benefit from the surfacing of the access road.

Policy responsibilities

Council responsibilities:

- Approve the policy.

Administration responsibilities:

- Inform the developers of the contents and implications of this policy.
- Dictate and approve the design and construction standards.
- Maintain, update and adhere to this policy.
- Track and manage the cost share provisions within the country residential subdivision development agreements.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

Approval date	March 22, 2022	Motion number	74-22	Page 2 of 2
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Department:
Public Works & Engineering

Section:
TA – Third Party Activities

TA-01 Road Excavation Policy

Policy Statement

This policy is to define the responsibility of the parties involved when excavations are carried out in public right of ways, to define regulations related to the work, to specify that the work will conform to Leduc County standards and safety requirements, to ensure that Leduc County is provided with the proper information and scheduling enabling the issuance of the excavation permit and to establish rates approved by the County Manager.

Policy Intent

To ensure all open cut excavations within county roadways are repaired to existing conditions or better.

General

1. Trench excavation will not be allowed on paved roadways where directional drilling can be performed.
2. Trench excavation will not be allowed on roadways paved no earlier than two years after the final lift of asphalt was placed.
3. All parties excavating within a Leduc County public right of way shall obtain a permit from the Leduc County Public Works & Engineering Department prior to starting construction.
4. No persons, other than those working for and authorized in writing by the utility company or authorized by Leduc County will be issued an excavation permit.
5. Alignment approval for new utility installations, borehole or monitoring wells must be obtained from the Leduc County Public Works & Engineering Department.

Occupational Health & Safety Requirements

It is the expectation that all contractors carrying out excavations in a public right of way shall have a valid certificate of recognition relevant to their industry and shall comply with Alberta Occupational Health & Safety Act, Regulations and Code.

Road Closure

Complete road closures will not be permitted unless it's during an emergency repair. For two lane roadways, one lane must remain open with alternating traffic at all times. For three or more lane roadways, two lanes (one in each direction) must be maintained at all times.

A road closure permit must also be completed if traffic is affected before Permit to Open Cut Roadway will be issued.

Maintenance and Warranty Period of Utility Cuts, Barricades, and Lights

The permit holder shall be responsible for the maintenance of the excavated area during construction and for a maximum period of twenty one days after the Leduc County Public Works & Engineering office has been advised that all work on the excavation has been completed as per the Construction Specifications.

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Department:
Public Works & Engineering

Section:
TA – Third Party Activities

TA-01 Road Excavation Policy

In addition, the permit holder shall obtain permission from the Leduc County Public Works & Engineering concerning erecting and maintaining adequate barricades, signs and flashing caution lights during the entire period of his operation.

In the event that the barricades and/or flashing caution lights are removed, damaged, or destroyed while under the permit holder's responsibility, and if it is found necessary for the County to re-establish such barricades and/or lights, this work will be done at the expense of the permit holder.

If final repairs have not been completed, i.e. pavement replacement, within seven days following notification to the County, the County may assume responsibility for maintenance of the excavated area, including barricades, signs, and lights at the expense of the permit holder. The security deposit held by the county may be used for repairs, maintenance, and staff time.

Other Utilities

The permit holder shall be responsible for checking the location of other utilities and facilities in the working area, either below or above ground, as related to the following agencies:

- ATCO Gas
- Telus Communications
- Shaw Cablesystems Ltd.
- County Water Distribution, Sanitary and Storm Collection Systems
- All other utilities in the vicinity of work

Liability

The permit holder undertakes and agrees to indemnify and save harmless Leduc County from, of, and against any and all liabilities and claims for damages of any nature and kind, or any judgements related thereto, caused to persons or property by reasons of his activities upon Leduc County property, roads, rights of way, easements, or utility lots.

Backfill Requirements

All work shall be carried out by the permit holder at no expense to Leduc County.

The applicant shall backfill and compact excavations, as outlined in the Construction Specifications. Upon removal of excess material from the area, the applicant shall request, from Leduc County Public Works & Engineering, an inspection of his completed work.

NOTE: Any work undertaken by the permit holder found to be deficient or defective will result in Leduc County taking the necessary measures to correct the deficiencies at the permit holder's expense.

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Department:
Public Works & Engineering

Section:
TA – Third Party Activities

TA-01 Road Excavation Policy

Issuance of Excavation Permits

Excavation permits will only be issued to companies or agencies as approved by Leduc County. Permits will not be issued to subcontractors doing work for a utility company or agency unless the owner of the utility provides permission in writing for the sub-contractor to be issued the permit. The permit holder agrees to be responsible for all obligations, including repair costs for damages by the subcontractor, and to make payment of all funds for which the permit holder or subcontractor are responsible under the terms of these regulations. Issuance of permit will require a security deposit as listed on permit.

Where there is no utility involved, the permit holder is ultimately responsible for all costs.

1. Information Required

Job contact information
Location (complete with job number)
Schedule (dates - start and end)
Work to be done
Permit Fee - \$250.00

2. All Roadways except Transit Bus Routes

General repair or construction plans and a schedule of work are required seven days prior to the County approving the permit so that the Public Works & Engineering Department can approve road closures and detours, if necessary. The road closure and detour work will be at cost to the permit holder. Prior approval of the alignment does not constitute approval of an excavation permit. Excavation cannot proceed until Leduc County Public Works & Engineering has approved the closure/detour.

3. Transit Bus Routes

If the work is a general repair or new construction (non-emergency) on an arterial roadway or transit bus route, we will require plans and a schedule of work ten days prior to Leduc County approving the permit so that the Public Works & Engineering Department can approve road closures and detours, if necessary. The road closure and detour work will be at cost to the permit holder. Prior approval of the alignment does not constitute approval of an excavation permit. Excavation cannot proceed until the Leduc County Public Works & Engineering has approved the closure/detour.

Construction in these areas should be continuous until the job is complete, i.e. not left over weekends.

If the work is of an emergency nature on a bus route (e.g. a gas leak), the utility company involved must contact the Leduc County Public Works & Engineering Department as soon as possible to arrange for approval and apply for a permit the next working day.

Monitoring & Updating

This policy will be review annually.

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Department:
Public Works & Engineering

Section:
TA – Third Party Activities

TA-01 Road Excavation Policy

Definitions

Emergency repair: An unplanned repair that may be a potential risk to public safety if not repaired in a timely fashion. i.e. watermain break, gas leak.

Transit Bus: Leduc Transit or C-line buses.

Scope/Application

This policy applies to all contractors, subcontractors, utility companies or members of the public.

Authority/Responsibility

Alberta Occupational Health & Safety Regulations and Code

Procedures

1. Construction Specifications - Trench and Backfill
2. Construction Specifications - Fillcrete

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Department:
Public Works & Engineering

Section:
TA – Third Party Activities

TA-05 Seismic/Geophysical Exploration Conditions of Approval

1. A written notification, together with a plan of the proposed project, as approved by the appropriate Provincial Department, indicating the area of the operation and equipment to be utilized, must be filed with the County Manager of the Leduc County at least forty-eight (48) hours in advance of initiating any seismic/geophysical exploration activity.
2. The Exploration Regulations must be strictly adhered to.
3. Any damage or disrepair caused within the right-of-way of any public road or highway, including the ditch area or culverts or bridge structures, shall be immediately restored, rehabilitated or repaired to a like, pre-entry or improved condition.
4. The exploration applicant, licensee or permittee will indemnify and save harmless the County from any claims, proceedings, demands and liabilities which may be brought or made by third parties against the County in respect of injury, loss or damage to person(s) or property to the extent that same is attributable to the explorations activity/operation.
5. Operations or testing within road right-of-ways shall be allowed during daylight hours only.
6.
 - (a) At no time shall a public road or highway be closed to traffic, nor shall traffic be unduly delayed.
 - (b) No testing shall be conducted nearer to a bridge, pier or large culvert structure of a 1.8 metre (6 feet) diameter or larger than that permitted by the Exploration Regulations.
 - (c) No cleated equipment shall be permitted to operate on the road/highway surface, including any approach.
 - (d) Any access required to the road ditches shall be obtained off approaches.
 - (e) In general, all reasonable precautions shall be undertaken during the testing to ensure the safety of the travelling public and to protect the property of adjacent property owners. This would include the appropriate use of signing and flag persons.
7. Written notice of departure from the County must be provided within seventy-two (72) hours.

Motion No. 467-84

That each Councillor be notified as soon as possible by the Public Works Department of the geophysical/seismic program within his or her electoral division.

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FN – FINANCE**FM – Financial Management**

Policy No.	Name	Date Approved
FM-01	Financial Management	2020-02-11
FM-02	Procurement	2024-11-12

FP – Financial Planning

Policy No.	Name	Date Approved
FP-01	Financial Reserves	2021-07-13
FP-02	Investments	2021-09-28
FP-03	Debt Management	2023-12-12

FS – Financial Services

Policy No.	Name	Date Approved
FS-04	Corporate Credit Card	2022-12-13
FS-05	Signing Authority	2020-02-11
FS-06	Uncollectible Receivables	2023-10-10

Policy statement

To ensure financial management activities and practices that promote appropriate and effective stewardship of all county funds.

Definitions

Accountability means acknowledgment and assumption of responsibility.

Best practice means a set of guidelines, ethics or ideas that represent the most efficient or prudent course of action.

Data integrity means the overall completeness, accuracy and consistency of data.

Financial management means the planning, organizing, directing and controlling the financial activities such as procurement and utilization of funds of the county by applying general management principles to financial resources.

Financial operations means the process of implementing and maintaining strengthened financial management and accountability practices.

Internal controls means the mechanisms, rules, and procedure implemented to ensure the integrity of financial and accounting information, promote accountability and prevent fraud.

Canadian generally accepted accounting (GAAP) principles means the framework of broad guidelines, conventions, rules and procedures of accounting.

Public Sector Accounting Board (PSAB) is the independent body with authority to set accounting standards for the public sector, which includes municipalities. The objective of the standards is to meet the needs of the users of financial statements by providing the information needed for accountability and decision-making.

Stewardship means the conducting, supervising, or managing of something; especially the careful and responsible management of something entrusted to one's care.

Policy authority

The Financial Management Policy shall consider and incorporate all legal and legislative requirements under the *Municipal Government Act*, the *Public Sector Accounting Standards*, the *Canada Revenue Agency*, the *Freedom of Information and Protection of Privacy Act*, the *Alberta Employment Standards* and any other relevant legislation

Policy standards

Leduc County will conduct its financial operations within the following guiding principles:

1. Comply with all applicable legislations and Leduc County policies, administrative directives and procedures.
2. Report in accordance with Canadian Generally Accepted Accounting Principles (GAAP) which are the standards approved by the Public Sector Accounting Board (PSAB).

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3. Maintain appropriate and effective systems of internal controls with the emphasis on relevant administrative directives, data integrity and clearly defined roles and accountabilities.
4. Maximize utilization of available resources such as alternative revenue sources (i.e. grants).
5. Use a best practice approach.
6. Continue monitoring and reporting on operating and capital variances.
7. Leverage technology to create operational efficiencies and improve internal controls.

Policy responsibilities*Council responsibilities:*

Council shall,

- approve a financial management policy.

Administration responsibilities:

Administration shall,

- direct administration to develop the necessary administrative directives to implement this policy; and
- approve those administrative directives.

Director of Finance shall:

- create, update and review administrative directives;
- monitor and review the MGA, PSAB and all other regulations for changes at established intervals;
- oversee the daily operational obligations required to meet this policy;
- ensure finance staff is aware and abiding by the policy and associated regulations; and
- maintain and update this policy.

Monitoring and updating

- This policy shall be available for public inspection and will be posted on Leduc County's website.
- This policy shall be reviewed at least once every 4 years.

Policy statement

Leduc County (“County”) is committed to acquiring goods, services, and construction in a fair and transparent manner, at the best value to align while aligning with the organizations needs and requirements. The County adheres to applicable legislation and treats all vendors equitably through procurement processes that uphold integrity, transparency, accountability, efficiency, and consistency. The policy is crafted to align with the language of Canadian procurement law and relevant trade agreements.

Definitions

Administration means the employees of Leduc County under the direction of the County Manager.

Best value means relevant financial and non-financial factors, which may include but are not limited to cost, quality of goods and services, delivery, supplier experience and performance, and risk.

Capital projects mean the acquisition, construction, rehabilitation, or replacement of capital assets.

Contract A/B means the two binding contracts created during some bidding processes in addition to other obligations and duties created under the law of tendering.

Construction means the construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work. It includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work. However, it does not include professional consulting services related to the construction contract unless they are part of the procurement.

Emergency situations means when a lack of immediate action would jeopardize operations or equipment, disrupt critical public services or involves an imminent threat to public or staff safety.

Goods or services means goods that are produced, manufactured, grown or obtained for a commercial purpose or services of a type generally sold or offered for sale in the commercial marketplace.

Limited tender means purchasing from a vendor without a competitive process which may include: sole source, single source, unique supplier, cooperative purchasing, or emergency purchases.

MASH sector is the collective reference to Mmunicipalities, Academic institutions, School boards, Health care all being subject to the same public sector procurement requirements.

Multi-year commitment means a project that spans over one budget year and requires a motion of Council for a multi-year budget commitment.

P-Cards (Purchase Cards) are corporate credit cards providing an efficient and low-cost method for obtaining small value direct purchases while maintaining transparency and accountability in County spending.

Performance based means measurable and verifiable standards.

RFx means any form of procurement document and the subsequent duties and process including:

- Binding processes creating Contract A/B such as:
 - Request for Proposals (RFP) - Price and non-price based evaluation, negotiations are not permitted.

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- Tenders in the form of Request For Tenders (RFT), Request For Bids (RFB), Invitation To Tender (ITT) or similar- price based evaluation and negotiations are not permitted.
- Non-binding processes such as:
 - Request for Quotation (RFQ) a simplified open competitive process for the procurement of standard goods and services; may be high score or low bid and do not permit negotiations.
 - Request for Qualifications (RFSQ) may be a roster framework style or pre-qualification for multi-stage procurement processes.
 - Consecutive Negotiation RFP Rank-and-Run (NRFP).
 - Concurrent Negotiation RFP – Best-and-Final-Offer (BAFO NRFP) or Dialogue NRFP.
- Request for Information (RFI)
 - Used to conduct market research and is not used for any form of vendor selection.

Vendor means any individual or organization, that may offer goods, services, or construction to the County.

Policy authority

Procurement activities must adhere to Canadian procurement laws, regulations, standards, trade agreements, and other relevant sources of law applicable to MASH sector entities including, but not limited to:

Legislative implications:

- *Municipal Government Act (MGA)* and Regulations
- *Freedom of Information and Protection of Privacy Act (FOIP)* and Regulations

Trade agreement implications:

- Canadian Free Trade Agreement (CFTA) – All Canadian Provinces and Territories
- New West Partnership Trade Agreement (NWPTA) – Alberta, British Columbia, Saskatchewan, Manitoba
- Trade, Investment and Labour Mobility Agreement (TILMA) – Alberta, British Columbia
- Comprehensive Economic and Trade Agreement (CETA) – European Union
- Trade Continuity Agreement (TCA) – UK

Policy implications:

- FS-05 Signing Authority Policy
- IM-01 Information and Records Management Policy
- CM-06 Land Acquisition Policy

Policy standards

Procurement practices shall follow this Policy and be aligned with applicable administrative directives and procedures.

Authority

- All expenditures must be authorized through a Council approved budget or be approved by a motion of Council regardless of the procurement methods employed.
- The County Manager may approve the selection of vendor(s) utilizing a procurement method not specified in this policy during emergency situations as defined within the applicable trade agreement(s).
- Major or capital projects spanning more than one calendar year of budget commitment require a motion of Council prior to a multi-year commitment.
- Authority for signing agreements for the procurement of goods, services and/or construction are assigned per the Signing Authority Policy FS-05.

Procurement Conduct

- Staff will abide by and follow the County's Code of Conduct.
- Administration involved in establishing the specifications of needed goods or services, or the evaluation of a procurement competition must remain free of any real or perceived conflicts of interest with any vendor or potential vendor.
- Administration will not use their public role to influence or seek to influence a procurement decision which could further personal interest of the employee.
- Administration will not engage in any procurement activities that may create, or appear to create, a conflict of interest, including but not limited to accepting gifts or favours, or providing preferential treatment to suppliers or products. If a potential conflict of interest exists, the employee shall advise their supervisor immediately.

Trade Agreement Obligations

- Procurement over trade agreement value thresholds will be posted on the Government of Alberta's Alberta Purchasing Connection website and the County's e-procurement site.
- Procurement shall be conducted in a fair, open and transparent manner, treating all vendors fairly, including dealing with vendors complaints, providing feedback to unsuccessful vendors upon request, and maintaining records on vendor's performance under contracts.
- Purchases shall be at the best value to the County consistent with the required quality and service, and factors such as price, availability, warranties, quality and serviceability shall be considered in determining the best value.
- All specifications in procurement competitions shall be performance based, accurate, and clear.
- The County may consider and evaluate financial and non-financial factors throughout the competitive processes in adherence to the procurement format engaged.

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- Limited tender procurements will not be used to avoid competition or discriminate between suppliers.

Policy exemption

The requirement for an open competition may not apply to the purchase of:

- Utility contracts.
- Contracts or agreements pertaining to employee compensation, reimbursement, training, or education.
- Land purchases.
- Matters of a confidential nature which may result in harm if published in an open procurement.
- Legal services.

Notwithstanding the exception clauses or any exception outlined within the trade agreements, administration should achieve good value for all purchases.

With the prior written authorization of the County Manager, the County may acquire goods or services through limited tender:

- when there is only one available supplier of a required good,
- through the use of a co-operative purchasing agreement, or
- through the use of a Government of Alberta standing offer.

Procurement methods

Goods and/or Services Value (total annual spend)	Nature of Procurement	Process Requirements
\$0 to 4,999	Direct Purchase	<ul style="list-style-type: none"> • May be a direct purchase through a P-Card or Purchase Order.
\$5,000 to \$74,999 Construction up to \$199,999	Below Trade Agreement Thresholds	<ul style="list-style-type: none"> • A Purchase Order or simple written contract required. • Written quotations from two or more vendors. • May be invitational or openly posted to Alberta Purchasing Connection (APC) and/or County's website.
Goods or Services over \$75,000 Construction over \$200,000	Over Trade Agreement Thresholds	<ul style="list-style-type: none"> • A formal procurement process to be carried out by administration or a consultant engaged to act on behalf of the County. • RFx and invitations to tender must be advertised on Alberta Purchasing Connection (APC). • A written contract required. • Formal document retention of entire procurement process required.
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Policy responsibilities*Council responsibilities:*

Council will:

- Approve the policy.

Administration responsibilities:

County Manager or designate will:

- Direct administration to develop the necessary administrative directives and procedures to carry out this policy.

Directors will:

- Communicate policy to their respective staff.
- Confirm expenditures incurred by their department are authorized in the annual budget or approved by resolution of Council.
- Oversee department compliance to this policy.

Director of Finance will:

- Develop the necessary administrative procedures to implement this policy.

Procurement Coordinator will:

- Act in consultation with the requisitioning department to provide procurement guidance for the use of the most appropriate procurement process.
- Provide advice and assistance to employees on procurement related activities.
- Provide training for employees with regards to procurement related policies, procedures, standards and processes.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four (4) years.

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Policy statement

Leduc County is committed to effective stewardship of all county funds in a prudent manner. Reserve funds provide a mechanism to save for future infrastructure, equipment and other requirements; to provide financial stability by reducing the temporary impact of unforeseen, non-recurring, emergent events and to smooth the affect of tax and utility rate increases.

The purpose of this policy is to establish consistent principles, standards and guidelines for the maintenance, management and accounting of reserve funds. The primary purpose of reserve funds is:

- Adherence to statutory requirements;
- Promotion of financial stability and flexibility;
- Stabilization of fluctuations in operating and capital activities;
- Provision for major capital expenditures.

Definitions

Asset means a resource having physical substance, which are used on a continuing basis in the County's operations; have useful lives extending beyond one year; are not intended for sale in the normal course of operations; and meet or exceed the financial threshold established in the tangible capital asset administrative directive.

Capital fund reserves means a grouping of reserve funds for capital purposes.

Infrastructure means the fundamental facilities and systems that support the functionality of the organization

Infrastructure component means one or more of the following County owned assets:

- Construction of a road required to give access to a development
- A public utility, as follows:
 - Water or steam
 - Sewage disposal
 - Public transportation operated by or on behalf of the municipality
 - Irrigation
 - Drainage
 - Fuel
 - Electric power
 - Heat
 - Waste management
 - Telecommunications
- Off-street parking, loading and unloading facilities

Operating fund reserves means a grouping of reserve funds for operating purposes.

Priority sector means one of the key industrial sectors identified in the Leduc County Investment Readiness and Implementation Strategy. These sectors are agriculture, energy, food processing, manufacturing, and transportation and logistics.

Prudent means acting with or showing care and thought for the future.

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Public Sector Accounting Board (PSAB) means the independent body with authority to set accounting standards for the public sector, which includes municipalities. The objective of the standards is to meet the needs of the users of financial statements by providing the information needed for accountability and decision-making.

Reserve description is found in Schedule B of this policy. Each reserve description includes:

- The overall purpose of the reserve fund;
- The source of the reserve funds;
- When the reserve can be accessed;
- Optimal balance if applicable;
- The lifespan or duration of the reserve fund; and
- Interest entitlement.

Reserve fund means a fund with assets that are segregated and restricted to meet the purpose of the reserve fund. Establishment of the reserve fund is based on a statutory requirement or defined liability payable in the future.

Roll up category means a high-level category for reporting. The categories include:

- *Asset lifecycle management* category captures all reserve funds that tie to infrastructure lifecycle, maintenance and replacement of Leduc County tangible capital assets
- *Legacy* category captures reserve funds established by compensation received from the City of Edmonton related to the annexation of land from Leduc County as defined in the Province of Alberta Order in Council 359/2018.
- *Special purpose* category captures all reserve funds that meet the needs of future year or year-end carry-forward projects.
- *Stabilization and contingency* category captures all reserve funds that maintain funds to aid in stabilizing and smoothing the temporary impact of unforeseen events or planned fluctuations in activity.
- *Statutory* category captures all reserve funds that are established and managed in accordance with legislation.
- *Utilities* category captures all reserve funds that have a direct relationship to the needs of the capital and operating activities of the County utility functions.

Stewardship means the conducting, supervising, or managing of something; especially the careful and responsible management of something entrusted to one's care.

Policy authority

Legislative implications:

- *Municipal Government Act (MGA)*
- *Public Sector Accounting Board (PSAB)*

Bylaw implications:

- Community Aggregate Payment Levy - Bylaw 4-20

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Related Municipal Policy

AM-01 Asset Management

ED-01 Legacy Fund

Related Administrative Directives and/or documents

FS-D01 Tangible Capital Asset Administrative Directive (under review)

Policy standards

1. Council shall approve reserve fund transactions through this reserve policy, annual budget process, or council motion.
2. Council shall approve new reserve funds categories.
3. Use of the capital Municipal Reserve will be in accordance with the *Municipal Government Act* (MGA) section 671.
4. As part of the year-end process,
 - an assessment will be made between the actual balance and the recommended optimal balance,
 - reserve funds that have balances lower than their established optimal balances will be considered in the distribution of an annual operating surplus (if applicable).
 - reserve funds that have balances higher than their established optimal balances will be considered for redirection of funds.
 - identify carry-forward projects with residual balances and transfer the balances to the stabilization and contingency reserve. This transaction can be completed without Council motion.
 - interest earnings will be applied to the reserve funds which have been deemed interest bearing as indicated in the reserve description.
5. Regular reporting to Council will occur
 - Through quarterly financial reporting which will identify the roll up categories and any transfers in or out since the previous reporting.
 - Fiscal year-end reporting will occur in accordance with the annual financial statement presentation.
6. The overall operating reserve balance (less legacy and utility reserves) shall not fall below approximately three months of operating expenses (\$19,700,000).

