

County of Warner No. 5

## Policy Handbook



April 2, 2024

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SECTION: GOVERNMENT	SUBJECT: COMMITTEE ROLES AND RESPONSIBILITIES
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Resolution No.: 23-10-15

### **Committee Roles and Responsibilities Policy**

It is the policy of the County of Warner No. 5 to establish Committees to create an effective and efficient decision-making process.

Members of the Committees need to consider the welfare and interests of the municipality as a whole and to bring to the Committees' attention anything that would promote the welfare or interests of the municipality. Committee members are to generally participate in developing and evaluating the policies and programs of the committees or boards in which they participate.

#### **Guidelines**

1. The individual Committees' general responsibilities are to:
  - a. Develop policies, programs and services which set the tone for the overall direction of the municipality and recommend them to Council.
  - b. Monitor, review and evaluate the policies and procedures, and assess the results.
  - c. Obtain information about the operation or administration of the Departments from the Chief Administrative Officer (CAO) or person designated by the CAO.
  - d. Perform any other duties as determined by Council or legislation.

#### **Committees**

2. **Administration Committee**

The Administration Committee deals with issues that concern the CAO. The Committee can be utilized as a resource by the CAO to research the issues before presenting them to Council.

3. **Agricultural Service Board**

The Agricultural Service Board (ASB) assists with agricultural issues and its objective is to promote and develop agricultural policies that will meet the needs of the municipality. The ASB will consist of all Councillors, with the Chairman and Vice Chairman being determined at the Organizational meeting. The Council authorizes the Board to conduct the following:

- a. Develop and approve policies and programs which improve the economic welfare and sustainability of the agricultural community.
- b. Develop and approve fees for services and products available through the ASB.
- c. Review Board related agreements and recommend approval and signature by those with signing authority.
- d. The Agricultural Fieldman will be appointed by the CAO after a recommendation from a Selection Committee. The Selection Committee will include the Reeve, ASB Chairman, ASB Vice Chairman, and CAO.
- e. Assist the CAO in evaluating the job performance of the Agricultural Fieldman.
- f. Follow all regulations as laid out in the *Agricultural Service Board Act*.

**4. ASB Appeal Board**

The ASB Appeal Board looks after appeals based on the *Agricultural Service Board Act*, *Animal Health Act*, *Soil Conservation Act*, and *Weed Control Act*. All members of the ASB Appeal Board will be outside community members familiar with agricultural concerns and issues.

**5. Chinook Intermunicipal Subdivision and Development Appeal Board**

The Chinook Intermunicipal Subdivision and Development Appeal Board is responsible for reviewing any formal objections to a development permit and/or subdivision applications. Full duties, responsibilities, and procedures are outlined in the Subdivision and Development Appeal Board Bylaw.

**6. Emergency Management Committee**

The Emergency Management Committee is responsible for making sure that policies and procedures are in place that will implement the County Disaster Plan in times of emergency. The Committee is assisted by the Director of Emergency Management.

**7. Fire Committee**

The Fire Committee is responsible for meeting with the Fire Chiefs of the various municipalities which supply these services to the County residents. They generally deal with requested changes to the Fire Fighting Agreements from the Fire Chiefs. Any changes to policies or agreements will be approved by Council. The Committee also determines whether a fire ban should be in effect within the County. The Committee may make recommendations to Council on issues dealing with fire control.

**8. Intermunicipal Collaboration Framework Committees**

An Intermunicipal Collaboration Framework (ICF) Committee exists for each urban municipality within the County. The ICF Committees are responsible for negotiating ICF agreements and reviewing those agreements at a set time interval.

**9. Municipal Planning Committee**

The Municipal Planning Committee is responsible for implementing the County Land Use Bylaw by approving, with or without conditions, or denying development permits and applications for subdivisions. Subdivision recommendations are received from the Oldman River Regional Services Commission (ORRSC).

**10. Parks Committee**

The Parks Committee is responsible for implementing and evaluating policies and procedures which will improve the parks and increase their use by the public. All policies require Council approval before being implemented. With the assistance of Management, the Committee will review the issues and assist in determining solutions to them.

**11. Recreation Boards**

The Recreation Boards are responsible for overseeing the budget and fund distribution within specific recreation districts.

**12. Regional Assessment Review Board**

The Regional Assessment Review Board is responsible for reviewing formal challenges of property or business assessments, requests for exemptions from assessment or taxation, and

challenges to other taxes such as local improvement and well drilling taxes. The duties, responsibilities, and procedures are outlined in the Regional Assessment Review Board Bylaw.

**13. Road Ban Committee**

The Road Ban Committee is responsible for implementing road bans on County roads if required. The Committee is assisted by the Public Works Superintendent in determining if road bans should be implemented.

**14. Other Independent Committees**

There are additional committees which Councillors participate in. Refer to Schedule A.



## Schedule A

COUNCILLOR COMMITTEE CHART 2023-2024							
	Cody, David	Ford, Ross	Heggie, Jack	Jensen, Phil	Rodgers, Shawn	Rockenbach, Morgan	Taylor, Randy
REEVE - 1							
DEPUTY REEVE - 1							
ADMINISTRATION COMMITTEE - 2 (usually Reeve and Deputy)							
AGRICULTURE SERVICE BOARD (all Council, Chair and Vice)	VICE CHAIRMAN				CHAIRMAN		
ASSESSMENT REVIEW BOARD							
BARONS EUREKA WARNER FCSS - 1 + alt						ALTERNATE	
BORDER SEED CLEANING PLANT - 1							
CHIEF MOUNTAIN SOLID WASTE AUTHORITY - 1 + alt						ALTERNATE	
CHINOOK ARCH LIBRARY BOARD - 1							
COUTTS ICF - 2							
COUTTS RECREATION - 1							
EMERGENCY MANAGEMENT AGENCY - 1 + alt	ALTERNATE						
FARM SAFETY COMMITTEE - 1							
FIRE COMMITTEE - 3							
FURTHER EDUCATION / TDCALA - 1							
HEALTH AND SAFETY COMMITTEE - 1							
HERITAGE HANDI BUS - 1							
MASINASIN RECREATION BOARD - 1							
MILK RIVER ICF - 2							
MILK RIVER DOCTOR'S ACCOMODATION COMMITTEE - 1 + alt		ALTERNATE					
MILK RIVER WATER USERS BOARD - 1							
MILK RIVER WATERSHED COUNCIL CANADA - 1 + alt					ALTERNATE		
MUNICIPAL PLANNING COMMITTEE (Councillors, Chair, Vice Chair)		CHAIRMAN			VICE CHAIRMAN		
NEW DAYTON RECREATION BOARD - 1							
ORRSC - 1 + alt						ALTERNATE	
ORGANIZATION							
PARKS COMMITTEE - 3 (Chair)	CHAIRMAN						
QUAD DOCTOR RETENTION AND RECRUITMENT - 1 + alt					ALTERNATE		
RAYMOND FIRE - 3							
RAYMOND HANDIBUS - 1							
RAYMOND INTERMUNICIPAL DEVELOPMENT PLAN - 3							
RAYMOND ICF - 3							
RAYMOND STAMPEDE TRANSITION BOARD - 1 + alt				ALTERNATE			
RIDGE COUNTRY HOUSING - 1							
RIDGE REGIONAL SAFETY COMMISSION - 1							
RIDGE WATER COMMISSION - 1 + alt						ALTERNATE	
ROAD BAN COMMITTEE - 3							
STIRLING ICF - 2							
SOUTHGROW - 1 + alt					ALTERNATE		
SUBDIVISION & DEVELOPMENT APPEAL REPRESENTATIVES (Training)							
SUNSHINE SEED CLEANING PLANT - 1							
WARNER ICF - 2							
WATER QUALITY INITIATIVE - 1							
WRENTHAM COMMUNITY CENTRE/CEMETERY/LIBRARY - 1							
ASB Appeal Board							
Hal Culler, Craig Palmer, Andrew Reese							

### **Councillor Meeting Attendance Policy**

It is the policy of the County of Warner No. 5 that Councillors attend applicable conventions, conferences, seminars, workshops, meetings, courses, public relation events and other types of gatherings (referred to as “meetings” in this policy) in addition to the regularly scheduled Council meetings, Committee meetings and their affiliated meetings.

#### **Guidelines**

1. Council will be kept aware of local government issues by attending applicable meetings.
2. The following conference and meetings, in addition to regular Council and associated Committee meetings, are considered pre-approved for Councillor attendance:
  - a. RMA Spring and Fall Conventions
  - b. Foothills Little Bow Association Meetings
  - c. Provincial ASB Conferences
  - d. Regional ASB Conferences
  - e. Summer ASB Tour
3. Councillors wishing to attend other meetings will not attend them without prior approval of Council. Approval will be through a Council or Board resolution.
4. On occasion, in the absence of a Council approval, the Reeve has the discretionary authority to approve a Councillor attending a previously unauthorized meeting. Council will be advised of all Reeve approvals at the next Council meeting.
5. Councillors will not attend any meetings without prior approval from their respective Committee or Board. If the County is responsible for payment of expenses and per diem, approval must also be gained from Council. Anyone who attends any meetings, without prior approval or approval as outlined in Guideline 3 above, will do so at their own expense and will not be reimbursed for costs or per diems they incurred.
6. Councillors who have been approved and registered to attend a conference and fail to attend, without valid reasons approved by Council, will have all incurred expenses (such as seminar registration fees) deducted from their monthly earnings.
7. Councillors attending meetings will provide written or verbal reports at the next Council, Board or Committee meeting.
8. In order to fulfill their duties, Councillors may with Council’s permission, attend public relation functions based on the following criteria:
  - a. An official written invitation will be received from the hosting authority.
  - b. If possible, prior approval from Council will be obtained by way of Council resolution. If a resolution is not obtained before the event, the Councillor has to request Council’s consideration at the next available Council or applicable Committee meeting.

9. The Reeve is responsible to review and approve all Councillors' meeting per diem and expense claims. The Deputy Reeve is responsible to review and approve the Reeve's meeting per diem and expense claims.

**Notice of Meeting Change Policy**

It is the policy of the County of Warner No. 5 to notify the public in a manner as specified and deemed appropriate by Council as per the directive outlined in the *Municipal Government Act* (MGA), RSA 2000, s 195 and 196.

**Guidelines**

1. Council will set the Council meeting dates at the annual Organizational meeting.
2. Council has designated that Planning Meeting will be held in on the same day as Council meetings, if a meeting is required.
3. Council will set the Agricultural Service Board meeting dates at the annual Organizational meeting.
4. If Council changes the dates, time, or place of any of the regularly scheduled Council or Committee meetings, at least 24 hours' notice of the changes will be given to the appropriate members of Council, Council Committees and the public.
5. If Council or a Council Committee calls a non-regular scheduled meeting, a minimum notice of 24 hours will be given to the public.
6. Notice of change of date, time or place of a Council or Committee meeting to the public is sufficient if the notice is given in a manner as specified by legislation.

SECTION: GOVERNMENT	SUBJECT: PUBLIC PARTICIPATION AND COMMUNICATION
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Resolution No.: 21-09-23

### Public Participation and Communication Policy

It is the policy of the County of Warner No. 5 to recognize the importance of engaging and communicating with the public using various forms of media including but not limited to, print media, electronic media, social media, municipal websites, general mail, email and posting public notices. The purpose is to inform the public and receive feedback which fosters participation in the municipal decision-making process.

#### Guidelines

##### 1. Definitions

- a. Advertising – a paid space in the media to inform citizens of a service, program, event or to relay a message to comply with the requirements of the *Municipal Government Act* (MGA).
- b. Citizen – a person living within the municipality, being a landowner or renter.
- c. General mail – mail delivered by Canada Post or a bonded courier.
- d. Media – a representative of the print (newspaper) and electronic media (radio and television).
- e. Social media – platforms used to provide information to the public, including but not limited to Facebook, Twitter, Instagram, email, and the municipal website.

##### 2. Information provided to the public regarding municipal policies, programs, services and initiatives may be made available to the public using one or all of the following:

- a. Social media
- b. Municipal newsletter
- c. Email
- d. General mail
- e. The media

##### 3. Public events such as an open house or press conference may be arranged by Council to communicate information regarding a major development, municipal services, programs or to relay information affecting public health, safety and essential services.

##### 4. Social media may be used to provide general information to the public to facilitate citizen participation and increase the transparency of government.

##### 5. Social media may be used to increase efficiencies in administration by providing a platform to distribute official notices, tender packages and requests for proposals.

##### 6. Media reporting will be reviewed as often as possible to monitor and respond to current topics and trends, including those that may result in the need for action or response by the County.

##### 7. Generally, the municipal spokesperson will be the Reeve or the Deputy Reeve.

8. Administration is authorized to advertise all information required by the MGA and to advertise the workshops, training sessions and public information meetings authorized by Council through budget initiatives.
9. Administration will only respond to the media when providing a clarification or information contained in a Council directive, policy or municipal bylaw.
10. In addition to the public consultation process required by the MGA the County may:
  - a. Inform citizens and stakeholders about opportunities to participate in public consultations and citizen engagement processes using the municipal website, social media, and the media.
  - b. Inform the media of events where citizens and stakeholders are taking part in the public consultation and citizen engagement process.
  - c. Inform participants and citizens, in summary form, of the results of the public consultation.
11. **Advertising**
  - a. The County will consider the most cost-effective method of advertising.
  - b. Public hearings requiring advertising in accordance with the MGA may also be advertised using the municipal website, social media, municipal newsletter, email and general mail.
  - c. Information packages in printed form may be provided at the Administration building during regular office hours.

SECTION: GOVERNMENT	SUBJECT: COUNCILLOR REMUNERATION
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Resolution No.: 23-12-30

### Councillor Remuneration Policy

It is the policy of the County of Warner No. 5 to establish a consistent rate of remuneration for regular and additional duties of Council.

The Council of the Municipality has set the remuneration for Council as follows:

1. Reeve remuneration will be set as a monthly rate as per the enclosed schedule.
2. Deputy Reeve, Agricultural Service Board (ASB) Chair, and Municipal Planning Committee (MPC) Chair remuneration will be set as a monthly rate as per the enclosed schedule.
3. Councillor remuneration will be set at a monthly rate as per the enclosed schedule.
4. Mileage incurred by members of Council while carrying out approved municipal business will be paid at a rate outlined in the enclosed schedule.
5. Meal allowances will be paid when travelling on approved municipal business, if meals are not already provided, at a rate outlined in the enclosed schedule.
6. Out of pocket expenses incurred by Councillors while carrying out approved municipal business, including but not limited to, convention registrations, professional development fees, hotel rooms, airfare, taxis, etc. will be reimbursed by the municipality, when supported by receipts.
7. The flat monthly rate for Council remuneration covers all duly appointed Boards and Committees established at the Organizational meeting as well as Special Events, Parades, and employee appreciation events. Councillors will attend all meetings and functions as set out in the Organizational meeting appointments, whenever possible.
8. Conferences, workshops, meetings, and Council training not established at the Organizational meeting, but approved to attend by resolution of Council, will be subject to additional remuneration as outlined in the enclosed schedule.
9. Spouses can attend conferences. No additional travel or meal expenses will be covered, but registration to workshops/expense and evening meals will be covered when attended as part of the group.
10. If a Councillor or their spouse does not show up to an event where expenses have occurred, they will be taken off the next month's remuneration.

Rate Schedule	
Meetings	
Reeve Monthly Remuneration	\$1,960
Deputy Reeve/ASB Chair/MPC Chair Monthly Remuneration	\$1,805
Councillor Monthly Remuneration	\$1,700
Other Meetings – Full Day: Meeting lasts longer than three hours (including electronic)	\$270
Other Meetings – Half Day: When meeting must be driven to and is less than three hours (including electronic)	\$165
Other Meetings – Quarter Day: When already at a meeting and another meeting is at or near the same place within a reasonable amount of time (including electronic)	\$95
Other Expenses	
Meal Allowance: Breakfast \$20, lunch \$20, dinner \$30	\$70
Mileage per kilometer	CRA Rate
Technology per Month	\$55

SECTION: GOVERNMENT	SUBJECT: COUNCILLOR TECHNOLOGY USE
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Resolution No.: 23-08-16

### **Councillor Technology Use**

It is the policy of the County of Warner No. 5 to cover the costs associated with the Councillors' use of computers, laptops and printers for County business. It is expected that there will be financial savings for paper, postage, and related products by the County by implementing a paperless office environment.

### **Guidelines**

1. The County will provide each Councillors with an electronic device capable of processing the necessary documents required by Council at the beginning of their four-year term.
2. The County will provide each Councillor with a color printer at the beginning of their four-year term and will provide the necessary toner and paper required for Council business throughout the term.
3. The County will be responsible for the maintenance and repair of the electronic device and printer until the end of the four-year term at which time the electronic device and printer are turned over to the Councillor.



SECTION: GOVERNMENT	SUBJECT: COUNCILLOR SERVICE RECOGNITION
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Resolution No.: 23-12-32

### **Councillor Service Recognition Policy**

It is the policy of the County of Warner No. 5 to recognize Councillors for their service as elected members of Council.

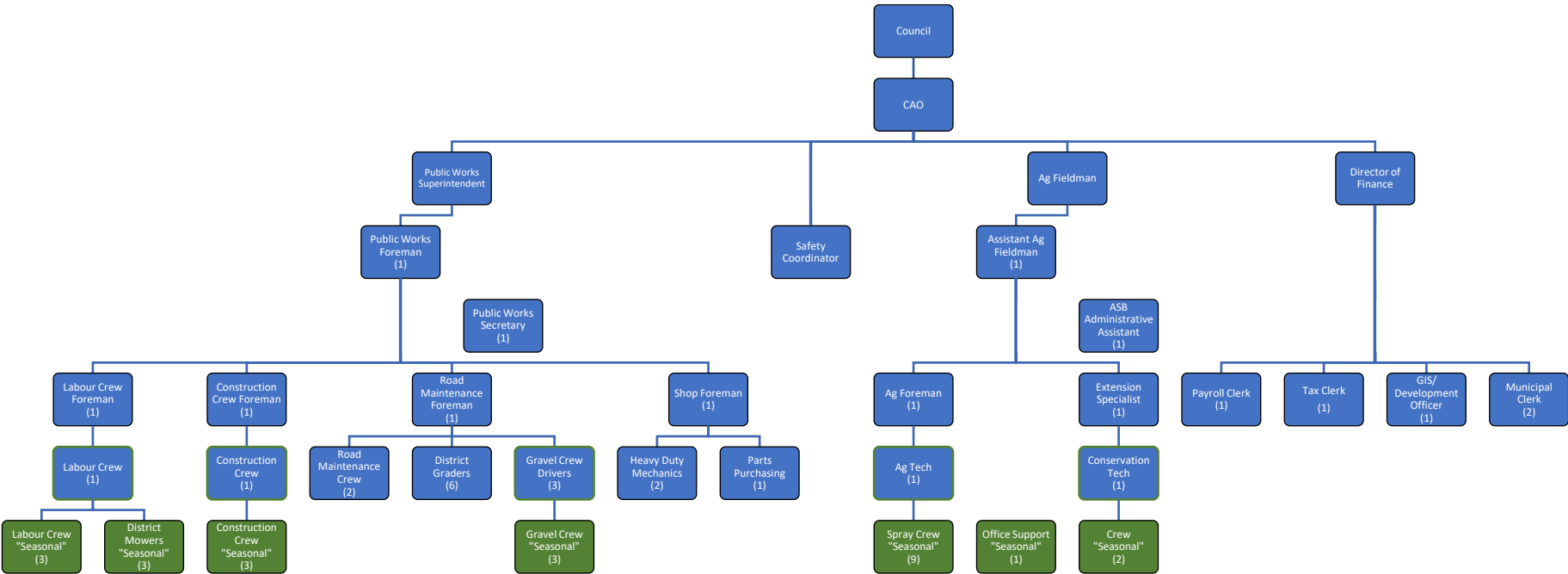
#### **Guidelines**

1. Councillors will be recognized after ten, fifteen, twenty, twenty-five, thirty, thirty-five and forty years of service to the County.
  - a. The Councillor will receive an official County pin with the appropriate years of service.
  - b. The Councillor will receive a restaurant gift certificate of \$100.
2. Councillors who resign, retire, or are not re-elected are eligible to be recognized at the end of their term with:
  - a. A gift of \$500 per year of service.
  - b. An appropriately inscribed plaque.
  - c. The Councillor and their spouse will be invited for an evening of dinner and recognition.

