



# Municipal Policy Review Committee (MPRC) Agenda

Leduc County Centre, Nisku, AB  
Thursday, September 23, 2021

**1. Order - 1:30 p.m.**

**2. Adoption of agenda**

**3. Adoption of previous minutes**

- June 24, 2021 Municipal Policy Review Committee meeting ✓

**4. Policy / Bylaw review**

a) 1:30 p.m. - Finance

i) FP-02 - Investment Policy update ✓ N. Wice

b) 1:45 p.m. - Public Works and Engineering - rescind policies: ✓ D. Mryglod &

i) MS-04 Re-subdivision within Existing Multi-Lot Subdivisions G. Broadbent

ii) MS-06 Fencing on Private Property

iii) MS-11 Backsloping by Individuals

iv) MS-12 Intermunicipal Storm Water Drainage Agreements

v) PG-08 Compensation

vi) TA-02 Third Party Utility Relocations and Services

vii) TA-03 Powerlines and Rights-of-Ways

viii) TA-04 Environmental Investigations

ix) UT-02 Disposal of Ashes

c) 2:00 p.m. Fire Services

i) Rescind Policies - FS-01 Rescue and Extrication Services and ✓ K. Lefebvre  
FS-02 Fire Guardians

**5. Next meeting date - January 27, 2022**

**6. Adjournment**

✓ Attachment Provided

*Leduc County is dedicated to serving its citizens and will create an enhanced quality of life through effective leadership, committed partnerships and open, transparent communication.*

## **Municipal Policy Review Committee (MPRC)**

### **Minutes**

*Council Chamber, Leduc County Centre, Nisku, AB*

*Thursday, June 24, 2021*

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#### **Order and roll call**

The meeting was called to order at 1:30 p.m. (via Zoom) on Thursday, June 24, 2021 by Chair Kelly-Lynn Lewis with committee members Tanni Doblanko and Ray Scobie present.

#### **Other attendees**

- Duane Coleman, County Manager
- Rick Thomas, Deputy County Manager
- Renee Klimosko, General Manager - Finance and Corporate Services
- Joyce Gavan, Legislative Coordinator
- Kent Pudlowski, Manager - Information Management and Technology
- Natasha Wice, Director - Finance
- Aaron Van Beers, Manager - Agricultural Services

#### **Agenda adoption**

**MP25-21** Committee member Doblanko – that the agenda for the June 24, 2021 Municipal Policy Review Committee be adopted as circulated.

Carried

#### **Previous Minutes - March 25, 2021 Municipal Policy Review Committee Meeting**

**MP26-21** Committee member Scobie – that the minutes of the March 25, 2021 Municipal Policy Review Committee be confirmed as circulated.

Carried

#### **Reserve Policy FP-01**

Director of Finance Natasha Wice presented a recommendation for consideration of Policy FP-01 Financial Reserves and rescinding of Policies PR-01 Campground Improvement Reserve and MR-01 Use of Municipal Reserve Trust Fund.

**MP27-21** Committee member Doblanko – that the Municipal Policy Review refers the following policies to Leduc County council as follows:

- FP-01 Financial Reserve (for approval);
- PR-01 Campground Improvement Reserve (to be rescinded); and
- MR-01 Use of Municipal Reserve Trust Fund (to be rescinded).

Carried

#### Staff member Wice

Staff member Wice disconnected from the meeting at 2:04 p.m.

**Agricultural Services Policies:**

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

- **VM-03 Fenceline Spraying**

Manager of Agricultural Services Aaron Van Beers presented a recommendation for consideration of approval of Policies VM-02 Mowing in Leduc County Road Right-of-Way and Leduc County Controlled Lands and VM-03 Fenceline Spraying.

**MP28-21** Committee member Scobie – that the Municipal Policy Review Committee support Policy VM-02 Mowing in Leduc County Road Right-of-Way and Leduc County Controlled Lands and refers to council for approval.

Carried

**MP29-21** Committee member Doblanko – that the Municipal Policy Review Committee support Policy VM-03 Fenceline Spraying and refers to council for approval.

Carried

Staff member Van Beers

Staff member Van Beers disconnected from the meeting at 2:14 p.m.

**Next Municipal Policy Meeting Date**

The next Municipal Policy Review Committee meeting will be held on Thursday, August 26, 2021.

**Adjournment**

**MP30-21** Committee member Doblanko – that the Municipal Policy Review Committee meeting be adjourned.

Carried

The Municipal Policy Review Committee meeting adjourned at 2:15 p.m.

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Chair

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County Manager



## Recommendation to Municipal Policy Review Committee Public

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### REPORT NAME

Investments policy update

### RECOMMENDATION

That the Municipal Policy Review Committee support the Investments Policy (FP-02) and refer it to Council for approval

### BACKGROUND

The intent of an investment policy is to provide for the investment of County funds in a prudent manner while meeting all statutory requirements; preserving investment capital; mitigating risk; providing optimal liquidity and maximizing investment returns.

A review of the current investment policy has been completed. The following changes are included in the attached policy:

- Overall update to the template and format
- Policy standards
  - Update to the preservation of investment capital to reflect a portfolio view as opposed to a per investment basis
  - Ethics and conflict of interest
    - Addition of a bullet regarding designates and their personal business and investment dealings
- Policy guidelines have been updated based on recommendations from our external manager and align with best-practices within the industry
  - Short term portfolios
    - Added separate limits for Crown Corporations and Municipal Government
    - Change the Schedule I Chartered Banks portfolio limit from 50% to unlimited
    - Change the Provincial Treasury Branches and Credit Unions from unlimited to 50%
  - Medium term portfolios
    - Added separate limits for Crown Corporations and Municipal Government
    - Added Schedule I Chartered Banks as a permissible issuer
    - Change the Provincial Treasury Branches and Credit Unions from unlimited to 50%
  - Long-term portfolios
    - Added separate limits for Crown Corporations and Municipal Government
    - Added Schedule I Chartered Banks as a permissible issuer with a maximum term of maturity of 15 years

### ATTACHMENTS

- FP-02 – Investments policy
- FP-02 – Investments policy with changes

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**Submitted by:** Natasha Wice, CPA, CGA; B.Mgt; Director of Finance

**Reviewed by:** Renee Klimosko, CPA, CGA; GM Financial and Corporate Services

**Date:** September 23, 2021

**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
<b>Government:</b>				
<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
<b>Financial Institutions:</b>				
<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
<b>Government:</b>				
<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
<b>Financial Institutions:</b>				
<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	Minimum Credit Rating (DBRS)	LONG TERM PORTFOLIO (Greater than 10 Years)		Maximum Term of Maturity
		Institution Limit	Portfolio Limit	
<b>Government:</b>				
<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
<b>Financial Institutions:</b>				
<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**

~~To provide for the investment of Leduc County funds in accordance with the *Municipal Government Act* (MGA) and all other provincial statutes and regulations; to optimize investment returns while providing maximum security of the principal investment and to ensure County cash flow requirements are met.~~

To provide ~~guidance and/or authorization to~~for the investment of Leduc County funds in a prudent manner while meeting all related statutory requirements. The ~~Investments P~~olicy defines the parameters within which funds are to be invested and formalizes the framework for investment activities by establishing consistent ~~principles,~~ standards and guidelines for the investment of public funds.