Policy responsibilities

Council responsibilities:

Council shall,

- Approve a Financial Reserves policy.

Administration responsibilities:

County Manager or designate shall:

- direct administration to develop the necessary administrative directives to implement this policy; and

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- approve those administrative directives.

Director of Finance shall:

- create, update and review administrative directives;
- monitor and review the MGA, PSAB and all other regulations for changes at established intervals;
- ensure on-going compliance with the policy;
- provide guidance to departments in complying with the intent of the policy and the accumulation/allocation of funds;
- oversee the daily operational obligations required to meet this policy;
- ensure financial staff is aware and abiding by the policy and associated regulations; and
- maintain and update this policy.

Department heads shall:

- be aware of the policy and associated administrative directives; and
- collaborate with Finance to confirm proposed reserve transfers, allocations and provide input with regard to the optimal balance of reserve funds.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

SCHEDULE A
Leduc County Financial Reserve Funds

Operating Fund Reserves	Optimal Balance
Operating reserves	Overall operating reserves (less legacy and utility reserves) shall not fall below 3 months of operating expenses (\$19,700,000)
Legacy Fund	Replenish funds as per policy ED-01
Stabilization and Contingency	See overall operating reserves
Special Purpose	
Future year initiatives	Not Applicable
Year-end carry-forward projects	Not Applicable
Utilities	
Solid Waste – Curbside pickup	Target of one year of operating expenses. Minimum of \$50,000 to a maximum of \$75,000
Water Distribution – Rate Stabilization	5% of current budgeted operating expenses to a maximum of \$150,000
Water Distribution – Operating, repair and replacement	\$200,000 to a maximum of \$250,000
Water Distribution – Year-end carry-forward projects	Not Applicable
Wastewater Collection – Rate Stabilization	5% of current budgeted operating expenses to a maximum of \$150,000
Wastewater Collection – Operating, Repair and Replacement	\$200,000 to a maximum of \$250,000
Wastewater Collection – Year-end carry-forward projects	Not Applicable
Wastewater Collection - Nisku Transfer Station – Rate Stabilization	5% of current budgeted operating expenses to a maximum of \$150,000
Wastewater Collection - Nisku Transfer Station (Septage Receiving Station) – Operating, Repair and Replacement	\$200,000 to a maximum of \$250,000
Wastewater Collection - Nisku Transfer Station (Septage Receiving Station) – Year-end carry-forward projects	Not Applicable
Wastewater Collection - Lagoons – Rate Stabilization	5% of current budgeted operating expenses to a maximum of \$150,000
Wastewater Collection - Lagoons – Operating, Repair and Replacement	\$200,000 to a maximum of \$250,000
Wastewater Collection - Lagoons – Year-end carry-forward projects	Not Applicable

Capital Fund Reserves	Optimal Balance
Asset Lifecycle Management	
Building Management	To be determined
Engineered Structure Management	To be determined
Fleet Management	To be determined
Land Management	Maximum of 50% of the 10 year capital forecast for land acquisitions
Machinery and Equipment Management	To be determined
Transit Management	To be determined
Special Purpose	
Year-end carry-forward projects	Not Applicable
Statutory	
Municipal Reserve	Not Applicable
Utilities	
Water Distribution – Repair and Replacement	Minimum target is 2.5% of current net book value of tangible capital assets with no maximum
Wastewater Collection – Repair and Replacement	Minimum target is 2.5% of current net book value of tangible capital assets with no maximum
Wastewater Collection - Nisku Transfer Station (Septage Receiving Station) – Repair and Replacement	Minimum target is 2.5% of current net book value of tangible capital assets with no maximum
Wastewater Collection - Lagoons – Repair and Replacement	Minimum target is 2.5% of current net book value of tangible capital assets with no maximum

SCHEDULE B
Operating Fund Reserve Descriptions

Operating Fund Reserves – Description	
Fund	Operating
Roll Up Category	Legacy Fund
Sub Category (if applicable)	
Reserve Name	Legacy Fund
Purpose	To contribute financially to key infrastructure projects in accordance with the Legacy Fund policy ED-01
Source of Funding	a) Payments received from the City of Edmonton as compensation related to the annexation of land from Leduc County, as defined in the Province of Alberta Order in Council 359/2018 b) Replenish funds as per policy ED-01 c) Budgeted transfers as approved by Council d) Allocation of the year-end surplus as approved by Council e) Other sources as approved by Council
Optimal Balance	Replenish funds as per policy ED-01
Application of Funds	Will consider using legacy funds for the following purposes: <ul style="list-style-type: none"> • To contribute to an infrastructure component within the County that significantly improves the investment readiness status of the County in one or more of its priority sectors. • As a contribution towards a specific infrastructure component that is required to support a specific development that is planned by an outside party, where that development will contribute to the advancement of one or more of the County's priority sectors. • As seed money to constitute Leduc County's portion of an infrastructure component for which a grant application is being made to a senior order of government for funds for the purposes of constructing infrastructure works that improve the investment readiness status of the County in one or more of its priority sectors.
Duration of Reserve	Ongoing
Interest Bearing	Yes

Operating Fund Reserves – Description	
Fund	Operating
Roll Up Category	Stabilization and Contingency
Sub Category (if applicable)	
Reserve Name	Stabilization and Contingency
Purpose	To provide funds to stabilize tax rates in periods of high inflation and/or negative assessment values. To provide funds to stabilize the temporary impact of unforeseen, non-recurring, emergent, one-time expenditures or losses of revenue and to ensure the orderly provision of services to citizens.
Source of Funding	a) Budgeted transfers as approved by Council b) Allocation of the year-end surplus as approved by Council c) Other sources as approved by Council
Optimal Balance	Refer to operating reserve balance in schedule A
Application of Funds	Funds from this reserve will be used to stabilize tax rates. Funds from this reserve will be used to stabilize the impacts resulting from an unanticipated, unbudgeted event or those that would result in an overall deficit to the municipal operation.
Duration of Reserve	Ongoing
Interest Bearing	No

Operating Fund Reserves – Description	
Fund	Operating
Roll Up Category	Special Purpose
Sub Category (if applicable)	
Reserve Name	Future year initiatives
Purpose	To provide funding for operating projects that will be undertaken over multiple years or in the future; to build funding for non-annual programs and to assist in meeting future funding requirements of projects.
Source of Funding	a) Budgeted transfers as approved by Council b) Allocation of the year-end surplus as approved by Council c) Proceeds from the sale of disposed operating items by virtue of this Reserve description as approved by Council d) Other sources as approved by Council
Optimal Balance	Not applicable
Application of Funds	Funds from this reserve will be used to fund expenditures related to the specific projects as originally presented to Council or approved through the annual budget or long-term plan.
Duration of Reserve	Ongoing
Interest Bearing	No

Operating Fund Reserves – Description	
Fund	Operating
Roll Up Category	Special Purpose
Sub Category (if applicable)	
Reserve Name	Year-end carry-forward projects
Purpose	To provide funding for specific operating programs and projects where the service or acquisition was not completed or received by year-end, but will occur in the following year.
Source of Funding	Funds required to complete a specific program or project, which was previously approved by Council in the annual operating budget and will need to continue in the following year.
Optimal Balance	Not applicable
Application of Funds	Funds from this reserve will be used to fund expenditures related to specific programs and projects as intended in the annual budget approved by Council.
Duration of Reserve	a) Projects or programs not completed in the fiscal year that they were budgeted will be carried forward as part of the annual Reserve request and approval process. b) Projects or programs not completed in the carry-forward year will be carried forward as part of the annual Reserve request and approval process. c) Surplus funds from completed projects will be automatically released to the Stabilization and Contingency reserve unless otherwise directed by Council.
Interest Bearing	No

Operating Fund Reserves – Description	
Fund	Operating
Roll Up Category	Utilities
Sub Category (if applicable)	Solid Waste
Sub Category (if applicable)	Curbside pickup
Reserve Name	Rate Stabilization
Purpose	To provide funding to stabilize curbside pickup rates in the event of unforeseen, non-recurring, emergent expenditures or losses of revenue; to stabilize fluctuations in operating activity and to address the risk of revenue or expenditure volatility.
Source of Funding	a) Budgeted transfers as approved by Council b) Allocation of the year-end surplus as approved by Council c) Other sources as approved by Council
Optimal Balance	Target of one year of operating expenses. Minimum of \$50,000 to a maximum of \$75,000
Application of Funds	Funds from this reserve will be used to mitigate the impact of rate increases within the annual operating budget and for stabilizing unbudgeted impacts resulting from unanticipated events.
Duration of Reserve	Ongoing
Interest Bearing	Yes

Operating Fund Reserves – Description	
Fund	Operating
Roll Up Category	Utilities
Sub Category (if applicable)	Water Distribution
Sub Category (if applicable)	
Reserve Name	Rate Stabilization
Purpose	To provide funding to stabilize water rates in the event of unforeseen, non-recurring, emergent expenditures or losses of revenue; to stabilize fluctuations in operating activity and to address the risk of revenue or expenditure volatility.
Source of Funding	a) Budgeted transfers as approved by Council b) Allocation of the year-end surplus as approved by Council c) Other sources as approved by Council
Optimal Balance	5% of current budgeted operating expenses to a maximum of \$150,000
Application of Funds	Funds from this reserve will be used to mitigate the impact of utility rate increases within the annual operating budget and for stabilizing unbudgeted impacts resulting from unanticipated events.
Duration of Reserve	Ongoing
Interest Bearing	Yes

Operating Fund Reserves – Description	
Fund	Operating
Roll Up Category	Utilities
Sub Category (if applicable)	Water Distribution
Sub Category (if applicable)	
Reserve Name	Operating, repair and replacement
Purpose	To provide funding for facility and equipment repair and/or replacement.
Source of Funding	a) Budgeted transfers as approved by Council b) Allocation of the year-end surplus as approved by Council c) Other sources as approved by Council
Optimal Balance	\$200,000 to a maximum of \$250,000
Application of Funds	Funds from this reserve will be used to fund either budgeted or unforeseen facility or equipment repair and/or replacement.
Duration of Reserve	Ongoing
Interest Bearing	Yes

Operating Fund Reserves – Description	
Fund	Operating
Roll Up Category	Utilities
Sub Category (if applicable)	Water Distribution
Sub Category (if applicable)	
Reserve Name	Year-end carry-forward projects
Purpose	To provide funding for specific operating programs and projects where the service or acquisition was not completed or received by year-end, but will occur in the following year.
Source of Funding	Funds required to complete a specific program or project, which was previously approved by Council in the annual operating budget and will need to continue in the following year.
Optimal Balance	Not applicable
Application of Funds	Funds from this reserve will be used to fund expenditures related to specific programs and projects as intended in the annual budget approved by Council.
Duration of Reserve	<ul style="list-style-type: none"> a) Projects or programs not completed in the fiscal year that they were budgeted will be carried forward as part of the annual reserve request and approval process. b) Projects or programs not completed in the carry-forward year will be carried forward as part of the annual reserve request and approval process. c) Surplus funds from completed projects will be automatically released to the Rate Stabilization reserve unless otherwise directed by Council.
Interest Bearing	Yes

Operating Fund Reserves – Description	
Fund	Operating
Roll Up Category	Utilities
Sub Category (if applicable)	Wastewater Collection
Sub Category (if applicable)	
Reserve Name	Rate Stabilization
Purpose	To provide funding to stabilize wastewater rates in the event of unforeseen, non-recurring, emergent expenditures or losses of revenue; to stabilize fluctuations in operating activity and to address the risk of revenue or expenditure volatility.
Source of Funding	a) Budgeted transfers as approved by Council b) Allocation of the year-end surplus as approved by Council c) Other sources as approved by Council
Optimal Balance	5% of current budgeted operating expenses to a maximum of \$150,000
Application of Funds	Funds from this reserve will be used to mitigate the impact of utility rate increases within the annual operating budget and for stabilizing unbudgeted impacts resulting from unanticipated events.
Duration of Reserve	Ongoing
Interest Bearing	Yes

Operating Fund Reserves – Description	
Fund	Operating
Roll Up Category	Utilities
Sub Category (if applicable)	Wastewater Collection
Sub Category (if applicable)	
Reserve Name	Operating, Repair and Replacement
Purpose	To provide funding for facility and equipment repair and/or replacement.
Source of Funding	a) Budgeted transfers as approved by Council b) Allocation of the year-end surplus as approved by Council c) Other sources as approved by Council
Optimal Balance	\$200,000 to a maximum of \$250,000
Application of Funds	Funds from this reserve will be used to fund either budgeted or unforeseen facility or equipment repair and/or replacement.
Duration of Reserve	Ongoing
Interest Bearing	Yes

Operating Fund Reserves – Description	
Fund	Operating
Roll Up Category	Utilities
Sub Category (if applicable)	Wastewater Collection
Sub Category (if applicable)	
Reserve Name	Year-end carry-forward projects
Purpose	To provide funding for specific operating programs and projects where the service or acquisition was not completed or received by year-end, but will occur in the following year.
Source of Funding	Funds required to complete a specific program or project, which was previously approved by Council in the annual operating budget and will need to continue in the following year.
Optimal Balance	Not applicable
Application of Funds	Funds from this reserve will be used to fund expenditures related to specific programs and projects as intended in the annual budget approved by Council.
Duration of Reserve	<ul style="list-style-type: none"> a) Projects or programs not completed in the fiscal year that they were budgeted will be carried forward as part of the annual Reserve request and approval process. b) Projects or programs not completed in the carry-forward year will be carried forward as part of the annual Reserve request and approval process. c) Surplus funds from completed projects will be automatically released to the Rate Stabilization reserve unless otherwise directed by Council.
Interest Bearing	Yes

Operating Fund Reserves – Description	
Fund	Operating
Roll Up Category	Utilities
Sub Category (if applicable)	Wastewater Collection
Sub Category (if applicable)	Nisku Transfer Station (Septage Receiving Station)
Reserve Name	Rate Stabilization
Purpose	To provide funding to stabilize rates in the event of unforeseen, non-recurring, emergent expenditures or losses of revenue; to stabilize fluctuations in operating activity and to address the risk of revenue or expenditure volatility.
Source of Funding	a) Budgeted transfers as approved by Council b) Allocation of the year-end surplus as approved by Council c) Other sources as approved by Council
Optimal Balance	5% of current budgeted operating expenses to a maximum of \$150,000
Application of Funds	Funds from this reserve will be used to mitigate the impact of rate increases within the annual operating budget and for stabilizing unbudgeted impacts resulting from unanticipated events.
Duration of Reserve	Ongoing
Interest Bearing	Yes

Operating Fund Reserves – Description	
Fund	Operating
Roll Up Category	Utilities
Sub Category (if applicable)	Wastewater Collection
Sub Category (if applicable)	Nisku Transfer Station (Septage Receiving Station)
Reserve Name	Operating, Repair and Replacement
Purpose	To provide funding for facility and equipment repair and/or replacement.
Source of Funding	a) Budgeted transfers as approved by Council b) Allocation of the year-end surplus as approved by Council c) Other sources as approved by Council
Optimal Balance	\$200,000 to a maximum of \$250,000
Application of Funds	Funds from this reserve will be used to fund either budgeted or unforeseen facility or equipment repair and/or replacement.
Duration of Reserve	Ongoing
Interest Bearing	Yes

Operating Fund Reserves – Description	
Fund	Operating
Roll Up Category	Utilities
Sub Category (if applicable)	Wastewater Collection
Sub Category (if applicable)	Nisku Transfer Station (Septage Receiving Station)
Reserve Name	Year-end carry-forward projects
Purpose	To provide funding for specific operating programs and projects where the service or acquisition was not completed or received by year-end, but will occur in the following year.
Source of Funding	Funding required to complete a specific program or project, which was previously approved by Council in the annual operating budget and will need to continue in the following year.
Optimal Balance	Not applicable
Application of Funds	Funds from this reserve will be used to fund expenditures related to specific programs and projects as intended in the annual budget approved by Council.
Duration of Reserve	<ul style="list-style-type: none"> a) Projects or programs not completed in the fiscal year that they were budgeted will be carried forward as part of the annual Reserve request and approval process. b) Projects or programs not completed in the carry-forward year will be carried forward as part of the annual Reserve request and approval process. c) Surplus funds from completed projects will be automatically released to the Rate Stabilization reserve unless otherwise directed by Council.
Interest Bearing	Yes

Operating Fund Reserves – Description	
Fund	Operating
Roll Up Category	Utilities
Sub Category (if applicable)	Wastewater Collection
Sub Category (if applicable)	Lagoons
Reserve Name	Rate Stabilization
Purpose	To provide funding to stabilize rates in the event of unforeseen, non-recurring, emergent expenditures or losses of revenue; to stabilize fluctuations in operating activity and to address the risk of revenue or expenditure volatility.
Source of Funding	a) Budgeted transfers as approved by Council b) Allocation of the year-end surplus as approved by Council c) Other sources as approved by Council
Optimal Balance	5% of current budgeted operating expenses to a maximum of \$150,000
Application of Funds	Funds from this reserve will be used to mitigate the impact of rate increases within the annual operating budget and for stabilizing unbudgeted impacts resulting from unanticipated events.
Duration of Reserve	Ongoing
Interest Bearing	Yes

Operating Fund Reserves – Description	
Fund	Operating
Roll Up Category	Utilities
Sub Category (if applicable)	Wastewater Collection
Sub Category (if applicable)	Lagoons
Reserve Name	Operating, Repair and Replacement
Purpose	To provide funding for facility and equipment repair and/or replacement.
Source of Funding	a) Budgeted transfers as approved by Council b) Allocation of the year-end surplus as approved by Council c) Other sources as approved by Council
Optimal Balance	\$200,000 to a maximum of \$250,000
Application of Funds	Funds from this reserve will be used to fund either budgeted or unforeseen facility or equipment repair and/or replacement.
Duration of Reserve	Ongoing
Interest Bearing	Yes

Operating Fund Reserves – Description	
Fund	Operating
Roll Up Category	Utilities
Sub Category (if applicable)	Wastewater Collection
Sub Category (if applicable)	Lagoons
Reserve Name	Year-end carry-forward projects
Purpose	To provide funding for specific operating programs and projects where the service or acquisition was not completed or received by year-end, but will occur in the following year.
Source of Funding	Funds required to complete a specific program or project, which was previously approved by Council in the annual operating budget and will need to continue in the following year.
Optimal Balance	Not applicable
Application of Funds	Funds from this reserve will be used to fund expenditures related to specific programs and projects as intended in the annual budget approved by Council.
Duration of Reserve	<ul style="list-style-type: none"> a) Projects or programs not completed in the fiscal year that they were budgeted will be carried forward as part of the annual reserve request and approval process. b) Projects or programs not completed in the carry-forward year will be carried forward as part of the annual Reserve request and approval process. c) Surplus funds from completed projects will be automatically released to the Rate Stabilization reserve unless otherwise directed by Council.
Interest Bearing	Yes

SCHEDULE C
Capital Fund Reserve Descriptions

Capital Fund Reserves – Description	
Fund	Capital
Roll Up Category	Asset Lifecycle Management
Sub Category (if applicable)	
Reserve Name	Building Management
Purpose	To provide funding to meet future asset requirements and the scheduled refurbishment of existing infrastructure.
Source of Funding	a) Budgeted transfers as approved by Council b) Allocation of the year-end surplus as approved by Council c) Proceeds from the sale of disposed infrastructure assets by virtue of this reserve description as approved by Council d) Other sources as approved by Council
Optimal Balance	To be determined
Application of Funds	Funds from this reserve will be used to fund the construction, refurbishment or acquisition of a building as approved by Council through the annual budget.
Duration of Reserve	Ongoing
Interest Bearing	No

Capital Fund Reserves – Description	
Fund	Capital
Roll Up Category	Asset Lifecycle Management
Sub Category (if applicable)	
Reserve Name	Engineered Structure Management
Purpose	To provide funding to meet future asset requirements and the scheduled refurbishment of existing infrastructure.
Source of Funding	a) Budgeted transfers as approved by Council b) Allocation of the year-end surplus as approved by Council c) Proceeds from the sale of disposed infrastructure assets by virtue of this reserve description as approved by Council d) Other sources as approved by Council
Optimal Balance	To be determined
Application of Funds	Funds from this reserve will be used to fund the construction, refurbishment or acquisition of engineered structures as approved by Council through the annual budget.
Duration of Reserve	Ongoing
Interest Bearing	No

Capital Fund Reserves – Description	
Fund	Capital
Roll Up Category	Asset Lifecycle Management
Sub Category (if applicable)	
Reserve Name	Fleet Management
Purpose	To provide funds for the scheduled replacement and refurbishment of the County light vehicle fleet.
Source of Funding	a) Budgeted transfers as approved by Council b) Allocation of the year-end surplus as approved by Council c) Proceeds from the sale of disposed assets by virtue of this reserve description as approved by Council d) Other sources as approved by Council
Optimal Balance	To be determined
Application of Funds	Funds from this reserve will be used to fund the replacement and refurbishment of the County light vehicle fleet as approved by Council through the annual budget.
Duration of Reserve	Ongoing
Interest Bearing	No

Capital Fund Reserves – Description	
Fund	Capital
Roll Up Category	Asset Lifecycle Management
Sub Category (if applicable)	
Reserve Name	Land Management
Purpose	To provide funds for future expenditures on land.
Source of Funding	<ul style="list-style-type: none"> a) Budgeted transfers as approved by Council b) Allocation of the year-end surplus as approved by Council c) Proceeds from the sale of disposed assets by virtue of this reserve description in accordance with Section 428.1 of the Municipal Government Act d) Other sources as approved by Council
Optimal Balance	Maximum of 50% of the 10 year capital forecast for land acquisitions
Application of Funds	<ul style="list-style-type: none"> a) The acquisition of land; b) Servicing costs of land including, but not limited to wastewater, water, roads, electrical, offsite levies and gas; c) Direct costs associated with the acquisition or disposal of land including, but are not limited to advertising, surveys, appraisals, real estate commissions, legal costs, subdivision fee and offsite levies; d) The cost of improvements to land, excluding buildings or structures including, but not limited to, fencing, brushing and clearing of land, demolition of buildings, installation of an approach or any other expenditure that maintains or increases the value of the land asset.
Duration of Reserve	Ongoing
Interest Bearing	No

Capital Fund Reserves – Description	
Fund	Capital
Roll Up Category	Asset Lifecycle Management
Sub Category (if applicable)	
Reserve Name	Machinery and Equipment Management
Purpose	To provide funds for the scheduled replacement and refurbishment of the County heavy vehicle, equipment and machinery fleet.
Source of Funding	a) Budgeted transfers as approved by Council b) Allocation of the year-end surplus as approved by Council c) Proceeds from the sale of disposed assets by virtue of this reserve description as approved by Council d) Other sources as approved by Council
Optimal Balance	To be determined
Application of Funds	Funds from this reserve will be used to fund the addition, replacement and refurbishment of the County heavy vehicle, equipment and machinery fleet as approved by Council through the annual budget.
Duration of Reserve	Ongoing
Interest Bearing	No