SECTION: GENERAL ADMINISTRATION

SUBJECT: ORGANIZATIONAL CHART

Resolution No.: 23-10-16



### Investment Policy

It is the policy of the County of Warner No. 5 to invest public funds to provide the highest investment return with the maximum security, while meeting the daily cash flow demands of the County and conforming to all legislation for investing public funds.

### Guidelines

#### 1. Objectives

The following objectives are in order of importance:

- a. **Safety:** The County recognizes its responsibility for the management of public funds that it has received. Therefore, the minimum investment objective is that the investments do not lose these funds. The County recognizes that risk is always present in business but that it can be controlled. Therefore, the following guidelines will be followed:
  - i. Investment officials will invest with care, to prevent an individual investment transaction from jeopardizing the capital position and the overall portfolio.
  - ii. Investment staff will monitor the credit risk of investments by referencing independent credit ratings. Any investment that falls below the minimum credit rating indicated in this policy or shows significant negative trends will be sold at a reasonable time, giving full consideration to market conditions and the liquidity/price level of the security.
  - iii. No investment instruments other than those indicated in this policy will be used unless specifically approved by Council.
  - iv. The overall portfolio will be diversified as indicated in this policy.
- b. **Liquidity:** The County's investment portfolio will remain liquid enough to enable the County to meet all reasonably anticipated operating requirements. The portfolio will be structured so that securities mature at the same time as anticipated cash needs. Furthermore, since all possible cash needs cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets.
- c. **Return on Investment:** It is important that the County maximize the returns from its investment portfolio while following sensible investment principles. So, the investment portfolio is designed to create profit while considering the County's risk limitations and liquidity requirements. To attain this rate of return, the County will pursue a passive management style of its portfolio. However, County staff may trade securities to strengthen the portfolio against market movements using their best judgement and information available to them.
- d. **Maintaining the Public's Trust:** Since the investment portfolio of the County can be reviewed and evaluated by the public, all County officials involved in the investment process will be responsible and professional. The County recognizes however that even in a diversified portfolio occasional losses can happen and must be considered in light of the overall rate of return of the portfolio.

**2. Standards of Care**

- a. Prudence: This policy will apply the "prudent person" concept. Investment officials who are diligent and consistent will be relieved of personal responsibility for market price changes or the credit risk of investments, as long as appropriate action is taken to control adverse developments and that such developments are reported on a timely basis.
- b. Conflicts of Interest: Investment officials will not conduct personal business transactions which may interfere with the County's investment procedures or which may prevent them from making impartial investment decisions. Investment officials will disclose to the County any personal interests in financial institutions which do business with the County, and they will prioritize County investment transactions over their personal investment transactions.
- c. Authority and Internal Control: The County assigns responsibility for the investment program to the Chief Administrative Officer (CAO) or designate to establish and/or modify procedures and internal controls for its operations consistent with this policy.

**3. Qualifying Institutions**

The County will consider the following institutions as qualifying institutions for its investment funds:

- a. Government of Canada
- b. Provinces of Canada which, in this policy will include the Province of Alberta Treasury Branch
- c. Other Institutions

To qualify, Provinces of Canada and Other Institutions must have minimum ratings of R-I low by the Dominion Bond Rating Service or BBB by the Canadian Bond Rating Service or be fully guaranteed by an institution which meets these minimum ratings. If an Institution does not meet these minimum ratings it will not qualify for the County investment funds. Institutions which are rated by both rating services must maintain the minimum rating in both services to qualify for the County investment funds. Institutions not meeting the minimum required rating may be invested in, to the extent that principal and interest are fully covered by the Canadian Deposit Insurance Corporation or the Canadian Investor Protection Fund or equivalent.

**4. Qualifying Instruments**

The funds of the County may be invested in the following instruments:

- a. Bankers' Acceptances
- b. Bearer Deposit Notes
- c. Commercial Paper
- d. Corporate Bonds
- e. Debentures
- f. Federal and Provincial Crown Corporation Notes
- g. Government of Canada and Provincial Bonds
- h. Government of Canada Treasury Bills
- i. Municipal Government Notes
- j. Provincial Treasury Bills and Notes
- k. Term Receipts

- I. Units of Pooled Funds of any or all of the above instruments where the assets of the fund are invested in institutions that the County would otherwise invest in under this policy, including investment in high quality equities.

## 5. Diversification

- a. Purpose: The investment portfolio will be diversified to reduce overall portfolio risk while making market average rates of return.
- b. Maturity: A detailed one year cash flow forecast will be maintained to determine the County's cash flow requirements. The date that investments reach maturity will be matched to anticipate cash flow requirements when possible. Any funds not required to satisfy cash requirements within the one year projection period may be invested into for longer terms, taking into account the County's long-term financial projections.

The maturity dates of long-term (>1 year) investments will be diversified to minimize effects of fluctuations in any given part of the yield curve and to maintain liquidity for projects in the County's long-term financial plans.

The maximum term for any single investment will be 30 years. The average term for the portfolio will not exceed 15 years.

- c. Institutions: Each institution within the following categories will make up no more than the identified percentage of the portfolio at time of purchase:

Category	Rating*	Limit
Government of Canada	n/a	100%
Provinces of Canada	R1H	100%
	R1M	100%
	R1L	30%
Other Institutions	R1H	100%
	R1M	75%
	R1L	30%

\*DBRS Short term ratings are used for this table. The limits apply to all equivalent ratings.

## 6. Safekeeping and Custody

All security transactions will be done on a delivery-against-payment basis. This makes sure that securities are deposited in the eligible financial institution before the release of funds. Securities will be held by a third-party custodian as demonstrated by safekeeping receipts.

Signatures from any two of the CAO, Reeve, and Deputy Reeve are required to authorize "Resolutions Respecting Securities for Safe-Keeping" received from financial institutions in which the County has funds invested, as well as other forms regarding the safekeeping of the County's securities which may be received.

## 7. Reporting

The CAO or appointed delegate will report on the investment activities of the County. Details of investments held will be provided to County Council on a regular basis.

### **Tangible Capital Assets Policy**

It is the policy of the County of Warner No. 5 to follow generally accepted accounting principles and to meet the requirements of Public Sector Handbook Section 3150 (PS3150). This policy provides the basis for the accounting treatment of Tangible Capital Assets (TCAs). The key issues in accounting for TCAs are recording, valuing, and classifying the assets, the determination of useful life and amortization method, the determination of betterment or maintenance, the recognition of a permanent loss in value of the asset, and the need for a write-down.

#### **Guidelines**

1. TCAs are physical non-financial assets that:
  - a. Are held for use in the production or supply of goods and services, for the rental to others, for administrative purposes or for the development, construction, maintenance or repair of other TCAs.
  - b. Have useful economic lives extending beyond an accounting period.
  - c. Are to be used on a continuing basis.
  - d. Are not for sale in the ordinary course of operations.
2. The term Auditors refers to the external auditors contracted by the County.
3. The County will use the recommended guidelines provided by Municipal Affairs (2008) Tangible Capital Asset Project – Implementation Tool Kit.
4. **Classification of Assets**

Major, minor and subclasses of TCAs will be defined as:

  - a. **Major** – a group of TCAs that is significantly different in design and use.
  - b. **Minor** – a classification within a major class that has unique characteristics.
  - c. **Subclass** – a further classification due to unique TCA criteria, applications, methodologies, and asset lives. There is the option to classify further into subclass one, subclass two, subclass three, etc.

#### **Major asset classifications**

- a. Land – includes land purchased or acquired for parks and recreation, building sites, infrastructure (highways, dams, bridges, tunnels, etc.) and other program use, but not land held for resale.
- b. Land Improvements – all improvements of a permanent nature to land such as parking lots, landscaping, lighting, pathways, and fences.
- c. Buildings – permanent, temporary, or portable building structures, such as offices, garages, warehouses, and recreation facilities intended to shelter person and/or goods, machinery, equipment and working space.
- d. Engineered Structures – permanent structural works such as roads, bridges, canals, dams, water and sewer, and utility distribution and transmission systems, including plants and substations.

- e. Machinery and Equipment – heavy equipment for constructing infrastructure, smaller equipment in buildings and offices, furnishings, computer hardware and software. This class does not include stationary equipment used in the Engineered Structures class.
- f. Vehicles – rolling stock that is used primarily for transportation.
- g. Cultural and Historical Assets – art and historical treasures that have cultural, aesthetic or historical value that are worth preserving. These assets are not recognized as TCAs in the financial statements, but the existence should be disclosed. Buildings declared as heritage sites may be included in this asset classification.

#### **Minor asset classifications**

- a. Land – Right-of-Way, Parks/Campgrounds, Building & Shop Sites, Transfer Station Sites, and Infrastructure.
- b. Land Improvements – Playground Structures, Sprinkler Systems, and Landscaping.
- c. Buildings – Offices, Shops, Grader Sheds, Garages, Storage Facilities, and Recreation Facilities.
- d. Engineered Structures – Roadway Systems, Water System, Wastewater System, and Storm System.
- e. Machinery and Equipment - Heavy Construction Equipment, Light Equipment, Fire Equipment, Police Special Equipment, Computer Systems, Office Equipment, Trailers, and Quads/ATV's.
- f. Vehicles – Light Vehicles, Light Duty Trucks, Medium Duty Trucks, Heavy Duty Trucks, and Fire Trucks.

#### **5. Capitalization Thresholds**

- a. Capitalization threshold is the minimum value of an expenditure that meets the criteria of a TCA and so will be recorded as a TCA.
- b. Expenditures that meet these criteria and exceed the following capitalization thresholds (table 1) will be recorded as a TCA:

Table 1 TCA Thresholds

<b>Asset Description</b>	<b>Minimum Threshold</b>
Land	No minimum
Land Improvements	\$5,000
Buildings	\$50,000
Engineered Structures	\$50,000
Machinery and Equipment	\$5,000
Vehicles	\$5,000

- c. The exception to this threshold will be that all vehicles and rolling stock of machinery and equipment will be capitalized.

#### **6. Betterments vs. Maintenance**

A betterment is a cost to enhance the service potential of a TCA. In general, for TCAs other than complex network systems, service potential may be enhanced when there is an increase in the physical output or service capacity, associated operating costs are lowered, the useful life of the property is extended, or the quality of the output is improved. Maintenance is the cost to maintain the originally anticipated service potential of an asset, or its estimated useful life.

Table 2 Betterments

<b>Asset Description</b>	<b>Minimum Threshold</b>
Land	No minimum
Land Improvements	\$5,000
Buildings	\$25,000
Engineered Structures	\$25,000
Machinery and Equipment	\$5,000
Vehicles	\$5,000

## 7. Cost Measurement and Valuation

- a. TCAs are recorded at historical cost.
- b. Initial implementation may require estimates for assets with unknown historical cost. Formulas provided by Municipal Affairs will be used in determining applicable values.
- c. Land, excluding land for resale, will be capitalized because of the permanent nature of land. Costs include the purchase price plus legal fees, registration costs, transfer taxes, out of pocket expenses and any costs incurred to make the land suitable for use.
- d. Purchased Assets – costs include the initial amount paid plus all non-refundable taxes and duties, freight and delivery charges, installation, and site preparation costs. Discounts or rebates will be deducted from the costs.
- e. Constructed or Developed Assets – costs include all costs for the acquisition, development and construction of the asset and include construction costs, professional fees, and architectural fees.
- f. Donated or Contributed Assets – value is either the estimated fair market value at the date of construction or contribution or an estimate of the replacement cost.
- g. Costs of Betterment – part of the cost of a TCA and would be added to the recorded cost of the related asset.
- h. Value per Item – will be used to determine if the TCA should be capitalized, except where the value of the total group of similar items is determined to meet material requirements.
- i. In situations where an asset may have components, the capitalization threshold will be applied to the value of the whole asset and not to each component making up that asset.
- j. Management will make the decision to capitalize an asset if it falls below the capitalization or betterment thresholds and would otherwise be expensed. This may apply to special situations where grouping of assets is required.

## 8. Amortization Methods and Rates

- a. The amortization rate will be determined by the initial cost of a TCA minus the residual value, with the remaining value amortized over the useful life of the asset in a systematic way. The amortization of TCAs should be accounted for as expenses in the statement of operations. Land normally has an unlimited life and would not be amortized.
- b. A declining method (declining, double declining and straight line – remaining life) for depreciation has been used for vehicles, machinery, and equipment. Due to restrictions within Diamond, an asset within these classes will automatically switch to straight line depreciation in the month that the amortization expense for the asset using straight line depreciation exceeds the amortization expense for the asset using the declining balance



method. Assets of these types already in the system will remain using the same method and switch automatically, but any assets of these types purchased after May 31, 2023 will use the straight line method. The straight line method will be used for buildings and engineered structures. The amortization method and the estimate of useful life are subject to ongoing review by the Accountant and will be revised when required.

- i. Useful Life – estimate of the shortest of the physical, legal, technological, or commercial life over which a TCA is expected to be used by a government (see Schedule A).
  - ii. Residual Value – expected resale price minus the selling cost of a TCA at the end of its useful life.
  - iii. Acquisition/Disposition – in the year of purchase amortization will be applied on a monthly basis, starting the month following the date of purchase (i.e. an asset purchase in May will record amortization beginning in June of that year). In the year of disposal amortization will be applied on a monthly basis including the month in which the asset is sold (i.e. an asset sold in May will record amortization ending in May of that year.)
- c. All TCAs will be amortized on a network or single asset basis.

#### **9. Write-downs**

- a. When the value of a TCA declines due to a permanent reduction in function, a write-down to the value is recorded. A permanent reduction in value occurs when an asset no longer contributes to the provision of goods and services, when the asset is no longer going to be used in its current capacity and there is no other alternative use for the asset, or when the value of the future economic benefits are less than the asset's net book value.
- b. There must be persuasive evidence that the change in condition is permanent for a write-down to take place. The ability to objectively estimate the amount of reduction in value must exist. A write-down should not be reversed.
- c. Asset values are subject to ongoing review by the Accountant.

#### **10. Disposals**

- a. The difference between the net sale value on disposal of a TCA and the net book value of the asset should be accounted for as a revenue or expense in the statement of operations.
- b. Disposals of government TCAs in the accounting period may occur by sale, destruction, loss, or abandonment. Managers are to report to the Accountant the effective date and any particulars when a disposal of an asset occurs.

#### **11. Financial System, Asset Recording and Asset Management System**

- a. The TCA database will be integrated with the general ledger in a summary with the details included in the fixed asset application.
- b. The Accountant will develop, record, and maintain all records within the financial system and asset management system. Managers will review their Department's detailed and summary listings on a regular basis and advise the Accountant of all errors or omissions.
- c. The amortization method and the estimates of useful life will be subject to ongoing review by Management and will be revised with more accurate methods or estimates

when possible.

- d. All write-downs of a TCA will be the responsibility of the Accountant and Chief Administrative Officer (CAO) in consultation with the auditors. In the event of a disagreement on policy application or interpretation the CAO and Accountant will make the final decision.

**Schedule A****Recommended Maximum Useful Life**

Asset Classes		Maximum Useful Life
Major	Minor	
	Sub-class	
<b>Land</b>		Infinite
<b>Land Improvements</b>		
	Parking lot	
	Gravel	15
	Asphalt	25
	Playground structures	15
	Landscaping	25
	Fences	20
	Sprinkler systems	25
	Golf courses	45
	Tennis courts	20
	Fountains	20
	Lakes/Ponds	25
	Retaining walls	20
	Running tracks	15
	Outdoor Lighting	20
	Airport runways	10
	Soccer pitch-outdoor	20
	Bike/Jogging paths	
	Gravel	15
	Asphalt	20
	Landfill	
	Pits	Volume
	Pads	Volume
	Transfer stations	25
<b>Buildings</b>		
	Permanent structures	
	Frame	50
	Metal	50
	Concrete	50
	Portable structures	
	Metal	25
	Frame	25
	Leasehold improvements	Variable
<b>Engineered Structures</b>		
	Roadway system	
	Bridges	Variable
	Overpass/interchange	60
	Curb & gutter	30
	Parkades	50
	Roads & Streets	

	Lanes/Alleys	
	ACP-hot mix	20
	Gravel	15
	Nonconforming	20
	Local/Collector/Arterial/Major Arterial Surface	
	Concrete	30
	ACP-hot mix	20
	ACP-cold mix	10
	Chip seal	10
	Oil	5
	Gravel	25
	Subsurface	40
Road signs	Traffic control	30
	Information	30
Lights	Decorative	30
	Street	30
	Traffic	30
Guard rails		30
Ramps		30
Sidewalks & para-ramps		30
Light rail system		65
Water system		
	Distribution system	
	Mains	75
	Services	75
	Pump, lift, and transfer stations	45
	Plants and facilities	
	Structures	45
	Treatment equipment	
	Mechanical	45
	Electrical	45
	General	45
	Pumping equipment	45
	Hydrants/fire protection	75
	Reservoirs	45
Wastewater system		
	Collection system	
	Mains	75
	Services	75
	Pump, lift, and transfer stations	45
	Plants and facilities	
	Structures	45
	Treatment equipment	
	Mechanical	45
	Electrical	45

	General	45
	Pumping equipment	45
	Lagoons	45
Storm system		
	Collection systems	
	Mains	75
	Services	75
	Pump, lift, and transfer stations	45
	Catch basins	75
	Outfalls	75
	Wetlands	75
	Retention ponds	75
	Treatment facility	45
Fibre optics		30
Electrical system		
	Electrical transmission	
	Towers and fixtures	38
<b>Machinery and Equipment</b>		
	Heavy construction equipment	Variable
	Fire equipment	12
	Police special equipment	10
	Aircraft	Variable
	Boats	25
	Fueling stations	15
	Laboratory	10
	Tools, shop, & garage equipment	15
	Scales	15
	Bins	15
	Turf equipment	10
	Office furniture & equipment	
	Furniture	20
	Office equipment	10
	Computer systems	
	Hardware	5
<b>Vehicles</b>		
	Light duty	10
	Medium duty	10
	Heavy duty	10
	Transit buses	20
	Fire trucks	25
	Light rail transit cars	40

SECTION: GENERAL ADMINISTRATION	SUBJECT: OVER EXPENDITURES
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Resolution No.: 21-09-24

### **Over Expenditures Policy**

It is the policy of the County of Warner No. 5 to establish procedures and to verify expenditures that are not included within the approved budget for that fiscal year, following the *Municipal Government Act*, RSA 2000, s 248.