**Definitions**

Investment products

~~*Bonds* are interest bearing debt that is secured by the assets of the government or issuing corporation. Bonds generally have a maturity which is greater than one year and form part of the money markets only when the long term debt approaches maturity. Bonds are actively traded within money markets and do have some degree of liquidity.~~

~~*Debentures* are similar to bonds in that they also represent interest bearing debt; however, they are secured only by the general credit of the issuing organization. Typically, debentures are offered by those organizations that have exhausted their ability to issue bonds or that have a high enough credit standing that they are not required to pledge any specific assets.~~

~~*Guaranteed Investment Certificates* are financial instruments that guarantee the principle and a fixed rate of interest for a specific term. Guaranteed Investment Certificates can be either “redeemable” prior to the end of the specified term or “non-redeemable” until the end of the specified term.~~

~~*Pooled funds* are funds from many individual investors that are aggregated for the purposes of investment, as in the case of a mutual or pension fund.~~

Other definitions

~~*Chartered Banks* are financial institutions that are regulated under the Bank Act. *Chartered banks* are designated as Schedule I, II or III (see definition below) depending on their ownership.~~

*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.

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*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.

~~*Dominion Bond Rating Service Ltd (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, one of the three most frequently used rating agencies in Canada, the others being Moody's Investor Services and Standard & Poor's.*~~

~~*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.

~~*Market cycle is the recurring and fluctuating levels of economic activity that an economy experiences over a long period of time. Most, but not all, market cycles last between 3 and 5 years.*~~

*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 ~~to be 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)

~~*Schedule II Chartered Bank is a designation in the Bank Act that refers to eligible foreign-owned and closely held Canadian banks where a single owner may hold more than 10% of outstanding shares. (ie. Citibank Canada, HSBC)*~~

~~*Schedule III Chartered Bank is a designation in the Bank Act that refers to eligible foreign-owned banks that are authorized to carry on banking business in Canada. (ie. Bank of America, Bank of China, Deutsche Bank)*~~

*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.

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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
- ~~FS-05 Signing Authority Policy~~

### **Policy standards**

#### 1. Preservation of investment capital

- ~~To ensure that the principal amount of each investment is safe from loss due to market conditions and issuer default.~~ 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 ~~sections 250 (2) (a) to (d) of~~ 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 ~~sufficiently~~ liquid in order to enable the County to meet its operating cash flow requirements, ~~which might be reasonably anticipated in the short and long term.~~

#### ~~4. Investment return~~

- ~~To ensure the maximum rate of return is earned on each investment without compromising the other objectives. Investments are generally limited to relatively low risk securities in anticipation of earning a fair return relative to the assumed risk.~~

#### ~~6.4.~~ Standard of care

- Prudence and stewardship
  - All investments transactions shall be ~~transacted with~~ reviewed using judgment and care; ~~not for speculation but for investment, considering the probable safety of capital as well as the probable income to be derived.~~ Officers, employees and persons 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. ~~Authorized employees acting in accordance with this policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes.~~

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- 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.
  - 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.
  - ~~Signing authorities – Signing authority policy~~
  - ~~Transactions related to investment activities shall be authorized by the County Manager and General Manager or General Manager of Corporate and Financial Services (signatory group “A”) and one member of Council (signatory group “B”).~~

**9. Investment funds**

- Pertains to funds under the management of Leduc County as follows:
  - ~~General fund: Those monies received by the County from various sources and not immediately required for the payment of operating and/or capital expenditures.~~
  - ~~Reserve fund: Those monies held for future expenditures.~~
  - ~~Capital deposits: Those monies received for various capital projects from land developers (pursuant to development agreements and/or the MGA) and from other governments through grants and/or revenue sharing agreements.~~
  - ~~Trust funds: Those monies held under legal agreement, joint use with a third party and the County and managed by specific request of a third party.~~

**15.5. Credit quality**

- Investments in the portfolio will adhere to ~~the following~~ credit quality restrictions as rated by ~~the Dominion Bond Rating Service Ltd. (DBRS) Morningstar~~ for short and long-term investments. Should a security’s ~~DBRS credit~~ rating fall below the approved initial investment rating ~~(as detailed below)~~, 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.

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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.
- Mid-Term Medium term pPortfolios (Between 1 - 10 years)
  - The investment objective is to mMeet or exceed the standard rate of return while preserving capital and maintaining low volatility and proper diversification.
- Long tTerm pPortfolios (10+ Years)
  - The investment objective is to mMeet or exceed the standard rate of return from a longer termlonger-term portfolio while preserving capital and maintaining low volatility and proper diversification.

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

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

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

● ———  
**Less than One (1) Year to Maturity Date**

*(See Appendix 1: DBRS commercial paper and short term debt rating scale)*

DBRS Debt Rating	Minimum % of Total (More than 1 Year) Portfolio	Maximum % of Total (More than 1 Year) Portfolio
"R-1" (high)	0%	100%

**More than One (1) Year to Maturity Date**

*(See Appendix 2: DBRS Financial Strength Rating Scale)*

DBRS Debt Rating	Minimum % of Total (More than 1 Year) Portfolio	Maximum % of Total (More than 1 Year) Portfolio
"BBB" or lower	0%	0%
"A"	0%	50%
"AA" or higher	50%	100%

**16. Investment portfolios**

**Temporary and short-term portfolios (Less than 1 year)**

The investment objective is to generate current interest income at a competitive rate of return while preserving capital and providing liquidity for County cash flow requirements.