Capital Fund Reserves – Description	
Fund	Capital
Roll Up Category	Asset Lifecycle Management
Sub Category (if applicable)	
Reserve Name	Transit Management
Purpose	To provide funds for the County share of infrastructure as identified in the Transit joint venture agreement.
Source of Funding	a) Budgeted transfers as approved by Council b) Allocation of the year-end surplus as approved by Council c) Proceeds from the sale of disposed assets by virtue of this reserve description as approved by Council d) Other sources as approved by Council
Optimal Balance	To be determined
Application of Funds	Funds from this reserve will be used to fund the County share of asset acquisition as identified in the Transit joint venture agreement.
Duration of Reserve	Ongoing
Interest Bearing	No

Capital Fund Reserves – Description	
Fund	Capital
Roll Up Category	Special Purpose
Sub Category (if applicable)	
Reserve Name	Year-end carry-forward projects
Purpose	To provide funding for specific capital programs and projects where the service or acquisition was not completed or received by year-end, but will occur in the following year.
Source of Funding	Funds required to complete a specific program or project, which was previously approved by Council in the annual budget and will need to continue in the following year.
Optimal Balance	Not applicable
Application of Funds	Funds from this reserve will be used to fund expenditures related to specific programs and projects as approved by Council through the annual budget.
Duration of Reserve	<ul style="list-style-type: none"> a) Projects or programs not completed in the fiscal year that they were budgeted will be carried forward as part of the annual reserve request and approval process. b) Projects or programs not completed in the carry-forward year will be carried forward as part of the annual Reserve request and approval process. c) Surplus funds from completed projects will be automatically released to the Asset Lifecycle Management – Engineered Structure Management reserve unless decided otherwise directed by Council.
Interest Bearing	No

Capital Fund Reserves – Description	
Fund	Capital
Roll Up Category	Statutory
Sub Category (if applicable)	
Reserve Name	Municipal Reserve
Purpose	To provide funding for new or expanded park, recreation or school authority infrastructure or to separate lands used for different purposes.
Source of Funding	Pursuant to Section 671 of the Municipal Government Act: a) Monies provided in place of municipal reserve lands; b) Proceeds from the sale of municipal reserve lands.
Optimal Balance	Not applicable
Application of Funds	Pursuant to Section 671(2) of the Municipal Government Act, funds from this reserve will be used to fund all or part of the capital cost of the following: a) A public park; b) A public recreation area; c) School authority purposes; d) To an area of land that is used for different purposes. As approved by Council.
Duration of Reserve	Ongoing
Interest Bearing	Yes

Capital Fund Reserves – Description	
Fund	Capital
Roll Up Category	Utilities
Sub Category (if applicable)	Water Distribution
Sub Category (if applicable)	
Reserve Name	Repair and Replacement
Purpose	To provide funding for facility and equipment repair and/or replacement.
Source of Funding	a) Budgeted transfers as approved by Council b) Allocation of the year-end surplus as approved by Council c) Other sources as approved by Council
Optimal Balance	Minimum target is 2.5% of current net book value of tangible capital assets with no maximum
Application of Funds	Funds from this reserve will be used to fund budgeted or unforeseen capital projects related to facility and equipment repair and/or replacement.
Duration of Reserve	Ongoing
Interest Bearing	Yes

Capital Fund Reserves – Description	
Fund	Capital
Roll Up Category	Utilities
Sub Category (if applicable)	Wastewater Collection
Sub Category (if applicable)	
Reserve Name	Repair and Replacement
Purpose	To provide funding for facility and equipment repair and/or replacement.
Source of Funding	a) Budgeted transfers as approved by Council b) Allocation of the year-end surplus as approved by Council c) Other sources as approved by Council
Optimal Balance	Minimum target is 2.5% of current net book value of tangible capital assets with no maximum
Application of Funds	Funds from this reserve will be used to fund budgeted or unforeseen capital projects related to facility and equipment repair and/or replacement.
Duration of Reserve	Ongoing
Interest Bearing	Yes

Capital Fund Reserves – Description	
Fund	Capital
Roll Up Category	Utilities
Sub Category (if applicable)	Wastewater Collection
Sub Category (if applicable)	Nisku Transfer Station (Septage Receiving Station)
Reserve Name	Repair and Replacement
Purpose	To provide funding for facility and equipment repair and/or replacement.
Source of Funding	a) Budgeted transfers as approved by Council b) Allocation of the year-end surplus as approved by Council c) Other sources as approved by Council
Optimal Balance	Minimum target is 2.5% of current net book value of tangible capital assets with no maximum
Application of Funds	Funds from this reserve will be used to fund budgeted or unforeseen capital projects related to facility and equipment repair and/or replacement.
Duration of Reserve	Ongoing
Interest Bearing	Yes

Capital Fund Reserves – Description	
Fund	Capital
Roll Up Category	Utilities
Sub Category (if applicable)	Wastewater Collection
Sub Category (if applicable)	Lagoons
Reserve Name	Repair and Replacement
Purpose	To provide funding for facility and equipment repair and/or replacement.
Source of Funding	a) Budgeted transfers as approved by Council b) Allocation of the year-end surplus as approved by Council c) Other sources as approved by Council
Optimal Balance	Minimum target is 2.5% of current net book value of tangible capital assets with no maximum
Application of Funds	Funds from this reserve will be used to fund budgeted or unforeseen capital projects related to facility and equipment repair and/or replacement.
Duration of Reserve	Ongoing
Interest Bearing	Yes

Policy statement

To provide for the investment of Leduc County funds in a prudent manner while meeting all related statutory requirements. The policy defines the parameters within which funds are to be invested and formalizes the framework for investment activities by establishing consistent standards and guidelines for the investment of public funds.

Definitions

Chartered Banks are financial institutions that are regulated under the Bank Act.

Custodian is an independent third party carrying legal responsibility for an investor's securities which includes administrative services and safekeeping.

Designate for the purpose of this policy, designate refers to the Director of Finance or any other employee specifically assigned by the County Manager and/or the Director of Finance.

Diversification is a risk management technique that mixes a variety of investments. Diversification of an investment portfolio strives to smooth unsystematic risk events so that the positive performance of some investments will neutralize the negative performance of others.

DBRS Morningstar (formerly Dominion Bond Rating Service Ltd) is a global credit rating agency that rates the credit-worthiness of borrowers and issuers by rating their debt and other securities.

External manager is an organization hired by Leduc County, through an RFP process, to manage the investments of the County.

Fiduciary responsibility is the duty to act in a manner that is in the best interest of the County.

Liquidity refers to the ability to convert the security on short notice into cash without a substantial loss of principal or accrued interest.

Portfolio is a collection of assets held by an investor.

Prudent means acting with or showing care and thought for the future.

Rate of return is the gain or loss of an investment over a specified period expressed as a percentage increase over the initial investment; gains on investments are considered any income received from the security.

Safekeeping occurs when a banker or broker hold securities that are registered in the investors name; provides for the physical protection and makes them readily available to sell upon the investors instruction.

Schedule I Chartered Bank is a designation in the Bank Act that refers to Canadian-owned banks where no single owner holds more than 10% of shares. (ie. RBC, TD, CIBC, BNS, BMO)

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Securities generally refers to financial instruments issued by a government agency or corporation offered for purchase to investors. Securities, for the purpose of this policy, are outlined in Section 250 (1) of the Municipal Government Act.

Stewardship means the conducting, supervising, or managing of something; especially the careful and responsible management of something entrusted to one's care.

Volatility is the degree of variation of a trading price over time.

Policy authority

Legislative implications:

- *Municipal Government Act, RSA 2000, c. M-26 (Section 250(1 and 2))*

Policy implications:

- FM-01 Financial Management Policy

Policy standards

1. Preservation of investment capital
 - The County recognizes its fiduciary responsibility for the stewardship of public funds with which it has been entrusted. Therefore, the primary investment objective is to ensure the preservation of capital in the overall portfolio.
2. Risk mitigation
 - To ensure that all investments purchased and owned by Leduc County are in accordance with the MGA, and that there is sufficient diversification among the assets in the portfolio.
3. Liquidity
 - To ensure that Leduc County's investment portfolio will be liquid in order to enable the County to meet its operating cash flow requirements.
4. Standard of care
 - Prudence and stewardship
 - All investment transactions shall be reviewed using judgment and care. Designates involved in investment activities shall exercise the degree of care, diligence, skill and prudence that a reasonable person would exercise in the administration of their own affairs and in doing so shall attempt to maximize the investment earnings of the portfolio within the parameters of the objectives as established within this policy.
 - Safekeeping and custody
 - All investment certificates must be issued to Leduc County or be held in the name of Leduc County; all investments will be held by a third party custodian as evidenced by safekeeping receipts and monthly reporting.
 - Ethics and conflict of interest
 - All participants in investment activities shall seek to act responsibly as custodians of the public trust. No officer or designate may engage in an investment transaction except as provided under the terms of this policy and supporting procedures.

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- Designates shall refrain from personal business transactions that could conflict with the proper execution of their responsibilities, or which may impair their ability to make impartial investment decisions. Designates shall disclose, to the County Manager, any material interests in financial institutions that conduct business with the County, and they shall separate their personal investment transactions from those of the County.
- 5. Credit quality
 - Investments in the portfolio will adhere to credit quality restrictions as rated by DBRS Morningstar for short and long-term investments. Should a security's credit rating fall below the approved initial investment rating, it shall be removed from the portfolio as soon as practical.
- 6. Reporting
 - The County Manager or designate shall provide a quarterly investment report with corporate quarterly reporting to Council. The investment report shall include the following:
 - A listing of total investments held at the end of the reporting period;
 - A statement about the performance of the investments during the period covered by the report.

Policy guidelines

1. Investment decisions
 - The Director of Finance will recommend investment transactions.
 - Approval is required from both the County Manager and the General Manager – Financial and Corporate Services.
2. Investment objectives
 - The County will seek to maximize the rate of return earned on its investments while aligning with its risk tolerance and adhering to prudent investment principles.
 - **Temporary and short-term portfolios (Less than 1 year)**
 - Generate current interest income at a competitive rate of return while preserving capital and providing liquidity for County cash flow requirements.
 - **Medium term portfolios (Between 1 - 10 years)**
 - Meet or exceed the standard rate of return while preserving capital and maintaining low volatility and proper diversification.
 - **Long term portfolios (10+ Years)**
 - Meet or exceed the standard rate of return from a longer-term portfolio while preserving capital and maintaining low volatility and proper diversification.

TEMPORARY & SHORT-TERM PORTFOLIO (Less than one year)				
Investment Type	Minimum Credit Rating (DBRS)	Institution Limit	Portfolio Limit	Maximum Term of Maturity
Government:				
<i>Securities issued or guaranteed by:</i>				
Federal Government	R-1 (L)	Unlimited	Unlimited	1 Year
Provincial Governments	R-1 (L)	Unlimited	Unlimited	1 Year
Crown Corporations	R-1 (L)	50%	75%	1 Year
Municipal Governments	R-1 (L)	35%	50%	1 Year
Financial Institutions:				
<i>Securities issued or guaranteed by:</i>				
Schedule I Chartered Banks	R-1 (L)	50%	Unlimited	1 Year
Provincial Treasury Branches and Credit Unions	R-1 (L)	50%	50%	1 Year

MEDIUM TERM PORTFOLIO (1 to 10 Years)				
Investment Type	Minimum Credit Rating (DBRS)	Institution Limit	Portfolio Limit	Maximum Term of Maturity
Government:				
<i>Securities issued or guaranteed by:</i>				
Federal Government	A (L)	Unlimited	Unlimited	10 Years
Provincial Governments	A (L)	Unlimited	Unlimited	10 Years
Crown Corporations	A (L)	50%	75%	10 Years
Municipal Governments	A (L)	20%	50%	10 Years
Financial Institutions:				
<i>Securities issued or guaranteed by:</i>				
Schedule I Chartered Banks	A (L)	35%	Unlimited	10 Years
Provincial Treasury Branches and Credit Unions	A (L)	25%	50%	5 Years

Investment Type	LONG TERM PORTFOLIO (Greater than 10 Years)			
	Minimum Credit Rating (DBRS)	Institution Limit	Portfolio Limit	Maximum Term of Maturity
Government:				
<i>Securities issued or guaranteed by:</i>				
Federal Government	A (L)	Unlimited	Unlimited	30 Years
Provincial Governments	A (L)	Unlimited	Unlimited	30 Years
Crown Corporations	A (L)	50%	75%	30 Years
Municipal Governments	A (L)	20%	35%	30 Years
Financial Institutions:				
<i>Securities issued or guaranteed by:</i>				
Schedule I Chartered Banks	A (L)	50%	75%	15 Years

Policy responsibilities

Council responsibilities:

Council will,

- Approve the policy.

Administration responsibilities:

County Manager will,

- Direct administration to develop the necessary administrative directives and procedures to implement this policy.
- Provide oversight, be responsible and accountable for the control, management and administration of all investment activities undertaken by the designate.
- Ensure adequate insurance coverage to guard against any losses that may occur due to misappropriation, theft, or other acts of fraud with respect to the municipality's financial assets.

Director of Finance will,

- Transact investments on behalf of Leduc County in accordance with this policy.
- Establish procedures and internal controls for investment operations consistent with this policy.
- Execute documents relating to the establishment and maintenance of investment accounts with investment brokers and qualifying financial institutions.
- Report quarterly to Council on investment activities.
- Provide the external manager with a copy of the Investments Policy.

External manager (if applicable) will,

- Manage funds under a specific investment mandate for which they are engaged, complying with all guidelines and policies as identified in their contracts and code of ethics:
 - CFA Code of Ethics and Standards of Professional Conduct
 - CFA Institute Asset Manager Code of Professional Conduct
- Provide regular monthly (at a minimum) reports to the County.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Policy statement

Leduc County commits to utilizing debt to manage its fiscal position in a prudent and sustainable manner. This policy guides the processes that govern the County's borrowing as it pertains to the overall levels of indebtedness, structure of the debt and annual debt servicing limits.

Definitions

Affordable means the County's ability to pay for debt servicing costs.

Capital asset means any object purchased for use by the County whose individual cost exceeds the threshold set out in the Tangible Capital Asset Administrative Directive and has a life span of greater than one year.

Capital expenditure means costs incurred to acquire, develop, rehabilitate, or replace capital assets.

County revenue means Leduc County's total revenue excluding contributed assets, developer' agreements and levies, insurance proceeds and government transfer revenues.

Debenture borrowing application means an application by the County to apply for new debt.

Debt means money that is borrowed from a party in exchange for compensation in the form of interest payment. It represents an obligation that must be repaid within a predetermined time horizon under conditions that both parties agree to.

Debt limits mean the County's maximum debt limits and debt service costs.

Debt servicing means the annual debt repayments including interest and principal.

Debt term means the period of time during which debt payments are made.

Funding source means funds that are earmarked for the repayment of debt that is either capital or operating in nature. May refer to a variety of sources such as the County's investment portfolio, operations (sales of goods and services), user fees and levies, tax revenue, grants, reserves or other revenue sources.

Long-term capital debt means borrowing made for the purpose of financing a capital assets when the term of the borrowing exceeds five years.

Long-term operating debt means borrowing made for long-term operating expenditure commitments.

Municipal Government Act (MGA) revenues mean Leduc County total revenue less contributed assets and capital government transfers.

Probable lifetime means the expected useful life-span of an asset.

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Self-sufficient means a funding source that is self-funded by revenues or cash flows from a dedicated funding source.

Self-supported debt means debt that is for the County's Utility services which is not funded by tax revenues but by revenues generated by the Utility, including rates charged directly to users and other cash flows generated from operations.

Short-term debt means debt issued to manage cash flows of the County. The primary purpose is to bridge the gap between cash outflows and cash inflows.

Sustainable means meeting debt-servicing needs without compromising the ability to meet current and future financial obligations.

Tax supported debt means debt issued for capital expenditures that is funded in whole or in part from tax revenues.

Utilities means self-funded operations that provide a service to its customers.

Policy authority

Legislative implications:

- *Municipal Government Act (MGA)*, Sections 251 to 268
- *Alberta Regulation 255/2*
- *Public Sector Accounting Standards*, Section 3150

Other implications:

- Tangible Capital Asset Administrative Directive FS-D03.

Policy standards

1. The County uses debt prudently and efficiently in accordance with best practices. This includes, but is not limited to the following considerations:
 - a) The issuance of new debt must be approved by Council and authorized by adopting a borrowing bylaw.
 - b) Debt must be structured in a way that can reasonably be considered fair and equitable to those who pay and benefit from the underlying assets over time.
 - c) Debt repayment funding:
 - i) New indebtedness service cost funding will be identified as being funded by either:
 - (1) Tax-supported revenue.
 - (2) Self-sufficient revenue.
 - (3) Self-supported revenue.
 - ii) The funding source for new indebtedness service costs will be identified within the borrowing bylaw.

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- d) Debt amortization term:
 - i) Debt terms shall not exceed the probable lifetime of the asset.
 - ii) The following elements will be considered when establishing the debt term: cost minimization, availability of sustainable debt servicing funding and capital life cycle implications.
- e) New debt will:
 - i) Be affordable and sustainable.
 - ii) Align with the County’s budgeting process and long-term financial considerations.
- 2. Debt will be considered for use in the following situations:
 - a) Capital asset debt
 - i) Alternative financing sources will be researched and considered before looking at debt as a funding source.
 - ii) Long-term debt will be considered for capital assets that meet one or more of the following parameters:
 - (1) Projects with long-term benefits.
 - (2) Projects with benefits to County residents or utility customers.
 - (a) Long-term debt for utility projects will consider self-supported debt as the primary funding source.
 - (3) Growth related projects.
 - (4) Emerging needs to support corporate priorities and the strategic plan.
 - (5) Major rehabilitation of existing assets.
 - b) Operating debt
 - i) Long-term debt will be considered for operating expenditures that meet one or more of the following parameters:
 - (1) Projects with long-term benefits involving assets the County does not own but has a self-sufficient funding source.
 - (2) Projects with benefits to County residents.
 - ii) The County will not agree to long-term debt obligations to finance current operating expenditures with the exception of point 2.b.i. above.
 - c) Short-term debt will be considered when required to bridge the gap between cash and outflows and inflows when it meets one or more of the following parameters:
 - i) Is not issued as a financing source for any capital projects and/or capital asset purchases.
 - ii) Short-term debt issued for cash management purposes shall not exceed a term of 365 days.
 - iii) Debt issued shall not exceed \$2,000,000 for the purposes of managing cash flows.

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3. Debt Limit

- a) Leduc County will not exceed debenture borrowing in excess of the debt limit established by the Municipal Government Act.
- b) Debt limit includes all debt incurred by the County including tax-supported, self-sufficient and self-supported debt.
- c) For the purposes of determining Leduc County's debt limit, the revenues received from contributed assets, developer's agreements and levies, insurance proceeds and government transfers will be excluded.

4. Reporting

- a) The County's utilization of debt will be reported through annual audited financial statements in accordance with MGA standards.

Policy responsibilities

Council responsibilities:

Council will:

- Approve a debt management policy.

Administration responsibilities:

The County Manager, or designate, will:

- Direct Administration to develop the necessary administrative directive and procedures to implement this policy.
- Approve related administrative directives.
- Approve debenture borrowing applications as needed.

Director of Finance will:

- Prepare and bring debenture bylaws forward for Council approval.
- Identify and verify appropriate resources are available to meet current and future debt obligations.
- Review and evaluate cost saving opportunities through prepayment or refinancing of existing debt.
- Oversee the daily operational obligations for debt management.
- Monitor and review the MGA for changes at established intervals.
- Maintain and update this policy.

Monitoring and updating

- This policy shall be available for public inspection and will be posted on the Leduc County's website.
- This policy shall be reviewed at least once every four years.

Policy statement

To establish a guideline for the issuance of corporate credit cards.

Definitions

Corporate credit card means credit cards issued to employees for use in charging authorized business expenses.

Policy standards

1. Council authorizes County administration to hold up to 40 corporate credit cards with a total global limit of \$60,000.
2. Individual credit card limits will not exceed the signing authority limits established in the Signing Authority (FS-05) policy.

Policy responsibilities*Council responsibilities:*

Council will,

- Approve the policy.

Administration responsibilities:

County Manager will,

- Approve the administrative directive and assignment of credit cards to Leduc County employees.

Director of Finance will,

- Maintain an administrative directive that outlines the process governing the use of corporate credit cards in the organization.
- Recommend updates to this policy and administrative directive, as required.
- Ensure the management team are aware and adhere to the policy and administrative directive.

Senior management, managers and supervisors will,

- Approve authorized credit card transactions as per the terms of use established in the administrative directive.

Cardholders will,

- Adhere to the terms of use established in the administrative directive.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Policy statement

This policy clarifies who in the county may sign or authorize financial transactions, agreements and other municipal documents. It will provide clarity of roles and responsibilities within the county.

Definitions

Agreement means a document initiated by a financial institution or other party that require signatures by the designated signatories.

Signatory means Leduc County staff who have authorization to approve financial transactions on the county's behalf.

Policy authority

The Signing Authority policy shall consider and incorporate all legal and legislative requirements under the *Municipal Government Act*, Sections 213(4), 270, the Leduc County Investment Policy (FP-02), the County Manager Bylaw 18-19 and any other relevant legislation.

Policy standards

Accounts, cheques, agreements and other municipal documents

- 1) Bank accounts and investments
 - a) Authority for signing service agreements that open or close financial accounts shall be:
 - i. First signature – mayor or deputy mayor
 - ii. Second signature – county manager or deputy county manager
 - b) The County Manager assigns authority to transfer between financial accounts.
- 2) Cheques

Authority for signing cheques are the same as indicated in section 1. a.
- 3) Agreements for budgeted expenditures (purchasing)

Authority for signing or authorizing agreements for the acquisition of goods and services are as follows:

 - a) County manager or designate – any purchase agreement or invoice within the approved budget that are greater than \$1,000,000.
 - b) Deputy county manager – any purchase agreement or invoice within the approved budget ranging from \$100,000 to \$1,000,000.
 - c) General manager – any purchase agreement or invoice within the approved budget ranging from \$100,000 to \$500,000. In the absence of the county manager and deputy county manager, the general manager has approval up to \$1,000,000.
 - d) Directors – any purchase agreement or invoice within the approved budget up to \$100,000.

Department: Finance	Section: Financial Services
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- e) Managers – any purchase agreement or invoice within the approved budget ranging from \$15,000 to \$50,000. The director assigns the authority limit for each manager.
 - f) Employees – any purchase agreement or invoices within the approved budget up to \$5,000. The director assigns the authority limit for each employee.
- 4) Other documents and agreements
- a) Documents and agreements are required to have an original signature.
 - b) Grant funding applications and grant financial reporting are approved by the county manager.
 - c) Tax recovery notification list provided to the Alberta Land Title Office is approved by the county manager, deputy county manager or general manager.
 - d) Tax certificates and discharges of properties from the tax recovery notification list are approved by the director of Finance.

Policy responsibilities

Council responsibilities:

Council shall,

- Approve the Signing Authority policy.