### **Guidelines**

1. Council Members, Administration, or Management will make a recommendation to Council or appropriate Council Committee to spend extra money on salaries, supplies, materials, equipment, or contracts which are not included in the annual budget.
2. After a Committee agrees with the need for the money and approves the proposed expense by a resolution, a recommendation will go to Council to approve the expense.
3. Council may approve the expense by using appropriate reserves. They may also investigate alternative revenue sources to cover the expense. They may approve the expense with or without conditions.
4. In the case of an emergency, Council may consider it wise and necessary to make expenditures even if expenses will be larger than revenue.

### **Sale of Tax Recovery Lease Lands Policy**

It is the policy of the County of Warner No. 5 to dispose of Tax Recovery Lands which are currently, or have been, administered by the Province of Alberta on behalf of the County.

#### **Guidelines**

1. The disposition process for current leaseholders who wish to obtain title to the land prior to the expiry of the lease, the disposition and value of the land will be determined as follows:
  - a. The current lease holder will apply to purchase the lease land through a written request to the County.
  - b. Administration will obtain an appraisal on the lands from the County Assessor. Council will establish a reasonable sale price for the lands by taking this information into consideration.
  - c. A motion will be made by Council to decide on how the proceeds from the disposition will be used.
2. The disposition process available to leaseholders who hold the tax recovery lease land to the end of the lease expiry date and do not make application to purchase before the expiry date is as follows:
  - a. The tax recovery properties should be publicly advertised for sale for a minimum of two weeks.
  - b. Administration will obtain an appraisal on the lands from the County Assessor. Council will establish a reasonable sale price for the lands by taking this information into consideration.
  - c. The deadline to receive bids on the property will be stated in the advertisement and will be no less than two (2) weeks after the last advertisement date.
  - d. Bids should be accompanied with a certified check in the amount of 10% of the bid price.
  - e. The current lease holder will be given the right of first refusal to match the highest offer.
  - f. The highest bid will not necessarily be accepted. The County has the right to refuse any bid that is determined not to be in the best interest of the County.
  - g. Bids will be awarded on a cash basis only. The County will not finance the property.
  - h. Leasehold improvements of fences, dams, dugouts, and re-seeded lands remain and will be sold with the property and no compensation will be available to the leaseholder. Other leasehold improvements such as buildings and structures can be removed at the discretion of the current lessee.
  - i. The possession date will be determined by Council. However, due to the lengthy timelines to obtain the title from the Province of Alberta, time extensions may be required.
  - j. A motion will be made by Council to decide on how the proceeds from the disposition will be used.

### **Purchasing Policy**

It is the policy of the County of Warner No. 5 to purchase services and goods in a fair and ethical way and to ensure that all services and goods provide the best value for the County ratepayers. This policy will also provide guidance for an impartial and transparent purchasing program.

### **Guidelines**

1. Purchasing Authority
  - a. The Chief Administrative Officer (CAO) and Managers will approve all County purchases unless authority has been delegated in writing to other staff.
  - b. It is the responsibility of employees to do research into goods and services, prepare the specifications sheet, and negotiate the pricing of the goods and services.
  - c. The Purchasing Agent has the authority to make routine purchases required for County operations as outlined in this policy.
  - d. It is the responsibility of the Council to “grant approval for the purchase” or “decline the approval for purchase” of certain goods and services as outlined in this policy.
  - e. Purchases have to be included in the current year’s budget, or interim budget, or otherwise approved by Council.
2. General Statements
  - a. All applicable legislation will be followed when purchases are made.
  - b. Payments for goods or services will be made when the County is satisfied that the goods and/or services provided meet the specifications.
3. Monetary Guidelines
  - a. Purchases of less than \$500.
    - i. Lower value buying normally relates to miscellaneous purchases of goods and services and may be done through phone solicitation or online price comparison. Two or three quotations should be obtained where appropriate and with applicable notes recorded.
    - ii. Authority is granted to the CAO, Manager, Purchasing Agent, and other staff that have received prior approval of the applicable Manager.
  - b. Purchase of \$500 or more, but less than \$5,000.
    - i. All purchasing activity for the acquisition of goods or services having an estimated aggregate value of more than \$500 but less than \$5,000 require documented telephone solicitation from a minimum of two potential suppliers.
    - ii. Authority to purchase is granted to the CAO, Manager, and Purchasing Agent.
  - c. Purchases of \$5,000 or more, but less than \$25,000.
    - i. All purchasing of goods or services having an estimated total value of \$5,000 or more or less than \$25,000 requires written bids or quotations from a minimum of three potential suppliers.
    - ii. Authority to purchase is granted to the CAO and Managers.



- d. Purchases of \$25,000 or more.
  - i. All purchases of goods or services \$25,000 or higher will be carried out by a competitive process of one on the following:
    - 1) Request for Quotations (RFQ)
    - 2) Requests for Proposals (RFP)
  - ii. Authority to purchase is granted to the CAO and Managers for goods and services less than \$25,000.
  - iii. Authority to purchase is granted to the CAO for goods and services more than \$25,000 but less than \$50,000 for all County Departments.
  - iv. Approval for the purchase is granted by Council for all purchases within the range of \$50,000 or greater in the case of goods or services, or within the range of \$50,000 or greater in the case of construction.
  - v. To assist Council in evaluating purchases over \$50,000, Managers will be required to provide the following:
    - 1) A formal written recommendation for the goods or services to be purchased.
    - 2) Justification and reasons for the recommended purchase.
    - 3) Information to be forwarded to Council, at least three (3) days prior to the meeting in which the decision is scheduled to be made.
- e. In some cases, the County purchases certain goods and services 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 contractor/company. Periodically the County will review these arrangements to ensure quality goods and services are being provided and the County is receiving competitive pricing. This arrangement of selective purchasing is required to ensure County business is conducted efficiently and effectively.
- f. Each Manager, on an annual basis, will document why it is using certain goods and services providers mentioned in e. above and when it will periodically review the use of the providers.

#### 4. Purchasing processes

- a. Request for Quotations (RFQ) will be used when there is a clear idea of service or project requirements, cost is the main selection criteria, and any extra selection criteria are clearly defined.
- b. Request for Proposals (RFP) will be used when not all details of the required service or project are known, proposals should include details to fill in potential options for the service or project, and both cost and qualitative factors are part of the main selection criteria.
  - i. To assist the County in having a good defense in case of a “legal” challenge to a proposal procedure, the following clause will be included in the advertising and proposal package:

“The County of Warner No. 5 reserves the right to accept or reject any or all proposals and to waive irregularities and informalities at its discretion. The County of Warner No. 5 reserves the right to accept a proposal other than the lowest proposal. Without limiting the generality of the foregoing, the County of Warner No. 5 may consider any other factor besides price and

capability to perform the work that it deems in its sole discretion to be relevant to its decision, including but not limited to the following:

- 1) Any past experience with the Bidder, or lack thereof;
- 2) The results of any reference check done by the County of Warner No. 5;
- 3) Information relating to the financial state of the bidder, however obtained;
- 4) 'List of additional criteria the County of Warner No. 5 will consider in awarding the proposal'."

- c. Each Request will specify the submission deadline and method of submission. Any Requests submitted after the closing date and time will not be considered.
5. Emergency Purchases
- a. Managers will be authorized to make emergency purchases larger than \$5,000 upon the approval of the CAO. The Manager will present a report to Council at its next meeting providing details on the purchase, emergency involved, and impact on the approved budget.

SECTION: GENERAL ADMINISTRATION	SUBJECT: OVERDUE ACCOUNTS
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Resolution No.: 21-09-24

### **Overdue Accounts Policy**

It is the policy of the County of Warner No. 5 to add penalties to overdue accounts receivable charges.

#### **Guidelines**

1. Every 30 days after the date of billing, a penalty of 1.5% will be added. That is:
  - a. 30 days after the date of billing, a penalty of 1.5% will be added.
  - b. 60 days after the date of billing, an additional penalty of 1.5% will be added.
  - c. 90 days after the date of billing, an additional penalty of 1.5% will be added, etc.
2. All penalties will be compounded.
3. Charges received under the Unsightly Premises Bylaw, and overdue by 90 days may be added to the tax roll of the property that the work was carried out at, as indicated in the Bylaw.

SECTION: GENERAL ADMINISTRATION	SUBJECT: CREDIT CARD
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Resolution No.: 23-12-33

### **Credit Card Policy**

It is the policy of the County of Warner No. 5 to issue corporate credit cards to provide a convenient, cost-effective and efficient method of procuring goods and services as outlined by the Purchasing policy.

### **Guidelines**

1. Corporate credit cards will be issued to the Chief Administrative Officer (CAO), Public Works Superintendent, and Agricultural Fieldman.
2. Cardholder responsibilities
  - a. Cardholders will supply receipts for each purchase to Accounts Payable as soon as reasonably possible.
  - b. Ensure the credit card is secure to avoid risk of unauthorized use.
  - c. Provide accurate personal information as required by a financial institution for the card.
  - d. Lost or stolen credit cards must immediately be reported to the credit card company as well as the CAO and the Director of Finance.
  - e. Immediately return the credit card upon termination.
3. Credit limits
  - a. The total credit limit for the County credit facility will be \$30,000 to be used between all three authorized cards.
4. No more than one corporate credit card will be issued per cardholder.
5. The corporate credit card will not be used for purchase of items or services for personal use.
6. Expenditures by employees are to be reviewed by the respective Department Head, with expenditures by the CAO being reviewed by the Director of Finance.
7. The credit card may not be used to obtain cash advances except in emergency situations.
8. Accounts Payable will review the monthly credit card statements to ensure accuracy and completeness.
9. Any inaccuracies in the credit card statements or violation of this policy will be investigated and may result in repayment of incurred charges by employee(s), disciplinary action, termination and/or criminal prosecution.

SECTION: GENERAL ADMINISTRATION	SUBJECT: CREDIT FOR SALES OF GOODS AND SERVICES
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Resolution No.: 21-09-24

### **Credit for Sales of Goods and Services Policy**

It is the policy of the County of Warner No. 5 to make certain goods and services available on credit to County taxpayers and other individuals and businesses.

#### **Guidelines**

1. When determining if goods and services should be charged on credit to an individual, business, or other entities, the following criteria will be considered:
  - a. If goods and services are being charged and the customer is present, a sales order will be completed with their name, mailing address, and phone number. The customer will sign the sales order and agree that the account will be paid within thirty (30) days.
  - b. If a sales request comes over the phone and is approved, staff will complete the sales order with a note that the request was received by phone, rather than receive the customer's signature.
  - c. If the customer's general receivable account is overdue by more than ninety (90) days or their tax receivable account is overdue by more than one (1) year, their credit request or privileges may be refused or suspended.
2. The following individuals, business, and government entities may be eligible to charge goods and services on credit based on the following guidelines:
  - a. Any County taxpayer (individual or business) may charge goods or services if the criteria in this policy are met.
  - b. If the customer or business is not a taxpayer of the County, they will be requested to pay before receiving the goods or services. Staff will use their discretion in establishing customer credit based on the circumstances. Staff may request a company purchase order or an order on company letter head.
  - c. If the customer is a municipality, local authority, legal firm, provincial or federal government department or an associated board, they may be permitted to establish an account. If a purchase order is not received, the individual receiving the goods or services will sign a sales order with their organization's name, mailing address, and phone number.
3. If staff are concerned with establishing a credit for goods and services, they may ask Management to confirm or deny the credit privilege to the potential customer.
4. If an individual, business, or other entity have a history of not paying their general account receivable balance within ninety (90) days, their charging privileges may be suspended for one (1) year. Management will consider renewing the credit at their discretion.
5. If a general accounts receivable balance has been written off as a bad debt, the customer will pay until the amount has been reimbursed to the County, or a written request asking that credit privileges be reinstated has been approved by a Manager.

6. The outstanding miscellaneous accounts receivable list will be made available to the appropriate staff to assist them in deciding whether credit privileges are allowed.
7. Credit privileges will not be granted to people or businesses located outside the province of Alberta, unless permission is given by Management.

SECTION: GENERAL ADMINISTRATION	SUBJECT: FEES AND SERVICE RATES
Resolution No.: 23-12-31	

### Fees and Service Rates Policy

It is the policy of the County of Warner No. 5 to establish fees for services and materials sold by Administration, the Agricultural Service Board (ASB), and the Public Works Department, so the County can recover costs for these services.

### Guidelines

1. If a certain service or material is not listed below, but is similar to an item already listed, the Chief Administrative Officer is authorized to establish an appropriate fee.
2. ASB services will be charged to County ratepayers as stipulated below. For urban services requested, the Agriculture Fieldman will decide whether services will be provided.
3. Inquiries about fees and services regarding roads and gravel may be directed to the Public Works Departments.

### Schedule A

Item/Description	Fee
Certificate of Compliance	\$40
GIS/GPS Services – at the discretion of the GIS/GPS Technician and CAO, County work will take priority over public requests (digital mapping, aerial photos, GPS services, printing, etc.)	Labour and Equipment: \$75 per hour County Ratepayers: 30 min. free (small projects) Paper and Supplies: at cost Travel: at the current CRA rate Aerial Photo (digital formats): \$2 per quarter section
Land Use Bylaws	\$50 per hard copy
Landownership Maps (booklet)	\$20 per hard copy picked up – If mailed, add postage
Landownership Maps (large flat wall)	\$20 per hard copy picked up – If mailed, add postage
NSF Cheque charges	\$25
Summary of Assessment (current year) (parcel description, land assessment, improvement assessment, etc. and other details as outlined within the assessment roll, see MGA, s. 300 & 303)	No charge to the owner of the property All other people - \$25
Tax Certificates (shows current taxes payable and tax arrears by year, if any, name, property description and taxes levied)	\$40 per parcel Available to any person
Case Unloader <b>c/w operator</b> c/w 24" Auger/Tree Spade	\$25 service call \$150 per hour Minimum charge 1 hour
Tree Spraying <b>c/w 2 operators</b>	\$25 service call

	\$200 per hour, plus total cost of chemical Hamlets see rural services Minimum charge 1 hour
Bin Fumigating <b>c/w 2 operators</b>	\$25 service call \$200 per hour, plus total cost of chemical Minimum charge 1 hour
Weed Spraying – Private Prohibited Noxious and Noxious Weed Control – See the Weed Control Policy	\$25 service call \$225 per hour, plus total cost of chemical Based on 2 ATV's/Truck and Trailer OR \$25 service call \$150 per hour, plus total cost of chemical Based on 3/4-ton 4x4 truck/sprayer Minimum charge 1 hour
Tree Planters	\$25 per day
Plastic Mulcher Applicator	\$25 per day
Drainage Investigations	One affected landowner: County financial or labour contribution to a maximum of \$500 Multi-affected landowners: County financial or labour contribution to a maximum of \$1000 Landowners will cover all costs above this contribution
Parks Winter Opening	\$100 refundable deposit
EcoBran Grasshopper Applicator	\$50 per day, plus material
Great Plains No Till Drill	15 acres or less: \$25 service plus flat fee of \$200 or 16 acres or more: \$25 service plus \$15/acre \$100 clean fee if drill is not cleaned satisfactorily Maximum 80 acres
Mowing – Hamlets	\$150 per hour, minimum charge 1 hour
Mowing – Public Institutional	\$150 per hour, minimum charge 1 hour
Mowing – Private/Rural	\$150 per hour minimum charge 1 hour
ASB Additional Manpower Labour	\$50 per hour
Vertebrate Pest Traps Rental	\$115 deposit to rent for one month – open to extension Deposit will be returned in full if the trap is returned in good condition (at discretion of ASB staff), at the end of the agreed to rental period
Vertebrate Pest Trap Purchase	\$115
Geophysical/seismic Operations Inspection Fee	\$300/project
Road Allowance Crossing	\$300/road allowance crossing
Access Approach Inspection Fee	\$300/approach inspection
Inspection Fee Includes geophysical/seismic operations inspections, road allowance crossing, and approach installation inspection Fee	\$300 per inspection request
Gravel	Per 1,000 kilograms (1 tonne), set by Council resolution
Dust Suppression	50% of cost to the County
Handibus Inspection	\$60 per hour



SECTION: GENERAL ADMINISTRATION	SUBJECT: COMMUNITY FACILITIES CAPITAL ASSISTANCE
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Resolution No.: 21-09-24

### **Community Facilities Capital Assistance Policy**

It is the policy of the County of Warner No. 5 to support the recreational and community needs of the urban municipalities located within the boundaries of the County by assisting them in constructing facilities which are deemed important and beneficial to rural residents. The assistance will be by supplying County owned and operated equipment and aggregate products such as pit run and gravel required for the project, in amounts that are agreed on by Council.

#### **Guidelines**

1. The urban municipality or community group will present a written proposal to Council details of the capital project. The proposal will be accompanied with a letter of support and commitment from the Town or Village Council, if applicable.
2. The proposal will include an overall description of the project, site plan, floor plan, estimated costs, community benefits derived, estimated number of rural residents who participate in the activity conducted within the facility or project and a detailed description of the work and material the County may be requested to conduct or supply.
3. The County's intent is to supply required services with existing equipment and aggregate supplies owned by the County. The value of the work supplied by the County may be used as in kind equity to obtain further funding from other sources. The County does not intend to supply a cash donation towards the projects.
4. The County will determine the amount of equipment time and aggregate that will be donated to the project and the value of the equipment and aggregate will be costed at the County's internal rate which is established by policy. Any equipment time or aggregate required above the agreed donated amount may be charged back to the appropriate Town, Village, or applicant at the Road Builder Equipment Rate Handbook (Government Rate).
5. The County's participation in the construction of the capital project will not be interpreted as an indication they will share in the future operating costs of the facility.
6. Council retains the right to decide which capital projects they will or will not participate in and their decision is final.

**Urban Equipment Service Requests Policy**

It is the policy of the County of Warner No. 5 to coordinate the use of County equipment with the Towns and Villages when requested and where possible.

**Guidelines**

1. Towns and Villages within the County boundaries can request and schedule the services of County equipment through the Public Works Superintendent.
2. The Towns and Villages will sign a Hold Harmless Agreement with the County. The County will not be held responsible for damages to Town or Village property such as manholes, curbs, gutters, etc.
3. All County projects including blading, snow ploughing and snow removal, will take priority over Town and Village requests. The County will supply services only as time and scheduling permits. Scheduling of the equipment and work priorities will be at the discretion of the Public Works Superintendent, and in consultation with the Town or Village foreman.
4. Only County employees will operate County equipment.
5. Towns and villages may be charged the current government rate for use of the equipment.
6. If County employees are required to operate the equipment outside regular County hours for Towns and Villages, the Towns and Villages will be responsible for the costs.

SECTION: GENERAL ADMINISTRATION	SUBJECT: COMPUTER EQUIPMENT AND INFORMATION PROCEDURES
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Resolution No.: 21-09-24

### **Computer Equipment and Information Procedures Policy**

It is the policy of the County of Warner No. 5 to regulate the use of computer equipment and their associated information systems. In addition, this policy will assist in planning long term capital purchases, effectively and efficiently training staff to utilize these systems, and making sure that the County's information systems are properly safeguarded.

#### **Guidelines**

##### **1. Definitions**

- a. User(s) – County employees and elected officials.
- b. Computer Information Systems (CIS) – all County input and output devices, workstations, servers, laptops and software.
- c. Management – the Chief Administrative Officer (CAO), Public Works Superintendent, Agricultural Fieldman, and Accountant.
- d. System Administrator – person responsible for the ongoing administration and maintenance of County owned computer hardware and CIS.