Issuer Category	Maximum % of Investment Dollars Held by any one Institution within each "Issuer" Category	Maximum % of Total Portfolio Held in any one "Issuer" Category	Maximum Term at Maturity
<b>Government:</b> Securities issued or guaranteed by: Federal or Provincial governments	Unlimited	Unlimited	1 Year
<b>Chartered Banks:</b> –Securities issued or guaranteed by: Schedule "1" Chartered Banks	50%	50%	1 Year
<b>Other Financial Institutions:</b> –Securities issued or guaranteed by: ATB Financial** Service Credit Union**	Unlimited Unlimited	Unlimited Unlimited	1 Year 1 Year

*\*\*ATB Financial and Service Credit Union deposits are 100% guaranteed by the Government of Alberta; should the guarantee change, the holdings will be immediately reassessed to determine their DBRS credit rating and allowable percentages within the portfolio.*

**Mid-Term Portfolio (Between 1 – 10 years)**

~~The investment objective is to meet or exceed the standard rate of return while preserving capital and maintaining low volatility and proper diversification.~~

Issuer Category	Maximum % of Investment Dollars Held by any one Institution within each "Issuer" Category	Maximum % of Total Portfolio Held in any one "Issuer" Category	Maximum Term at Maturity
<b>Government:</b> Securities issued or guaranteed by: Federal or Provincial governments	Unlimited	Unlimited	10 Years
<b>Other Financial Institutions:</b> Securities issued or guaranteed by: ATB Financial** Service Credit Union**	Unlimited Unlimited	Unlimited Unlimited	5 Years 5 Years

*\*\*ATB Financial and Service Credit Union deposits are 100% guaranteed by the Government of Alberta; should the guarantee change, the holdings will be immediately reassessed to determine their DBRS credit rating and allowable percentages within the portfolio.*

**~~Long Term Portfolio (10+ Years)~~**

~~The investment objective is to meet or exceed the standard rate of return from a longer term portfolio while preserving capital and maintaining low volatility and proper diversification.~~

Issuer Category	Maximum % of Investment Dollars Held by any one Institution within each "Issuer" Category	Maximum % of Total Portfolio held in any one "Issuer" Category	Maximum Term at Maturity
<b>Government:</b> Securities issued or guaranteed by: Federal or Provincial Government	Unlimited	Unlimited	30 Years

**17. Reporting**

- ~~• The County Manager or designate shall submit a quarterly investment report to Council and an annual investment report together with the audited financial statements. The investment report shall include the following:
 
  - ~~○ All transactions, including funds received and disbursed;~~
  - ~~○ A listing of total investments held at the end of the reporting period;~~~~

~~o A statement about the performance of the investments during the period covered by the report.~~

**Policy responsibilities**

*Council responsibilities:*

Council will ~~✓~~

- Approve the ~~Investments Policy~~
- ~~Approve the establishment of accounts with investment brokers and qualifying financial institutions when applicable~~
- ~~Receive for information the quarterly and annual investment reports~~

*Administration responsibilities:*

County Manager will ~~✓~~

- ~~Direct administration to develop the necessary administrative directives and procedures to implement this policy.~~
- ~~Recommend the Investments Policy to Council~~
- 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 ~~unscrupulous~~ acts of fraud with respect to the municipality’s financial assets.

Director of Finance will ~~✓~~

- ~~Guide the development of the Investments Policy and provide these to the County Manager~~
- Transact investments on behalf of Leduc County in accordance with this policy.
- Establish procedures and internal controls for investment operations consistent with this policy.
- ~~Establish an annual process of independent review by an external auditor to review internal controls and to ensure compliance with this policy~~
- Execute documents relating to the establishment and maintenance of investment accounts with investment brokers and qualifying financial institutions.
- Report quarterly ~~and annually~~ 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:
  - o ~~CFA Code of Ethics and Standards of Professional Conduct~~
  - o ~~CFA Institute Asset Manager Code of Professional Conduct~~
- Provide a regular monthly (at a minimum) ~~and annual~~ reports to the ~~municipality~~ County.
- ~~Provide information and guidance on topics as requested~~
- ~~May also act as custodian~~

Approval date	<i>Enter date here</i>	Motion number	<i>Enter number here</i>	Page 9 of 10
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~~Custodian and bankers will,~~

- ~~• Account for safekeeping of marketable securities and cash belonging to the County~~
- ~~• Process transactions as directed by the County~~
- ~~• Collect interest, dividends and the proceeds of cash equivalent and fixed income instrument maturities~~
- ~~• Deposit funds and pay expenses as directed by the County~~
- ~~• Maintain a record of all transactions~~
- ~~• Provide a regular monthly (at a minimum) and annual report to the municipality~~
- ~~• Provide the County Manager and/or the Director of Finance with information required to fulfill their duties~~

**Monitoring and updating**

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



## Recommendation to Municipal Policy Review Committee *Public*

### REPORT NAME

Policies MS-04, MS-06, MS-11, MS-12, PG-08, TA-02, TA-03, TA-04, and UT-02

### RECOMMENDATION

That the Municipal Policy Review Committee recommend to County Council to rescind the following policies:

- MS-04 Re-subdivision within existing Multi-lot subdivisions
- MS-06 Fencing on Private Property
- MS-11 Backsloping
- MS-12 Intermunicipal Storm Water Drainage Agreements
- PG-08 Compensation
- TA-02 Third Party Utility Relocation and Services
- TA-03 Powerline and Right-of-ways
- TA-04 Environmental Investigations
- UT-02 Disposal of Ashes

Options (if available):

N/A

### IMPLICATIONS

**Reason:** To rescind unnecessary policies.

**Authority (MGA section/bylaw/policy number):** N/A

**Amount of funding required:** N/A

**Funding source:** N/A

### BACKGROUND

A review of these policies has been undertaken and it has been determined that these policies are no longer required for the following reasons:

- MS-04 Re-subdivision within existing Multi-lot subdivisions was previously approved for rescinding at Public Works Committee meeting December 11, 2017

**235-17**            *Committee Member Wanchuk -- That the Public Works Committee rescinds Policy MS-04 Re-Subdivision within Existing Multi-Lot Subdivisions – Contribution for Upgrading/Paving.*

**Submitted by:** Des Mrygold, Director Engineering & Utilities/Garett Broadbent, Director Road Operations & Agricultural Services

**Reviewed by:** Des Mrygold, Director Engineering & Utilities/Garett Broadbent, Director Road Operations & Agricultural Services

**Date:** 09/23/21

*Carried Unanimously*

- MS-06 Fencing on Private Property policy content is better suited as an administrative directive.
- MS-11 Backsloping is better suited as an administrative directive
- MS-12 Intermunicipal Storm Water Drainage Agreements is unnecessary as a policy as it is too specific and is part of the Leduc County strategic plan under “5.2 Leduc County remains a leader on regional initiatives through work with its partners.”
- PG-08 Compensation is contained under fees and charges and is likely better as a directive or procedure.
- TA-02 Third Party Utility Relocation and Services is addressed by permit conditions, access agreements or legislation/regulation.
- TA-03 Powerline and Rights-of-Way; TA-04 Environmental Investigations – content is better suited as procedures;
- UT-02 Disposal of Ashes is included in Solid Waste Collection and Recycling Services Bylaw 02-17, section 5.2 subsection i.