Administration responsibilities:

County manager shall,

- direct administration to develop the necessary administrative procedures to implement this policy
- assign authority to designates to transfer between financial accounts
- assign authority to the deputy county manager or general manager in his/her absence to sign these transactions

Director of Finance shall,

- ensure the senior management team is aware of and create internal controls to ensure staff are abiding by the policy
- ensure the Finance department management team is aware of and abiding by the policy
- oversee the acquisition of goods and services signing authority and update at established intervals or as required
- maintain and update this policy

Directors shall,

- ensure the department management team is aware of and abiding by the policy
- update authorities as required

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Managers shall,

- ensure delegated staff are aware of and abiding by the policy

Delegated employees shall:

- be aware of and abide by the policy.

Monitoring and updating

- This policy shall be available for public inspection and will be posted on Leduc County's website.
- This policy shall be reviewed at least once every four years.

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Policy statement

Leduc County commits to minimizing the impact of bad debts to the County through sound business practices and consistent procedures relating to collections. This policy establishes guidelines for the write-off of accounts receivable that are deemed uncollectible.

Definitions

Accounts receivable means an amount owed to the County for goods or services for which payment has not yet been received. This includes invoices for goods/services provided, property taxes owed and outstanding utility account balances.

Bad debt means an amount owed to the County that is no longer deemed recoverable.

Write-off means an accounting entry to remove an amount from Leduc County's accounts receivable records. When a receivable is written off, the money is still legally due to Leduc County and may be collected.

Policy authority

Legislative implications:

- *Municipal Government Act (MGA), Section 553*

Bylaw implications:

- Fees and Charges Bylaw

Policy standards

1. Council will approve write-offs for individual accounts receivable with outstanding balances of over \$500.
2. County Manager or delegate will approve write-offs for individual accounts receivable with balances under \$500.

Policy processes

1. Annually, the Finance department will identify uncollectible individual accounts and seek Council's approval for write-off. Accounts will be deemed uncollectible once Finance has made multiple attempts to contact the account holder by phone and/or email, sent reminder letters and the account is sent to a collections agency for a minimum of a one-year period without payment on the account.
2. Accounts receivable may be considered for write-off when one or more of the following conditions exist:
 - The receivable cannot be transferred to property taxes, in accordance with Section 553 of the Municipal Government Act.
 - The County's collection procedures have been followed but were unsuccessful.
 - The anticipated cost of recovery is greater than the expected recovery.
 - The collection agency has exhausted all efforts to recover the receivables where applicable.
 - The debtor has declared bankruptcy.
 - The debtor is deceased and there is nothing available from the estate.

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3. Finance will maintain records of written off accounts. If the County receives revenue relating to an account that has been written off, the payment will be applied to other revenue.

Policy responsibilities*Council responsibilities:*

Council will,

- Approve the Uncollectible Receivables policy.
- Approve write-offs for individual account balances over \$500.
- Delegate approval of all accounts receivable write-offs up to \$500 to Administration.

Administration responsibilities:

County Manager will,

- Approve the administrative directive.
- Approve or delegate approval of all uncollectible accounts receivable up to \$500 to the Director of Finance.

Director of Finance will,

- Approve uncollectible receivable write-offs up to \$500.
- Recommend updates to this policy and administrative directive as required.

Senior management, managers and supervisors will,

- Assist with the collections of receivables as needed.

Finance department will,

- Identify uncollectible accounts receivable, property taxes receivable and utilities receivable.
- Follow collection procedures to recover as many receivables internally as possible.
- Regularly send accounts to a collection agency when applicable.
- Prepare an annual report to Council for accounts to be written off.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

LS - LEGISLATIVE SERVICES**CC – Council**

Policy No.	Name	Date Approved
CC-01	Councillor Fees and Expenses	2017-10-24
CC-02	Council Sponsorships	2022-10-11
CC-03	Council Grants	2022-10-11
CC-04	Council Registrations	2022-07-12
CC-05	Proclamations	2022-07-12
CC-06	Recognition and Commemoration	2022-07-12

Department: County Manager	Section: GS - Government Services
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GS-02 Councillor Fees and Expenses

Policy Statement

To provide for the payment to the members of the Council or remuneration for attending the meetings of the Council and the Committees thereof, or for assuming or performing any related duties (which may include meeting preparation time, for research of matters, and for liaison/communication with residents, media and others).

Policy Intent

To provide compensation and/or reimbursement of expenses when conducting County business.

Service Level/Objectives

In accordance with the Municipal Government Act Section 275.1(1)(2) and Revenue Canada's provisions for Municipal Elected Officials, one third of the remuneration paid in 1999 and later years by a municipality to a councillor is deemed to be an allowance for expenses that are incidental to the discharge of the councillor's duties. The remaining two-thirds (2/3) is income from elected or appointed office, and is therefore subject to income taxation and considered as earnings.

1. **Remuneration**

- Elected Officials be compensated an annual salary as determined by Council in the annual County budget;
- an additional remuneration, calculated on the annual salary, of 20% for the Mayor and 5% for the Deputy Mayor be approved;
- any monies forthcoming from boards and commissions that Councillors sit on go directly to the Councillors with the proviso that they be accounted for in the Annual Statement;
- to include in the Annual Report the annual total of the number of half day/evening attendance by councillors at meetings/events plus the average costing per half day/evening; and
- that consideration of an annual cost of living adjustment to Councillor remuneration be similar to that granted to staff.

2. **Council Retirement Allowance** (Motion No. 705-13)

That Council Members receive an RRSP and/or retirement allowance of 5% taxable earnings payable on an annual basis (2014 maximum of \$2,500/Council Member).

3. **Remuneration – Board/Committee Public Members**

To provide the remuneration to the Public Members appointed to all County Boards, in accordance with the Terms of Reference established for each Board/Committee, at the rate established by County Council at the annual Organizational meeting.

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4. Travel Expense Reimbursement

- a) by private (passenger) vehicle
- b) by air - actual cost

Travel reimbursement consideration will include most economical means.

5. Accommodation and Other Expense Reimbursement for Convention/ Seminar Attendance

For attendance at conventions, seminars, workshops, institutes, etc., of more than one days duration (except where travel requires an additional day). Note that receipts for expenses are to be retained and submitted for reimbursement.

- a) Room - on an actual or reasonable cost basis
- b) Alternative Lodging (effective May 1, 2001)

On occasion, there are limited or minimal accommodations available at or near the site for the Provincial Agriculture Service Boards Summer Tour. The County will provide reimbursement to Council members and staff for alternative lodging based on the cost for the nearest lodging available three months in advance of the tour. Additionally, if it is applicable, return mileage between that available accommodation and the location of the event would be included in the reimbursement.

6. Meals

That effective August 1, 2007 Leduc County follow the Treasury Board of Canada Secretariat meal allowance rates as follows, and further that the County rate be automatically adjusted as the Treasury Board adjusts their rates.

7. Other

- a) Cab Fare and Parking – actual cost
- b) Gratuities – up to 15%

8. Rental Cars

Generally speaking, rental cars would only be obtained when the function being attended by Councillors cannot be achieved less expensively by another means of transport. Common sense would prevail when making a decision to rent vs. using another form of transportation.

Expense Claims

Leduc County will reimburse Council Members for reasonable travel and accommodation costs, incurred in the course of conducting County business, and in the case of mileage to certain common destinations, in accordance with the current Mileage rate.

Council Members be required to submit claims for reimbursement of expenses within sixty (60) days of being incurred.

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County Mileage Rate

That Leduc County follows the National Joint Council mileage rate, and further that the County rate be automatically adjusted as the National Joint Council adjusts their mileage rate.

That all County distance related mileage business be officially conducted in kilometres instead of miles.

Communication Devices for Councillors

Leduc County will provide electronic devices required by a Council member to carry out business for the County. Leduc County will assume responsibility for all costs associated with the acquisition and use of Communication Devices approved for conducting corporate business. Hardware and software support is provided to devices that are County owned.

When a Communication Device (including accessories) is damaged, lost or stolen, the Councillor shall report it to the County Manager/Mayor who will notify Corporate Services. The Councillor is responsible for the damages or lost device if the cause is carelessness. Any excessive or inappropriate use of a Communication Device must be reported to the County Manager/Mayor for review.

Monthly recaps of device charges will be made publicly available and are self monitored by Council Members.

Home Internet Service

The Mayor and Councillors will be reimbursed, upon submission of an invoice, to a maximum of \$60.00 per month for home internet service (effective October 1, 2012).

This will be self monitored by Council Members.

Councillor Timesheets and Conference Expense Claims

That photocopies of all Councillors time sheets be provided to each Council Member subject to requirements for editing of personal/private information pursuant to F.O.I.P. and the Municipal Government Act."

That the Mayor and County Manager continues review of Councillor Timesheets.

A public reading be set up for the public to review the County's policy manuals, guidelines and other information available to the public. Councillor remuneration, staff expense claims, Councillor expense claims and other documents as identified will be made available to the public when properly processed and reviewed.

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Councillor Business and Protocol Expense Accounts (B & P Account)

Intended to provide guidance in determining what expenses will be covered by the municipality and what expenses are considered to be personal expenses. Events listed are for guidance only and are not intended to be an exhaustive list of covered events. Council/Councillors include Mayor, Councillors and County Manager.

1. Community Events, Charitable and Non-Profit Fundraisers

Tickets and registration fees

Council invited by a charitable and non-profit organization may attend regional charitable or non-profit fundraisers and their tickets/registration fees will be covered by their B & P account.

Examples: Gala Auctions and Dinners, Fire Fighter's Ball, R.C.M.P. Regimental Balls, etc.

Donations

Council may donate door prizes or auction items for community events, charitable and non-profit fundraisers as per current policy.

2. Federal Political Events

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

a) Provincial Political Events

The Provincial Election Finances and Contributions Disclosure Act, RSA 2004, c. E-2 ("the Act") provides that a municipality is a prohibited corporation and may not make any contributions to a registered party, registered constituency association or registered candidate. A "contribution" is defined as any money or real or personal property that is provided:

- (i) to a political party, constituency association or candidate, or
- (ii) for the benefit of a political party, constituency association or candidate with it's or the candidate's consent, without compensation from that political party, constituency association or candidate.

Fundraisers

Under the Act, a "fund-raising function" includes any social function held for the purpose of raising funds for a registered party, registered constituency association or registered candidate by whom or on whose behalf the function is held. Any contribution to a registered party, registered constituency association or registered candidate as determined below is a personal expense of a Councillor. Any amount deemed to be allowed for expenses as determined below may be paid out of a Councillors' B & P account.

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If an individual charge by the sale of tickets or otherwise is made for a fund-raising function held by or on behalf of a registered party, registered constituency association or registered candidate, then, for the purposes of the Act,

- i) if the individual charge is \$50 or less, it shall not be considered as a contribution unless the person who pays the charge specifically requests that it be so considered, in which case 1/2 shall be allowed for expenses and 1/2 shall be considered as a contribution to the registered party, registered constituency association or registered candidate, as the case may be, and
- ii) if the individual charge is more than \$50, \$25 shall be allowed for expenses and the balance shall be considered as a contribution to the registered party, registered constituency association or registered candidate, as the case may be.

Examples: The Premier's Dinner, MLA Breakfasts or Luncheon meetings, constituency fundraisers (including golf tournaments).

Donations

Door prizes or auction items for political fundraisers may not be charged to the public budget. Any such items are considered to be contributions and are therefore personal expenditures.

Political Conventions

Costs for political conventions are considered to be personal expenses.

b) Spouses/Partners

- i) If a spouse/partner accompanies a member of council to an out-of-town conference/convention, the expenses of the spouse/partner for travel, meals, registration is considered a personal expense.
- ii) Where the spouse/partner is invited through a conference to accompany the Councillor to banquets/receptions, their tickets for these banquets/receptions may be charged to the Council Member's B & P account. If the cost of conference registration for a spouse/partner includes banquet/reception tickets and is less than or equal to the cost of banquet/reception tickets purchased separately, the registration fee for the spouse/partner may be charged to the Council Member's B & P account.
- iii) When a Council member is invited to a social or fund-raising function in an official capacity, and a spouse/partner is invited to accompany the Councillor member, the ticket for the spouse/partner may be paid from the Council Member's B & P account.

c) Meals

Councillors are authorized to use their B & P account to pay for the meals (not including alcohol) of County clients in the conduct of County business.

d) Business Expense Budgets

Business and Protocol expenses must remain within the individual budget of a Councillor. Expenses exceeding budget amounts must be authorized by Council resolution prior to the expenditure being made.

e) Golf Tournaments

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Councillors are authorized to charge one-half (1/2) of registration fees to their B & P account when attending as representatives of the County.

Example: Black Gold Charity Classic, Nisku Oilmen's, R.C.M.P., Capital Region, EIA, etc.

f) Councillor Open House

A Councillor may hold two open houses per year and charge expenses for facility rental and light refreshments to their B & P account.

g) Elected Official Education Program

That Council Members may participate in the Elected Official Education Program (a jointly owned subsidiary of the AAMDC & AUMA) or other educational program, with reimbursement up to a maximum of \$1,000.00 per year for program registration fees.

Monitoring & Updating

This policy will be reviewed annually at Council's Organizational Meeting.

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Policy statement

Leduc County recognizes the importance of supporting residents and organizational events or functions that provide services to County residents. Support of various projects provides an opportunity for the County to provide funds to groups and individuals that recognize and promote Leduc County thereby increasing the County's profile.

Definitions

Sponsorship means the act of supporting an event, activity, person or organization financially or through the provision of products or services.

Sponsorship committee means members of administration or Council assigned to receive and evaluate applications.

Policy standards

1. County Council approves the budget for sponsorship funding support through the annual budget process.
2. A Sponsorship Committee will be established consisting of two (2) members of administration and two (2) members of Council.
3. Requests will be reviewed quarterly (January, March, June, September) as determined by administration.
4. Funding proposals will be considered for 1-3 years of funding. All approvals are conditional and may be cancelled at the discretion of Leduc County.
5. Administration will prepare all applications for review and consideration by the sponsorship committee. All final funding approvals will be as directed by Council.
6. Silent auction and promotional gifts will be addressed through the Recognition/Commemorations Policy.
7. The Sponsorship Committee will complete a merit based evaluation review process that will inform County decision.
8. All applicants will be notified of their status within 45 days of their application.
9. Sponsorship recipients must acknowledge and demonstrate the support of Leduc County.
10. Applications, criteria and guidelines will be available on the Leduc County website.

Policy responsibilities*Council responsibilities:*

Council will,

- Approve the budget for sponsorship funding support through the annual budget process.
- Provide final funding approvals.

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Administration responsibilities:

Administration will,

- Lead the Sponsorship Committee in the administration of applications, criteria, review process and recommendations to Council.
- Prepare all applications for review and consideration by the Sponsorship Committee.

Director of Community Services will,

- Manage and review this policy.
- Maintain and update this policy and ensure that the appropriate resources are available to meet the service levels.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Policy statement

Leduc County recognizes the importance of supporting organizations that provide services to County residents.

Definitions

Grants Committee means members of administration or Council assigned to receive and evaluate applications.

Operating grant means financial assistance that supports a portion of the annual operating expenses in one year period.

Service grants means support to non-for-profit agencies and committees that provide a valuable service to the community.

Policy standards

1. A Grants Committee will be established consisting of two (2) members of administration and two (2) members of Council.
2. Requests will be reviewed quarterly (January, March, June, September) as determined by administration.
3. Funding proposals will be considered for 1-3 years of funding. All approvals are conditional and may be cancelled at the discretion of Leduc County.
4. Funds are primarily considered operating grants, although on occasion Leduc County will consider capital grant support.
5. Silent auction and promotional gifts will be addressed through the Recognition/Commemorations Policy.
6. The Grants Committee will complete a merit based evaluation review process that will inform County decision.
7. This policy does not include grants that are identified through legislation or agreement.
8. All applicants will be notified of their status within 45 days of their application deadline.
9. Grant recipients must acknowledge and demonstrate the support of Leduc County.
10. Applications, criteria and guidelines will be available on the Leduc County website.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the budget for grant funding support through the annual budget process.
- All final funding approvals will be directed by Council.

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Administration responsibilities:

Administration will,

- Lead the Grants Committee in the administration of applications, criteria, review process and recommendation to Council.
- Prepare all applications for review and consideration by the Grants Committee.

Director of Community Services will,

- Be responsible for the management and review of this policy.
- Be responsible for maintaining and updating this policy and ensuring that the appropriate resources are available to meet the service level.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Policy statement

Leduc County encourages members of Council to attend conferences, educational opportunities and networking events, as these functions provide valuable learning, networking and promotional opportunities that enrich the governance function of County Council. It is necessary and desirable to establish the appropriate level of participation from Council for these occasions.

Policy authority

Legislative implications:

- *Municipal Government Act, Sections 146 and 153*

Bylaw implications:

- Bylaw No. 21-18 Council Code of Conduct

Policy standards**1. Conventions, conferences, seminars and workshops**

- Approval of all Council members to attend the following:
 - Agricultural Service Board (ASB) Tour
 - Brownlee LLP Emerging Trends Seminar
 - Community Planning Association of Alberta (CPAA) Conference
 - Provincial Agricultural Service Board Conference
 - Regional Agricultural Service Board Conference
 - Reynolds, Mirth, Richards & Farmer (RMRF) Municipal Law Seminar
 - Rural Municipalities of Alberta (RMA) Spring and Fall Conferences
- Approval of selected Council members to attend on a rotational basis:
 - Federation of Canadian Municipalities (FCM) Conference - maximum of three (3) Council members or their designate(s); and further when the FCM convention is held in Alberta all members of Council be authorized to attend.
- Approval of selected Council member representatives appointed on boards and committees, as determined at the annual Council Organizational meeting and identified on the internal and external appointments to boards and committee's document, to attend conferences and/or events associated with their committee/board appointments.

2. Other luncheons and meetings

- That Council members be authorized, at each's discretion, to attend the following:
 - Chambers of Commerce events within the region
 - Economic Development Authority Functions
 - Edmonton Global events
 - Edmonton Metropolitan Region Board and committee events
 - State of Address events offered throughout the region

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3. Other expense reimbursement

- Approval of costs for the Councillors' spouse attendance at the Rural Municipalities of Alberta (RMA) fall conference banquet (generally the cost of meals and/or tickets for a spouse/guest will be the responsibility of Councillors).
- Councillors will be reimbursed for the actual meal cost and/or other expenses incurred (receipt required) for attendance at any official function.
- That up to two (2) Council members be authorized to attend the Alberta Municipalities annual convention.

Policy responsibilities

Council responsibilities:

Council will,

- Approve this policy.
- Pass resolution(s) at a regular Council meeting to provide authority for attendance of Council members at conventions, conferences, seminars, workshop and/or Council approved business that are not included within this policy. Consideration of attendance at conventions will be based on the content/merit of the convention program.
- The mayor will be responsible to review expense claims of Council members.
- A Council member will attempt to ensure registration occurs before early incentive registration deadlines (if available).
- A Council member will be responsible for reimbursing the County the registration fee(s) for non-attendance, unless due to extenuating circumstances as accepted/approved by Council.

Administration responsibilities:

Administration will,

- Canvass Council members to determine their desire to attend conventions, conferences, events, seminars and workshops; registration will occur before early incentive registration deadlines (if available).
- Register and book rooms for the mayor and Council members far enough in advance to ensure Councillors are at the conference hotel, other than where rotation policy exists for room allocation. In cases where there is insufficient lead-time to book Councillors into the host convention hotel, a close alternative will be found.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Policy statement

Proclamations provide Leduc County with an opportunity to recognize initiatives of charitable and non-profit organizations and help increase public awareness of those initiatives. The initiative must have local significance and be of interest to the community.

Policy authority

Leduc County Council has the discretion to declare proclamations on an as-needed basis.

Policy standards

1. Leduc County recognizes initiatives taking place in Leduc County or impacting the community in a positive manner through education/awareness programs, charitable fundraising or similar, and helps to increase public awareness of those initiatives.
2. Charitable and non-profit organizations and representatives, or supporters thereof, are invited to apply to have a specific day, week or month recognized by Leduc County. All requests should be made using the online request form through the website (leduc-county.com/proclamations) at least four weeks in advance of the date and must include background information as well as an explanation of the initiative's local significance.
3. Proclamations will be considered as requested. Requests for recurring initiatives must be submitted each time, usually annually.

Policy responsibilities*Council responsibilities:*

Council will,

- Approve proclamations as required and read aloud approved proclamations in open council.

Administration responsibilities:

The county manager or designate will,

- Direct administration to develop the necessary administrative procedures to implement this policy, and approve those administrative procedures.

The legislative coordinator will,

- Coordinate and ensure the proclamation application is presented to Council in a timely manner.
- In instances when the application is not submitted in a timely manner for Council's consideration, the applicant will be notified.

Communications will,

- Ensure approved proclamations are communicated to the public appropriately, in accordance with the administrative procedures.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Policy statement

Leduc County provides approval for recognition and commemoration items as requested by Council members, elected officials, former Council members and other individuals or agencies.

Definitions

Council member means a Leduc County elected official elected in the most recent municipal election.

County manager means the chief administrative officer.

Elected official means a provincial Member of Legislative Assembly (MLA), federal Member of Parliament (MP) or municipal elected member from a municipality or agency who has a significant relationship with Leduc County.

Former Council member means an elected official who has retired or has not been re-elected from the most recent municipal election within Leduc County.

Immediate family member means the Leduc County elected officials:

- spouse or partner;
- mother or mother-in-law (including spouse or partner's);
- father or father-in-law (including spouse or partner's);
- son, son-in-law (including spouse or partner's);
- daughter or daughter-in-law (including spouse or partner's);
- grandchild (including spouse or partner's);
- brother or brother-in-law (including spouse or partner's);
- sister or sister-in-law (including spouse or partner's).

Public member at large means a citizen representing Leduc County who has been appointed by Leduc County Council to a board and/or committee as identified on the Internal and External Appointments to Boards and Committees document.

Visiting dignitaries means a group from provincial, federal or international levels of government.

Policy standards**1. Recognition**

- Retirement
 - *Former Council member* - that in recognition of the service of a former Council member, a presentation not to exceed \$300 (including GST) will be made.
 - *County manager and elected official* - that in recognition of the service of a county manager or elected official, a congratulatory certificate will be made.
- Visiting dignitaries - that for visiting dignitaries the County will provide a gift not to exceed \$30 (including GST).
- Hospitalization of Council members - in the event of hospitalization of a Council member, the County will provide a flower arrangement or basket, at a cost not to exceed \$75 (including GST and delivery charges).
- Bereavement of Council member, their immediate family or former Council member - in the event of the passing of a Council member, their immediate family or former Council member, the County will provide

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a flower arrangement or equivalent memorial donation to a recognized charity, at a cost not to exceed \$125 (including GST and delivery charges).

- Recognition of public member at large - that in recognition to a public member at large, the County will provide a gift at a cost not to exceed \$30 (including GST) or a certificate upon their resignation or not being re-appointed.