##### **2. Internet Access**

- a. Any unacceptable use, including the violation of the terms of this document and any additional rules the County may put in place regarding the use of the County's CIS, may result in cancellation of access to the internet. The County may deny, revoke, suspend, or close any user account at any time based on a determination of unacceptable use by an account holder or user. The determination as to whether an unacceptable use has occurred will be decided by the CAO.
- b. Due to varying bandwidth connections, streaming of media may be suspended at any time.
- c. The transmission or access to any material through the internet that is in violation of any International or Canadian law is prohibited. The violation of Canadian law will be considered to occur when there is a transmission or access through the internet, to any material in breach of copyright, that is considered threatening or obscene, illegal material, or material protected by trade secret. Commercial use of the County CIS for product advertisement or political lobbying is prohibited. The uses mentioned in this paragraph are not an exclusive list, but are examples of unacceptable use.
- d. The County's CIS may be used for personal communication, provided the use is consistent with the conditions and rules outlined in this policy. Any personal use will not conflict with an employee's work responsibilities. If use is required, it should be limited to breaks.
- e. The County reserves the right to review any material on user accounts and to monitor file server space to determine whether specific uses of the CIS are inappropriate.

##### **3. Computer Equipment Security**

- a. All computer equipment will be documented for insurance purposes.

- b. Staff is responsible for the security of computer equipment when it leaves the workplace. If computer equipment leaves the workplace, approval is required from a Manager.

**4. New Users and Changes to Existing Users**

- a. New users will be given access to the CIS after a request has been received and approved by Management and the System Administrator. This request will include computer applications, security access level, as well as the location of the device that will be used.
- b. All new users requiring computer access will be required to review these procedures.
- c. All software installations must be approved by the System Administrator.

**5. Backups**

- a. The CIS will be programmed to perform scheduled backups at varying intervals.
- b. County documents will be stored on the file server in case of theft or equipment failure.

**6. Computer Equipment**

- a. Computer equipment will be provided to meet the County's requirements as authorized by Management, in accordance with approved budgets.
- b. Any required upgrades to computer equipment will be conducted by the System Administrator.
- c. New computer equipment may be assigned to users with high performance needs, with the older computers being rolled down to other users, at the discretion of Management.
- d. Surplus computer equipment to be sold must not contain any information that is the property of the County.
- e. Any and all programs and data that are on any County owned CIS are subject to provisions of the Freedom of Information and Privacy legislation.

**7. Network Security**

Security on any computer network is a high priority, especially when the network involves many users. A user must never allow other people to use their password. Users will protect their passwords to facilitate network security, individual access privileges, and the ability to gain access to the network. If a user feels they can identify a security problem on the network, they will immediately notify the System Administrator. Except for the personnel who are assigned Network maintenance responsibilities, individuals who attempt to log on to the County's computer network as a System Administrator may have their user privileges cancelled or receive other disciplinary action.

**8. Unacceptable Material**

Users may unintentionally encounter or access material which is unacceptable. It is the user's responsibility not to initiate access to such material that has been inadvertently gained. The County will not be liable for any decision by any service provider, or by the County itself, to restrict access to, or to regulate access to material on the Internet. It is also understood by users that the County does not control material on the internet and therefore the County is unable to control the content of data that a user may discover or encounter through the use of the internet.

9. **Penalties for Improper Use**

Any user violating these policy rules, will lose internet privileges and will receive other disciplinary actions the County determines to be appropriate, including termination from employment.

### **Equipment Disposal Policy**

It is the policy of the County of Warner No. 5 to establish guidelines for the disposal of County equipment that is no longer required or used in the overall operation of the County.

#### **Guidelines**

1. Each Department manager will annually review their Department's equipment and determine whether the property is required in meeting their mandate.
2. If any equipment is unnecessary, obsolete, or surplus, a list will be prepared for circulation to other Departments to see if it fits their needs and/or circumstances.
3. If another Department requires a piece of equipment on the unwanted list, an appropriate transfer will be made.
4. Upon receiving no requests for the unwanted equipment from other Departments, Administration may proceed with the disposal of the items.
5. Equipment valued at \$3,000 or more, will receive Council approval before being advertised for sale by public tender. A reserve price will be determined and approved by Council. The notation, "Highest and/or any tender will not necessarily be accepted" must accompany all advertisements. Only Council may approve a sale below the reserve price. If a suitable tender is not received, the equipment may be sold privately. If the equipment is sold privately, the sale is subject to the approval of the Chief Administrative Officer (CAO).
6. Equipment valued at less than \$3,000 may be either advertised for sale or sold privately by Administration. If advertised, the notation in Guideline 5 must be included in the ad. The sale of the equipment is subject to the approval of the CAO.
7. If the equipment advertised for tender is valued in excess of \$10,000, a public tender opening is required.
8. Payment in full, either by cash or certified cheque, must be deposited by the purchaser with the County before taking possession. Successful tenders must take delivery within 30 days of the date of the approved sale.
9. All County logos and decals must be removed from all equipment before the new owner takes possession.

### Historic Recognition Policy

It is the policy of the County of Warner No. 5 to recognize historic sites and events that occur within the boundaries of the County and lives of County taxpayers.

#### Guidelines

1. **100<sup>th</sup> Year Family Farm Anniversaries** of farms which are currently owned and operated by the immediate family or one of their direct descendants will be honoured with a plaque.
  - a. Written applications may be received from the affected County taxpayer or any other person who is interested in the farm being recognized.
  - b. Applications should include the following:
    - i. The name of the family farm.
    - ii. The appropriate years of operation.
    - iii. The legal land location.
  - c. Once the information has been received, the County will prepare a plaque with the County logo and the information engraved on it. The plaque will be 20 cm – 25.5 cm (8”–10”).
  - d. The plaque will be given to the family by the Councillor of the electoral division where the farm is located.
2. **Historic School Sites** located within the boundary of the County may be recognized with a sign at their former sites.
  - a. Written applications may be received from the public to recognize the site.
  - b. Applications should include the following:
    - i. The official name of the historic school site.
    - ii. A brief history of the site including the date of construction, years of operation as a school, and other history relevant to the building as a community space.
    - iii. The legal land location.
    - iv. A letter signed by the current owner of the property with approval of a sign being placed on the property.
  - c. The application will be presented to Council for their consideration.
  - d. Once approval has been received, a sign will be prepared and installed by the County. The sign will be 0.1 m<sup>2</sup> (1 square foot) and list the historic name of the school and years it was operated.
3. **Additional Historic Sites and Events** may be recognized after presenting an application for approval to Council.

**Donations by the County Policy**

It is the policy of the County of Warner No. 5 that the donation of financial resources and promotional items to community organizations, will only be permitted as per this policy.

**Guidelines**

1. Community Organizations located in the County may ask for financial support or promotional items to be donated for their respective organizations.
2. Community Organizations eligible for donations will be limited to those that demonstrate any of the following criteria:
  - a. A need for financial support or donation from the County.
  - b. Are held for the enjoyment and benefit of the general public.
  - c. Are hosted on a yearly basis or recognize significant milestone events.
  - d. Do not receive support from the County through other programs or policies.
  - e. Take place within the County boundaries.
3. All requests for donations must be in writing and be submitted to the Chief Administrative Officer (CAO).
4. Promotional product inventories will be reviewed annually to determine which products should be purchased during the year. Council will establish an annual budget for these products.
5. If the request is for a door prize, silent auction item, or other similar promotional item, a written request is required. Funds for door prizes, silent auction items, or promotional items of a value of \$200 or less will be decided upon by the CAO, any value greater than \$200 will be decided upon by Council.
6. Council has the right to donate to any other organization that they see fit.



SECTION: GENERAL ADMINISTRATION	SUBJECT: COUNTY OF WARNER MEMORIAL SCHOLARSHIP
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Resolution No.: 22-11-37

### County of Warner Memorial Scholarship Policy

The County of Warner No. 5 has established a Memorial Scholarship Fund which honours the memories and recognizes the valuable efforts of rural residents who have served in local government and made a significant contribution to it. One such individual was former Reeve, Henry School. He was greatly respected for his courage, honesty, and commitment to rural Alberta and for selfless dedication to the people of the County of Warner. Through this scholarship fund, memories of these people will be kept strong and will assist in recognizing the important qualities mentioned above. Specifically, by supporting students with an interest in contributing to the agricultural industry and life in rural Alberta in their pursuit of a post-secondary degree. Monies will come from general revenues.

#### Guidelines

1. The recipient of the scholarship will meet the following guidelines to be considered:
  - a. Be a Canadian citizen, a resident living within the boundaries of the County of Warner, including Towns and Villages, and be a graduating student from an Alberta accredited high school.
  - b. Overall Grade 12 average will be considered.
  - c. Meet the eligibility requirements to attend a post-secondary institution in Canada.
  - d. Plan to and attend a post-secondary institution in Canada within 15 months of graduation from High School.
  - e. Be interviewed by the County Council.
  - f. Agriculture and rural awareness, interest, and intent to work in the sector in the future.
  - g. Be actively involved in the community and school activities.
2. The recipient will be awarded the scholarship based on the following components:
  - a. Overall grade 12 average (10%).
  - b. Interview presentation (30%).
  - c. Agriculture and rural awareness and interest (30%).
  - d. Community/School involvement/Hobbies and Interests (30%).
3. Students will be required to apply for this scholarship by completing the application form.
4. A transcript will be provided by the student regarding their academic performance. The application and transcript will be sent to the County Office, ATTN: County of Warner Memorial Scholarship, no later than **April 15**.
5. The scholarship payment is dependent upon successful completion of entrance requirements for the post-secondary institution and successful acceptance by the institution. Verification of Registration is to be submitted no later than **November 30** of the year the scholarship is awarded, or the scholarship may be forfeit.
6. Students who apply for this scholarship and pursue post-secondary studies in agriculture or in a related area of agriculture study or research, may have an advantage over other nominees.

7. The County Council may interview the students before the end of the school year, at the discretion of the County Council. If many applications are received, they will be reviewed and may be shortlisted.
8. The Scholarship will be awarded at the discretion of the County Council.

**APPLICATION FORM**

THE COUNTY OF WARNER MEMORIAL SCHOLARSHIP

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Please describe your academic performance throughout high school.

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Explain what your background is. How did your interest in agriculture and rural communities develop?

What work do you intend to pursue and how will this support agriculture and rural Alberta?

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Please describe your involvement in the school and in the community.

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Please describe additional information regarding other notable accomplishments. (4-H, Cadets, sports, other services, hobbies, etc.)

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Are you planning to attend a Canadian post-secondary institution?

Yes: \_\_\_\_\_

No: \_\_\_\_\_

Name the institution you plan on attending and the field of study in which you will enter.

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When do you plan to register at this institution?

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Are you a Canadian citizen?

Yes: \_\_\_\_\_

No: \_\_\_\_\_

**\*\* If you are selected to be nominated, an interview will be part of the process in being selected as the winning candidate of the County of Warner Memorial Scholarship.**

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your application. Please ensure that this application reaches the County Office on or before April 15. ATTN: County of Warner Memorial Scholarship, PO Box 90, Warner, AB T0K 2L0

SECTION: GENERAL ADMINISTRATION	SUBJECT: VOLUNTEER EMERGENCY SERVICES RECOGNITION
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Resolution No.: 21-09-24

### **Volunteer Emergency Services Recognition Policy**

It is the policy of the County of Warner No. 5 to recognize the years of service given by those who volunteer on the Town, Village, and County Fire Departments, and provide emergency services within the County.

#### **Guidelines**

1. Recognition will be given for the years of service as follows:
  - a. Years 10, 15, 20, 25 and 30 - an appropriate years of service pin
  - b. Year 35 - an appropriate years of service pin and a \$100 gift card
  - c. Year 40 - an appropriate years of service pin and a \$125 gift card
  - d. Year 45 - an appropriate years of service pin and a \$150 gift card
  - e. Year 50 - an appropriate years of service pin and a \$200 gift card
2. The recognition will be presented at the annual Emergency Services Recognition evening.

### County Logos Policy

It is the policy of the County of Warner No. 5 to install County approved logos/decals on all machinery, equipment, and vehicles that the County owns. The placement of the County logos/decals should be at a location on the equipment that is clearly visible to the public to make sure they recognize County ownership of each piece of equipment.

### Guidelines

1. All equipment, machinery, and vehicles will have a logo/decal located on the equipment. The decal should be of sufficient size so that it can be recognized by the public from a reasonable distance. General size guidelines are:
  - a. Motorized licensed vehicles and construction equipment 30.5 cm (12")
  - b. Pull type equipment (trailers, etc.) 15.25 cm (6")
  - c. Other mobile equipment (tanks, inserts, etc.) Size discretionary
  - d. Rental equipment to public (traps, hand sprayers, etc.) Size discretionary
  - e. Other equipment Size discretionary
2. Logos/decals should be placed on both sides of all equipment, machinery, and vehicles.
3. Logos/decals should generally be placed on the front doors of the motorized licensed vehicles and motorized construction equipment.
4. Old County logos/decals on equipment can remain on until they deteriorate and require replacement. The logos/decals will then be replaced following the guidelines in this policy.

### Health and Safety Policy

The County of Warner is committed to establishing a strong health and safety program that protects its employees, property, contractors, and the public from harm; acknowledging that complete safety is the culmination of physical, psychological, and social well-being components.

Employees at every level, including management, are responsible for and accountable to the County's overall safety initiatives. Complete and active participation by everyone, in every job, is necessary to achieve the safety excellence that this County expects. Management supports coordination of safety among all individuals on the job site.

In fulfilling this commitment to protect both people and property, management will implement and maintain a formalized workplace safety management system to provide and maintain a safe and healthful work environment, in accordance with industry standards and in compliance with legislative requirements.

Management supports participation in the program by all employees and provides proper equipment, training, and procedures as we strive to eliminate any foreseeable hazards which may result in property damage, accidents or personal injury/illness. All employees are accountable to the health and safety program and responsible for following all procedures, working safely, and wherever possible, improving safety measures.

All employees should be familiar and compliant with the *Occupational Health & Safety Act* and other applicable legislation, Regulations, and codes. Further safety regulations, procedures and guidelines are set out in the County of Warner's Health and Safety Manual. All employees for the County of Warner, and contractors where applicable, are accountable to the information found within the manual and will adhere to it.

An injury and accident-free workplace is our goal. Through continuous safety and loss control efforts, we can accomplish this.

We trust that you will all join us in a personal commitment to make safety a way of life.

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Chief Administrative Officer

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Date

SECTION: GENERAL ADMINISTRATION	SUBJECT: ABANDONED AND INACTIVE CEMETERIES
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Resolution No.: 24-03-15

### **Abandoned and Inactive Cemeteries Policy**

It is the policy of the County of Warner No. 5 to set rules and regulations for the maintenance of abandoned and inactive cemeteries within the County while following the *Cemeteries Act*, *General Regulation AR 249/1998*, and other relevant acts and regulations, as amended. It is the intent that abandoned and inactive cemeteries are maintained to ensure the safety of the public.

### **Guidelines**

#### **1. Locations**

- a. New Dayton Community Cemetery: SE 33-5-18 W4
- b. Pioneer Burial Site – Masinasin Cemetery: SW 23-2-13 W4
- c. Prairie Round Cemetery – Lucky Strike: SW 22-3-12 W4
- d. A list of all cemeteries within municipal boundaries will be maintained and notification of potential abandoned cemeteries will be investigated to determine if the location requires addition to this policy.

#### **2. Regulations**

- a. The New Dayton Community Cemetery is registered with the Province of Alberta and owned by the County. The cemetery is designated as inactive, and no further lots will be sold for the purpose of burying dead human bodies and human cremated remains.
- b. The Masinasin Cemetery is recorded but not registered with the Province of Alberta. Therefore, it may not be used for the purpose of burying dead human bodies and human remains. The land is not owned by the County and is considered abandoned.
- c. The Prairie Round Cemetery is registered with the Province of Alberta and owned by the County. The cemetery is designated as inactive, and no further lots will be sold for the purpose of burying dead human bodies and human cremated remains.
- d. The County may delegate its authority over one or multiple abandoned or inactive cemeteries to a Committee, Society, or other group, with respect to the control and maintenance of the cemetery. Delegation of authority does not include the authority to sell or reserve lots.

#### **3. Existing Sales and Reservations**

- a. Existing contracts for sold lots will be honoured.
- b. Existing contracts for sold lots may not be transferred.
- c. Application for interment should be made 36 hours prior to the time established for burial from May to October inclusive, and 48 hours during the months of November to April inclusive, not including weekends, unless other arrangements are agreed upon.

#### **4. Monuments**

- a. It is the lot owner's responsibility to maintain the monument in a manner acceptable to the County.
- b. The County assumes no liability or responsibility for loss or damage to any monuments through acts of vandalism, erosion, or damage caused by outside vendors.



- c. The County will repair and replace existing monument foundations if necessary due to maintenance and safety concerns as determined by County staff at no charge to the lot owner.
- d. New monument placement:
  - i. The owner of each lot will erect thereon a monument, headstone or marker subject to the approval by the County and the guidelines in this policy, within 12 months of the burial.
  - ii. New monuments may be placed to replace markers on old grave sites subject to the approval by the County and the guidelines in this policy.
  - iii. No person will place upon any monuments the name of a dealer, supplier or manufacturer.
  - iv. Vertical monuments, tombstones or markers placed above the level of the ground will be allowed.
  - v. All memorials will be made of granite, marble, limestone or bronze unless otherwise approved in writing by the County.
  - vi. The outside back of any monument on any adult grave, whether it is upright or flat, must be placed exactly sixteen (16) inches from the boundary at the head of the lot. On a child's (under the age of 12 years) the outside back of any monument must be placed exactly twelve (12) inches from the boundary at the head of the lot.
  - vii. All foundations for erecting memorials will be made of concrete and have to extend no less than six (6) inches around the complete base of the memorial and must be level with the surface of the ground.
  - viii. No monument work except markers will be delivered to a cemetery until the foundation is completed and until a contractor is ready to proceed with the work of erection.
  - ix. All contractors will be approved to perform work in the cemetery by the County.
  - x. Contractors, masons, and stone cutters will lay planks on the lots and paths over which heavy materials are to be moved in order to protect them from injury.

**5. Maintenance of Site and Lots**

- a. No wreaths, flowers, vases, spike containers or other removable mementos will be allowed.
- b. The County will approve the placement and removal of flowers, shrubs, weeds and grass growing upon graves.
- c. No person other than the County will remove any growing plants, flowers, slips, or cuttings from anywhere in the cemetery without consent from the County.
- d. No person will place artificial flowers or potted plants in the cemetery unless the artificial flowers or potted plant are totally contained in a vase that is part of a permanent monument, and no part of the floral arrangement or potted plant is in contact with the grass. Arrangements or potted plants that are not totally contained in a permanent vase attached to a monument will be removed.
- e. Flowers, funeral designs or floral pieces will be permitted on the grave the day of the burial for a period of five calendar days. After five calendar days the funeral designs or floral pieces will be removed by the County on the next available business day.
- f. No flowerbeds will be permitted on individual graves in the cemetery.

- g. Any fence, railing, cement slab, or other work for protection or ornamentation on or around a grave lot will be removed if determined by the County to be in such a state of disrepair as to be unsightly or dangerous.
- h. It is considered that there is no interested person, including any close relative of the deceased, if the County does not have such information on file. If you would like to claim an interest, please contact the County Administration Office.
- i. The County currently has no knowledge of any existing contracts or other arrangements with lot owners regarding maintenance of site and lots, or otherwise.

**6. Miscellaneous provisions**

- a. The cemetery will not be used for any purpose excepting those related to care and maintenance of existing gravesites and existing contracts.
- b. No person will disturb the quiet and good order of the cemetery by noise or any other improper conduct.
- c. Any person who willfully damages or destroys or removes any tomb, monument, gravestone or any other structure placed in the cemetery or any railing or other work for the protection or ornamentation of the cemetery or burial lot, or willfully damages or destroys any tree, shrub or place in the cemetery, or any person who in the cemetery discharges firearms or commits a nuisance, will be prosecuted to the fullest extent of the law.
- d. All contractors performing work within the boundaries of the cemetery have to be approved by the County.