#### **ATTACHMENTS**

- MS-04 Re-subdivision within existing Multi-lot subdivisions policy
- MS-06 Fencing on Private Property policy
- MS-11 Backsloping policy
- MS-12 Intermunicipal Storm Water Drainage Agreements policy
- PG-08 Compensation policy
- TA-02 Third Party Utility Relocation and Services policy
- TA-03 Powerline and Right-of-ways policy
- TA-04 Environmental Investigations policy
- UT-02 Disposal of Ashes policy

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**Submitted by:** Des Mrygold, Director Engineering & Utilities/Garett Broadbent, Director Road Operations & Agricultural Services

**Reviewed by:** Des Mrygold, Director Engineering & Utilities/Garett Broadbent, Director Road Operations & Agricultural Services

**Date:** 09/23/21

<b>Department:</b> <b>Public Works &amp; Engineering</b>	<b>Section:</b> <b>MS - Municipal Standards and Engineering</b>
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## **MS-04 Re-subdivision within Existing Multi-lot Subdivisions – Contribution for Upgrading/Paving**

### **Policy Statement**

Leduc County requires that when a lot within an existing multi-lot subdivision is re-subdivided, a contribution to upgrading and paving of the subdivision's internal roadway must be collected from the developer/lot owner.

### **Policy Intent**

To provide a consistent methodology for the application of a contribution from a developer for upgrading and paving of the subdivision's internal roadway.

### **Service Level Standards**

1. A contribution for the developer will be required whenever a re-subdivision of a lot within an existing multi-lot subdivision is approved.
2. The contribution from the developer will be at a cost as outlined in the current Leduc County Fees and Charges Schedule.
3. The developer contribution will be calculated by averaging of the front and back yard lengths multiplied by the cost as outlined in the current Leduc County Fees and Charges Schedule.
4. The upgrading and paving of the internal subdivision roadway will to be Leduc County standards.
5. Leduc County will upgrade and pave or cause the upgrading and paving of the subdivision's internal roadway.
6. The upgrading and paving of the internal subdivision roadway will occur as scheduled and prioritized by Leduc County.

### **Monitoring & Updating**

This Policy should be reviewed every three years.

Approved Date:	Motion No:	Page No.
October 11, 2007	PWC 155-07	1 of 1

**Department:**  
Public Works & Engineering

**Section:**  
MS - Municipal Standards and  
Engineering

## **MS 06 Fencing on Private Property**

### **Policy Statement**

Leduc County will replace and/or repair privately owned fencing, when a Leduc County activity causes dismantling or damage of existing fences.

### **Policy Intent**

To identify conditions for privately owned fencing to be replaced or constructed as a result of Leduc County activities.

### **Service Level Standards**

1. Leduc County will replace or repair the fence with the same quality, length, and standard and within the time frame as agreed by Leduc County and the landowner.
2. The new replacement or repaired fence will be placed on private property where the original fence was disturbed.
3. Repair or replacement for damages from day to day maintenance activities will be at the discretion of the Director of Public Works & Engineering.

### **Monitoring & Updating**

This Policy should be reviewed every three years.

Approved Date:	Motion No:	Page No.
March 6 <sup>th</sup> , 2018	Council #103-18	1 of 1

**Department:**  
**Public Works & Engineering**

**Section:**  
**MS - Municipal Standards and  
Engineering**

### **MS-11 Backsloping by Individuals**

1. Individuals desiring to undertake backsloping of local roads along or adjacent to their property may be given approval subject to entering into an agreement whereby the work is undertaken to County standards and under the supervision of Public Works and Engineering.
2. Farming of the backslope areas of road right-of-ways may be prohibited where it is deemed by the County that it adversely affects the road.

Approved Date:	Motion No:	Page No.
	1420-80	1 of 1

<b>Department:</b> <b>Public Works and Engineering</b>	<b>Section:</b> <b>MS - Municipal Standards and Engineering</b>
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## **MS-12 Intermunicipal Storm Water Drainage Agreements**

### **Policy Statement:**

Leduc County will provide maintenance to its stormwater management systems to meet Municipal, Provincial, & Federal standards, regulations and statutes.

### **Policy Intent:**

To develop maintenance agreements for drainage systems that are intermunicipal in nature. responsibilities for each municipality must be determined.

### **Service Level Standards**

- a. A watercourse, natural or artificial, that drains into or from one municipality to another municipality.
- b. A signed document that identifies the rules and responsibilities of each municipality.
- c. Prior to any development permits or agreements, outline plans, area structure plans, or annexation agreements being issued/approved/ratified, where the development will impact (cause a change in the existing drainage characteristics, i.e., stormwater quantity or quality, duration, erosion, sedimentation, etc.) the drainage in another municipality.
- d. Whichever municipality creates the change, that municipality should initiate the maintenance agreement process. Failing this, Leduc County will initiate the stormwater process.

### **Monitoring & Updating**

This Policy should be reviewed every 2 years.

Council Approved Date:	Motion No:	Page No.
May 9, 2006	273-06	1 of 1

<b>Department:</b> <b>Public Works &amp; Engineering</b>	<b>Section:</b> <b>PG - Programs</b>
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## **PG-08 Compensation**

### **Policy Statement**

Leduc County Public Works and Engineering department shall provide adequate compensation, when Leduc County conducts construction/repair on roads resulting in the economic loss that may be experienced relative to the productivity and/or use of a Leduc County resident's property.

### **Policy Intent**

To provide adequate financial compensation to residents, when Leduc County requires the temporary use of private land for the purpose of road construction or road repair.