2. Commemorations

- Grand openings - that upon request of a Council member for the following grand openings a framed picture valued at \$100 (including GST) will be made:
 - new administration buildings within the County and neighbouring/regional municipalities
 - large industry within the County
 - new community halls within the County
- Wedding, Anniversary and County based business anniversary - that upon request for each of the following wedding or County based business anniversary celebrations a certificate will be made:
 - 25th
 - 50th and
 - 5 year intervals thereafter
- Birthday recognitions - that upon request for each of the following birthday celebrations a certificate will be made:
 - 75th and
 - 5 year intervals thereafter
- Plaque presentations
 - That on a request basis only a County plaque be presented to the family in recognition of the family's 100th year anniversary as resident on the same property.
 - Community halls - that upon request by a community hall association the County will provide one (1) County plaque and a County flag at no cost.
- Remembrance Day ceremonies - that Council members, or a designated staff member, be authorized to participate in Remembrance Day ceremonies when requested by a Royal Canadian Legion Branch, or arranging organization, from within the Leduc County boundaries, and further that the County will reimburse the respective Royal Canadian Legion Branch (invoice required) for the purchase of the wreath.
- Other special occasions - that upon request of a promotional item for other special occasions the county manager, or designate, be authorized to determine a suitable item not to exceed \$400.

Policy responsibilities

Council responsibilities:

Council will,

- Approve this policy.
- Have the authority to pass a resolution(s) at a regular Council meeting to provide approval of recognition and commemoration items as identified within this policy.

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Administration responsibilities:

The county manager or designate will,

- Have the authority to approve recognition and commemoration items as identified within this policy.

Administration will,

- Adhere to the distribution of recognition and commemoration items as identified within this policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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PR - PARKS AND RECREATION**CD – Community Development**

Policy No.	Name	Date Approved
CD-01	Community Facility Special Projects	2022-05-24
CD-02	Community Association Grant Funding	2022-05-24
CD-03	Community Facility Operating Funding	2022-05-24
CD-04		
CD-05	Community Cemetery Funding	2022-05-24

MR – Municipal Reserves

Policy No.	Name	Date Approved
MR-01	Temporary Seasonal Dock Authorization	2023-04-11
MR-02	Lakeshore Reserve Management	2023-04-11

PR – Parks and Campgrounds

Policy No.	Name	Date Approved
PR-01	Memorial Dedication Program	2024-06-11

Policy statement

Leduc County understands the valuable role that not for profit run community facilities play in providing social and recreational services to residents. Volunteers have built and maintained many facilities in this region and continue to dedicate hours of their time to contribute to the quality of life for the residents in Leduc County. Leduc County will partner with community associations to maintain quality and sustainable facilities in our communities.

Definitions

Administration means the department assigned the responsibility of managing the grant programs pursuant to this policy.

Community association means a registered not for profit volunteer group as recognized by Leduc County, that provides a recreational, parks or cultural service to residents of Leduc County.

Crisis means a sudden, urgent, unusually, unexpected occurrence or occasion requiring immediate action.

Conditional grant support means support in principle from Leduc County that will be approved once all matching funds have been raised.

Special project means a capital facility improvement greater than \$5,000 that will improve facility operations or service to the community.

Policy standards

1. Leduc County will maintain a list of approved community facilities that are eligible to request special project funding from Leduc County.
2. Eligible facilities will include facilities that provide recreational, social and cultural services in the Leduc County region. Facilities supported through the recreation cost share program are not eligible for funding.
3. Consideration will be given for crisis events that require immediate action and support. A recommendation will be prepared by administration and brought forward outside of the annual budget process.
4. As a means of leveraging additional grants and sponsorships from other agencies, Council may provide conditional grant support to a community association.
5. All community associations must display intent and effort to secure matching grant assistance from other agencies and funding sources. When possible, Leduc County will provide approximately 25% of the total project cost. On occasion, when other sources of funding have not been successful and community need or facility safety is identified, additional County support may be considered.
6. Project priority and funding allocation will be based on identified community need, impact and benefit to residents of Leduc County.
7. Special project funding for new facilities and initiatives will require additional documentation including a complete business plan that identifies fiscal sustainability.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Community Facility Special Projects policy.

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- Review and approve funding recommendations from the Parks and Recreation Advisory Committee.
- Review and approve funding allocations annually during the budget review process.

Administration responsibilities:

Administration will,

- Manage a community facility special projects assistance program featuring an application process with established criteria.
- Monitor approved applications for adherence to the established criteria and reporting requirements.
- Upon approval, Parks and Recreation will administer and monitor accountability of all funds.
- The Director of Community Services is responsible for monitoring and updating this policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed every four years.

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Policy statement

Leduc County understands the valuable role that not for profit community groups play in providing social, recreational and cultural services to residents. Throughout Leduc County, many volunteers dedicate their time to provide quality programs and events to the community. Leduc County Council supports these associations to encourage programming and promote healthy and active communities. The County's financial support will keep community programs and events affordable for residents.

Definitions

Administration means the department assigned the responsibility of managing the grant program pursuant to this policy.

Community association means a registered not for profit volunteer group as recognized by Leduc County, that provides a recreational, parks or cultural service to residents of Leduc County.

Policy standards

1. Leduc County will provide annual community grant support to various groups across this region that offer programming and special events to Leduc County residents.
2. Special funding allocations will be dedicated to both recreation/sport and arts/cultural programming.
3. Grant recipients will publicly recognize Leduc County as a funding agency prior to, during and upon completion of their programs and events.

Policy responsibilities*Council responsibilities:*

Council will,

- Approve the Community Association Grant Funding policy.
- Review and approve funding recommendations from the Parks and Recreation Advisory Committee.
- Review and approve funding allocations during the annual budget deliberation process.

Administration responsibilities:

Administration will,

- Manage a grant operating assistance program featuring an application process with established criteria.
- Monitor approved applications for adherence to the established criteria and reporting requirements.
- Upon approval, Parks and Recreation will administer and monitor accountability of all funds.
- The Director of Community Services is responsible for maintaining and updating this policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed every four years.

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Policy statement

Leduc County understands the valuable role that not for profit run community facilities play in providing social and recreational services to residents. Volunteers have built and maintained many facilities in this region and continue to dedicate hours of their time to contribute to the quality of life for the residents in Leduc County. Leduc County will partner with community associations to maintain quality and sustainable facilities in our communities.

Definitions

Administration means the department assigned the responsibility of managing the grant programs pursuant to this policy.

Community association means a registered not for profit volunteer group as recognized by Leduc County, that provides a recreational, parks or cultural service to residents of Leduc County.

Community facility means a publicly accessible facility, operated by a not for profit community association, that provides recreational, cultural or parks services to residents of Leduc County.

Annual operating grant is defined as unconditional funds provided by Leduc County to support daily operating expenses of an association.

Policy standards

1. Leduc County will maintain a list of approved community facilities that are eligible for annual operating assistance.
2. Eligible facilities will include facilities that provide recreational, social and cultural services in the Leduc County region. Facilities supported through the recreation cost share program are not eligible for funding.
3. On occasion, Council will consider funding adjustments during the year to support unexpected operating cost impacts.
4. Facility funding may be set individually for each facility and will be based on a review of overall facility cost, quality and variety of service provision to residents.
5. Meeting the eligibility criteria of this policy does not guarantee funding approval.

Policy responsibilities*Council responsibilities:*

Council will,

- Approve the Community Facility Operating Funding policy.
- Review and approve funding allocations annually during the annual budget deliberation process.
- Review and approve funding recommendations from administration that arise outside of the annual budget process.

Administration responsibilities:

Administration will,

- Manage a facility operating assistance program featuring an application process with established criteria.
- Monitor approved applications for adherence to the established criteria and reporting requirements.

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- Review and accept final reporting submissions from the community facilities.
- The Director of Community Services is responsible for maintaining and updating this policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed every four years.

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Policy statement

Leduc County recognizes that community cemeteries are established on Leduc County land and managed by community residents and associations. Leduc County will provide financial assistance to cemetery operators to support their ability to operate and deliver services to the community.

Definition

Leduc County *cemeteries* are defined as cemeteries located on property owned by Leduc County including:

- Conjuring Creek Community Cemetery
- Willow Creek Community Cemetery
- Genesee Community Cemetery
- Glen Park Community Cemetery
- Fisherton Community Cemetery

Policy standards

1. Leduc County will manage a cemetery operating assistance program featuring an application process with established criteria.
2. Funding assistance requests will be made to Leduc County and the distribution of funds will be determined based on identified financial needs, established reporting procedures and required communication with Leduc County administration.
3. Funding limits will be established based on 75% of operating costs including contracted maintenance or volunteer maintenance supplies. A maximum funding limit will be established by Council and reviewed annually.
4. Leduc County will pay all cemetery liability insurance premiums on behalf of the association provided that they meet Leduc County insurance reporting requirements.
5. Funding criteria will include reporting of cemetery finances and burial records on an annual basis to Leduc County administration.
6. Meeting the eligibility criteria of this policy does not guarantee funding approval.
7. Leduc County Council will review and approve funding requests through the Leduc County annual budget process.

Policy responsibilities***Council responsibilities:***

Council will,

- Provide resources and financial assistance for the distribution of funds to Leduc County owned community cemeteries.

Administration responsibilities:

Administration will,

- Approve the Community Cemetery Funding policy.

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- The Director of Community Services is responsible for allocating the appropriate resources to meet service levels.
- The Director of Community Services is responsible for monitoring and updating this policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed every four years.

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Policy statement

Leduc County supports the ability for residents to place temporary seasonal docks and boat lifts along our lakeshore reserves where appropriate. This policy acts as a guide to assist individuals classified as back lot landowners in obtaining permission from Leduc County. Permission is required in order to apply to Alberta Environment and Parks (AEP) for authorizations to place their docks/lifts/platforms.

Definitions

Back lot landowners means those who do not share a property boundary with a waterway or a municipal reserve and thus do not fall under the definitions of waterfront or semi-waterfront holder.

Dock means any pier, wharf or other structure constructed or maintained in a water body, whether floating or not, used for the purposes of mooring a vessel and includes any walkway, terminal platform, or anchor if an anchor is used.

Lakeshore Reserves means lands that are owned by Leduc County and located adjacent to a waterbody. These could include various types of reserves as defined under the *Municipal Government Act* such as Municipal Reserve, Environmental Reserve, or Conservation Reserve.

Municipal waterfront holder means a municipality that is the owner of land directly adjoining the bank of a water body. These would include our lakeshore reserves.

Semi-waterfront holders are person(s) whose property directly adjoins a reserve where the reserve directly adjoins the bank of a water body.

Temporary seasonal dock/boat lift means a dock or boat lift structure that is constructed and installed in a way so that it can be removed from the bed and shore of a waterbody before the end of the open water part of the year without causing disturbance to the bed and shore.

Waterfront holders are person(s) whose property directly adjoins the bank of a water body.

Policy authority

Legislative implications:

- *Alberta Government Disturbance Standard for Temporary Seasonal Docks and other Mooring Structures for Personal Recreational Purposes (April 2021) (Public Lands Act, RSA 2000)*

Bylaw implications:

- Bylaw No. 28-19 Parks and Open Spaces Bylaw

Policy implications:

- *MR-02 Lakeshore Reserve Management Policy*

Policy standards

Alberta Environment and Parks has established a “disturbance standard” under section 3 of the *Public Lands Administration Regulation*. The disturbance standard establishes clear rules for temporary seasonal mooring structures to safely and fairly accommodate recreational use of Alberta’s lakes and rivers, while streamlining the authorization process for temporary mooring structures.

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The disturbance standard applies to seasonal mooring structures for waterfront, semi-waterfront and municipal waterfront property owners. It does not however apply to back lot property owners. Back lot property owners require written consent of the waterfront or municipal waterfront landowner before placing or using a mooring structure.

1. Options for back lot owners
 - a. Co-owning a dock with a waterfront or semi-waterfront landowner.
 - b. Establishing a shared-use agreement with a waterfront or semi-waterfront landowner.
 - c. Becoming an approved user of an authorized community dock owned by the local municipality or association.
 - d. Obtaining a separate authorization from Alberta Environment and Parks.
2. Option d: Requiring municipal consent for dock, boat lift and platform authorization
 - a. Back lot property owners who want to place a dock in a waterbody from our lakeshore reserves must have formal consent from Leduc County when applying for an authorization from the province. Residents will need to submit an application and approvals will be considered for residents of Leduc County that meet the following conditions:
 - Resides within the subdivision of which they are attempting to secure access adjacent to a municipal reserve.
 - Location within the subdivision does not create disputes or is an area of common interest.
 - Does not impede community access or public areas
 - Verifies compliance with the disturbance standard.
3. Lakeshore use
 - a. Approved dock authorizations will comply with the requirements outlined in policy MR-02 Lakeshore reserve Management Policy.
4. Approved authorizations are for the applicant's access to their seasonal dock, boat lifts and swim platforms. Authorization does NOT give unrestricted access to the lands for the applicants, nor does it restrict access to others. Reserve lands are for public use and enjoyment.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Temporary Seasonal Dock Authorization Policy

Administration responsibilities:

Administration will,

- Review this policy as required to ensure that the policy complies with all current, relevant legislation and municipal policies.
- Implement administrative procedures in reference to Leduc County dock, boat lift and platform authorizations.

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Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Policy statement

Leduc County establishes the acceptable uses of our lakeshore reserves in order to maintain the environmental integrity and natural state of the lands while still providing public access where necessary and appropriate.

Definitions

Development means an excavation or stockpile, construction, renovation or repairs to a building, a change in the use of land or intensity in the use of land.

Director means the Director of Community Services for Leduc County.

Lakeshore Reserve lands means lands that are owned by Leduc County and located adjacent to a waterbody. These could include various types of reserves as defined under the *Municipal Government Act* such as Municipal Reserve, Environmental Reserve, or Conservation Reserve.

Structure means a building or other entity erected or placed in, on, over or under land, whether or not it is so affixed to the land as to become transferred without special mention by a transfer or sale of the land (ie. decks, sheds, platforms, stairs, etc.)

Vegetation means plants in general and includes trees, shrubs, grasses, flowers, etc.

Policy authority

Legislative implications:

- *Municipal Government Act* (MGA), section 671

Bylaw implications:

- Bylaw No. 28-19 Parks and Open Spaces Bylaw

Policy standards

1. Lakeshore Reserve Use
 - a. County owned lakeshore reserve lands are to be used for designated purposes only or left in their natural state.
 - b. Where additional detail is required to address specific community's needs or conditions, lakeshore land use guidelines will be developed by administration with the affected stakeholders.
2. Public Access
 - a. When necessary, Leduc County will provide residents and the general public with designated public access areas to the water front through reserves.
3. Structures on Lakeshore Reserves
 - a. Leduc County **will not** permit privately owned structures to be constructed within or placed on lakeshore reserves.
 - b. Unauthorized structures found on reserves may be subject to a fine, penalty and removal.

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- c. Structures can include but are not limited to the following:
 - i. sheds
 - ii. decks
 - iii. boat houses
 - iv. stairs
 - v. fire-pits
 - vi. retaining walls or other erosion control structures
- d. If the builder of the unauthorized structure refuses to remove the development, Leduc County may remove it, and the costs for doing so will be charged to the owner of the unauthorized structure and be collected as monies owed to the County.
- e. *Grandfathering Clause:* Leduc County, with input from local community representatives, may allow certain structures to remain in place for public use. Minor maintenance of existing structures (i.e. no structural modifications) is acceptable to maintain the safety of the structure. If any structure falls into disrepair or is deemed unsafe to remain, Leduc County will remove the structure and reclaim the site to a natural state.

4. Temporary piers and boat lifts

- a. Leduc County recommends the use of easily dismantled structures to ensure ease of removal at the end of the summer, and to facilitate easy storage on private property.
- b. *Summer Storage of Temporary Piers, Boat Lifts or other Structures:* Temporary piers, boat lifts or other structures left on reserves lands for storage (non- use) purposes between June 15th and August 31st, will be considered by Leduc County as "abandoned" and all such structures will be disposed of by the County.
- c. *Winter Storage of Temporary Piers and Boat Lifts:* All temporary piers and boat lifts are to be removed from the lake at the end of the season and stored on the owner's private property unless permission is granted through a set of lakeshore land-use guidelines or by the Director.
 - i. Where authorized structures are left over winter on reserves, Leduc County will not ensure their safety and will retain their right to have them removed for safety purposes.
 - ii. They must also abide by the following:
 - a. no storage on Crown owned bed and shore
 - b. no storage within 33 feet from the center of the road
 - c. no vegetation removal will be allowed to accommodate storage
 - d. authorized structures are to be clearly flagged for safety reasons
 - e. authorized structures are to be clearly labeled with the owner's lot number
 - f. access by local residents and the general public (e.g. fishermen, snowmobilers) to and along the shore is not to be obstructed.

5. Vegetation removal

- a. Removal of trees, underbrush or any other vegetation for reasons of aesthetics, fire wood, parking, personal access to the lakeshore or otherwise, is prohibited unless specifically authorized by the County.
- b. Where vegetation is removed without authorization by a known proponent, the County will require that proponent to revegetate the area within one growing season. The costs for doing so will be borne by the proponent.
- c. Large dead or mature dying trees will be removed by the County if the trees pose a safety threat by wind fall.
- d. Manicured grass (lawn) areas within reserves will be minimized and only maintained where there is a clearly defined need to have public grass-only areas. Where the County deems appropriate, residents will be allowed to maintain manicured grass lawns.
- e. Weed control is the responsibility of the County and is subject to inspection by a County Weed Inspector. Weed control on lakeshore reserves shall occur in accordance with the relevant provincial acts and regulations.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Lakeshore Reserve Management Policy

Administration responsibilities:

Administration will,

- Review this policy as required to ensure that the policy complies with all current, relevant legislation and municipal policies.
- Implement policy and administrative procedures in reference to Leduc County reserves.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Policy statement

The Memorial Dedication Program provides individuals, groups, and organizations the opportunity to improve the parks of Leduc County by planting trees or installing park amenities in remembrance of an event, occasion or individual.

Definitions

Administration means the department assigned the responsibility of managing the program pursuant to this policy.

Park Amenity means any bench, table, furnishing or other structure that increases the physical or material comfort of a park.

Park means any developed land used by the County as a public park, sports fields, or recreation area. Parks may also include developed areas surrounding storm ponds or natural areas designated for public use.

Policy authority

Legislative implications:

- *Municipal Government Act* (RSA 2000, Chapter M-26)

Policy implications:

- *Freedom of Information and Protection of Privacy* (AS-02)

Policy standards

1. All applications to the memorial dedication program will be made to the Parks and Recreation department for consideration and approval.
2. Applicants will provide payment equal to the cost of the park amenity or tree to be installed. Leduc County will assume all costs of installation.
3. All items to be installed must meet the development and design standards of Leduc County.
4. The Parks and Recreation department will purchase and install park amenities or trees in the approved location. Installation will occur as agreed upon from May – September.
5. The Parks and Recreation department will maintain and complete all required repairs or replacement that result from damage for up to 10 years following installation.
6. Memorial trees will be maintained by the Parks and Recreation department and replaced if required within a 2-year period at the cost of the County.
7. The program is strictly to honor an event, individual, or occasion. No corporate sponsorship will be considered.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Memorial Dedication Program Policy

Administration responsibilities:

Administration will,

- Manage the applications and implementation of the program.
- Review this policy as required to ensure that the policy complies with all current, relevant legislation and municipal policies.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Municipal Policy

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SD – Subdivision of Land

Policy statement

Leduc County believes that compliance with the County’s Land Use Bylaw is beneficial to the public interest and helps to ensure that all areas of the County are developed and used as envisioned by Council.

Leduc County landowners maintaining compliance with the County’s Land Use Bylaw will help to minimize land use conflicts between landowners.

Leduc County supports landowners’ rights to use their properties within the confines of applicable rules and regulations as well as carrying out compliance and enforcement activities in a sustainable manner and in accordance with the standards identified in this policy.

Definitions

County Manager means the Chief Administrative Officer of Leduc County.

Development has the same meaning as provided in the Municipal Government Act, RSA 2000, Chapter M-26.

Land Use Bylaw means the Leduc County Land Use Bylaw adopted by County Council, as amended and replaced from time to time, in accordance with Part 17 of the Municipal Government Act, and for the purposes of this policy includes any development permits, or conditions thereof, that are issued by the Development Authority.

Environmentally Sensitive Area has the same meaning as provided in the Land Use Bylaw.

Policy authority

Both the Municipal Government Act (MGA) and the Leduc County Land Use Bylaw have provisions for the enforcement of the bylaw, including development permits (and permit conditions) issued pursuant to the bylaw.

Legislative implications:

- Section 545 of the MGA authorizes a designated officer to issue a written order to a person responsible for a contravention of any enactment that a municipality is authorized to enforce, or a bylaw, to remedy the contravention.
- Section 645 of the MGA states that if a development authority finds that a development, land use, or use of a building is not in accordance with a land use bylaw or a development permit, the development authority may issue a written order to discontinue the contravention or take any actions required by the notice to make the land or building compliant.
- The MGA also contains provisions enabling the municipality to enforce an order by entering the land or building and taking any action necessary to carry out the order.

Bylaw implications:

- The Leduc County Land Use Bylaw contains provisions related to the issuance and enforcement of stop orders.

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Policy standards

1. Investigation in relation to a property or development in the County to determine whether it is compliant with the Land Use Bylaw will be undertaken in the following circumstances:
 - Pursuant to a written complaint submitted by a resident and/or landowner in Leduc County (includes submissions from the public made through the County’s website);
 - Pursuant to a motion of Council; or
 - Pursuant to direction from the County Manager.
2. The enforcement actions provided for in the MGA and the County’s Land Use Bylaw may be undertaken if an investigation reveals that a property is being used in a manner that is not compliant with the Land Use Bylaw.
3. Complaints submitted anonymously will not be investigated, unless directed by Council or the County Manager.
4. Notwithstanding policy standard #1, investigation and enforcement actions may be undertaken in the absence of a written complaint, a council motion, or direction from the County Manager if:
 - a. There is a reasonable risk to public or individual safety as a consequence of an unauthorized or non-compliant development;
 - b. There is a reasonable risk of damage to public infrastructure as a result of an unauthorized or non-compliant development; or
 - c. There is a reasonable risk that an environmentally sensitive area or agricultural land may be threatened by an unauthorized or non-compliant development.

Policy responsibilities

Council responsibilities:

Council will,

- Provide direction to administration in relation to Land Use Bylaw compliance and enforcement actions.

Administration responsibilities:

Administration will,

- Undertake investigations and enforcement actions related to Land Use Bylaw compliance in conformance with this policy.

Monitoring and updating

- This policy will be posted on Leduc County’s website.
- This policy will be reviewed at least once every four years.

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Policy statement

Leduc County values a robust and resilient business community and supports investment, employment growth, and sustainable economic activity in priority sectors of the Leduc County economy.

Leduc County will establish a self-sustaining legacy fund utilizing funds received as compensation for lands annexed by the City of Edmonton.

It is Leduc County's intent to contribute financially to key infrastructure projects in accordance with the principles and criteria set out in the policy standards below.

Definitions

Infrastructure means one or more of the following County owned assets:

- Construction of a road required to give access to a development
- A public utility, as follows:
 - water or steam;
 - sewage disposal;
 - public transportation operated by or on behalf of the municipality
 - irrigation
 - drainage
 - fuel
 - electric power
 - heat
 - waste management
 - telecommunications
- Off-street parking, loading and unloading facilities

Legacy Fund means a reserve fund that is initially funded using payments received from the City of Edmonton as compensation related to the annexation of land from Leduc County, as defined in the Province of Alberta Order in Council 359/2018.

Priority Sector means one of the key industrial sectors identified in the Leduc County Investment Readiness & Implementation Strategy. These sectors are agriculture, energy, food processing, manufacturing, and transportation & logistics.