SECTION: FIRE

SUBJECT: FIRE FIGHTING AGREEMENT

Resolution No.: 21-09-25

### Fire Fighting Agreement Policy

It is the policy of the County of Warner No. 5 that a joint fire fighting agreement be established between the County, and the Towns and Villages located within the County boundaries, to ensure the citizens of all jurisdictions receive adequate and reasonable fire protection and rescue services.

### Terms of the Agreement

This Fire Fighting and Rescue Service Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ between the

County of Warner No. 5

and the

*"Insert Town or Village"*

### General

1. General conditions of this Fire Fighting and Rescue Agreement are as follows:
  - a. **Rural and Urban** - The County and the Town or Village agree that all municipally owned fire pumpers and other emergency equipment is to be used for fighting both rural and urban fires as well as responding to other emergency and rescue situations.
  - b. **Insurance for Firemen** - County Volunteer Firemen shall have insurance coverage, known as the Volunteer Fire Brigade and Ambulance Accident Policy, to a maximum of a Class 1A with Heart and Circulatory Malfunction, and Infectious Diseases and Aids, Permanent Disfigurement from Burns and Visual Impairment, on condition the town or village offer the same coverage. The County will share the cost of this insurance with the Town or Village as outlined in Schedule "A" of this agreement. Each Town or Village will notify the County immediately if their insurance coverage is amended. A copy of this policy is attached as Appendix "A".

### Town and Village Responsibilities

2. The Town or Village responsibilities include the following:
  - a. **Facility** - The Town or Village will provide a heated garage for the County fire pumper at no expense to the County.
  - b. **Fuel and Oil** - The Town or Village will provide all gas, oil and oil filters required for the County fire pumper. The County will provide funding as outlined in Clause 3.a.
  - c. **Telephone** - The Town or Village will supply a telephone system located within the fire hall and pay all related charges.
  - d. **Pumper Operators** - The Town or Village Volunteer Fire Department personnel shall operate the County fire pumpers.
  - e. **Annual Statement of Activity** - Each Town or Village Volunteer Fire Department shall submit an annual statement of activity for the period of November 1<sup>st</sup> through October

31<sup>st</sup> and it shall be submitted to the County Office before December 10<sup>th</sup> of each year. This statement shall include the pumper and man hours used in fighting rural fires and also the man hours used to answer rural rescue and first aid calls. Registered ambulance associations will not submit a statement to the County for rural rescue and first aid calls.

- f. **Fund Allocation for Equipment** - Funds received by the Volunteer Fire Departments from the County for the County fire pumper hours are to be used for the purchase of new and replacement equipment. An accounting of these revenues and expenditures shall be submitted to the County Office by December 10<sup>th</sup> of each year, on the Pumper Hours Statement forms provided and shall cover the period November 1<sup>st</sup> through October 31<sup>st</sup>. Monies received from the County for the use of other fire fighting and emergency equipment are to be used for maintenance of these units and may be accountable to the County if requested.
- g. **Pumper Service** - The County will service the County fire pumper in accordance with the "Owner's Manual" and will use reasonable care and attention in the operation of the pumper. Whenever, any major repairs are required to the County pumper, the Town or Village Fire Chief will notify the County Office immediately of such requirements and the necessary work will be completed or coordinated immediately through the County Public Works Department.
- h. **Response** - Each appropriate Town or Village Volunteer Fire Department shall respond to rural fire or rescue situations when the need arises or are called upon to do so. If the Town or Village Volunteer Fire Department is unable to respond, it is their responsibility to have another fire department respond to the fire.

### County of Warner Responsibilities

- 3. The County of Warner's responsibilities include the following:
  - a. **Operating Costs** - The County agrees to pay each Town or Village, the cost for fuel as shown in Schedule A, Section 3.a. to compensate for fire fighting equipment fuel costs. After returning from a rural fire, Fire Department officials will top up all responding fire fighting equipment gas tanks associated with the rural fire and forward the invoice to the County of Warner. Fuel costs associated with responding to emergencies on provincial highways where the province reimburses the Volunteer Fire Departments are not reimbursable by the County.
  - b. **Man Hour Charge** - The County agrees to pay the sum shown in Schedule A, Section 3.c. per man hour to each Volunteer Fire Department for fighting rural fires, and also responding to first aid and rescue calls in the rural area only. Registered Ambulance Associations shall not be compensated for responding to first aid and rescue calls from the County.
  - c. **Advance** - The County agrees to advance the sum shown in Schedule A, Section 3.d. to each Volunteer Fire Department. This advance is to be paid on or before March 1<sup>st</sup> of each year this agreement is in effect. Upon receipt of an itemized statement of activity from each Volunteer Fire Department, the County agrees to pay each Volunteer Fire Department any amount exceeding the sum shown in Schedule A, Section 3.d. However, should the total amount of the itemized statement of activity be less than the sum shown in Schedule A, Section 3.d. the County agrees that the sum shown in Schedule A, Section 3.d. would be the minimum payment and would not reduce any payment in the following years.

- d. **Hourly Rates** - The County agrees to forward funds to each Volunteer Fire Department from the sum shown in Schedule A, Section 3.e. for the County pumper unit and other emergency equipment which is used in fighting a rural fire providing rescue and first aid services. An accounting for only the County fire pumper revenues and expenditures from this fund is to be submitted to the County office by December 10<sup>th</sup> each year and shall cover the period November 1<sup>st</sup> through October 31<sup>st</sup>.
- e. **Training Allowance** - The County agrees to pay an annual training allowance to each Volunteer Fire Department in the amount outlined in Schedule A, Section 3.f. An accounting for the training revenue and expenditures is to be submitted to the County office by December 10<sup>th</sup> each year and shall cover the period of November 1<sup>st</sup> through October 31<sup>st</sup>.
- f. **Foam** - The County agrees to provide two (2) pails of practice foam to each Volunteer Fire Department per year, which is to be replaced by the Fire Department as used. Regular fire fighting foam will be supplied by the County to each Fire Department on an as needed basis.
- g. **Radio Frequency** - The County agrees to assume the initial cost of obtaining a common radio frequency for Volunteer Fire Department operations.

#### Cost of Services

- 4. Fire and rescue operations have costs associated with supplying the services and reasonable attempts must be made to recover all or a portion of the costs, according to County policies and bylaws, as follows:
  - a. **Accidental Fires** - Generally, no charge will be made to any County of Warner property owner for fighting fires of an accidental nature, excluding oil and gas well fires. However, the County may use their discretion in billing the affected landowner for fire fighting costs.
  - b. **Neighbouring Jurisdictions** - If a County pumper is called to a neighbouring jurisdiction other than the Towns of Milk River and Raymond, Villages of Coutts, Warner and Stirling, the Town or Village Volunteer Fire Department is to supply a signed statement notifying the County Office of the number of equipment and man hours spent. The County of Warner will bill the receiving jurisdiction for the costs and services provided.
  - c. **Rescue and First Aid Services** - The County will receive annually from each Volunteer Fire Department excluding Registered Ambulance Associations, notification for the number of man hours used for rural rescue and first aid services excluding traffic accidents. If the receiving party is not a property owner or does not live within the boundaries of the County of Warner, the Fire Department will supply the name and address of the individual and their insurance company to the County Office immediately. The County will, if appropriate, invoice the receiving party for the rescue and/or first aid services.
  - d. **Controlled Burnings** - The County Office will be responsible to invoice any County property owner who starts a controlled burning and fails to give the Volunteer Fire Department prior notification. Invoicing shall apply only if costs to control the fire are incurred and in accordance with other policies and bylaws of the County of Warner No. 5.
  - e. **Standby Charges** - Property owners, individuals, and outside parties such as film crews, C.P.R., etc. may request Volunteer Fire Departments to provide services on a contingency basis. Fire Departments are granted permission to charge those requesting

these services, standby charges as shown in Schedule A, Section 4.e. Volunteer Fire Departments will invoice all standby charges and retain all monies collected for department use, but shall record the monies received on their annual pumper hours statement.

- f. **Traffic Accidents** - Costs incurred by the Town or Village Volunteer Fire Departments for responding to traffic accidents in the rural areas of the County are to be invoiced and administered by each individual Volunteer Fire Department's local Town or Village administration. The invoice shall be sent to the insurance company of the party involved.
- g. Monies received from insurance companies for traffic accidents, in regards to fire pumper and man hour services, are to be deducted from the annual pumper hour statement of activity sent to the County Office.

### **Review of Agreement**

5. Review and Amendments

- a. This agreement is subject to review from time to time and can be amended by mutual consent of all parties.

### **Termination**

6. Both parties to this agreement shall give written notice of one (1) year prior to withdrawing from the agreement.

This agreement is signed and sealed this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Town or Village

\_\_\_\_\_  
Administrator  
County of Warner No. 5

SECTION: FIRE PROTECTION	SUBJECT: PUMPER HOUR STATEMENT
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## COUNTY OF WARNER NO. 5

## VOLUNTEER FIRE DEPARTMENTS

For the Period of \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_

BALANCE FORWARD FROM PREVIOUS STATEMENT: (1) \_\_\_\_\_

ADD: Revenue Details

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL REVENUE \_\_\_\_\_ (2)

DEDUCT: Expenditure Details

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL EXPENDITURES \_\_\_\_\_ (3)

Current Balance as at \_\_\_\_\_, \_\_\_\_\_ (1+2-3) \_\_\_\_\_

SECTION: FIRE PROTECTION	SUBJECT: FIRE TRAINING STATEMENT
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## COUNTY OF WARNER NO. 5

## FIRE TRAINING STATEMENT FOR VOLUNTEER FIRE DEPARTMENTS

For the Period of \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_

BALANCE FORWARD FROM PREVIOUS STATEMENT: (1) \_\_\_\_\_

ADD: Revenue Details

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL REVENUE \_\_\_\_\_ (2)

DEDUCT: Expenditure Details

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL EXPENDITURES \_\_\_\_\_ (3)

Current Balance as at \_\_\_\_\_, \_\_\_\_\_ (1+2-3) \_\_\_\_\_



**SCHEDULE A**

- 1.b. 50% of the premium cost of the first or base unit  
100% of the premium cost for the additional units such as the County pumper, water trucks and rescue unit truck  
50% of the premium cost of the Heart and Circulatory Malfunction and Infectious Diseases and Aids, Permanent Disfigurement from Burns and Visual Impairment
- 3.a. Pay to the Town or Village 100% of the fuel costs for fighting rural fires  
Pay to the Town or Village 50% of the fuel costs consumed during practises
- 3.c. \$20.00 (man hour rate)
- 3.d. \$3,000.00 (advance)
- 3.e. \$60.00 per hour for the County pumper attending the rural fire  
\$100.00 per hour for the town pumper, water trucks and rescue trucks attending the rural fire  
\$20.00 per man hour
- 3.f. \$1,000 (training)
- 4.e. 

Fire Engine/Pumper	\$150 per hour
Rescue Van	\$150 per hour
Water Truck	\$150 per hour
Man Hour Charge	\$20 per hour
Mileage	\$2 per mile (one way) for all necessary equipment

SECTION: FIRE	SUBJECT: FIRE FIGHTING RESOURCE REQUIREMENTS
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Resolution No.: 21-09-25

### Fire Fighting Resource Requirements Policy

It is the policy of the County of Warner to ensure that adequate fire fighting resources, which will assist in suppressing a fire, will be made available to fire departments. These items include equipment, material, and supplies.

#### Guidelines

1. This policy is in effect at all times except during periods when a State of Local Emergency is declared.
2. This policy affects the following fire departments:
  - a. Coutts Fire Department
  - b. Milk River Fire Department
  - c. Warner Fire Department
  - d. Wrentham Fire Department
  - e. Stirling Fire Department
  - f. Raymond Fire Department
  - g. Masinasin Fire Department
3. The County recognizes that the first Fire Chief of the responding fire department, or his designate, is in charge of suppressing and controlling the fire. He also coordinates the efforts of other fire departments who arrive to assist, unless this authority is transferred to another Fire Chief, or designate of another responding Fire Department.
4. The Fire Chief, or designate in charge, has the authority to purchase required material and supplies which are reasonable and will assist in suppressing the immediate fire. These items include fire foam, brooms, etc. The Fire Chief also has authority to rent other equipment required such as water trucks, dozers, graders, aerial fire fighting support, etc. If aerial fire fighting support service is considered the best defense in controlling the fire and the air support is ordered, the County needs to be notified as soon as possible. The Fire Chief should first inquire with the County of Warner Public Works and the Ag Service Board departments to determine whether County equipment is available before authorizing the delivery of rental equipment. Fire Chiefs must be reasonable and prudent when exercising purchasing authority that places the financial responsibility with the County.
5. The County of Warner will be responsible for payment of the invoices of any materials and rental equipment authorized. Landowners may be invoiced for reimbursement of these costs. (See Bylaw 826-03, Clause 601 and 602).
6. When the fire has been extinguished or controlled to the satisfaction of the Fire Chief, rented equipment will be promptly returned.

7. The landowner is responsible for monitoring his property and if required, the Fire Department may be summoned again. The landowner is responsible for any cleanup which may be required and the costs associated with it.
8. Fire fighting efforts and requirements for operations such as oil and gas drilling operations, oil batteries and other high risk enterprises may be beyond the County's fire department's ability to control, and therefore, the County will respond only in a minimal type of capacity. All costs to coordinate, control and suppress these types of high risk fires will be the responsibility of the landowner.

SECTION: FIRE PROTECTION	SUBJECT: COUNTY OWNED FIRE FIGHTING AGREEMENT
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Resolution No.: 21-09-25

### Volunteer Fire Fighting Agreement

It is the policy of the County of Warner No. 5 that a joint fire fighting and rescue agreement be established between the County and the Volunteer Fire Departments, to ensure the property owners and residents of the County receive adequate and reasonable fire protection and rescue services.

### Terms of the Agreement

This Fire Fighting and Rescue Service Agreement is entered into this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ between the

County of Warner No. 5

and the

(insert Wrentham Volunteer Fire Department or Masinasin Fire Department)

### General

1. General conditions of this Fire Fighting and Rescue Agreement are as follows:
  - a. **Rural and Hamlet** - The County and the Volunteer Fire Department agree that all municipally owned fire pumpers and other emergency equipment is to be used for fighting both rural and urban fires as well as responding to other emergency and rescue situations.
  - b. **Insurance for Firemen** - County Volunteer Firemen shall have insurance coverage, known as the Volunteer Fire Brigade & Ambulance Accident Policy, to a maximum of a Class 1A with Heart and Circulatory Malfunction, and Infectious Diseases & Aids, Permanent Disfigurement from Burns & Visual Impairment. The County will cover the entire cost of this insurance as outlined in Schedule A of this agreement. A copy of this policy is attached as Appendix "A".

### Town and Village Responsibilities

2. The Volunteer Fire Department responsibilities include the following:
  - a. **Pumper Operators** - The Volunteer Fire Department personnel shall operate the County fire pumper and other equipment.
  - b. **Annual Statement of Activity** - The Volunteer Fire Department shall submit an annual statement of activity for the period of November 1<sup>st</sup> through October 31<sup>st</sup> and it shall be submitted to the County Office before December 10<sup>th</sup> of each year. This statement shall include the pumper and man hours used in fighting rural fires and also the man hours used to answer rural rescue and first aid calls. Registered ambulance associations will not submit a statement to the county for rural rescue and first aid calls.
  - c. **Equipment Funding Allocation** - Funds received by the Volunteer Fire Departments from the County for the County fire pumper hours are to be used for the purchase of

new and replacement fire fighting equipment. An accounting of these revenues and expenditures shall be submitted to the County Office by December 10<sup>th</sup> of each year, on the Pumper Hours Statement forms provided, and shall cover the period of November 1<sup>st</sup> through October 31<sup>st</sup>. Monies received from the County for the use of other fire fighting and emergency equipment are to be used for maintenance of these units and shall be accountable to the County if requested.

- d. **Pumper Service** - The County will service the County fire pumper as required in accordance with the "Owner's Manual" and will use reasonable care and attention in the operation of the pumper. Whenever any major repairs are required to the County pumper, the Volunteer Fire Department Fire Chief will notify the County Office immediately of such requirements, and the necessary work will be completed or coordinated immediately through the County Public Works Department.
- e. **Response** - The Volunteer Fire Department shall respond to all Hamlet and rural fires or rescue situations when the need arises or are called upon to do so. If the Volunteer Fire Departments are unable to respond, it is their responsibility to make arrangements to have another fire department respond to the fire or emergency situation.

### County of Warner Responsibilities

- 3. The County of Warner's responsibilities include the following:
  - a. **Facility** - The County will provide a heated garage for the County fire pumper and other equipment and be responsible for all operational costs for the building. All renovations, additions, major repairs require prior approval from the County.
  - b. **Fuel and Oil Operating Costs** - The County will pay all gas, oil, and oil filters costs required for the County fire pumper and other emergency equipment. After returning from a rural fire or a fire practice, Fire Department officials will top up all responding fire fighting equipment gas tanks associated with the rural fire and forward, if applicable, the invoice to the County of Warner. Fuel costs associated with responding to emergencies on provincial highways where the province reimburses the Volunteer Fire Departments are not reimbursable by the County.
  - c. **Telephone** - The County will supply a telephone system located within the Volunteer Fire Hall and pay all related charges.
  - d. **Man Hour Charge** - The County agrees to pay the sum shown in Schedule A, Section 3.d. per man hour to Volunteer Fire Department for fighting Hamlet and rural fires, and also responding to first aid and rescue calls in the Hamlet and rural areas. Registered Ambulance Associations shall not be compensated for responding to first aid and rescue calls from the County.
  - e. **Advance** - The County agrees to advance the sum shown in Schedule A, Section 3.e. to the Volunteer Fire Department. This advance is to be paid on or before March 1<sup>st</sup> of each year this agreement is in effect. Upon receipt of an itemized statement of activity from each Fire Department, the County agrees to pay each Fire Department any amount exceeding the sum shown in Schedule A, Section 3.e. However, should the total amount of the itemized statement of activity be less than the sum shown in Schedule A, Section 3.e. the County agrees that the sum shown in Schedule A, Section 3.e. would be the minimum payment and would not reduce any payment in the following years.
  - f. **Hourly Rates** - The County agrees to forward funds to the Volunteer Fire Department from the rates shown in Schedule A, Section 3.f. for the County fire pumper unit and other emergency equipment used in fighting a rural fire and providing rescue and first

aid services. An accounting for only the County Fire Pumper hourly revenues and the equipment purchased from this fund is to be submitted to the County Office by December 10<sup>th</sup> each year and shall cover the period of November 1<sup>st</sup> through October 31<sup>st</sup>.

- g. **Fire Training Allowance** - The County agrees to provide an annual training allowance in the amount outlined in Schedule A, Section 3.g. to the Volunteer Fire Department. An accounting for the fire training revenue and expenditures is to be submitted to the County Office by December 10<sup>th</sup> each year and shall cover the period of November 1<sup>st</sup> through October 31<sup>st</sup>.
- h. **Foam** - The County agrees to provide two (2) pails of practice foam to the Volunteer Fire Department per year, which is to be replaced by the Fire Department as used. Regular fire fighting foam will be supplied by the County to the Volunteer Fire Department on an as need basis.
- i. **Radio Frequency** - The County agrees to assume the initial cost of obtaining a common radio frequency for the Volunteer Fire Department operations.
- j. **Additional Funding** - The County agrees to pay to the Fire Department an amount as outlined in Schedule A, Section 3.j. for other equipment and operating costs associated with a fire department.