### **Service Level Standards**

1. The rates for compensation are found in the County's Fees and Charges. The rates are updated annually by Council to provide an accurate rate for compensation. In addition to this rate, an incremental amount may be added to provide provision for any potential economic loss that may be experienced.
2. The lump sum compensation payment will be made upon completion of work at the resident's property.
3. Compensation will be given for the use of right-of-ways and borrow pits as per agreement between Leduc County and the resident. Dimensions for the borrow pits and right-of-ways will be as per negotiations between landowner and Leduc County.
4. Upon completion, the land used by Leduc County will be covered with black dirt, seeded and/or as per the agreement between the landowner and Leduc County.

### **Monitoring & Updating**

The compensation rates will be reviewed annually by Council as part of the Fees and Charges for Leduc County.

Approved Date:	Motion No:	Page No.
November 14, 2011	PWC 174-11	1 of 1

<b>Department:</b> Public Works & Engineering	<b>Section:</b> TA – Third Party Activities
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## TA-02 Third Party Utility Relocations and Services

### Approval of Utility Plans

Public Works and Engineering department is authorized to review all third party proposed utility (includes pipe, power and cable) installations and/or extensions for approval.

### Setback of Utility Services - Additional Road Right-of-Way - Dedication

That power and pipelines and other utilities be placed on or according to the new alignment where the County has acquired additional road right-of-way due to subdivision or other transactions and should it be necessary, the County will clear the additional road right-of-way for the placement of power lines.

Motion No. 1297-78

### Utility Relocations - Road Construction

That in the case of municipal road construction projects requiring the relocation or alterations of existing pipelines and power lines, the following work order approval procedures will apply in the absence of a prior commitment by the utility company to assume the related costs (i.e. permit to construct pipeline, powerlines on right-of-way):

1. The utility company to provide a written estimate of costs to the Utilities Officer.
2. The Utilities Officer, in consultation with the Superintendent of Public Works, shall be authorized to approve work orders with cost estimates of less than \$2,000.00 per pipeline crossing location or per powerline project.
3. All work orders and cost estimates exceeding \$2,000.00 per pipeline crossing location or per powerline project shall be referred to the Municipal Committee for consideration.

Motion No. 753-90

### Use of Utilities in County Right-of-Ways

That a clause be added to the County's standard agreement with utility companies whereby they shall obtain approval from the County of Leduc when one utility company allows another utility company to share their facilities/lines.

Motion No. 277-94

Approved Date:	Motion No:	Page No.
		1 of 1

<b>Department:</b> <b>Public Works &amp; Engineering</b>	<b>Section:</b> <b>TA – Third Party Activities</b>
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## TA-03 Powerlines and Rights of Ways

### Policy Statement

Applications for powerline installations within Leduc County are received and reviewed by the Leduc County Utilities Officer. The proposed project may or may not affect Leduc County rights of way.

Leduc County receives notification / application from utility service providers planning to install electrical powerlines through various areas of Leduc County to establish a multi-feed power grid to better serve the Province of Alberta. Leduc County benefits from the development of the effective power distribution system through improved power services to the residents, industries and businesses within the County.

Electrical power providers are legally granted the right to install distribution lines within public road rights-of-way under the Water, Gas and Electric Companies Act and transmission lines under the Hydro and Electric Energy Act. Alberta Transportation and Utilities must give consent in all rural areas. Alberta Transportation and Utilities requires that the power company obtain municipal approval for the installation of distribution and transmission lines on a local road rights-of-way. The applicable Acts also state that the power company must locate and construct their utility in such a manner as to not endanger public health or safety.

### Policy Intent

This policy is to establish a communications protocol to provide effective notification of a proposed project approval or conflict.

### Service Level Standards

Notification of the project will be circulated to Council and the Leduc County Planning and Development department via email notification along with a scanned copy of the application to garner input and address potential concerns prior to approval. If no concerns are brought forth within three business days the project will be processed for approval.

Upon determining that the installation meets with Leduc County required conditions, with minimal effect on County rights of way, approval will be granted and a copy of the signed approval will be emailed to the applicant as authorization to proceed.

The approval will then be electronically filed. A hard copy will be filed at the Leduc County Services Building. Internal communication of the approval will be provided to Council and the Leduc County Planning and Development department via email notification along with a scanned copy of the application and approval attached.

### Non-Approval of Application / Notification

In the event that the notification / application has provided information indicating a significant conflict with Leduc County rights-of-way the Utilities Officer shall withhold approval and refer the conflict to the Director of Public Works and Engineering for further review. The Director will contact and advise the County Manager of the conflict, and if necessary seek resolution through Council.

Approved Date:	Motion No:	Page No.
February 20, 2013	028-13	1 of 1

<b>Department:</b> Public Works & Engineering	<b>Section:</b> TA – Third Party Activities
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## TA-04 Environmental Investigations – Petroleum and Hazardous Substances and Remediation

### Policy Statement

Leduc County may allow access to County owned property and road right-of-ways for an investigation to determine the presence of or for the remediation of petroleum or hazardous substances.

### Policy Intent

To establish a policy that addresses the request for access of County property and road right of way by any party (with the exception of the County), where the proposed access is in a County owned property or road right-of-way and where this investigated and/or remediated area will provide an additional and immediate environmental benefit to the County.

### Service Level Standards

1. The applicant shall submit to the County a request to access the right-of-way and shall provide a written project description and engineered approved documents to the County prior to approval by the County. A master agreement must be signed that contains terms and conditions that must be followed by the applicant. Investigation and remediation should normally involve drilling and installing of monitoring wells on County property and road right-of-ways.
2. Well locations should be limited to areas that provide safe access without interfering with the normal operation of the highway system.
3. Wells will be setback on or as close as possible to the adjacent property line and will not be allowed in travel lanes, front slope shoulders or medians (not even grassy medians).
4. All test results of the investigation and/or remediation will be provided to the County within 24 hours of the applicant receiving the results.

### Monitoring & Updating

This Policy should be reviewed every 3 years.

Approved Date:	Motion No:	Page No.
March 14, 2011	021-11	1 of 1

<b>Department:</b> Public Works & Engineering	<b>Section:</b> UT – Utilities
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## UT-02 Disposal of Ashes

### Policy Statement

Leduc County will require that ashes deposited at the Transfer Stations be in plastic bags, cardboard boxes, or plastic pails prior to disposal at all Leduc County transfer stations.