Policy authority

There is no specific enabling legislation for this policy. Sections 650 and 655 of the *Municipal Government Act (MGA)* identifies the infrastructure types that are considered generally available infrastructure.

Policy standards

1. Leduc County will consider using legacy funds for the following purposes:
 - To contribute to an *infrastructure component* within the County that significantly improves the investment readiness status of Leduc County in one of more its *priority sectors*.

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- As a contribution toward a specific *infrastructure component* that is required to support a specific development that is planned by an outside party, where that development will contribute to the advancement of one or more of Leduc County's *priority sectors*.
 - As seed money to constitute Leduc County's portion of an *infrastructure component* for which a grant application is being made to a senior order of government for funds for the purposes of constructing infrastructure works that improve the investment readiness status of Leduc County in one of more its priority sectors.
2. The *legacy fund* will be self-sustaining and will replenish over time. Funds sourced from the legacy fund will be replaced by directing the incremental annual increase in municipal tax revenue enabled by the investment. This replacement will occur annually until the initial investment plus interest is replaced back into the legacy fund reserve.
 3. The *legacy fund* is intended for projects that are innovative and catalytic, will spur economic growth, and maximize job creation. Proponents of privately initiated projects must be able to demonstrate that their projects are financially sound and are sustainable without ongoing funding from Leduc County or other government entities. A financial impact analysis will be required and must be provided by the proponent of such projects.
 4. Access to the program by outside parties will be facilitated through an application process.

Policy responsibilities

Council responsibilities:

Council will,

- decide which projects and initiatives legacy funds will be applied to.

Administration responsibilities:

The Director of Planning and Development is responsible for overseeing the development, implementation and monitoring of this policy.

Administration will,

- identify candidate projects for council's consideration;
- receive and evaluate applications from project proponents;
- develop and apply specific evaluation criteria against which candidate projects will be evaluated;
- provide advice to Council to support council's decision-making; and
- create and maintain a current inventory of projects approved under this policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Policy statement

Leduc County recognizes the importance of protecting agricultural land to ensure a range of agricultural products and/or services and to reduce the fragmentation of high quality farmland.

This policy is to provide for the direction and completion of an Agricultural Impact Assessment (AIA).

The Agricultural Impact Assessment Policy consist of Part 1 and/or Part 2 which will provide a comprehensive understanding and rational for the disruption, removal and alteration of agricultural lands within Leduc County.

Definitions

Agriculture means the growing, raising, managing and/or sale of livestock, crops, foods, horticulture, agri-food, and value added enterprises including education, motivated either by profit or lifestyle.

Agricultural Areas mean Agricultural area A - West; B - North Central; C – South Central/East; and D – Small holdings as identified on Map 4: Rural County Land Use Concept of the Municipal Development Plan.

Agricultural-Based Business means business directly related to agriculture including, but not limited to, agribusiness, value-added agriculture, and agri-tourism.

Agricultural Hub means a comprehensively planned concentration of agriculture-based businesses guided by an Area Structure Plan.

Agricultural Impact Assessment (AIA) means to determine if a development proposal will adversely affect existing and future agricultural activities onsite and in the surrounding area. The assessment describes the proposed development, the onsite and surrounding land uses, and the physical and socio-economic components of the agricultural resource bases; identifies the direct and indirect impacts of the proposed development on existing agricultural operations and on the flexibility of the area to support different types of agriculture; considers mitigation measures of reducing any adverse impacts; considers compensation such as the provision of agricultural protection easements; and makes recommendations in that regard. It has consideration for the cumulative effects of other potential development.

Agricultural Impact Assessment (AIA) Part 1 is a scoring analysis using the Agricultural Land Evaluation Tool and is a simplified version of Agricultural Assessment Part 2.

Agricultural Impact Assessment (AIA) Part 2 is conducted by a qualified professional such as an Agrologist or similar to provide an in–depth analysis of development and agricultural land.

Agricultural Land Evaluation Tool is the tool used by Leduc County to evaluate impacts that development may have on agricultural land within specific areas of the County.

Area Structure Plan (ASP) or Local Area Structure Plan (LASP) is a statutory plan adopted by a municipal council by bylaw that provides a framework for future subdivision and development of a defined area in accordance with Section 633 of the Municipal Government Act. Area Structure Plans are typically adopted to guide future subdivision and development in greenfield areas. Policies that apply to Area Structure Plans generally also apply to Local Area Structure Plans and Area Redevelopment Plans.

Agri-Tourism is any farm diversification measure(s) as they relate to a practice where one, or more agriculturally based use(s) are intended to link travel and visitors with an agricultural based operation(s), product(s) or

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experience(s) for the purpose of enjoyment or education. The use(s) and/or development must be directly related to a viable agricultural operation on the subject property and may provide supplemental income for the owner.

Concept Plan is a non-statutory land use plan that provides greater detail of the proposed development and/or subdivision.

Conserve means to protect, use or manage wisely.

Contiguous means being in actual contact, sharing a common border, touching or connected through an unbroken sequence.

Conversion of Agricultural Land means the change from an agricultural use to a non-agricultural use (e.g., country residential, industrial, linear infrastructure such as roads and energy corridors, etc).

Country Residential means the subdivision of rural lands to create multiple residential lots.

Development is defined by the Alberta Municipal Government Act - development includes any excavation or stockpile, construction, renovation or major repairs to a building, change in the use of land, or change in the intensity of the use of land.

Farm Lot means an area which is actively farmed and is typically 32 ha (80 acres) or larger in size.

Farmstead means the principal dwelling and buildings and landscape associated with the residential use of the site.

Fragmentation means the process of reducing the size and connectivity of an area. In the context of the natural environment, fragmentation of an eco-region or habitat results in reduction in the total habitat area, the isolation of patches of habitat from each other and the increase in edge effects, and can affect the ability of organisms to maintain healthy populations and to survive. In the context of rural lands, fragmentation occurs when a contiguous agricultural area is divided into the isolated parcels separated by non-agricultural land uses, and can impact the productivity of the land. Fragmentation can also occur within a given agricultural parcel of land by access roads, oil and gas development and/or linear infrastructure.

Greenfield means an undeveloped or agricultural tract of land.

Lot means a parcel of land occupied or intended for occupancy by a use.

May means a permissive and/or discretionary term that denotes a choice in applying the policy.

Natural Environment means a system of natural features and areas, linked and connected by natural corridors necessary to maintain biological and geological diversity, natural functions, viable populations of indigenous species (including flora and fauna), and ecosystems.

Natural resources means a material source of wealth such as gravel, sand, soil, oil and gas that occurs in a natural state and has economic value.

Open Space means a passive and structured leisure and recreation areas that enhance the aesthetic quality and conserve the environment.

Outline Plan means non-statutory documents used to obtain greater detail of the proposed development and its future impact on adjacent lands. An outline plan must comply with the overreaching Area Structure Plan.

Physical Severance means a piece of land that is separated from the balance of the quarter section by a legal barrier, such as a road or railway, or physical barrier such as a ravine or permanent watercourse or water body.

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Prime Agricultural Lands mean Class 2 and 3 soils according to the classification system used by the Government of Alberta, Land Suitability Rating System (LSRS), and as defined in the Edmonton Metropolitan Region Growth Plan. These lands are equivalent to Canada Land Inventory (CLI) Class 1, 2 and 3 soils. Prime Agricultural Lands are shown on Schedule 11 of the Edmonton Metropolitan Region Growth Plan.

Recreational facilities includes golf courses, campgrounds, wellness centres, ice arenas, aquatics, plazas and squares, resort developments or similar, as defined in the Land Use Bylaw, that enhances the overall function of the County's recreation system.

Small holdings means a small tract (16 ha [40 acres] in size) of land used for agricultural purposes.

Shall, must or will means a directive term that indicates a preferred outcome or course of action and is mandatory.

Subdivision means the division of a parcel of land by an instrument.

Sub-Regional means an area larger than one community in which urban and rural communities share common infrastructure, regional assets and services, and have the potential to leverage related economic areas and link proximate areas to accommodate people and job growth as defined in the Edmonton Metropolitan Region Growth Plan.

Un-subdivided quarter section means the original quarter section of land of approximately 64.8 ha (160 acres) more or less and the remainder of a quarter section of land following subdivision of: public utility lots, roadways, pipeline, or other rights of way or lots to accommodate public or institutional use.

Waterbody refers to an accumulation of water on the earth's surface. It includes, but is not limited to streams, rivers and lakes.

Watercourse Crossing means a crossing, and any associated structures that are or will be constructed to provide access over or through a water body, including but not limited to:

- (i) structures and measurements to isolate the location of the works,
- (ii) erosion protection structures, and
- (iii) sedimentation management structures.

Wetland means low-lying areas of land covered by water long enough to support aquatic plants and wildlife for part of their lifecycle.

Policy authority

Pursuant to the Municipal Development Plan (MDP) Bylaw 08-19, Leduc County in certain instances, requires the completion of an Agricultural Impact Assessment (AIA). The County recognizes the importance of safeguarding agricultural land to ensure a range of agricultural products and/or services and to assist in the reduction of the fragmentation of high-quality farmland.

Policy standards

The AIA Policy uses two land evaluation tools to accomplish its goal. Part 1 is a scoresheet and Part 2 is a report by a certified professional. Below Outlines is when Part 1 or Part 2 is required.

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1. Part 1 of the Agricultural Impact Assessment is an agricultural land evaluation tool based on a scoring system that analyzes the impact(s) on agricultural land, as attached to this policy. Part 1 is triggered if:
 - a) in Agricultural “A” as shown within the Municipal Development Plan; there is:
 - a subdivision(s); and/or
 - lot line adjustment(s).
2. Part 2 of the Agricultural Impact Assessment is a reporting tool which is completed by a certified professional such as an Agrologists (PAg) or similar and it outlined in the Terms of Reference, as attached to this policy. Part 2 is triggered if there is:
 - a use or area variance other than allowable as per the Land Use Bylaw and/or the MDP;
 - an appeal of an Agricultural Impact Assessment Part 1;
 - a proposed or amended (*other than for housekeeping purposes*) Area Structure Plan, Local Area Structure Plan or Area Redevelopment Plan;
 - an Agricultural Business is located outside an identified County Agricultural Hub(s);
 - a proposed or amended Outline Plan;
 - a proposed or change to districting within an agricultural area as defined by the Municipal Development Plan;
 - any proposed or amended Recreation Development/Facility;
 - alteration of the soil profile, due to a change in development including stripping of topsoil, infilling or re-grading that may negatively affect the agricultural productivity of the land or adjacent properties.
3. When items listed under this section are triggered an Agricultural Impact Assessment Part 1 and/or Part 2 shall be completed.
4. The goal of the Agricultural Impact Assessment Policy and tools is to provide clarification and information prior to the subdivision and/or development authority finalizing a decision. The information provided by Part 1 or Part 2 of an AIA is the conservation of prime agricultural land and/or to reduce the fragmentation of prime agricultural land ensuring agricultural viability within Leduc County
5. Where requested, information is of a technical or scientific nature, the subdivision and/or development authority may require a report(s) prepared and/or endorsed by a professional accredited to practice in Alberta to the satisfaction of the subdivision authority.
6. The subdivision and/or the development authority shall not require an Agricultural Impact Assessment Part 1 if:
 - a) The subdivision or lot line adjustment is located in Agricultural Areas “B”, “C” and “D” as described in the Municipal Development Plan. The AIA Part 1, is at the sole discretion of the applicant in these cases. However, Part 1 will assist both the applicant and the subdivision and/or the development authority concerning the agricultural details of the application and is recommended.
7. The subdivision and/or the development authority shall not require an Agricultural Impact Assessment Part 1 or Part 2 if:

- a) a subdivision or development variance which is approved or discretionary as per the Land Use Bylaw;
 - b) within Agricultural Hub(s), Priority Growth Hamlet(s), Local Employment area(s) and any other business and/or agri-business designated area(s) as designated in the Municipal Development Plan and/or the Land Use Bylaw;
 - c) General housekeeping to correct or update text and/or maps to Area Structure Plan(s), Local Area Structure Plan(s), Area Redevelopment Plan(s), the Municipal Development Plan, the Land Use Bylaw or other statutory and non-statutory municipal documents.
8. The uses permitted on agricultural land shall conform to those permitted in the Municipal Government Act, Municipal Development Plan and Land Use Bylaw in accordance with the Agricultural Operation Practice Act (AOPA).

Policy responsibilities

Council responsibilities:

Council will,

- be responsible for the adoption or repealing of this Policy and approving and major revisions to this Policy.

Administration responsibilities:

The Director of Planning and Development is responsible for overseeing the development, implementation and monitoring of this policy.

Administration will,

- assess and review the proposed Agricultural Impact assessment (AIA) - Part 1 & 2;
- provide input regarding the Agricultural Impact Assessments score and/or report recommendations and mitigation methods to assist the subdivision and/or development authority;
- ensure that appropriate conditions area attached and confirm all applicable recommendations are appropriate approved and distributed to the municipality, administration, the applicant and enforced (if needed); and
- work with Enforcement Services to carry out enforcement measures (as needed).

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every council term.

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FOR USE IN AGRICULTURAL AREA A (WEST):

- a) SUBDIVISION
- b) LOT LINE ADJUSTMENTS

Agricultural Impact Assessment: AIA – Part 1

The purpose of this tool is to determine how closely an application aligns with County agriculture policy.

For use as described in the Agricultural Impact Assessment Policy [LR-01](#)

1. Description of:

I. How many current parcels are located on the quarter section? _____. *Greater than 1= (62 points)*

II. Subdivision or Lot Line Adjustment

III. Current Use of the Property:

IV. Proposed Use of the Property:

2. Land Evaluation:

Size - of parcel being proposed is:

a) Physically Severed? Yes [☐].....0 points

OR

b) Farmstead

- 0.5 ha (1.2 ac) to 1.0 ha (2.47 ac)0 points
- Over 1.0 ha (2.47 ac) but less than 4.4 ha (11 ac) 10 Points
- 4.4 ha (11 ac) to 6.0 ha (15 ac) 15 points

OR

c) Residential Parcel

- Less than or equal to 1.0 ha (2.47 ac).....0 points
- Greater than 1.1 ha (2.47 ac) and above.....62 points

Shape – of farmstead and/or residential parcel being proposed:

- Is the proposed design situated to reduce the loss of agricultural land?
Yes [☐] No [☐]

Soils – of residential parcel being proposed (LSRS 2 & 3 equivalent to CLI 1, 2 and 3):

- 30% or less of LSRS Class 2 and 3.....0 points
- 30% to 50% LSRS Class 2 and 3..... 10 points
- 50% to 75% LSRS Class 2 and 3..... 20 points
- More than 75% LSRS Class 2 and 3..... 30 points

Location – of parcel being proposed (current property lines only):

- The parcel is directly adjacent to 3 or more property line..... 0 points
- The parcel is directly adjacent to 2 property line 2 points
- The parcel is directly adjacent to 1 property line 5 points

3. Site Assessment

Non-farm Lots:

- *5 or more residential lots within an 800 metre radius 2 points
- *Less than 5 residential lots within a 800 metre radius 5 points

Location to a Confined Feeding Operation (CFO):

- The application is within the 800 metres if a CFO
- YES ☐ No ☐

** Lots shall be measured from the southeast and northwest corners of the proposed lot and shall use the greatest number of residential lots.*

STAFF USE ONLY

The following ALET score has been evaluated and calculated by Administration. A score of less than 60 points indicates the proposed application may align with County policy **and** a score of 61 or higher indicates the proposed application requires further review or the proposed application does not align with County policy.

Applicants Total Score..... _____

- **The following application:**

➤ **Complies with policy - Yes ☐ No ☐**

Notes or Diagrams



FOR USE IN AGRICULTURAL AREA B (North Central):

- a) SUBDIVISION
- b) LOT LINE ADJUSTMENTS

Agricultural Impact Assessment: AIA – Part 1

The purpose of this tool is to determine how closely an application aligns with County agriculture policy.

For use as described in the Agricultural Impact Assessment Policy [LR-01](#)

1. Description of:

- I. Is this the first parcel out of a quarter section? Yes ☐ 0 points
No ☐62 points

II. Subdivision or Lot Line Adjustment

III. Current Use of the Property:

IV. Proposed Use of the Property:

2. Land Evaluation:

Size - of parcel being proposed:

- a) Physically Severed? Yes ☐0 points

OR

b) Farmstead

- 0.5 ha (1.2 ac) to 1.0 ha (2.47 ac)0 points
- 1.0 ha (2.47 ac) to 4.0 ha (10 ac) 15 Points
- Greater than 4.0 ha (10 ac) 25 points

OR

c) Residential Parcel

- Greater than 1.0 ha (2.47 ac)62 points

Shape – of farmstead or severed parcel being proposed:

- Is the proposed design situated to reduce the loss of agricultural land section?
Yes ☐ or No ☐

Soils – of residential parcel being proposed (LSRS 2 & 3 equivalent to CLI 1, 2 and 3):

- 30% or less of LSRS Class 2 and 3.....0 points
- 30% to 50% LSRS Class 2 and 3..... 10 points
- 50% to 75% LSRS Class 2 and 3..... 20 points
- More than 75% LSRS Class 2 and 3..... 30 points

Location – of parcel being proposed (current property lines only):

- The parcel is directly adjacent to 3 or more property line..... 0 points
- The parcel is directly adjacent to 2 property line 2 points
- The parcel is directly adjacent to 1 property line 5 points

3. Site Assessment

Non-farm Lots:

- *5 or more residential lots within an 800 metre radius 2 points
- *Less than 5 residential lots within a 800 metre radius 5 points

Location to a Confined Feeding Operation (CFO):

- The application is within the 800 metres if a CFO
- YES ☐ No ☐

** Lots shall be measured from the southeast and northwest corners of the proposed lot and shall use the greatest number of residential lots.*

STAFF USE ONLY

The following ALET score has been evaluated and calculated by Administration. A score of less than 60 points indicates the proposed application may align with County policy **and** a score of 61 or higher indicates the proposed application requires further review or the proposed application does not align with County policy.

Applicants Total Score..... _____

- **The following application:**

➤ **Complies with policy - Yes ☐ No ☐**

Notes or Diagrams



FOR USE IN AGRICULTURAL AREA C (South Central/East):

- a) SUBDIVISION
- b) LOT LINE ADJUSTMENTS

Agricultural Impact Assessment: AIA – Part 1

The purpose of this tool is to determine how closely an application aligns with County agriculture policy.

For use as described in the Agricultural Impact Assessment Policy [LR-01](#)

1. Description of:

- I. Is this the first parcel out of a quarter section? Yes ☐ 0 points
No ☐ ...62 points

II. Subdivision or Lot Line Adjustment

III. Current Use of the Property:

IV. Proposed Use of the Property:

2. Land Evaluation:

Size - of parcel being proposed:

- a) Physically severed? Yes ☐0 points

OR

b) Farmstead

- 0.5 ha (1.2 ac) to 1.0 ha (2.47 ac)0 points
- 1.0 ha (2.47 ac) to 4.0 ha (10 ac) 15 Points
- Greater than 4.0 ha (10 ac) 25 points

OR

c) Residential Parcel

- 1.0 ha (2.47 ac) and above.....62 points

Shape – of farmstead or severed parcel being proposed:

- Is the proposed design situated to reduce the loss of agricultural land section?
Yes ☐ or No ☐



FOR USE IN AGRICULTURAL AREA C (South Central/East):

- a) SUBDIVISION
- b) LOT LINE ADJUSTMENTS

Agricultural Impact Assessment: AIA – Part 1

The purpose of this tool is to determine how closely an application aligns with County agriculture policy.

Soils – of residential parcel being proposed (LSRS 2 & 3 equivalent to CLI 1, 2 and 3):

- 30% or less of LSRS Class 2 or 3.....0 points
- 30% to 50% LSRS Class 2 and/or 3..... 10 points
- 50% to 75% LSRS Class 2 and/or 3..... 20 points
- More than 75% LSRS Class 2 and/or 3..... 30 points

Location – of parcel being proposed (current property lines only):

- The parcel is directly adjacent to 3 or more property line..... 0 points
- The parcel is directly adjacent to 2 property line 2 points
- The parcel is directly adjacent to 1 property line 5 points

3. Site Assessment

Non-farm Lots:

- *5 or more residential lots within an 800 metre radius 2 points
- *Less than 5 residential lots within a 800 metre radius 5 points

Location to a Confined Feeding Operation (CFO):

- The application is within the 800 metres if a CFO
- YES ☐ No ☐

** Lots shall be measured from the southeast and northwest corners of the proposed lot and shall use the greatest number of residential lots.*

STAFF USE ONLY

The following ALET score has been evaluated and calculated by Administration. A score of less than 60 points indicates the proposed application may align with County policy **and** a score of 61 or higher indicates the proposed application requires further review or the proposed application does not align with County policy.

Applicants Total Score..... _____

The Following application complies with policy – Yes ☐ or No ☐



FOR USE IN AGRICULTURAL AREA C (South Central/East):

- a) SUBDIVISION
- b) LOT LINE ADJUSTMENTS

Agricultural Impact Assessment: AIA – Part 1

The purpose of this tool is to determine how closely an application aligns with County agriculture policy.

Notes and Diagrams



FOR USE IN AGRICULTURAL AREA D (Smallholdings):

- a) SUBDIVISION
- b) LOT LINE ADJUSTMENTS

Agricultural Impact Assessment: AIA – Part 1

The purpose of this tool is to determine how closely an application aligns with County agriculture policy.

For use as described in the Agricultural Impact Assessment Policy [LR-01](#)

1. Description of:

- I. Is there 3 or more subdivision out of a quarter section? Yes ☐62 points
No ☐0 points

II. Subdivision or Lot Line Adjustment

III. Current Use of the Property:

IV. Proposed Use of the Property:

2. Land Evaluation:

Size - of parcel being proposed:

- a) Physically Severed? Yes ☐0 points

OR

b) Farmstead

- 0.5 ha (1.2 ac) to 1.0 ha (2.47 ac)0 points
- Over 1.0 ha (2.47 ac) but less than 4.4 ha (11 ac) 10 Points
- 4.4 ha (11 ac) to 6.0 ha (15 ac) 15 points

OR

c) Agricultural Parcel

- 32 ha (80 ac) and above.....15 points
- Greater than 32 ha (80 ac)*Not supported by Policy* 62 points

OR

d) Small Holdings

- 16 ha (40 ac)30 points



FOR USE IN AGRICULTURAL AREA D (Smallholdings):

- a) SUBDIVISION
- b) LOT LINE ADJUSTMENTS

Agricultural Impact Assessment: AIA – Part 1

The purpose of this tool is to determine how closely an application aligns with County agriculture policy.

Shape – of farmstead or severed parcel being proposed:

Is the proposed design situated to reduce the loss of agricultural land?