#### Cost of Services

- 4. Fire and rescue operations have costs associated with supplying the services and reasonable attempts must be made to recover all or a portion of the costs, according to County policies and bylaws, as follows:
  - a. **Accidental Fires** - Generally, no charge will be made to any County of Warner property owner for fighting fires of an accidental nature, excluding oil and gas well fires. However, the County may use their discretion in billing the affected land owner for fire fighting costs.
  - b. **Neighbouring jurisdictions** - If a County pumper or other equipment is called to a neighbouring jurisdiction, other than the Towns of Milk River and Raymond, and the Villages of Coutts, Warner, and Stirling, the Volunteer Fire Department is to supply a signed statement notifying the County Office of the number of equipment and man hours spent. The County will bill the receiving jurisdiction for any costs and services provided.
  - c. **Rescue and First Aid Services** - The County will receive annually from the Volunteer Fire Department, notification for the number of man hours used for rural rescue and first aid services, excluding traffic accidents. If the receiving party is not a County property owner or does not live within the boundaries of the County of Warner, the Volunteer Fire Department will supply the name and address of the individual and their insurance company to the County Office immediately. The County will, if appropriate, invoice the receiving party for the rescue and/or first aid services.
  - d. **Controlled Burnings** - The County Office will be responsible to invoice any County property owner who starts a controlled burning and fails to give the Volunteer Fire Department prior notification. Invoicing shall apply only if costs to control the fire are incurred and in accordance with other policies and bylaws of the County of Warner No. 5.
  - e. **Standby Charges** - Property owners, individuals, and outside parties such as film crews, C.P.R., etc. may request the Volunteer Fire Department to provide services on a

contingency basis. The Volunteer Fire Department is granted permission to charge those requesting these services, standby charges as shown in Schedule A, Section 4.e. The Volunteer Fire Department will invoice all standby charges and retain all monies collected for department use, but shall record the monies received on their annual pumper hours statement.

- f. **Traffic Accidents** - Costs incurred by the Volunteer Fire Department in responding to traffic accidents in the Hamlet or rural areas of the County are to be invoiced and administered by the County of Warner's Administration Office. The invoice shall be sent to the insurance company of the party involved.
- g. Monies received from insurance companies for traffic accidents, in regards to fire pumper and man hour services, are to be deducted from the annual pumper hour statement of activity sent to the County Office.

### Review of Agreement

#### 5. Review and Amendments

- a. This agreement is subject to review from time to time and can be amended by mutual consent of all parties.

This agreement is signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

### Termination

- 6. Both parties to this agreement shall give written notice of one (1) year prior to withdrawing from the agreement.

\_\_\_\_\_  
Volunteer Fire Dept. (if required)

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Administrator  
County of Warner No. 5

COUNTY OF WARNER NO. 5

PUMPER HOUR STATEMENT FOR VOLUNTEER FIRE DEPARTMENTS

COUNTY OF WARNER NO. 5 POLICY MANUAL

POLICY NO.: F-3

For the Period of \_\_\_\_\_, 20\_\_ to \_\_\_\_\_ 20\_\_

BALANCE FORWARD FROM PREVIOUS STATEMENT:

(1) \_\_\_\_\_

ADD: Revenue Details

_____
_____
_____
_____
_____
_____

_____
_____
_____
_____
_____
_____

TOTAL REVENUE

\_\_\_\_\_ (2)

DEDUCT: Expenditure Details

_____
_____
_____
_____
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_____
_____
_____
_____
_____

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

TOTAL EXPENDITURES

\_\_\_\_\_ (3)

Current Balance as at \_\_\_\_\_, 20\_\_

(1+2-3) \_\_\_\_\_

COUNTY OF WARNER NO. 5

FIRE TRAINING STATEMENT FOR VOLUNTEER FIRE DEPARTMENTS

For the Period of \_\_\_\_\_, 20\_\_ to \_\_\_\_\_ 20\_\_



BALANCE FORWARD FROM PREVIOUS STATEMENT:

(1) \_\_\_\_\_

ADD: Revenue Details

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL REVENUE \_\_\_\_\_ (2)

DEDUCT: Expenditure Details

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL EXPENDITURES \_\_\_\_\_ (3)

Current Balance as at \_\_\_\_\_, 20\_\_

(1+2-3) \_\_\_\_\_

### SCHEDULE A

- 1.b. 100 % of the premium cost of the first or base unit  
100 % of the premium cost for the additional units such as the water and rescue unit trucks

100 % of the premium cost of the Heart & Circulatory Malfunction and Infectious Diseases & Aids, Permanent Disfigurement from Burns & Visual Impairment

- 3.d. \$20.00 (rate per man hour)
- 3.e. \$3,000.00 (advance)
- 3.f. \$30.00 per hour for the County pumper attending the rural fire  
\$50.00 per hour for the town pumper, water trucks, and rescue trucks attending the rural fire  
\$20.00 per man hour
- 3.g. \$1,000 per year (training)
- 3.j. \$1,500 per year (additional funding)
- 4.e. 

Fire Engine/Pumper	\$150 per hour
Rescue Van	\$150 per hour
Water Truck	\$150 per hour
Man Hour Charge	\$20 per hour
Mileage	\$2 per mile (one way) for all necessary equipment

### **Fire Pumper Alterations Policy**

The County of Warner No. 5 recognizes from time to time improvements to the fire pumpers are required to allow the equipment to operate more effectively and to accommodate other pieces of equipment that may be required to be stored or located on the fire pumper. In order that damage is not sustained to the fire pumper, or other changes made to the equipment that may inadvertently affect the performance of the pumper, the following guidelines are established.

#### **Guidelines**

1. Any changes (additions, deletions, or improvements) required by a Fire Department to the County fire pumpers require prior approval from the Shop Foreman or other County designated individual of the County Public Works Department before the work commences. The Shop Foreman has been factory trained in the operation and maintenance of this equipment.
2. After the requested improvement is reviewed by the Shop Foreman and it has been determined that the changes will not negatively affect the integrity and performance of the truck, he may approve the requested change.
3. If the change would be a benefit to all County owned pumpers and all fire departments have approved the changes to be made to their unit, the County may be responsible for the material cost and/or installation of the required change, otherwise the fire department is responsible for the cost.
4. If the requested change to the fire pumper is for benefit and convenience of the individual fire department operating the equipment, the Shop Foreman may approve if it is determined not to negatively affect the fire pumper. These upgrading costs for the material and installation is the responsibility of the fire department, unless otherwise approved by County Council.
5. Funding for the changes or improvements should be taken from the monies paid to the individual fire departments through the fire pumper hourly rate schedule located within the County Fire Fighting agreement with each municipality, unless prior written approval is granted from the County Council.
6. The individual fire departments are responsible for the costs to repair damage sustained to the fire pumper, whether by neglect or poor judgement, that is considered to be above and beyond reasonable or normal wear and tear.

**Emergency Services Water Tanker Replacement Policy**

It is the policy of the County of Warner No. 5 to provide funds to Fire Departments , who provide rural fire fighting services within the County, which will assist in the replacement of water tanker trucks.

**Guidelines**

1. The Fire Departments include Coutts, Milk River, Warner, Stirling, Raymond, Wrentham, and Masinasin.
2. The County will contribute 50 percent (50%) of the cost of upgrading or replacing a water tanker truck (truck chassis, tank, associated pumps, etc.) to a maximum of \$10,000.
3. The Council will determine the timelines for the replacement and upgrading of water tanker trucks on an individual basis. (The intent is each fire department would eligible for funding every 10 years to either replace or upgrade their water tanker unit.)
4. If a fire department does not have a water tanker truck, and can demonstrate these monies would be better spent on quick response fire units, Council may at their discretion allow this option, with or without conditions.
5. Each Fire Department will be required to forward their request in writing to the County prior to the purchase of a water tanker truck or associated equipment, if they are relying on the County to participate in the funding. Written requests for purchase must be received by the County before December 31<sup>st</sup> of the year prior to proposed purchase date in order that it may be properly budgeted for. (e.g. - receive request October 14, 2006 to be considered in the 2007 budget for purchase in 2007).
6. The County Council will review the requests received, and at the Council's discretion, may or may not approve an individual fire department's request.

### **Fencing Policy**

It is the policy of the County of Warner No. 5 to replace fences along road allowances which have been removed due to the upgrading of the road.

### **Guidelines**

1. A serviceable fence must be in existence and be in a state of good repair. The condition of the fence will be determined by the Superintendent of Public Works or designate after communicating with the landowner, and before the removal of the fence.
2. Before the start of the road construction, a Right to Enter Agreement will be signed by the affected landowner. After the road construction, if required, the re-constructed fence must be on the owner's property and within immediate proximity to the road allowance. Unless otherwise staked out by the landowner, the fence will be erected on the property line. If the fence will not be located on the property line, it must be by mutual consent of the landowner and County. The landowner must sign off his agreement to the actual fence location before it is constructed. All costs, including labour and material, for any fence relocations in the future, will be the responsibility of the landowner.
3. When a Right to Enter Agreement is being negotiated with the landowner, the County agrees to the following for the fence replacement:
  - a. The County will remove the fence and will salvage as much of the fence materials as possible. The County will rebuild the fence after the road construction is completed. If there is additional fence material required above that of the salvaged material, the County will supply fence material which is at least equal to the quality of the fence material removed.
  - b. Should the county decide to have fences replaced by a Contractor, any such contract is at the discretion of the Superintendent of Public Works.
  - c. A standard fence normally consists of the following:
    - i. Posts – 10-13 centimeters (4-5 inches) in size and placed one (1) rod apart.
    - ii. Number of Wires – three (3), however the County is responsible to replace the number of fence wires that existed in the original fence. Any additional wire cost and its installation will be the responsibility of the landowner.

SECTION: MAINTENANCE	SUBJECT: CROP DAMAGE
----------------------	----------------------

Resolution No.: 21-09-26

### **Crop Damage Policy**

It is the policy of the County of Warner No. 5 to calculate a crop damage settlement amount for inclusion in every Right of Entry Agreement.

### **Guidelines**

1. To establish the crop damage settlement amount the following criteria will be used to calculate the dollar value per acre:
  - a. An average yield per acre.
  - b. The current market value.
2. If the landowner does not agree with the decision regarding the value of the crop, they may appeal the decision to Council.

### **Purchase of Right of Way Policy**

It is the policy of the County of Warner No. 5 to obtain the necessary right of way for roads by either purchasing the needed land and/or exchanging right of ways that are no longer required for road purposes for newly required right of ways.

#### **Guidelines**

##### **1. Preliminary Procedures**

- a. All road widenings are to be surveyed before construction. Assessment for the parcel affected should be reduced to reflect the reduced acreage.
- b. The authorized County employees, or agent as appointed by the Council will purchase right of way at rates established by Council.
- c. The movement of underground lines and power poles are to be considered well in advance of the commencement of construction to avoid conflict and added costs to the County.

##### **2. Administration of Policy**

- a. A Right to Enter Agreement will be signed by the landowner.
- b. Payment for the land required will be paid by the County on receipt of a registered plan.
- c. The maximum price negotiated for the land required for the right of ways will not exceed the market value of the land as determined by the Assessor.
  - i. The County agrees to exchange with the landowner the old right of way for the new right of way, and pay the negotiated price per acre on any difference in the number of acres. If this cannot be successfully negotiated with the landowner, it would have to be referred to Council before being approved.
  - ii. Land required for road right of ways, which have been broken and seeded to tame grass will be treated as cultivated lands and the land will be purchased at cultivated and/or irrigated land prices. If a price cannot be negotiated with the landowner, it would then have to be referred to Council before being approved.
- d. The survey firm is to be responsible for registration of the right of way.
- e. Any agreements that require cost adjustments and changes which are considered substantial because of fencing, trees, road, approaches, culverts, or any other reason are to receive approval of Council.
- f. If borrow material is required beyond the boundary of the right of way, a separate agreement will be made.
- g. A Fencing Agreement is to be obtained from the landowner and will be according to the Fencing policy.
- h. Crop damage settlements will be negotiated as per the Crop Damage policy.

### Geophysical/Seismic Operations Policy

It is the policy of the County of Warner No. 5 to allow geophysical and seismic operation activities to occur within the County's road allowances, right of ways and County controlled land. The County is concerned over public safety, liability, and the impact of increased industrial activity on developed road allowances and wants to ensure that any extraordinary damage created by the companies to the infrastructure is the responsibility of the geophysical and seismic companies (hereafter referred to as "the Company").

#### Guidelines

1. The Company may conduct their activities on County road allowances and County controlled land upon receiving permission from the appropriate County personnel. A Geophysical Notice of Intent form must be completed and supplied to the County for their review and signature. These activities will be conducted within the bounds set by federal and provincial governments and other regulatory agencies.
2. The Company will pay an inspection fee as approved by the Province before conducting any work within the County. The current non-refundable fee is available in the Fees and Services Rates policy. The inspection fee is for pre- and post-inspections for projects involving road allowances only and the fees will be paid up front. The requesting Company will pay the cost, on a fee for service basis, for any additional interim inspections which may be conducted by the municipality.
3. The cost to return the road surface to the condition before the Company's activities will be the responsibility of the Company. The road allowance will be inspected by representatives of the Company and the County before and after the Company's activities are completed. It is the responsibility of the Company to ensure a pre-inspection is completed by the County.
4. The Company is responsible to repair all damages caused by their operation on the road allowance to the satisfaction of the County or its agent(s). Damages will be repaired within five days of completing the project. If the County repairs the damages, the County's invoices will be paid on receipt.
5. The Company will follow standard safety procedures in accordance with the *Exploration Regulation* AR 284/2006.



### **Traffic Signs and Speed Zones Policy**

It is the policy of the County of Warner No. 5 to allow for the placement of traffic signs and speed zones along public road allowances to promote and increase safety on public roadways. Roads will be evaluated on an ongoing basis, and traffic signs and speed zones will be considered based on the type and the amount of traffic. If an area is congested with numerous places of business, residences, side roads and approaches, and traffic patterns cause concern, traffic signs and speed zones may be incorporated for increased safety.

#### **Guidelines**

1. The County must approve all signs which will be located within all road allowances.
2. The County is responsible for the supply and installation of general traffic signs that it considers necessary. These signs include, but are not limited to, Stop, Yield, Speed Zones, Texas Gates, School Bus Loading, and others as may be required.
3. The placement of traffic signs will follow Alberta Transportation standards.
4. The procedures for the approval of speed zones and general traffic signs requested by the public are as follows:
  - a. A written request to the Public Works Superintendent must be made for a speed zone or sign. The request will indicate the type of sign along with the legal location for the sign to be placed.
  - b. The Public Works Superintendent and the Community Peace Officers will inspect the location and determine whether the sign is required or not.
  - c. If it is determined a sign is not warranted, and the applicant disagrees, they may appeal the decision of the Public Works Superintendent directly to Council.
5. Stop, Yield, and Speed Zone signs must be brought before Council and passed by amending bylaw to add to the Traffic Signs Bylaw.
6. Speed zones must be brought before Council and passed by amending bylaw to add to the Speed Rates Bylaw.

### **Road Ban Policy**

It is the policy of the County of Warner No. 5 that road ban weight restrictions may be implemented to maintain the integrity of the road and transportation infrastructures.

### **Guidelines**

#### **1. County Wide Weight Restriction Bans**

- a. A Road Ban Committee is established at the Organizational Meeting each year and currently consists of three elected members of Council.
- b. In the event a road ban is being considered for implementation across the entire County on specific road surfaces types (such as oiled roads, pavement or gravel), by the Public Works Superintendent, members of the Road Ban Committee are consulted.
- c. Upon receiving the majority approval of the Road Ban Committee members, Administration will prepare the road ban notice and make sure it is posted online.
- d. The Public Works Superintendent will make sure the weight restriction tabs are installed on all the roads approved under the road ban, as well as the side roads that intersect the banned roads, before the radio announcement.
- e. Fines or penalties for abusers are as outlined by the Province of Alberta Traffic Enforcement/Fine Book.

#### **2. Emergency/Temporary Local Road Weight Restriction Bans**

- a. The Community Peace Officers and Public Works Superintendent, in consultation with each other, may implement an emergency/temporary road weight restriction ban on any County controlled road that is being damaged by traffic.
- b. Temporary road bans should be considered for heavy loads which are causing damage to the road due to the number of trips, such as gravel, silage, and manure hauling.
- c. If the County provides an approved haul route and the user follows it, a road ban may not need to be implemented.
- d. Before a temporary road ban is implemented, it must be determined that a reasonable alternate route is available.
- e. The Public Works Superintendent will make sure the weight restriction tabs are installed on all the roads approved under the road ban, as well as the side roads that intersect the banned roads.
- f. No road ban notice is required to be aired on the local radio stations.
- g. Upon implementing a temporary road ban, the local elected official will be advised of the situation.
- h. Fines or penalties for abusers are as outlined by the Province of Alberta Traffic Enforcement/Fine Book.

SECTION: MAINTENANCE	SUBJECT: UNDERGROUND SERVICE AND ROAD CROSSING
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Resolution No.: 21-09-26

### Underground Service and Road Crossing Policy

It is the policy of the County of Warner No. 5 to set out standards and procedures used in the construction, maintenance, and operation of pipelines and/or integral parts thereof or extensions thereto within the County.

#### Guidelines

##### 1. Definitions

- a. Road crossing: any pipe installed across a road to convey gas, oil, water, sewage, etc.
- b. Oiled or light surface roads: roads which have a light asphalt or oil surface.
- c. Local roads: all roads other than secondary roads, oiled roads, or primary provincial highways.
- d. Unimproved road allowances: road allowances which have no constructed roads on them.
- e. Punched/bored: pneumatic or auger equipment used to obtain passage under a roadbed without disturbing the surface.
- f. Open Cut/Trenching: an open cut ditch across road bed through road surface.
- g. Plough: a pull type or self-propelled machine used to bury plastic pipe and aluminium pipe in the ground in a continuous one-step operation, thus eliminating trenching and backfilling.
- h. Approved or otherwise approved: approval by Council and/or authorized County personnel.
- i. Pipeline: any piping system, as set forth in the *Pipeline Act*, c P-15, RSA 2000 and Amendments thereto, used in the transmission or gathering and/or distribution of gas, oil, water, sewage, minerals, etc.
- j. Owner: the owner and/or operator of a pipeline or integral part thereof.

##### 2. Pipelines

- a. All pipelines paralleling road allowances, either improved or unimproved in the County, will not be closer than 30 meters (100 feet) to the boundary of road allowances at any point, unless otherwise approved.
- b. Where pipelines have to cross a road, no bends will be permitted in that portion of the pipeline within the boundaries of the road allowance or within 30 meters (100 feet) of the boundaries on either side of the road allowance, without being approved.
- c. The County will be supplied with a detailed map, plans, and drawings for all proposed pipelines and/or extensions or revisions, before any construction. These drawings will show locations(s) of proposed road crossing(s).
- d. The County will not be liable for any damage, injury or other costs or inconvenience arising from the construction, maintenance or operation of any pipeline or any integral part thereof within the County.
- e. All pipeline right of ways will be restored to their original condition or to the satisfaction of County staff.

**3. Road Crossings**

Individuals, companies, co-ops, taxpayers, and any other parties or their respective agents (hereafter referred to as "Applicants") may conduct road crossing activities on County road allowances after receiving written permission and construction requirements from the County.