### Policy Intent

To establish a Policy which specifies under what conditions ashes will be accepted at Leduc County transfer stations.

### Service Level Standards

1. “Ashes” refers to the residue from the incineration of any substance;
2. Ashes will be accepted at all Leduc County transfer stations;
3. All ashes deposited at the transfer stations must be in plastic bags, cardboard boxes, or plastic pails to ensure that the ashes are cool and do not contain hot embers;
4. Leduc County transfer stations may be used by ratepayers provided they hold a valid transfer station card.

### Monitoring & Updating

This Policy should be reviewed every 3 years.

Date to be Reviewed:	Last Reviewed	Council Approved Date:	Motion No:	Page No.
		November 14, 2011	PWC 174-11	1 of 1



## Recommendation to Municipal Policy Review Committee *Public*

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### REPORT NAME

Rescind FS-01 Rescue and Extrication Services and FS-02 Fire Guardians

### RECOMMENDATION

That the Municipal Policy Review Committee directs administration to forward FS-01 Rescue and Extrication Services and FS-02 Fire Guardians policies to County Council to be rescinded.

### IMPLICATIONS

**Reason:** Both of these policies are out of date and have been incorporated into the Fire Services Bylaw 12-12

**Authority (MGA section/bylaw/policy number):** N/A

**Amount of funding required:** N/A

**Funding source:** N/A

### BACKGROUND

FS-01 Rescue and Extrication Services is now included in Bylaw 12-12 Fire Services Bylaw under Section 5, therefore a separate policy is no longer needed

FS-02 Fire Guardians is now included in Bylaw 12-12 Section 8 , therefore a separate policy is no longer needed

### ATTACHMENTS

- FS-01 Rescue and Extrication Services
- FS-02 Fire Guardians
- 12-12 Fire Services Bylaw

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**Submitted by:** Keven Lefebvre, ECFO

**Reviewed by:**

**Date:** 09/23/21

<b>Department:</b> <b>Fire Services</b>	<b>Section:</b> <b>FS – Fire and Rescue Services</b>
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## **FS-01 Rescue and Extrication Services**

### **Policy Statement**

To provide for the rescue and and extrication services.

### **Policy Intent**

Occasionally, accidents occur on roads or lands within Leduc County resulting in fire departments being called to provide rescue and/or extrication services.

If, in the opinion of an RCMP Officer or Ambulance Attendant, an accident within Leduc County requires specialized rescue or extrication equipment, the police officer or ambulance attendant is authorized to call out whatever fire department is equipped to deal with the situation.

### **Service Level Objectives/Standards**

For authorized fire department calls as outlined above, the County of Leduc is prepared to consider a billing from the local fire department to cover the costs of the rescue call.

The County will pay the local fire department's charges and then proceed with action to obtain reimbursement from a third party or insurance company.

This policy does not apply to the primary highway system which is under the direct jurisdiction of Alberta Transportation and Utilities.

A County Fire Services Incident Report must be fully completed and accompanied by a copy of any RCMP Accident Report before the County will consider payment of an invoice for rescue services. The Incident Report must detail all services provided, particularly when more than one vehicle is involved in an accident.

### **Response Areas**

Designated response areas within the County for rescue services are as follows:

- Warburg Fire Department responds into the Warburg Fire District
- Calmar Fire Department responds into the Calmar and Thorsby Fire Response areas
- Devon Fire Department responds west to Range Road 270, east to Range Road 254 and south to Township Road 502
- Leduc Fire Department responds into Leduc and Millet Fire Response areas
- Nisku Fire Department responds into Nisku and New Sarepta Fire Response areas

### **Existing Agreements**

This policy does not apply where existing agreements are already in place dealing with rescue services within the County.

Approved Date:	Motion No:	Page No.
January 21, 1993	61-93	1 of 1

<b>Department:</b> <b>Fire Services</b>	<b>Section:</b> <b>FS – Fire and Rescue Services</b>
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**FS-02 Fire Guardians**

**Policy Statement**

To appoint a sufficient number of fire guardians each year prior to April 1st pursuant to the provisions of the Forest and Prairie Protection Act.

**Policy Intent**

To enforce the Forest and Prairie Protection Act with the boundaries of the County.

**Service Level Objectives/Standards**

That the Fire Guardians of Leduc County be responsible for the issuance of fire permits.

Approved Date:	Motion No:	Page No.
August 1, 1986	772-86	1 of 1

**BYLAW NO. 12-12**

**LEDUC COUNTY**

**A BYLAW OF LEDUC COUNTY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF PROVIDING FOR THE ESTABLISHMENT AND OPERATION OF A FIRE SERVICES DEPARTMENT AND RESCIND BYLAW NOS. 22-06, 3-02 AND 6-96.**

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**WHEREAS**

the Municipal Government Act, R.S.A 2000, Chapter M-26, as amended, provides that a Council of a municipality may pass bylaws respecting the safety, health and welfare of people and the protection of people and property;

the Council of Leduc County recognizes that:

- a) the Forest and Prairie Protection Act, R.S.A 2000, Chapter F-19, as amended, requires the Council of a Municipal District to fight and control all fires within the boundaries of the Municipal District, other than areas within a forest protection area; and
- b) It is not possible to provide the same levels of emergency services to all areas and persons within the Municipality given limited resources, competing demands for resources, and the geographic size of the Municipality;

the Council of Leduc County wishes to continue the delivery of emergency services throughout the Municipality and recognizes the limitations and obligations expressed herein.

**NOW THEREFORE**

the Council of Leduc County, in the Province of Alberta, duly assembled, enacts as follows:

**SECTION 1 - NAME OF BYLAW**

1.1 This Bylaw may be cited as the "Fire Services Bylaw".

**SECTION 2 - DEFINITIONS**

2.1 In this Bylaw:

- [a] "Ambulance Attendant" means a person who is employed by an emergency medical service duly authorized to operate within the County.
- [b] "Apparatus" means any vehicle provided with machinery, devices, equipment or materials for emergency use, as well as any vehicles used for transporting firefighters or supplies.
- [c] "Council" means the Council of Leduc County.
- [d] "County" means Leduc County.
- [e] "Department" means the Fire Services Department established in this bylaw and includes any person duly appointed to the Department.
- [f] "Equipment" means any tools, contrivances, devices or materials used by the Fire Services Department to combat an incident.
- [g] "Fire Chief" means the person appointed as head of the Fire Services Department.