Yes ☐ No ☐

Soils – of residential parcel being proposed (LSRS 2 & 3 equivalent to CLI 1, 2 and 3):

- 30% or less of LSRS Class 2 or 3.....0 points
- 30% to 50% LSRS Class 2 and/or 3..... 10 points
- 50% to 75% LSRS Class 2 and/or 3..... 20 points
- More than 75% LSRS Class 2 and/or 3..... 30 points

Location – of parcel being proposed (current property lines only):

- The parcel is directly adjacent to 3 or more property line..... 0 points
- The parcel is directly adjacent to 2 property line 2 points
- The parcel is directly adjacent to 1 property line 5 points

3. Site Assessment

Non-farm Lots:

- *5 or more residential lots within an 800 metre radius 2 points
- *Less than 5 residential lots within a 800 metre radius 5 points

Location to a Confined Feeding Operation (CFO):

- The application is within the 800 metres if a CFO
- YES ☐ No ☐

** Lots shall be measured from the southeast and northwest corners of the proposed lot and shall use the greatest number of residential lots.*

STAFF USE ONLY

The following ALET score has been evaluated and calculated by Administration. A score of less than 60 points indicates the proposed application may align with County policy **and** a score of 61 or higher indicates the proposed application requires further review or the proposed application does not align with County policy.

Applicants Total Score..... _____

- **The following application:**

➤ **Complies with policy - Yes ☐ No ☐**



FOR USE IN AGRICULTURAL AREA D (Smallholdings):

- a) SUBDIVISION
- b) LOT LINE ADJUSTMENTS

Agricultural Impact Assessment: AIA – Part 1

The purpose of this tool is to determine how closely an application aligns with County agriculture policy.

Notes or Diagrams



Agricultural Impact Assessment: AIA Part 2

Terms of Reference

Minimum AIA Requirements (Part-2)

An AIA Part 2 shall be required. The following items will be required and may be addressed through consultation with Planning and Development Services:

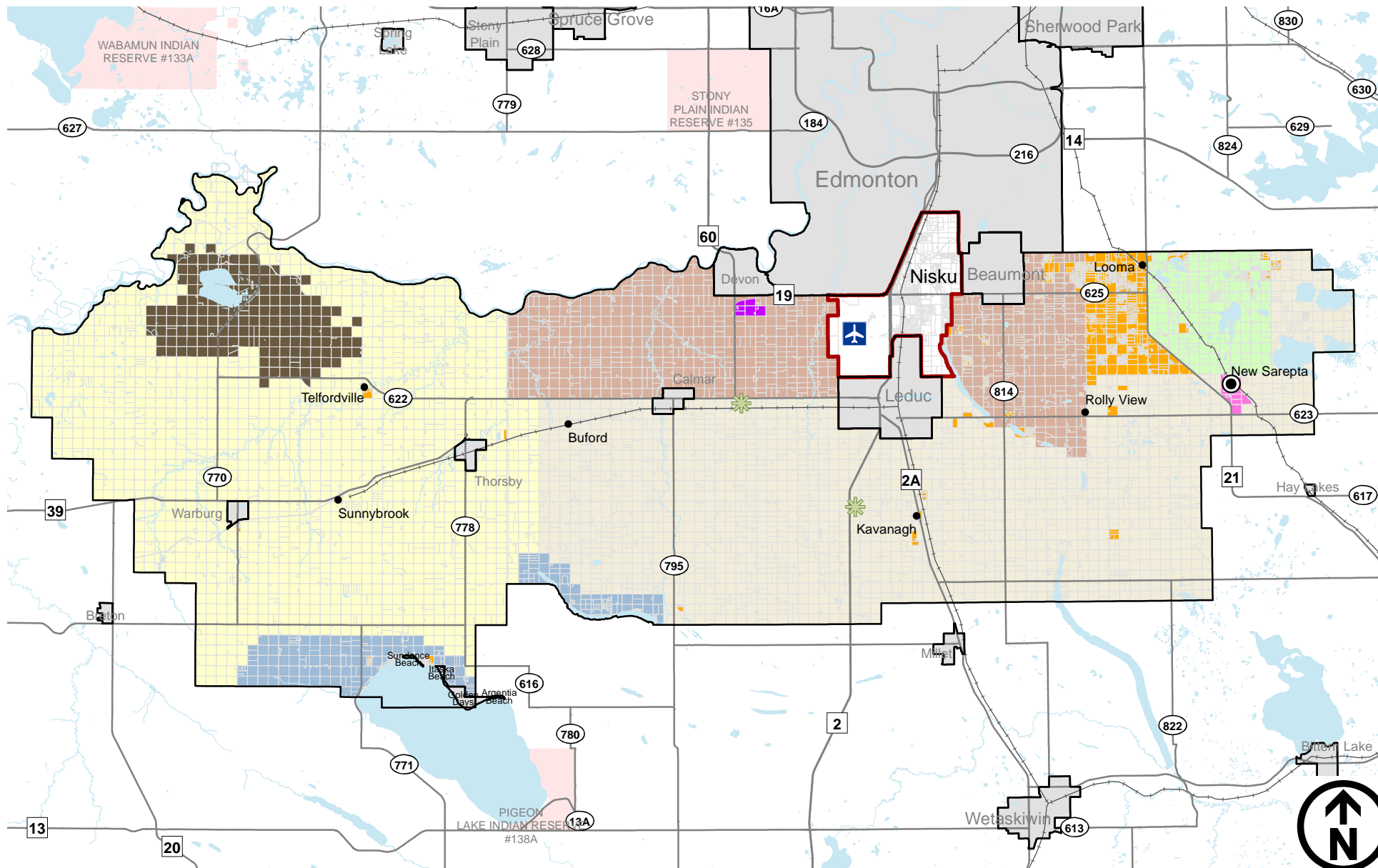
- a. A report shall be prepared by a certified professional such as, an Agrologists (PAg) or similar, and shall include at minimum the following:
 - i. Review and the incorporation of Documents, such as:
 - Leduc County Strategic Plan;
 - Leduc County Municipal Development Plan;
 - Leduc County Land Use Bylaw;
 - Leduc County Agricultural Strategy; and
 - Edmonton Metropolitan Region – “Re-imagine. Build. Plan”.
 - ii. Size, configuration and accessibility of the current and proposed parcel(s);
 - iii. Soil analysis, drainage and irrigation of the property(s);
 - iv. Soil Maps; both contour and aerial, showing the proposed property location (as per the application) as it relates to adjacent properties up to a minimum of 800 metre radius or larger if required;
 - v. Suitability of the proposed development concept in relation to its current use;
 - vi. Inventory of current property such as:
 - Existing Agriculture land(s) and productivity;
 - Non-Agricultural land(s);
 - Shelter belts, tree stands, waterbodies/watercourses, slopes (15%+), floodplains or floodways or other physical constraints as they relate to agriculture;
 - Permeant structures of manmade objects.
 - vii. Impacts on current and neighboring lands:
 - Impacts of fragmentation, conversion farm production and economic impacts on the immediate and surrounding agricultural areas of the proposal within a 1.8 km radius (or larger) with proposed mitigation methods to reduce further adverse impacts on agriculture.
 - Impact(s) on agricultural lands with regards to the local community, County(s) and the Region.
 - Loss of agricultural services.



Agricultural Impact Assessment: AIA Part 2

Terms of Reference

- viii. A final summary and recommendation(s) to the County of the impacts, recommended mitigation methods and limitations and qualifications of the proposed application as it relates to Sections (i-vii) listed above.
- b. An AIA-2 may require other professional prepared reports, if requested by the PAg or similar and/or the subdivision and/or development authority. They may include, but not limited to: Biophysical Assessments, Geotechnical Reports, Hydrogeological reports, Environmental Site Assessments, Servicing Studies, Floodplain Analysis; and any other information deemed necessary.



Feb 27, 2019 - 16:07 PM X:\MDP2018\Map 4 - RuralAreaLandUseConcept_03470061-0B59-43CF-BAD5-DE5595D2A421\Map 4_NEW_RuralAreaLandUseConcept.mxd



Legend

Agricultural Areas:

A - West

B - North Central

C - South Central/East

D - Smallholding

Country Residential

Lakeshore Community

Local Employment

Hamlet Mixed Use

Genesee Power Plant Area

Potential Agricultural Hub

Nisku Area

Urban Municipality

Indian Reserve

Growth Hamlet

Hamlet

Municipal Development Plan

Map 4 - Rural County Land Use Concept

Leduc County

February, 2019

Map and data for informational and planning purposes only.

Policy statement

Leduc County will facilitate planned growth and establish clear procedures that simplify and expedite the application processes for development that aligns with Leduc County plans.

Definitions

Biophysical Impact Assessment means the assessment of the biological (plants, animals, fish) and physical (soils, terrain, hydrology) conditions of a site to evaluate potential environmental impacts that may arise from a proposed development or activity. The objective is to avoid, prevent and/or minimize environmental impacts caused by development.

Development Permit means a document or permit, which may include attachments, issued pursuant to the Land Use Bylaw authorizing a development.

Land Use Bylaw is defined in Section 640 of the Municipal Government Act (MGA). In summary, it may prohibit or regulate and control the use and development of land and buildings in Leduc County.

Outline Plan is defined in the Leduc County Municipal Development Plan (MDP) as a non-statutory document used to obtain greater detail of the proposed development and its future impact on adjacent lands. An outline plan must comply with the overarching statutory plan.

Statutory Plan is described in Part 17, Division 4 of the MGA and includes an intermunicipal development plan, a municipal development plan, an area structure plan, or an area redevelopment plan adopted by a municipality.

Subdivision is defined in the MGA as the division of a parcel of land by an instrument.

Policy authority***Legislative implications:***

- *Municipal Government Act (MGA)*
 - *Section 633(1)* for the purpose of providing a framework for subsequent subdivision and development of an area of land, a council may by bylaw adopt an area structure plan.
 - *Section 633(2)(b)* states that an area structure plan may contain any other matters as the council considers necessary.
 - *Section 638.2(1)* Every municipality must compile and keep updated a list of any policies that may be considered in making decisions under Part 17 that have been approved by council by resolution or bylaw.

Bylaw implications:

- *Municipal Development Plan Bylaw*
 - *Section 3.2.0.4* Subdivision and development of greenfield areas within the Nisku Area must be comprehensively planned and guided by an Area Structure Plan or Area Redevelopment Plan.

Approval date	April 12, 2022	Motion number	85-22	Page 1 of 2
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Policy standards

1. Leduc County will develop procedures for:
 - a. Biophysical Impact Assessments
 - b. Development Permit Applications
 - c. Land Use Bylaw Amendments
 - d. Outline Plans
 - e. Statutory Plans
 - f. Subdivision Applications
2. The procedures will:
 - a. Increase transparency for the applicant;
 - b. Ensure consistency of applications;
 - c. Simplify the application process; and
 - d. Comply with all applicable federal and provincial statutes and regulations.

Policy responsibilities*Council responsibilities:*

Council will,

- approve this Policy.

Administration responsibilities:

Administration will,

- be responsible for the development, implementation, and monitoring of this policy.
- review this policy to ensure that it complies with any updates to relevant legislation and municipal policies.
- apply this policy to all planning and development projects carried out in Leduc County.
- maintain, update, and adhere to this policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

RO - ROAD OPERATIONS**OP – Operations**

Policy No.	Name	Date Approved
OP-01	Use of County Equipment	2024-10-22
OP-02	Road Use Agreement	2023-12-12
OP-03		
OP-04	Permitting Road Allowance	2011-11-14
OP-06	Road Ban Exemption Permits for Agriculture	2023-12-12

PG – Programs

Policy No.	Name	Date Approved
PG-01	Application of Gravel	2020-10-13
PG-02	Dust Control Fee for Service	2021-02-09
PG-03	Snow Clearing County Roads	2023-11-14
PG-04	Snow Clearing Private Driveways	2024-12-10
PG-05	Designated Dust Control	2023-12-12
PG-06		
PG-07	Brushing on County Rights-of-Way	2018-12-11
PG-08		
PG-09		

Policy statement

Leduc County equipment will not be used on private lands unless a contractual agreement is signed or requested to be used by the appropriate authority in command of an incident with an emergent need.

Definitions

Administration means the staff of Leduc County under the direction of the county manager.

Agreement means a legally binding understanding between two or more parties concerning their rights, obligations, and responsibilities.

Appropriate Authority means a Leduc County employee in a supervisor, platoon chief, manager, deputy fire chief, director, general manager, deputy county manager, or county manager role in the organization.

Council means the duly elected Council of Leduc County.

County Manager means the Chief Administrative Officer.

Emergent need means when a lack of immediate action would jeopardize operations or equipment, disrupt critical public services or involves an imminent threat to public or staff safety.

Employee means any person directly employed by Leduc County.

Services means the action of helping or doing work that is supplied by the county.

Policy authority

Legislative implications:

- *Municipal Government Act (MGA), RSA 2000*

Policy standards

1. Leduc County equipment can only be operated by county employees qualified in that particular equipment.
2. The equipment can only be used on county property or property managed by the county, unless an agreement to provide services on private property is authorized.
3. Leduc County equipment will be used for the primary purpose of Leduc County maintenance and contractual requirements. The use of Leduc County equipment on private lands should be identified within the private equipment service agreement, however, will be secondary to all other primary delegations to the Leduc County needs. Equipment required for an emergent need shall be given priority over all other obligations.

Policy responsibilities

Council responsibilities:

Council will

- Approve the Use of County Equipment policy.

Approval date	2024-10-22	Motion number	191-24	Page 1 of 2
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Administration responsibilities:

Director - Road Operations, Fleet, and Agricultural Services will

- Maintain, update and adhere to this policy.

Manager - Road Operations will

- Be responsible for staff adhering to this policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

Policy statement

Road Use Agreements are in place to protect county infrastructure and ensure that residents of Leduc County receive the least impact possible while still allowing business to function on Leduc County roads.

Definitions

Bonding means a security in the form of bonds, irrevocable letters of credit, certified cheques, or bank drafts to be used to pay for road damages. The amount of bonding shall not exceed 50% of the current cost of rebuilding the total length of the road assigned in accordance with the road use agreement.

Long Term Permit means a permit issued by Leduc County’s permit provider for multiple legal loads, or other movements, that is valid for the calendar year, which states the route and conditions surrounding the road use agreement as determined by the Director, Road Operations and Agricultural Services or their designate that require inspection, bonding, and serve as an attachment to Annual Road Use Agreements.

Road means any street, road or highway under the direction, control and management of Leduc County shown as a road on a plan of survey filed and registered with Land Titles or land used as a public road, and includes a bridge forming a part of the public road and any structure incidental to the road.

Road Use Agreement “RUA” means the agreement signed by the company and the County which describes the legal obligations to the County for road use within its boundary and consists of either an Annual or Site-Specific agreement, as determined by the Director, Road Operations and Agricultural Services or their designate.

- *Annual Road Use Agreement* means the agreement signed for a specified route and is completed with a Long Term Permit, valid for the calendar year. This agreement shall be renewed yearly. This agreement from time to time may be amended by the Director, Road Operations and Agricultural Services or their designate.
- *Site-Specific Road Use Agreement* means the agreement signed for a specified final location and on a specified route, and is completed by a Short Term Permit, valid for specified hauling dates. This agreement from time to time may be amended by the Director, Road Operations and Agricultural Services or their designate.

Short Term Permit means a permit issued by Leduc County’s permit provider for multiple legal loads, drilling rigs, or other movements, valid for a specified time frame, which states the route and conditions surrounding the road use agreement as determined by the Director, Road Operations and Agricultural Services or their designate that require inspection, bonding and serve as an attachment to the Site-Specific Road Use Agreement.

Policy authority

Legislative implications:

- *Municipal Government Act (MGA), RSA 2000*

Bylaw implications:

- Leduc County Fees and Charges
- Leduc County Traffic Bylaw, latest revision thereof

Policy standards

Approval date	December 12, 2023	Motion number	280-23	Page 1 of 2
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1. Prior to undertaking any business, operation, activity or development, applicants must inquire with the Road Operations Department to determine if a Road Use Agreement is required. Conditions that may require a Road Use Agreement include, but are not limited to:
 - multiple loads (in excess of 5 loads per week, and/or continuing beyond the designated week), and/or
 - excessive loads in terms of weight and/or
 - heavy or oversized loads which exceed a road ban issued by Leduc County and/or
 - in Leduc County's sole judgement that damage may occur if subjected to the loads.
2. Persons or businesses as defined by the Leduc County Traffic Bylaw who fail to obtain a road use agreement may be subject to fines as per the Traffic Bylaw or the latest revision thereof.
3. A road use agreement includes:
 - The signed Road Use Agreement
 - A Long Term Permit and/or Short Term Permit
 - Bonding as determined by the Director, Road Operations and Agricultural Services or their designate.
4. Subject to applicant providing all required information including bonding, Leduc County will provide and process a Road Use Agreement within two business days.
5. A person or business who has entered into a Road Use Agreement with Leduc County shall comply with all terms and conditions of the road use agreement. If found to be in default of the terms and conditions of the same, the Director, Road Operations and Agricultural Services or their designate may either suspend or terminate the road use agreement.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Road Use Agreement policy.

Administration responsibilities:

Director, Road Operations and Agricultural Services will,

- Maintain, update, and adhere to this policy.
- Ensure that the appropriate resources are available to meet the service levels.
- Provide quarterly updates to Council members at Public Works Committee.

Manager, Road Operations will,

- Be responsible for ensuring that the appropriate staff adheres to this policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

Approval date	December 12, 2023	Motion number	280-23	Page 2 of 2
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Policy statement

To ensure consistency throughout Leduc County when considering permitting of road allowances.

Definitions

Applicant means the person or entity applying to permit the road allowance.

Permitting Road Allowance means to lease a portion of county Road Allowance for direct use by the Applicant.

Policy authority

Legislative implications:

- *Municipal Government Act (MGA), RSA 2000*

Bylaw implications:

- Fees and Charges Bylaw

Policy standards

1. The permitting process is detailed in the Engineering Procedure Manual.
2. Engineering will collect the application fee as per the Fees and Charges bylaw.
3. Advertisements to be run in the local newspaper and County Market for a minimum of two weeks (as per MGA 606).
4. A letter of intent is to be sent to every landowner within in a minimum distance of 800m from the proposed permitting area.
5. Engineering and Finance coordinate the collecting of the leasing fees as per the Fees and Charges Bylaw.
6. All permits expire at the same time on a three year renewal basis.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Permitting Road Allowance policy.

Administration responsibilities:

Director, Engineering and Utilities will,

- Be responsible for maintaining and updating this policy.
- Ensure that the appropriate resources are available to meet the service levels.

Manager, Engineering will,

- Be responsible for ensuring that the appropriate staff adheres to this policy.

Approval date	November 14, 2011	Motion number	PWC 174-11	Page 1 of 2
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Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every three years.

Approval date	November 14, 2011	Motion number	PWC 174-11	Page 2 of 2
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Policy statement

Leduc County supports exemption permits be granted to producers to transport qualified agricultural commodities at axle weights above road bans during the spring road ban season.

Definitions

Agricultural Producer means a rancher or farmer who produces crops, or breeds livestock, or feed livestock prior to slaughter through day-to-day labor and field operations.

Eligible commodity are commodities for food production including:

- Commodities being hauled to a terminal or market
- Seed stock being hauled to location for planting by a producer
- Seed stock and fertilizers being hauled by the producer (e.g., seed cleaning)
- Livestock being hauled by the producer

Ineligible commodities would include the following:

- Clearing of land and hauling logs away
- Corral cleaning (by a company)

Policy authority

Legislative implications:

- *Municipal Government Act (MGA), RSA 2000*

Bylaw implications:

- Leduc County Traffic Bylaw, latest revision thereof

Policy standards

1. During the spring road ban season and prior to moving, Agricultural Producers must receive a road ban exemption permit from Leduc County's permit provider to haul an eligible commodity. Approval of the road ban exemption permit and any other products will be at the discretion of the Director, Road Operations and Agricultural Services or their designate according to current road conditions. The exemption permit applies to the producer and all working parties associated with the primary producer who is the owner of the commodities being transported. Producers will be required to contact Road Operations 24 hours before the move so that the roads can be monitored as required.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Road Ban Exemption Permits for Agriculture policy.

Approval date	December 12, 2023	Motion number	281-23	Page 1 of 2
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Administration responsibilities:

Director, Road Operations and Agricultural Services will,

- Maintain, update, and adhere to this policy.
- Ensure that the appropriate resources are available to meet the service levels.

Manager, Operations will,

- Be responsible for ensuring that the appropriate staff adheres to this policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

Approval date	December 12, 2023	Motion number	281-23	Page 2 of 2
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Policy statement

Leduc County operates a graveling program for road maintenance determining the quality/quantity of gravel and the locations of roadway to be gravelled to ensure the integrity and safety of the roadways are maintained.

Definitions

Administration means the staff of Leduc County under the direction of the county manager.

Council means the duly elected Council of Leduc County.

County Manager means the Chief Administrative Officer.

Policy authority

Legislative implications:

- *Municipal Government Act* – subject to this or any other Act, a municipality has the direction, control, and management of all roads within the municipality.

Policy standards

1. Approximately one third (1/3) of county gravel roads are to be gravelled annually.
2. Local gravel roads will be gravelled with gravel that meets Leduc County specifications and will receive between 250 – 350 tonnes per mile.
3. Graveling operations under the graveling program will normally occur in December, January, February, and March of each year. Other graveling will occur as road conditions dictate.
4. The following areas may receive up to 36 tonnes of gravel every five years:
 - rural community halls
 - churches and/or cemeteries
 - agricultural societies
 - senior centers or facilities
 - Leduc #1 Historical Society
 - Rundle Mission
 - Warburg Seed Cleaning Co-op
 - Leduc West Antique Society
5. This policy is for road maintenance only and does not apply to new construction or accesses.

Policy responsibilities

Council responsibilities:

- Council will,
- Approve the application of gravel policy.

Approval date	October 13, 2020	Motion number	251-20	Page 1 of 2
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Administration responsibilities:

Director, Road Operations and Agricultural Services will,

- Maintain, update, and adhere to this policy.
- Undertake appropriate testing of gravel to ensure gravel meets county specifications.
- Determine, by road conditions, which roads will be gravelled on an annual basis and make recommendation to Public Works Committee for approval.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

Approval date	October 13, 2020	Motion number	251-20	Page 2 of 2
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Policy statement

Leduc County supports providing dust control on a fee for service basis to residents who live beside county roads and to ensure that this service is delivered equitably and efficiently.

Definitions

Incorporated dust control means the application of a petroleum based product that is applied to the road surface and mixed in and packed by graders.

Top shoot dust control means the application of a dust control product which is applied two times per season by spraying over the gravel surface.

Policy authority

Legislative implications:

- *Municipal Government Act* – subject to this or any other Act, a municipality has the direction, control and management of all roads within the municipality.

Bylaw implications:

- Fees and Charges Bylaw

Policy standards

1. Leduc County will provide 122 metres of dust control at a subsidized rate and any additional requested length (to a maximum of 366 total metres) at the rate outlined in the current Leduc County fees and charges schedule. This subsidy is available to county residents living in permanent residences along a county gravel road. Applications shall be made by the resident occupying the residence.
2. The first 122 metres of incorporated dust control strip shall be warrantied for one calendar year from the date of installation. Top shoot dust control is intended for one season only.
3. Commercial businesses and all other applicants that do not have a permanent residence are not eligible for the subsidy and will be billed for this service at the rate outlined in the current Leduc County fees and charges schedule.
4. Churches, cemeteries, community centers, and agricultural societies may receive top shoot dust control by request from the land owner or their designated authority and are exempt from the cost of this service.
5. Waste transfer stations shall receive top shoot dust control in front of the facility for 122 metres.
6. Dust control service shall be provided following receipt of payment from the applicant, after the dust control application deadline.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Dust Control Fee for Service policy.

Approval date	February 9, 2021	Motion number	29-21	Page 1 of 2
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Administration responsibilities:

Director, Road Operations and Agricultural Services will,

- Maintain, update and adhere to this policy.