- a. If considered necessary, the County may inspect proposed or installed crossings at any time with representatives of the pipeline owner or contractor concerned.
- b. All improved roads must be punched from shoulder to shoulder. Shoulder punching will take place in the ditch areas no less than 1.80 meters (6 feet) from the road shoulder unless approved otherwise by the County.
- c. The depth of all road crossings will be a minimum of 1.20 meters (4 feet) below bar ditch, unless improvements to the road are proposed in the near future. The depth will be maintained throughout the entire road allowance and the line will be free from bends and rises.
  - i. Road crossings which are to be improved may be required to be installed deeper to prevent damage to pipe. These installation depths will be determined individually and the expense will be paid by the owner.
- d. All road crossings of oiled or light surfaced and other local roads which carry a substantial amount of heavy traffic, as determined by the County, will be steel pipe or aluminium, as set down by the CSA code and other regulations.
  - i. All other road crossings of improved roads will be series 100 plastic pipe at minimum, or as set down by CSA or other regulations.
  - ii. On unimproved road allowance the same type of pipe may be used as field ploughing and may be ploughed in as same, providing a proper installation be made, in case of improvements to the road at the cost of the owner.
  - iii. All road crossings must be installed as close to 90 degrees as possible.
- e. Road crossings will be installed so they will not cause inconvenience to the public.
  - i. Where a detour is necessary, Alberta Transportation guidelines must be followed. Signs and warnings must be installed.
  - ii. All detours and responsibility are at the cost of the owner.
- f. The Applicant will pay a non-refundable inspection fee as set out in the Fees and Services Rates policy. The fee is for pre- and post-inspection and is required to be paid up front by the Applicant before construction commences.
- g. The Applicant is responsible to restore the disturbed area of the road allowance, surface top and borrow pits, back to their original condition before the construction. Damages will be repaired within five days of completing the road crossing project.
- h. The cost to return the road allowance surface to the condition before the Applicant's activities will be the responsibility of the Applicant. If the County is required to repair any damages, the County will invoice the Applicant for the work. The County's invoice will be paid on receipt.
- i. The maintenance and repairs to the disturbed area of the road allowance will be the responsibility of the Applicant for one year after the date of completion. If the County is required to make repairs from time to time within the one-year period, the Applicant will be responsible for the cost incurred by the County.

**4. Construction**

- a. The County will not be responsible for any backfilling or maintenance of right of ways.
- b. Any debris must be cleaned up immediately, such as plastic wrappers, etc., which may harm appearance of land or cause harm to animals or human life.

### **Rural Addressing Signs Policy**

It is the policy of the County of Warner No. 5 to implement a rural address signage system where the County will supply and install rural address signs which will assist in emergency responses and in the delivery of goods and services.

#### **Guidelines**

1. The County is responsible for the costs to supply and install standard rural address signs.
2. Standard rural address signs will be posted at the following locations:
  - a. All existing and future occupied residential properties.
  - b. At the discretion of the County, all buildings where commercial activity is conducted.
  - c. At the discretion of the County, any major attraction areas such as parks, recreation areas, etc.
3. Rural address signs will be located in the road allowance near the affected property as follows:
  - a. No more than 1 meter (3 feet) from the property line.
  - b. No further than 4.50 meters (15 feet) from the driving surface of the closest approach that leads into the property.
  - c. Property owners may provide input as to the location of the sign, however the final decision will be at the discretion of the County.
  - d. The sign lettering and numbers will parallel (face) the road surface.
  - e. Signs will be 0.60 meters (2 feet) by 0.30 meters (1 foot).
  - f. Sign colours will consist of a blue background with white lettering and both colours will be highly reflective.
4. Upon a development permit being issued by the County, and construction commencing on the property, the Public Works Department will be notified to supply and install the rural address sign.
  - a. The wording and/or numbering of the sign will be determined by the GIS personnel in the Administration Office.
5. Rural address signs, wording and locations may change from time to time, at the discretion of the County, based on future subdivisions and developments that may occur.

### **Road Maintenance Policy**

It is the policy of the County of Warner No. 5 to maintain roads in order to keep them as safe as possible.

#### **Guidelines**

1. Roads are to be maintained on a regular basis throughout the frost-free months. Increased maintenance may be done on high traffic roads, if required.
2. Roads are to be graveled on an “as needed” basis at the discretion of the Gravel Foreman and the Superintendent of Public Works.
3. Gravel road snow plowing will be done on an “as required” basis or when drifting causes further problems. Paved or oiled roads will be plowed on a priority basis starting as soon as possible after a storm. Snowplows will first make roads passible only. After all priority roads are passible, snowplows will then start widening the roads. Priorities are as follows, with discretion by the Superintendent of Public Works:
  - a. Main County rural roads
  - b. School bus routes (not including private lanes or roads)
  - c. Other rural roads
4. Paved or oiled roads are to be sanded as required, on a priority basis, with a sand/salt mixture. Gravel road sanding will be conducted only at the discretion of the Superintendent of Public Works, based on the severity of the road conditions.
5. County roads receive roadside grass cutting(s) as required.

**Undeveloped Road Allowance Use Policy**

It is the policy of the County of Warner No. 5 to allow the use of undeveloped road allowances for agricultural purposes by the adjacent landowner.

**Guidelines**

1. Use of the undeveloped road allowance to raise agricultural products or for grazing purposes will be restricted to the adjacent landowners.
2. Access to the road allowance cannot be restricted by the adjacent landowner to any member of the public. No physical obstructions, improvements (fencing, etc.) and/or developments are allowed on the road allowance, except for a cross gate, which has to be unlocked and accessible to the public. The gate will be perpendicular to the road allowance and have a minimum opening of 12 meters (40 feet). No signs (such as No Trespassing or Private Road) are allowed.
3. The adjacent landowner requesting use of an undeveloped road allowance has to get written permission from the other adjacent landowner for occupation of the road allowance. In the case of disagreement, this written permission has to be provided to the County for review to determine the use of the road allowance. If a mutual agreement cannot be reached neither may use the road allowance to raise agricultural products or for grazing purposes.
4. Use of the road allowance by the adjacent landowner can be terminated at any time by the County for any cause or reason that is considered justified by the County.
5. Adjacent landowners may appeal the decision of the County for terminating the use of the road allowance to Council.
6. The County assumes no responsibility or liability for damages to agricultural products (crops, hay, or livestock), caused by the public who access the undeveloped road allowance.

SECTION: MAINTENANCE	SUBJECT: ROAD AND TRAIL DEVELOPMENT
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Resolution No.: 22-02-32

### **Road and Trail Development Policy**

It is the policy of the County of Warner No. 5 to recognize the importance and value of developing adequate transportation roads in various areas throughout the County. This can be accomplished by constructing various standards of roads which allows the landowner and/or public access or limited access during the year to farm, pasture land, or for other reason deemed necessary. This includes setting out minimum standards for construction of these roads and other structures incidental to them, to provide direction for residents, staff, and others on rural road development in the County.

There is an obligation under the *Municipal Government Act* for the County to keep roads under its direction, control, and management in a reasonable state of repair, and a municipality is liable for damage if it fails to perform its duty of care. One way that the County can fulfill its obligation is by adopting standards for road design and construction.

The cost of fully developing and maintaining every undeveloped road allowance is neither economically feasible nor otherwise desirable. As a result, many road allowances will be left in the natural state or have minor improvements such as levelling or rock picking to provide farm field access. These undeveloped or underdeveloped road allowances are not intended to be travelled by passenger car and light truck traffic. The County's published land ownership map will only show developed roads intended for travel by the public.

Expenses for construction and maintenance of roads intended to service industrial projects should not be borne by the County. Those costs include legal, engineering, and other fees that are required for processing requests.

### **Guidelines**

1. A written request for the construction of a road will be submitted. The application will state the legal location and reasons for the request (such as to gain access to farmland, pasture, grain bins, cattle, etc.) along with the estimated frequency of use during each season.
2. The Public Works Superintendent will investigate the request and communicate with the applicant to determine which of the road classifications will best suit the location. Dependent on this determination the request will be approved or an estimated cost for the construction will be presented to Council. Construction will include costs for engineering and equipment time along with any culverts and aggregate that is required.
3. The County may contribute to the cost of the road construction, dependent on determined need and at the discretion of Council.
4. Design guidelines  
The following road design guidelines present the County's general requirements for proposed roadway design and construction projects. In addition to the requirements listed in this document, the most recent version of the following guidelines and supporting documents are to be used in preparation of road designs for the County:



- a. Geometric Design Guide for Canadian Roads, Transportation Association of Canada (TAC).
- b. Highway Geometric Design Guide, Alberta Transportation (AT).
- c. Traffic Impact Assessment Guideline, Alberta Transportation (AT).
- d. Manual of Uniform Traffic Control Devices for Canada, Transportation Association of Canada (TAC).
- e. Road Approach – County Access Approach Installation policy.
- f. Roadside Design Guide, Alberta Transportation (AT).
- g. Standard Specifications for Highway Construction, Alberta Transportation, (AT).

The County may consider innovative design variations from the guidelines presented herein to accommodate site specific variances, provided that public safety and the County are not at risk and that an Engineer licensed to practice in the Province of Alberta provides sufficient reasoning and justification for any proposed variations.

The County may allow or require a variance to the design standards to ensure the guiding principles of this policy are met and allow minor variances (field fit) to the design standard which do not compromise the guiding principles of this policy.

#### 5. Design classification and criteria

The County recognizes four (4) general rural road classifications for use within the County as identified in the table below, with sub-classifications identified for typically encountered municipal improvement work. General design criteria for each road classification are referenced in the following subsections with more detailed requirements.

Classification	Sub-Classification
Local Access	Municipal Low Volume Road Hamlet Residential Road (Rural Standard) Recreational Road Internal Subdivision Road Resource Facility Road
Collector	Municipal Road (Gravel Standard) Service Road
Arterial Road	Municipal Road (Paved Standard) Municipal Road (Oiled Standard)
Provincial Highway (Not within the County's jurisdiction – Developer will apply to Alberta Transportation (AT) and refer to AT's Roadside Development Permit for any proposed work on the highway network.)	

##### a. Local Access Roads

Access Roads provide access to land with traffic movement as a secondary consideration. Access Roads connect with other Access Roads or collectors. The Access Road classification describes roadways which experience relatively low volumes of daily traffic that is predominantly composed of light to medium trucks and passenger cars with the occasional heavy truck.

The County recognizes five (5) classifications of Access Roads identified in the following sections which are typically used for municipal improvement works. Any proposed

modifications to the sub-classifications will be prepared by a professional engineer and will be considered on a case-by-case basis by the County.

i. Local Access – Municipal Low Volume Road



Figure 1. Rng Rd 15-2 North of Twp Rd 5-2

The Municipal Low Volume Road sub-classification is a roadway within an existing government road allowance, whether it be for new construction or re-construction of an existing road to current standards. The minimum basic ROW for this road designation is 20.12m. The Municipal Low Volume Road provides local access to three (3) or less residences or does not permit through traffic.

Typical cross-section and general design guidelines for the Municipal Low Volume Road are found in the Geometric Design Guide for Canadian Roads, TAC, Cross Section Elements for Two-Lane Special Roads, Earth Roads and Gravel Surfaced Roads. When designed and built by the County, the preferred design standard for Municipal Road (Gravel Standard) constructed within the County which are intended for regular public use has a vertical height between 0.5 and 1.0 m above ditch bottom and a minimum travelling surface of 8.0 m in addition to the other design standards listed in the TAC standard for gravel surfaced two lane roads or another standard developed by an Engineer that exceeds those standards.

The design speed for a Municipal Low Volume Road is 90 km/h with a maximum posted speed of 80 km/h or lower. Initial road design will incorporate 18 mm (300 yards per mile) gravel into the base and 18 mm (300 yards per mile) surface gravel.

Requests for new Municipal Low Volume Roads that receive County approval may be cost shared between the County and the proponent dependent on determined need and at the discretion of Council and must be constructed by the County or a contractor approved by the County. Upgrades to existing developed roads that receive County approval will be constructed by the County at its cost.

## ii. Local Access – Internal Subdivision Road



Figure 2. Twp Rd 6-1A East of Rng Rd 21-2

The Internal Subdivision Road provides access to country residential parcels. The basic design for an Internal Subdivision Road provides a graveled 7.6m road surface with 4:1 side slopes and 3m ditches within a 20m right-of-way.

## iii. Local Access – Recreational Road

The Recreational Road provides access to land in rural park settings. This type of road may incorporate stormwater drainage, water, and wastewater infrastructure and/or other utilities within its cross section as required.

The design speed for a Recreational Road is 60 km/h with a maximum posted speed of 50 km/h or lower. The basic ROW for a Recreational Road is 15-20 m with ditches incorporated into the cross section.

## iv. Local Access – Hamlet Residential Road (Rural Standard)



Figure 3. Wrentham Access Road

The Hamlet Residential Road (Rural Residential) provides access to land in rural hamlet settings. This type of road may incorporate stormwater drainage, water and wastewater infrastructure and/or other utilities within its cross section as required. This road is surfaced with an asphalt or oiled surface.

The design speed for a Hamlet Residential Road (Rural Standard) is 60 km/h with a maximum posted speed of 50 km/h or lower.

The basic ROW for a Hamlet Residential Road (Rural Standard) is 20 m with ditches incorporated into the cross section.

v. Local Access – Wind Energy Facility Road

The Wind Energy Facility Road sub-classification provides local access for wind energy facilities on undeveloped and developed road allowances. This classification accommodates a higher percentage of heavy truck traffic compared to other road designations, and connects private turbine access roads to aggregate sources, turbine delivery points, operations and maintenance yards, laydown yards and higher classification roads.

This roadway designation can provide for greater horizontal curve parameters, increased surface structure, greater stopping distances for larger vehicles, and withstands a high volume of heavy loads during the period of construction. Following the initial construction period, use of the roads typically returns to slightly above pre-development levels as they are then used primarily for periodic maintenance by facility operators. Existing developed roads are often upgraded beyond the minimum Municipal Road (Gravel Standard) to accommodate weight and traffic requirements.

Typical cross-section and general design guidelines for the Wind Energy Facility Road are found in the Geometric Design Guide for Canadian Roads, TAC, Cross Section Elements for Two-Lane Special Roads, Earth Roads and Gravel Surfaced Roads. When designed and built by the County, the preferred design standard for Municipal Road (Gravel Standard) constructed within the County which are intended for regular public use has a vertical height between 0.5 and 1.0 m above ditch bottom and a minimum travelling surface of 8.25 m in addition to the other design standards listed in the TAC standard for gravel surfaced two lane roads or another standard developed by an Engineer that exceeds those standards.

Construction within road allowances, whether developed or undeveloped, will be carried out in accordance with the County's standards as well as any conditions for approval. The Developer will submit detailed design, related drawings, in the form of a transportation plan, prepared by a Professional Engineer licensed to practice in the Province of Alberta for County approval. The plan will show how the road will be kept in a reasonable state of repair during the course of construction.

A Development Agreement, signed by the Developer, including a letter of credit for security, and proof of liability insurance is required before County approval for new construction within any road allowance. A Road Use Agreement signed by the Developer, including a letter of credit for security, and proof of liability insurance is

required before County approval for upgrades to existing roads and road maintenance requirements for all roads throughout the life of the project. Where practical, the Road Use Agreement and Development Agreement may be combined. On completion of the project, roads must meet or exceed the original condition if they were previously developed or the Municipal Road (Gravel Standard).

The design speed for a Wind Energy Facility Road is 90 km/h with a maximum posted speed of 80 km/h or lower.

b. Collectors

Collectors provide access to land and provide a higher level of traffic movement than Access Roads. Collector roadways collect traffic from Access Roads and channel it to higher classified roadways. The Collector classification applies for roadways with moderate volumes of daily traffic composed of light, medium and heavy-duty trucks, and passenger cars.

The County recognizes two (2) sub-classifications of Collectors, identified in the following sections, which are typically used for municipal improvement works. Any proposed modifications to the sub-classifications will be prepared by a professional engineer and will be considered on a case-by-case basis by the County.

i. Collector – Municipal Road (Gravel Standard)



Figure 4. Rng Rd 15-2 North of Twp Rd 5-2

The Municipal Road (Gravel Standard) sub-classification is a roadway within an existing government road allowance, whether it be for new construction or re-construction of an existing road to current standards. The minimum basic ROW for this road designation is 20.12 m.

Typical cross-section and general design guidelines for the Municipal Road (Gravel Standard) are found in the Geometric Design Guide for Canadian Roads, TAC, Cross Section Elements for Two-Lane Special Roads, Earth Roads and Gravel Surfaced Roads. When designed and built by the County, the preferred design standard for Municipal



Road (Gravel Standard) constructed within the County which are intended for regular public use has a minimum vertical height of 1.0 m above ditch bottom and a minimum travelling surface of 8.6 m in addition to the other design standards listed in the TAC standard for gravel surfaced two lane roads or another standard developed by an Engineer that exceeds those standards.

Construction within road allowances, whether developed or undeveloped, will be carried out in accordance with the County's standards as well as any conditions for approval. The Developer will submit detailed design and related drawings, prepared by a Professional Engineer licensed to practice in the Province of Alberta for County approval. A Development Agreement, signed by the Developer, a letter of credit for security, and proof of liability insurance is required before County approval for construction within any road allowance.

The design speed for the Municipal Road (Gravel Standard) sub-classification is 90 km/h with a maximum posted speed of 80 km/h or less. Initial road design will incorporate 18 mm (300 yards per mile) gravel into the base and 25 mm (400 yards per mile) surface gravel.

ii. Collector – Service Road



Figure 5. Twp Rd 6-3A East of Raymond Shop

The Service Road provides local access to properties (residential, business or otherwise) adjacent to a road designation with access limitations such as an arterial, expressway or freeway.

The design speed for a Service Road is 60 km/h with a maximum posted speed of 50 km/h or lower.

c. Arterial Roads

Arterial roads are high-capacity roads for which the primary function is to deliver traffic from

collector roads to freeways or expressways, and between urban centers at the highest level of service possible.

Any proposed construction or upgrades to an existing road to an arterial designation will be considered on a case-by-case basis by the County. Proposed designs for arterial roads may be prepared by a Professional Engineer and may incorporate access management.

i. Arterial – Municipal Road (Oiled Standard)



Figure 6. Twp Rd 4-2 West of Warner

The Municipal Road (Oiled Standard) sub-classification is a bituminous or concrete roadway within an existing government road allowance, whether it be for new construction or re-construction of an existing road to current standards. The minimum basic ROW for this road designation is 20.12m and preferred ROW is 30m.

A developer who constructs a new Municipal Road (Oiled Standard) is responsible for surfacing the road before acceptance by the County. Construction within road allowances, whether developed or undeveloped, will be carried out in accordance with the County's standards as well as any conditions for approval. The Developer will submit detailed design and related drawings, prepared by a Professional Engineer licensed to practice in the Province of Alberta for County approval. A Development Agreement, signed by the Developer, a letter of credit for security, and proof of liability insurance is required before County approval for construction within any road allowance.

The design speed for the Municipal Road (Oiled Standard) sub-classification is 90 km/h with a maximum posted speed of 80 km/h or less.

Typical cross-section and general design guidelines are found in the Geometric Design Guide for Canadian Roads, TAC.