**BYLAW NO. 12-12**

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- [h] "Incident" means a fire, a situation where a fire or explosion is imminent or any other situation presenting a fire or possible danger to life or property and to which the Fire Services Department has responded.
- [i] "Member" means any person that is a duly appointed member of the Fire Services Department.
- [j] "Peace Officer" means a member of a police force or a person duly authorized to provide law enforcement service within the County.

**SECTION 3 - FIRE SERVICES**

- 3.1 The Council does hereby establish the Fire Services Department, for the purpose of:
- [a] extinguishing fires,
  - [b] investigating the cause of fires in accordance with the Quality Management Plan approved by the Safety Codes Council,
  - [c] preserving life and property and protecting persons and property from injury or destruction by fire,
  - [d] providing rescue services, including emergency medical care to a first responder and automatic external defibrillator level.
  - [e] providing response to incidents involving dangerous goods to a first responder level,
  - [f] preventing and extinguishing prairie or running fires and enforcing the provisions of the Forest and Prairie Protection Act,
  - [g] enforcing the provisions of the Safety Codes Act and its regulations,
  - [h] carrying out preventable patrols, prefire-planning and fire inspections in accordance with the Quality Management Plan approved by the Safety Codes Council,
  - [i] entering into agreements with other municipalities, agencies or persons for the joint use, control and management of apparatus and emergency equipment,
  - [j] purchasing, operating and maintaining apparatus and equipment necessary for preservation of lives and property.

**SECTION 4 - FIRE CHIEF**

- 4.1 The Fire Chief shall be appointed by Council and be responsible to the County Manager
- 4.2 The Fire Chief may appoint other officers and members to the Department.
- 4.3 The Fire Chief may appoint other officers of the Department to act as Fire Chief on his behalf.
- 4.4 The Fire Chief has complete responsibility and authority over the Department, subject to the direction of Council, and shall, upon approval of Council, prescribe rules, regulations and policies for the ongoing administration and organization of the Department, including but not limited to:
- [a] use, care and protection of Department property,

## BYLAW NO. 12-12

- 3 -

- [b] recruitment, appointment, conduct, discipline, duties and responsibilities of officers and members of the Department, and
  - [c] efficient operations of the Department.
- 4.5 Regulations, rules or policies made pursuant to Section 4.4 of this Bylaw shall not be inconsistent with the legislation and regulations of the Province of Alberta.
- 4.6 The Fire Chief, or in his absence, the senior member present, shall have control, direction and management of any Department apparatus, equipment or manpower, assigned to an incident and, where a member is in charge, he may continue to act until relieved by an officer authorized to do so.
- 4.7 The Fire Chief, or the member in charge, at an incident, may at his discretion establish boundaries or limits and keep persons from entering the area within the prescribed boundaries or limits unless authorized to enter by him.
- 4.8 The Fire Chief, or the member in charge at an incident may request peace officers to enforce restrictions on persons entering within the boundaries of limits outlined in Section 4.7.
- 4.9 The Fire Chief, or the member in charge, at an incident is empowered to cause a building, structure or thing to be pulled down, demolished or otherwise removed if he deems it necessary to prevent the spread of fire to other buildings, structures or things.
- 4.10 The Fire Chief, or the member in charge, at an incident, is empowered to cause the Department to enter on any land or premises, including adjacent land or premises, to combat, control or deal with an incident in whatever manner he deems necessary.
- 4.11 The Fire Chief may obtain assistance from other officials of the County, as he deems necessary, in order to discharge his duties and responsibilities under this Bylaw.

### SECTION 5 - RESCUE AND EXTRICATION SERVICES

- 5.1 If, in the opinion of a peace officer or ambulance attendant, an incident occurs within the County which requires specialized rescue or extrication equipment, the peace officer or ambulance attendant is authorized to summon the appropriate emergency agency which provides such services and is equipped to deal with the incident.
- 5.2 For authorized emergency calls as described in Section 5.1, the Department will consider an invoice from the responding emergency agency to cover costs in accordance with ByLaw 44/99 (Establishment and Revision of Fees and Charges).
- 5.3 For approved charges as described in Section 5.2, the Department will reimburse the responding emergency agency and then proceed with action to obtain reimbursement from a third party or insurance company.

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- 5.4 A County Fire Services Incident Report must be fully completed, describing all services provided and be accompanied by a copy of an RCMP Accident Report before the Department will consider payment of an invoice for such services as described in Section 5.2.
- 5.5 When an incident occurs on a Primary or Secondary Highway within the County, Sections 5.2 and 5.3 shall not apply. The County will recover costs from the Provincial Government.
- 5.6 Where rescue services are provided directly by the County, the Department is authorized to claim reimbursement for costs in accordance with ByLaw 44/99 (Establishment and Revision of Fees and Charges).
- 5.7 In consultation with other emergency agencies, the Department will establish and maintain response areas within the County for rescue and extrication services.

### SECTION 6 - FIRE PREVENTION

- 6.1 The Fire Chief may establish a fire prevention program within the County, including but not limited to:
  - [a] preventative inspections of properties or structures within the County in accordance with the Quality Management Plan approved by the Safety Codes Council,
  - [b] review of designs, plans, specifications and processes to ensure conformance with the Safety Codes Act as amended from time to time,
  - [c] preparation of pre-fire plans for high hazard occupancies,
  - [d] dissemination of fire prevention information to the general public.
- 6.2 The Department, subject to the direction and control of Council, may enter into agreements with other municipalities to provide fire inspection services.
- 6.3 Council, may by resolution, restrict the lighting of fires within the County including, but not limited to, open burning, the discharge of fireworks, the use of burning barrels and the use of all wood and briquette fires for cooking or warmth purposes.
- 6.4 In an emergency situation, the Fire Chief may issue a fire ban, subject to ratification by Council, within seventy two hours.
- 6.5 Outdoor fires, unless as described in Section 11.1, (a) to (e), shall not be permitted in hamlets, localities or residential sub-divisions.

### SECTION 7 - INVESTIGATIONS

- 7.1 The Fire Chief or designate may investigate the cause, origin and circumstances of every fire within his jurisdiction in accordance with the Quality Management Plan approved by the Safety Codes Council

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- 7.2 If the person investigating an incident as described in Section 7.1 has information that indicates a fire is or may be of incendiary origin or has resulted in loss of life, the RCMP are to be advised immediately of the incident.
- 7.3 The Department, subject to the direction of Council, may enter into agreements with other municipalities to provide fire investigation services.