Road Operations staff will,

- With support from communications staff, advertise the program to the public.
- Review and process the applications with support from finance staff.
- Implement the program.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

Approval date	February 9, 2021	Motion number	29-21	Page 2 of 2
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Policy statement

Leduc County provides a safe multi-modal transportation system for residents and stakeholders by providing snow clearing services on county roadways, parking lots and trails in accordance with established priorities and thresholds.

Definitions

Call of the Director means that when thresholds are met and Budget, equipment and staff are available, the Director, Road Operations and Agricultural Services will direct the initiation of the clearing program.

Emergency Access Required means emergency response vehicle, being police, fire or ambulance, can not safely and quickly get to an emergency call and clearing is required.

End of a snow or wind event means when the snowfall reduces to a point where snow is no longer accumulating on the roadway or when the wind reduces to a point where snow is no longer drifting onto a roadway.

Freezing Rain means rain maintained at temperatures below freezing by the ambient air mass that causes freezing on contact with roadways or other surfaces.

Industrial/Commercial Arterial Road means a road that serves as the primary transportation corridor in a community to move traffic from a highway or freeway into other areas of the community. Industrial and Commercial Arterial roads are paved roadways with a design speed of 60-90km/hr and accommodate longer trip lengths with high traffic volume.

Industrial/Commercial Collector Road means a road that serves to connect a variety of service centres and less intense development areas like retail centres, office centres and industrial business parks. Industrial and Commercial Collector roads are paved roadways with a design speed of 50-80km/hr and accommodate average trip lengths with moderate traffic volume.

Industrial/Commercial Local Road means a road that functions primarily to provide access to industrial and commercial properties with low traffic volumes and low speeds. Industrial and Commercial local roads are paved with a design speed of 40-60km/hr and move traffic from properties to collector and arterial roadways.

On request means when snow clearing will be completed when requested by an authorized individual subject to the terms of PG-04 Snow Clearing Private Driveways in the case of private driveways or by an authorized individual in the case of churches, halls and the Ministik Lake parking area.

Pathways means multi-use trails or sidewalks that are not directly adjacent to a residence or business and maintained by the municipality.

Roadways means the roads that are under the care and control of Leduc County and is recognized as a county roadway.

Rural Arterial roads means a road that serves as the primary transportation corridor in a community to move traffic from a highway or freeway into other areas of the community. Rural Arterial roads are paved with a design speed of 80-120km/hr that accommodate longer trip lengths with high traffic volume.

Rural Collector roads means a road that serves to connect a variety of service centres and less intense development areas. Rural Collector roads are paved roadways with a design speed of 70-100km/hr and accommodate average trip lengths with moderate traffic volume.

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Rural Local roads means a road that functions primarily to provide access to rural residential properties with low traffic volumes and low speeds. Rural local roads can be paved or gravel with a design speed of 60-90km/hr and move traffic from rural residential properties to Rural collector and arterial roadways.

Snow Pack means accumulated snow on the roadway that has been packed by vehicle traffic. Snow pack will be averaged across the entire road and neighbourhood.

Subdivisions means a multiple lot subdivision that has an internal roadway.

Surfaced roads means roadways that have an asphaltic surface or surface treatment.

Time to clear means the average time period within which snow clearing activity for a priority category, is expected to be completed after a snowfall/wind event has ended. The time to clear may be exceeded if there is additional snowfall or a wind event before the snow clearing activity from a prior snowfall or wind event has been completed.

Transit Stop means the designated boulevard area immediately adjacent to a Roadway that is used for the purpose of transit bus passenger loading and unloading.

Urban Residential Collector roads means a road that serves to connect a variety of service centres and less intense development areas. Urban Residential Collector roads are paved roadways with design speed of 60-90km/hr and accommodate average trip lengths with moderate traffic volume.

Urban Residential Local roads means a road that functions primarily to provide access to urban residential properties with low traffic volumes and low speeds. Urban local roads are paved or hard surfaced with a design speed of 50-70km/hr and move traffic from urban residential properties to Industrial and Commercial or Rural collector and arterial roadways.

Wind event means an event where the wind speed and direction is conducive to snow drifting on the roadway.

Windrowed means a row of snow created by plowing snow when completing snow removal.

Policy authority

Legislative implications:

- *Municipal Government Act, RSA 2000*

Policy implications:

- PG-04 Snow Clearing Private Driveways

Bylaw implications:

- Leduc County Traffic Bylaw, latest revision thereof

Policy standards

1. Snow clearing and sanding operations will commence in priority order in accordance with this policy during a snow or freezing rain event. When heavy snowfalls and adverse winter conditions are continuous, or follow closely one after the other, operations will be repeated or continued on the highest priority until completed before moving on to the next highest priority.

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2. Leduc County snow clearing services will, at a minimum, commence and be prioritized according to Table 1: Snow Clearing Priorities – Surfaced Roadways, Table 2: Snow Clearing Priorities – Gravelled Roadways, and Table 3: Snow Clearing Priorities – Pathways.

Table 1: Snow Clearing Priorities – Surfaced Roadways

Surfaced Roads	Time to Clear	Snowfall Depth
P1 – Industrial/Commercial, Rural Arterial and Collector Roads	12 hours	2-5 cm
<i>Airport Road, Nisku Spine Road, Sparrow Drive, 4th Street, 5th Street, Rural Paved Grid Roads</i>		
P2 – Industrial/Commercial Local Roads	24 hours	5-7 cm [†]
<i>Remaining roads in Nisku Business Park</i>		
P3 – Rural Residential Local	72 hours	5-7 cm
<i>Country Residential Subdivisions, hamlets, and Lakefront communities</i>		
P4 – Urban Residential Collector Roads	96 hours – Call of Director	15 cm or emergency access required
P5 – Urban Residential Local Roads and Lanes	120 hours – Call of Director	10 cm snow pack or emergency access required

Table 2: Snow Clearing Priorities – Gravelled Roadways

Gravel Roads	Time to Clear	Snowfall Depth
P1 – Rural Local Roads	72 hours	5-7 cm ^{††}
<i>Gravel Grid Roads</i>		
P2 – A) Churches & Halls B) Ministik Lake Parking Area	N/A	Upon Request
P3 – Driveways	N/A	Upon Request ^{††}

Table 3: Snow Clearing Priorities - Pathways

Pathways	Time to Clear	Snowfall Depth
P1 – Adjacent County Facilities and Transit Stops	12 hours	2-5 cm
P2 – Remaining Pathways	72 hours	5-7 cm

[†] Subject to the Priority 1 being completed.

^{††} Snowplows & graders may be deployed prior to the threshold being met during wind events. It is the foreman's and early watch personnel's discretion on whether the threshold is met.

^{††} As per Snow Clearing Private Driveways Policy.

- Regardless of the service levels outlined in Table 1 and Table 2, calls received for snow clearing from emergency services (police, fire, ambulance) supersede and will be given the highest priority for snow clearing.
- Snow clearing of surfaced and gravel roadways will be completed concurrently as the different road types and areas require different snow clearing equipment.
- The Director, Road Operations and Agricultural Service may authorize the use of rental equipment or contracted equipment and operators in emergent situations.

6. Generally, the starting point for snow clearing within each route will be alternated, from east to west, except where local conditions dictate a higher priority starting point for snow clearing (i.e., isolated drifting, localised snowfall, isolated ice control), as per the area foreman's and early watch personnel's discretion.
7. While Leduc County Road Operations strives to achieve these policy standards, persistent weather events and availability of staff and resources may impact our time to clear.

Urban Residential Collector and Local roads snow removal

8. When thresholds are met and resources are available, the Director, Road Operations and Agricultural Services will initiate the clearing of Urban Residential Collector or Local roads.
9. Snow removal practices in cul-de-sacs may include stockpiling snow on boulevards or parking spaces for potential removal at a later date as resources allow.
10. For snow removal on Urban Residential Collector and Local roads, snow will be windrowed to the middle or one side of the road to be picked up as part of the removal process. Hours of operation will normally be between 0700 and 1600 Monday to Friday.
11. Sequencing of snow removal on Urban Residential Collector and Local roads may be scheduled or altered to accommodate garbage collection.
12. The sequence for Urban Residential Collector and Local road snow removal is adjusted prior to each season to promote fairness in service delivery.
13. Prior to the removal of any snow on Urban Residential collector and local roads, signs will be placed a minimum of 24 hours in advance at the entrance to each neighbourhood. Signs should indicate no on-street parking between fixed dates and times to allow efficient and safe removal of snow.

Pathways snow clearing

14. Snow clearing of pathways will be completed concurrently with paved and gravel roads as per the priority system.
15. Where a snow fall event causes heavy accumulation, high drifting, or a combination of both, delays in pathway clearing may occur until staff and specific equipment can be redeployed to remove snow in these areas.

Policy responsibilities

Council responsibilities:

Council will,

- Review and approve the Snow Clearing County Roads policy, ensuring that the policy meets the needs of the municipality and is balance fiscally.
- Review and approve an operating budget required to meet the service level outlined in this policy.

Administration responsibilities:

Director, Road Operations and Agricultural Services will,

- Maintain, update, and adhere to this policy.
- Ensure that the appropriate resources are available to meet the service levels.

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- Determine snow accumulations for the purpose of this policy.

Manager, Operations will,

- Ensure staff and equipment resources are assigned to meet service level.
- Review customer and program concerns to make recommendations on policy improvements.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

<i>Approval date</i>	November 14, 2023	<i>Motion number</i>	252-23	<i>Page 5 of 5</i>
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Policy statement

Leduc County provides snow clearing services on private driveways, as requested by county residents, in accordance with the established county priorities.

Definitions

County's priorities means the priorities for snow plowing as set out in PG-03 Snow Clearing County Roads.

Private driveway means the main driveway to the primary permanent residence.

Policy authority

Bylaw implications:

- Leduc County Fees and Charges bylaw

Policy implications:

- PG-03 Snow Clearing County Roads

Policy standards

1. Residents shall enter into a private driveway snow clearing agreement with the county. The snow clearing service is limited to the primary driveways of the residence, and that no snow clearing will be undertaken to granaries, haystacks, or other non-residential accesses.
2. The county shall clear snow for a resident's private driveway(s) up to three times a season free of charge, with all additional snow clearing services resulting in a time-of-service charge. This charge will be as per the current version of the Leduc County Fees and Charges bylaw.
3. All driveways must be freely accessible to be eligible for driveway clearing services. Gates must be left open and will not be opened or closed by county staff. The county shall have the right to refuse to provide snow plowing for any private driveway that will be hazardous or extremely difficult to perform the work.
4. Snow clearing of roads shall be the highest priority, snow clearing of private driveways shall occur after roads are deemed in generally acceptable condition.
5. Snow clearing of private driveways shall be provided at no charge for:
 - situations requiring immediate or chronic medical attention,
 - funerals,
 - community centres,
 - churches,
 - cemeteries, and
 - the Ministik Lake staging area public parking lot.

Policy responsibilities

Council responsibilities:

Council will,

Approval date	October 13, 2020	Motion number	253-20	Page 1 of 2
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- Approve the Snow Clearing Private Driveways policy.

Administration responsibilities:

Director, Road Operations and Agricultural Services will,

- Maintain, update and adhere to this policy.
- Ensure the appropriate resources are available to meet service levels.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

Approval date	October 13, 2020	Motion number	253-20	Page 2 of 2
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Policy statement

Leduc County establishes criteria where dust control will be applied to designated roadways.

Definitions

Road use agreement means the agreement between a company and Leduc County in place to protect county infrastructure and ensure that residents of Leduc County receive the least impact possible while still allowing business to function on Leduc County roads.

Top shoot dust control means the application of a dust control product which is applied two times per season by spraying over the gravel surface.

Policy authority

Legislative implications:

- *Municipal Government Act* – subject to this or any other Act, a municipality has the direction, control and management of all roads within the municipality.

Bylaw implications:

- Fees and Charges Bylaw

Policy standards

1. Top shoot dust control will be the application used on designated dust control routes.
2. New roads to be considered for designated dust control must meet one of the three criteria:
 - Have an average daily summer traffic count greater than or equal to 250 vehicles per day and rising AND have a road speed greater or equal to 80 kilometres per hour.
 - Have an average daily summer traffic count greater than or equal to 250 vehicles per day and rising AND provides access to a county facility or county recognized tourism facility.
 - Be an unsurfaced road (excluding back alleys) within the boundaries of a recognized hamlet.
3. Prioritization and budgetary approval must be completed before a road will be added to the program.
4. Each residence on a road that has been approved through the criteria, prioritization, and budget process, will receive 122 metres of top shoot dust control adjacent to their residence at no cost. Additional length of dust control to be added to this strip shall be charged at a rate outlined in the fees and charges bylaw. No subsidy will be available for additional metres added.
5. If determined that a Road Use Agreement holder is required to provide dust control to residents along their haul route, it will be the same top shoot material and the length will be determined by the Director, Road Operations and Agricultural Services or their designate at a minimum of 122 metres. This dust control will be applied by the county during the regular dust control program and invoiced to the Road Use Agreement holder at full cost recovery rate as per the current Leduc County Fees and Charges Bylaw.

Policy responsibilities

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Council responsibilities:

Council will,

- Approve the Designated Dust Control policy.
- Approve the addition of any road to the program through the budgetary process.

Administration responsibilities:

Director, Road Operations and Agricultural Services will,

- Maintain, update, and adhere to this policy.
- Determine, by data provided by Engineering, which roads meet the criteria and make recommendation to Public Works Committee for approval.

Director, Engineering and Utilities will,

- Provide traffic counts for roads to be considered for designation under the program.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Policy statement

Leduc County will brush roadways under County jurisdiction to improve the rural road network and drainage networks

Definitions

Brushing means the removal of trees or brush by hand, chemical or machine methods.

Removal means the cutting, shredding, or otherwise separating a tree or brush from its roots.

Right-of-way means the lands owned or managed by Leduc County and used for the purpose of transportation and/or drainage.

Policy authority

Legislative implications:

- *Municipal Government Act (MGA), RSA 2000*
- *Migratory Birds Convention Act (1994)*
- *Species at Risk Act (S.C. 2002, c. 29)*

Policy standards

1. Road rights-of-way clear of tree and brush growth are safer, offer better visibility, are more stable, are less prone to snow drifting and offer more snow storage space. Clean drainage courses are more hydraulically efficient. For these reasons, removal of trees and brush in these areas is a priority.
2. Removal of trees and brush on private property will be preceded by formal agreements with property owners.
3. Landowners adjacent to areas planned for major tree and brush removal will be notified prior to commencement.
4. Agricultural Services will be notified of brushing activity to coordinate future spraying.
5. The priorities for brushing will be as per Table 1

Table 1:

Priority	Activity
1	Safety
2	Intersections
3	Roadside Ditches
4	Drainage Ditches

Table 2: Brushing Key Performance Indicators (KPI's)

		Annually	KPI
Hand brushing	Intersections	20 projects (minimum)	95%
	Roadside ditch		
	Drainage ditch		

Machine brushing	Roadside ditch	15 miles of roadside ditch (minimum)	95%
	Drainage ditch		

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Brushing on County Rights-of-way policy.

Administration responsibilities:

Director, Road Operations and Agricultural Services will,

- Maintain, update and adhere to this policy.
- Ensure that the appropriate resources are available to meet the service levels.

Manager, Operations will,

- Ensure staff adheres to this policy.
- Develop and prioritize the brushing program based on staff input and public concerns.
- Be responsible for selecting the areas to be brushed in conjunction with the Area Foreman and staff.

Road Operations staff will,

- Identify areas where brushing is required.
- Be aware of and follow the policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every year.

UT - UTILITIES**UT – Utilities**

Policy No.	Name	Date Approved
MR-03	Utility Right-of-Way (<i>moved from Parks and Rec</i>)	2006-02-07
UT-01	Transfer Station Access	2022-07-12
UT-06	Water Demand Management	2018-11-06
UT-08	Hamlet Wastewater Service Connection	2023-11-14

Policy statement

Leduc County provides controlled access for residential ratepayers to solid waste transfer stations located throughout the County.

Definitions

Access card means the Leduc County transfer station access card.

Current fee means the fee for additional, temporary or replacement cards as set out in the most current Leduc County Utility Fees and Charges Bylaw.

Property owner means the person responsible for a property who is the legal owner of it, has lawful possession of it, or has the right to exercise control over it.

Village access card means an access card for use by a village resident that allows a single access to designated Leduc County transfer stations for the disposal of residential solid waste. Leduc County manages this village access card program allowing approved villages within Leduc County to purchase access cards from the County and distribute these access cards at their discretion to village residents for disposal of municipal solid waste.

Policy authority

Legislative implications:

- *Municipal Government Act (MGA), RSA 2000*

Bylaw implications:

- Fees and Charges Bylaw
- Solid Waste Bylaw 06-21 or latest revision thereof

Policy standards

1. Leduc County will provide at no charge one card every two years to each Leduc County property that contains a residence. Each residence on that property is eligible for an access card. Access cards will be issued to property owners only and it is the responsibility of the property owner to provide tenants with the access card and property owner will be responsible if the card is lost or needs replacement.
2. Property owners may obtain an additional, temporary or replacement access card by completing an application and paying the current fee. A maximum of two cards per residence is allowed.
3. Access cards are assigned to a residence and are intended to provide solid waste disposal and recycling for that particular residence only, and is not intended for business or commercial use.
4. Change of ownership makes the access card(s) invalid. It is the responsibility of the property owner to notify the County of a change of ownership. Invalid access card(s) due to change of ownership must be returned to the County.
5. Access cards may not be copied or reproduced.

6. Use of the access card and access to the transfer stations is conditional upon agreement that the cardholder shall be responsible for the use of the card according to this policy and other County solid waste policies, procedures and bylaws.
7. Access to the site will be denied if residents do not present their valid access card. Valid government identification may also be requested by the transfer station attendant to confirm ownership of the access card. When tenants are using the access card, the County may request confirmation of tenancy from the property owner.

Customer Access Criteria

Eligibility for transfer station access:

1. Property owner with a residence in Leduc County.
2. Tenants who have been given the access card(s) from the property owner(s) for the residence they are renting.
3. Customers who have successfully completed and been approved for an access card(s) as per the policy and applications requirements.
4. Customers who qualify for and receive a village access card.

The following individuals are ineligible for transfer station access:

1. Property owners or tenants of Leduc County institutional, commercial or industrial sites.
2. Leduc County contractors.
3. Out of County residents and contractors.
4. Residents of incorporated villages within Leduc County, unless they provide a village access card.

Upon request and under unique circumstances, the director may allow a deviation from the customer access criteria at their discretion.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Transfer Station Access Policy.

Administration responsibilities:

Director, Engineering and Utilities will,

- Be responsible for maintaining and updating this policy.
- Ensure that the appropriate resources are available to meet the service levels.
- Approve any deviation from the customer access criteria.

Manager, Utilities will,

- Be responsible for ensuring that the appropriate staff adheres to this policy.

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Utilities staff will,

- Be aware of and follow the Transfer Station Access Policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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Policy statement

Leduc County's Water Demand Management policy ensures water demand measures are implemented to safeguard adequate water supply and to protect public health and safety.

Definitions

County means the municipal district of Leduc County.

Director means the Director of Engineering and Utilities for the *County*, or designate.

Policy means the *County* Water Demand Management Policy.

Utility means the water and wastewater utilities under Leduc County jurisdiction as set out in *County* bylaws.

Water Demand Management Levels means incremental degrees of water conservation efforts required by *county* water utility users.

Water Demand Management Procedure means a procedure based on the *Policy and Water Services Bylaw* which provides water demand measures for the *Director* to carry out during or prior to potential water shortage incidents.

Water Services Bylaw means the *County* Water Services Bylaw 31-14, as amended or repealed or replaced.

Policy authority

Legislative implications:

- *Municipal Government Act (MGA), RSA 2000*

Bylaw implications:

- Water Services Bylaw 31-14 or latest revision thereof

Policy standards

The *County* identifies the following *Water Demand Management Level* objectives, listed in priority that will act as guiding principles for the development and application of the *Water Demand Management Procedure*:

1. Public health;
2. Safety: firefighting;
3. Commercial, industrial, and government: maintain jobs and economic base;
4. Mitigate additional charges from *County* water purveyor(s) during high demand periods;
5. Existing landscaping: especially trees and shrubs; and
6. New demand: projects without permits when shortage is declared.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Water Demand Management policy.

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Administration responsibilities:

Director, Engineering and Utilities will,

- Maintain and update the policy and procedure.
- Ensure that the appropriate resources are available to meet the service levels.

Manager, Utilities will,

- Manage the water demand management program, making recommendations to the Director regarding water demand management measures.
- Ensure that the appropriate staff adheres to the policy.

Leduc County staff will,

- Be aware of and follow the policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every three years.

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Policy statement

Leduc County supports the connections of residences to our hamlet wastewater treatment systems where capacity is available to service these residences.

Definitions

Administration means the staff of Leduc County under the direction of the county manager.

Applicant means the *landowner* or their proxy applying for the connection to the wastewater collection system.

Service connection means the pipe and associated fixtures which are located at the property line of a parcel, or at the edge of a statutory right of way and is provided to connect the wastewater collection system to the sanitary sewer system.

Council means the duly elected council of Leduc County.

County means the municipal district of Leduc County in the Province of Alberta.

County manager means the chief administrative officer.

Landowner means the person who is responsible for a property who: is the legal owner of it, has lawful possession of it, or has the right to exercise control over it.

Policy authority

Legislative implications:

- *Municipal Government Act*, R.S.A 2000, latest revision thereof

Bylaw implications:

- Leduc County Utilities Fees and Charges Bylaw, latest revision thereof
- Wastewater Services Bylaws, latest revision thereof

Regulatory implications:

- Code of Practice, in the Province of Alberta to operate a wastewater collection system.
- Code of Practice, in the Province of Alberta to operate a wastewater treatment system.

Policy standards

1. A landowner within, adjacent or in the vicinity to a hamlet can apply to connect service connection to the hamlet wastewater collection system. The administration will determine if there is available capacity for the new connection(s).
2. If sufficient capacity is available, and upon all necessary information being provided and approved, the applicant can connect to the wastewater collection system.
3. The applicant will require to obtain other necessary permit(s) including but not limited to development, safety codes or any right of way associated with the intended hamlet wastewater service connection.
4. The connection must conform to Leduc County municipal engineering standards.

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5. The connection must:
 - be completed by a qualified contractor,
 - conform to the drawings and specifications provided, and
 - must be inspected by and constructed to the satisfaction of Leduc County.
6. The landowner and/or applicant is responsible for all costs including but not limited to permit(s), engineering design, land required, or any right of way associated with the connection to the hamlet wastewater collection system.
7. If the extension of the wastewater collection system is required to provide service, it will be at the cost of the applicant. An agreement for the construction of the new collection main will be required to address elements including but not limited to standards, warranty, security, cost recoveries, among others.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Hamlet Wastewater Connection Policy and the amendments.

Administration responsibilities:

Director, Engineering and Utilities will,

- Maintain, update, and adhere to the policy.
- Ensure that the appropriate resources are available to meet the service levels.

Manager, Utilities will,

- Implement the policy.
- Ensure staff adheres to the policy.

Director, Finance will,

- Support, track, and report the financial requirements of the policy.

Leduc County staff will,

- Be aware of and follow the policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.