### **SECTION 8 - FIRE GUARDIANS**

- 8.1 Upon the recommendation of the Fire Chief, the Council shall annually appoint persons to be Fire Guardians in accordance with the Forest and Prairie Protection Act as amended from time to time.
- 8.2 Upon receipt and approval of an expense report, the Department shall reimburse a Fire Guardian for expenses incurred in the performance of his or her duties in accordance with the fee established by Council for these duties.
- 8.3 Fire Guardians who are appointed in accordance with Sec. 8.1 may issue to an applicant a fire permit in accordance with the Forest and Prairie Protection Act, as amended from time to time.
- 8.4 A fire permit described in Sec 8.3 shall be in Form A of Schedule B of this Bylaw.

### **SECTION 9 - REQUIREMENT TO REPORT**

- 9.1 The Owner or authorized agent of any property damaged by fire within the County shall immediately report particulars of the fire to the fire department within whose jurisdiction the property is located.
- 9.2 A fire department which responds to an incident within the County or is made aware of a fire within its area of jurisdiction, in which a life is lost or a person suffers injury requiring medical attention, or in which property is damaged or destroyed shall report the incident to the Fire Chief as soon as practicable.
- 9.3 A person making a report as described in Section 9.2 shall forward a County Fire Services Incident Report to the Fire Chief, together with any additional information requested by the Fire Chief.
- 9.4 Upon receipt and approval of an expense report, the Department shall reimburse the person submitting the report described in Section 9.3 for expenses incurred in the performance of his duties in accordance with the fee established by Council for these duties.
- 9.5 The Owner or authorized agent of any property containing a dangerous good(s) product which sustains an accidental or unplanned release of the dangerous good(s) product shall immediately report particulars of the release to the Fire Chief or his representative.

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### SECTION 10 - RECOVERY OF COSTS

- 10.1 Where the Department has taken any action whatsoever for the purpose of extinguishing a fire or responding to an emergency incident within or outside the County or for the purpose of preserving life or property from injury or destruction by fire or other incident on land or property within or outside the County, including any such action taken by the Department on a false alarm, the Council may, in respect of any costs incurred by the Department in taking such action, charge any costs so incurred by the Department to the person who caused the fire or the owner or occupant of the land or property in respect of which the action was taken.
- 10.2 The schedule of fees to be charged for fire, rescue, dangerous goods or false alarm responses shall be as set out in in ByLaw 44/99 (Establishment and Revision of Fees and Charges).
- 10.3 In respect of the cost or fee described in Section 10.1 and 10.2:
- [a] the County may recover such cost or fee as a debt due and owing to the County, or
  - [b] in the case of action taken by the Department in respect of land within the County, where the cost or fee is not paid upon demand by the County, then in default of payment, such cost or fee may be charged against the land as taxes due and owing in respect of that land.

### SECTION 11 - OFFENCES

- 11.1 Any person who ignites, fuels, supervises, maintains or permits an outdoor fire within the County without a valid Fire Permit as required by the Forest and Prairie Protection Act is guilty of an offence, unless:
- [a] the fire is an attended outdoor camp fire set only for the purposes of cooking or warmth;
  - [b] the fire is totally confined within a non combustible structure or container that has the draft and smoke vents covered with a heavy gauge metal screen having a mesh size no larger than 13 mm and which is ventilated in such a manner as to preclude the escape of combustible materials;
  - [c] the fire is a smudge fire confined within a non-combustible structure or container, for the purpose of protecting livestock from insects or for protecting garden plants from frost;
  - [d] the fire has been set by the Department for the purpose of training firefighters;
  - [e] the fire has otherwise been authorized by the Department.
- 11.2 No person shall:
- [a] impede, obstruct or hinder a member of the Department, or other person assisting or acting under the direction of the Fire Chief or the member in charge at any incident;
  - [b] damage or destroy Department apparatus or equipment;

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- [c] drive a vehicle over any equipment, in particular fire hose, at an incident without the permission of the Fire Chief or member in charge at the incident;
- [d] obstruct a member from carrying out any function or activity related in any way to fire protection;
- [e] falsely represent themselves as a Department member or wear or display any Department badge, cap, button, insignia or other paraphernalia for the purpose of such false representation;
- [f] obstruct or otherwise interfere with access roads or streets or other approaches to any fire alarm, fire hydrant, cistern or body of water designated for fire-fighting purposes or any connections provided to a fire main, pipe, standpipe, sprinkler system, cistern or other body of water designated for fire-fighting purposes.

### SECTION 12 - PENALTIES

- 12.1 Every person who violates any of the provisions of this Bylaw or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this Bylaw, or who neglects to do or who refrains from doing anything required to be done by the provisions of this Bylaw, or who does any act or thing or omits any act or thing, thus violating any of the provisions of this Bylaw, shall be deemed to be guilty of an infraction of the Bylaw, and upon a conviction, is liable to a fine of not less than \$500.00 and not more than \$10,000.00. No person found guilty of an offense under this Bylaw shall be liable to imprisonment.

### SECTION 13 - SEVERABILITY

- 13.1 Should any section or part of this Bylaw be found to have been improperly enacted or ultra vires, for any reason, then such section or part shall be regarded as being severable from the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this Bylaw.

### SECTION 14 - REPEAL

- 14.1 This Bylaw shall repeal Bylaw No. 6-96, Bylaw No. 3-02 and Bylaw No. 22-06.

### SECTION 15 - EFFECTIVE DATE

- 15.1 This Bylaw shall take effect on the date of the third reading.

DONE AND PASSED in open Council assembled at Nisku, in the Province of Alberta, this 22<sup>nd</sup> day of May, AD, 2012.

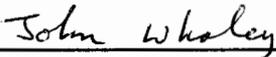
Read a first time this 22<sup>nd</sup> day of May, A.D., 2012.

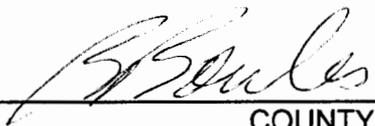
**BYLAW NO. 12-12**

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Read a second time this 22<sup>nd</sup> day of May, A.D., 2012.

Read a third time with the unanimous consent of the Council Members present and finally passed this 22<sup>nd</sup> day of May, A.D., 2012.

  
\_\_\_\_\_  
MAYOR

  
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COUNTY MANAGER