## d. Undeveloped road allowances



Figure 7. Twp Rd 6-0 East of Rng Rd 18-4



Figure 8. Rng Rd 18-3 South of Twp Rd 6-0

In consideration that the cost of fully developing and maintaining every undeveloped road allowance is neither economically feasible or otherwise desirable, the County may consider allowing or performing minor improvements to undeveloped road right of ways within the County for the purpose of improved access for agricultural operations. These minor improvements are not intended to provide emergency or all-weather access. They provide access to fields seasonally or occasionally for livestock and crop production and access to storage facilities such as grain bins for movement of crops to market. Development of this minor road allowance access is not intended for regular public travel by vehicle, nor are these accesses shown on the County land ownership map.

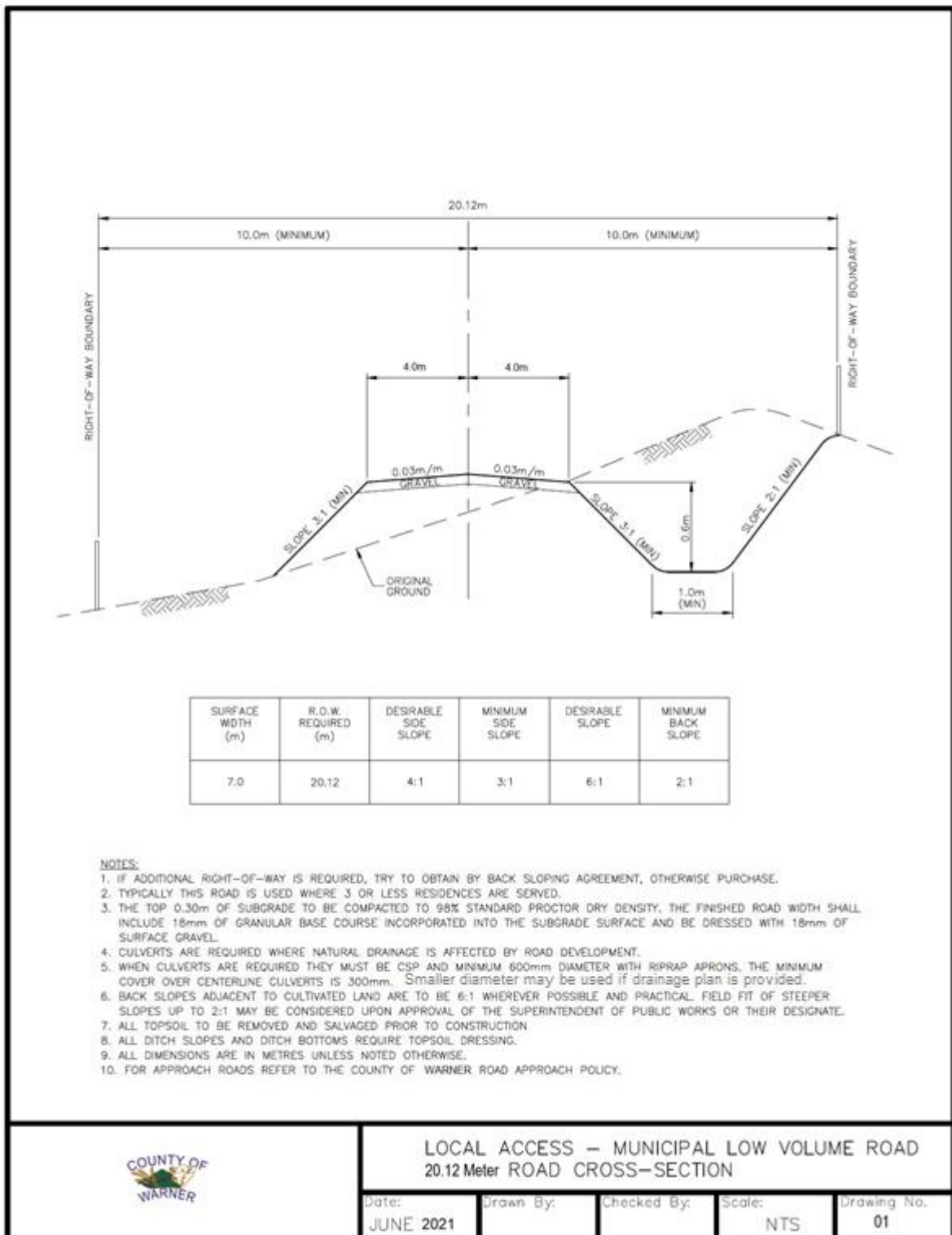
The procedure for minor improvements to road allowances is as follows:

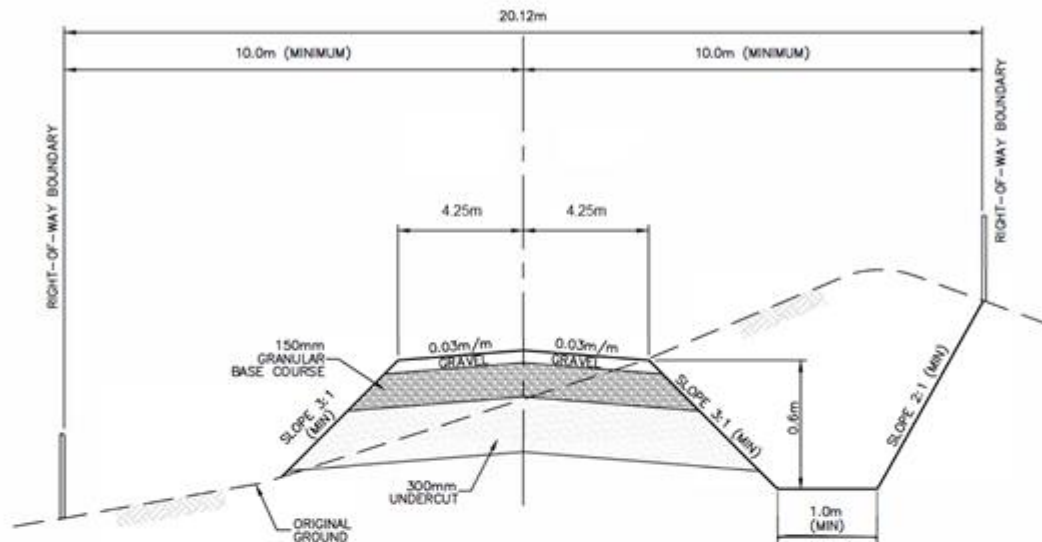
- i. Application for construction of farm access roads must be made in writing.
  - ii. The Public Works Superintendent or their designate may ask the landowner to:
    - 1) Contact all adjacent landowners and obtain their written agreement with the proposed work.
    - 2) Remove all surface rocks from the travelling surface.
    - 3) Break up grass and work it using a disk until grass lumps are eliminated.
    - 4) Spray for grass and weeds on an annual basis or as needed.
    - 5) Upon request the County will fill low areas with appropriate material and install culverts as required on a cost share basis.
  - iii. The Public Works Department will:
    - 1) Upgrade the road allowance to a minimum standard as follows:
      - a) 8 meter travelling surface.
      - b) 0.6 meter ditch
      - c) No surface aggregate will be applied.
    - 2) Maintain the road allowance at least once a year and more often, if necessary.
6. Road signs
- a. All traffic and speed zone signs will follow the County Traffic Signs and Speed Zones policy.
  - b. Municipal road names require the approval of the County.



- c. Road name signs will be in the northeast quadrant of the intersection, approximately 2.0 meters from the adjacent property lines. The sign will be installed so that the bottom edge of the sign is 2.4 meters above the edge of the travelling surface of the adjacent roadway with a minimum bury depth of 0.75 meters for the signpost.
- d. Road signs along Provincial highways in rural areas will be installed in accordance with the Recommended Practice for Placement of Signs published by Alberta Transportation (AT).
- e. All other traffic control devices and paint required for paved roads will be installed in accordance with TAC's Manual of Uniform Traffic Control Devices for Canada.
- f. Road Ban Signs are required on any through road adjacent to a Provincial Highway.

## 7. Road specification diagrams





SURFACE WIDTH (m)	R.O.W. REQUIRED (m)	DESIRABLE SIDE SLOPE	MINIMUM SIDE SLOPE	DESIRABLE BACK SLOPE	MINIMUM BACK SLOPE	DESIRABLE DITCH BOTTOM (m)	MINIMUM DITCH BOTTOM (m)
7.0	20.12	4:1	3:1	6:1	2:1	3.0	1.0

**NOTES:**

1. IF ADDITIONAL RIGHT-OF-WAY IS REQUIRED, TRY TO OBTAIN BY BACK SLOPING AGREEMENT, OTHERWISE PURCHASE.
2. TYPICALLY THIS ROAD IS USED WHERE 3 OR LESS RESIDENCES ARE SERVED.
3. THE TOP 0.30m OF SUBGRADE TO BE COMPACTED TO 98% STANDARD PROCTOR DRY DENSITY. THE FINISHED ROAD WIDTH SHALL INCLUDE 18mm OF GRANULAR BASE COURSE INCORPORATED INTO THE SUBGRADE SURFACE AND BE DRESSED WITH 18mm OF SURFACE GRAVEL.
4. CULVERTS ARE REQUIRED WHERE NATURAL DRAINAGE IS AFFECTED BY ROAD DEVELOPMENT.
5. WHEN CULVERTS ARE REQUIRED THEY MUST BE CSP AND MINIMUM 600mm DIAMETER WITH RIPRAP APRONS. THE MINIMUM COVER OVER CENTERLINE CULVERTS IS 300mm. Smaller diameter may be used if drainage plan is provided.
6. BACK SLOPES ADJACENT TO CULTIVATED LAND ARE TO BE 6:1 WHEREVER POSSIBLE AND PRACTICAL. FIELD FIT OF STEEPER SLOPES UP TO 2:1 MAY BE CONSIDERED UPON APPROVAL OF THE SUPERINTENDENT OF PUBLIC WORKS OR THEIR DESIGNATE.
7. ALL TOPSOIL TO BE REMOVED AND SALVAGED PRIOR TO CONSTRUCTION.
8. ALL DITCH SLOPES AND DITCH BOTTOMS REQUIRE TOPSOIL DRESSING.
9. ALL DIMENSIONS ARE IN METRES UNLESS NOTED OTHERWISE.
10. FOR APPROACH ROADS REFER TO THE COUNTY OF WARNER ROAD APPROACH POLICY.



LOCAL ACCESS – RESOURCE  
20.12 Meter - FACILITY ROAD CROSS-SECTION

Date:  
JUNE 2021

Drawn By:

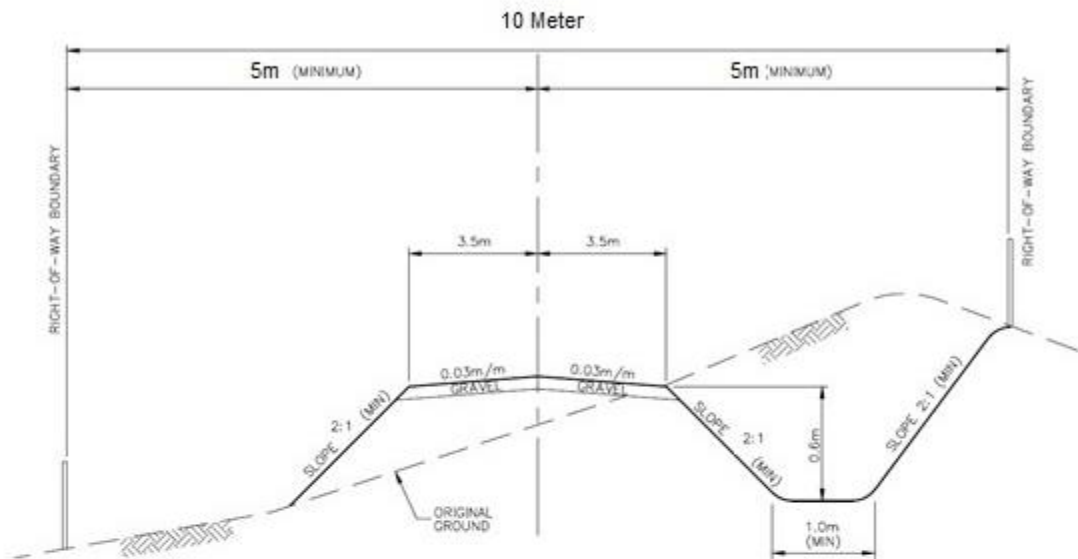
Checked By:

Scale:

NTS

Drawing No.

02



SURFACE WIDTH (m)	R.O.W. REQUIRED (m)	DESIRABLE SIDE SLOPE	MINIMUM SIDE SLOPE	DESIRABLE SLOPE	MINIMUM BACK SLOPE
7.0	10	4:1	3:1	6:1	2:1

**NOTES:**

1. IF ADDITIONAL RIGHT-OF-WAY IS REQUIRED, TRY TO OBTAIN BY BACK SLOPING AGREEMENT, OTHERWISE PURCHASE.
2. TYPICALLY THIS ROAD IS USED WHERE 3 OR LESS RESIDENCES ARE SERVED.
3. THE TOP 0.30m OF SUBGRADE TO BE COMPACTED TO 98% STANDARD PROCTOR DRY DENSITY, THE FINISHED ROAD WIDTH SHALL INCLUDE 18mm OF GRANULAR BASE COURSE INCORPORATED INTO THE SUBGRADE SURFACE AND BE DRESSED WITH 18mm OF SURFACE GRAVEL.
4. CULVERTS ARE REQUIRED WHERE NATURAL DRAINAGE IS AFFECTED BY ROAD DEVELOPMENT.
5. WHEN CULVERTS ARE REQUIRED THEY MUST BE CSP AND MINIMUM 600mm DIAMETER WITH RIPRAP APRONS. THE MINIMUM COVER OVER CENTERLINE CULVERTS IS 300mm. Smaller diameter may be used if drainage plan is provided.
6. BACK SLOPES ADJACENT TO CULTIVATED LAND ARE TO BE 6:1 WHEREVER POSSIBLE AND PRACTICAL. FIELD FIT OF STEEPER SLOPES UP TO 2:1 MAY BE CONSIDERED UPON APPROVAL OF THE SUPERINTENDENT OF PUBLIC WORKS OR THEIR DESIGNATE.
7. ALL TOPSOIL TO BE REMOVED AND SALVAGED PRIOR TO CONSTRUCTION.
8. ALL DITCH SLOPES AND DITCH BOTTOMS REQUIRE TOPSOIL DRESSING.
9. ALL DIMENSIONS ARE IN METRES UNLESS NOTED OTHERWISE.
10. FOR APPROACH ROADS REFER TO THE COUNTY OF WARNER ROAD APPROACH POLICY.



### LOCAL ACCESS – MUNICIPAL LOW VOLUME ROAD 10 Meter ROW - ROAD CROSS-SECTION

Date:  
JUNE 2021

Drawn By:

Checked By:

Scale:

NTS

Drawing No.

03

### **Access Approach Installation Policy**

It is the policy of the County of Warner No. 5 to allow access approaches off the County developed roads to private and public properties.

#### **Guidelines**

1. The property owner is allowed one access approach, to a maximum width of 12 meters (40 feet), off the County Developed Road or Provincial Highway. Minimum one access approach is allowed per title or per quarter section. The access site must be considered a safe point to enter the County developed road and the final decision will be at the discretion of the Public Works Superintendent and the Community Peace Officer. If the access approach is off a Provincial Highway, the landowner needs to obtain written approval from Alberta Transportation for the installation of an approach(es). Upon the landowner receiving this approval and providing it to the County, the provisions of this policy are in affect.
2. The County will be responsible for the cost of the first or primary access approach, which includes installation and fill material. If a culvert is required, the cost will be the responsibility of the landowner. The landowner will make every effort to supply the fill dirt from his property, within a reasonable hauling distance away.
3. If a second or any additional access approaches are requested, the landowner is responsible for the cost of the culvert, if required, along with the installation cost. The installation will be conducted by the County and the cost will be calculated using the County's Rate schedule.
4. The size of the culvert to be installed will be at the discretion of the Public Works Superintendent.
5. If an existing access approach needs to be enlarged beyond the 12 meter (40 feet) standard, the landowner is responsible for the costs of the additional culvert and any installation costs. These costs will be calculated based on the County's Rate Schedule.
6. Maintenance (which includes the culvert and its replacement, side slope improvements and restorative work) of the first or primary access approach, will be the responsibility of the County. Maintenance costs to additional access approaches to the title or parcel is the responsibility of the landowner and will be conducted by the County. The costs will be billed to the landowner based on the County's Rate Schedule.
7. If multiple titles or parcels are created by a subdivision and multiple access approaches are required, the landowner is responsible for the County's costs for the culverts and their installation for each access approach required. The costs will be billed to the landowner based on the County's Rate Schedule.
- 8.

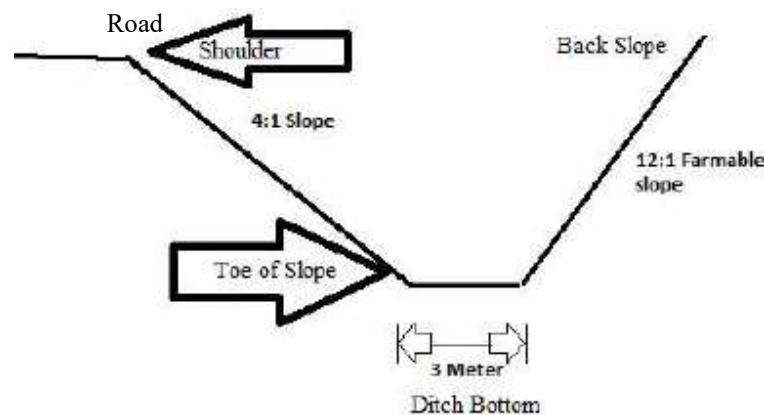
9. If an approach is required to be constructed by another party, other than the landowner, a non-refundable fee is to be paid as set in the Fees and Services policy.
  - a. The requesting party is responsible for all County costs associated with the installation and/or removal of the approach.
  - b. It is at the discretion of the County whether the party will be allowed to install and/or remove the approach with its own forces or a contractor.

### Roadside Seeding and Mowing Policy

It is the policy of the County of Warner No. 5 to conduct a roadside grass seeding program, as required, to promote the stability of side slopes. Roadside mowing on County roads and trails will be done to maintain roadside grass and make roads safer for the traveling public.

#### Guidelines

1. After the Public Works Department has their yearly road improvement program approved by Council, the Public Works Superintendent will notify the Agricultural Fieldman of the year's construction schedule with an approximate timeline when seeding of the roadside slopes may start. The Public Works Department is responsible for the following:
  - a. Where possible, ensure the side slopes are of a degree that they can be maintained by County equipment.
  - b. The side slopes are top dressed with a layer of top soil if it is available.
  - c. The side slopes are left in a pre-seeding condition.
2. The Agricultural Service Board Department, under the direction of the Agricultural Fieldman will be responsible for the following:
  - a. Have available the appropriate certified forage seed for the soil conditions for all new and upgraded County roads.
  - b. Native grass seed must be used adjacent to any native grass lands or pastures.
  - c. Conducting the necessary final soil preparation requirements before seeding the grass.
  - d. The Agricultural Fieldman is responsible for the scheduling of the seeding and how it will be conducted.
  - e. Agricultural Fieldman will discuss the seeding requirements with the owner of private lands.
3. Grass should be planted from the road shoulder to the property line unless other arrangements have been made with the adjacent landowner. Regardless of the arrangements, grass will be seeded no less than 1 meter (~3 feet) into the ditch bottom, which is equivalent to 1 meter (~3 feet) from the toe of the road.



4. Adjacent landowners will not cultivate any closer than 1 meter (~3 feet) from the toe of the road. This will assist in maintaining the integrity of the road's side slopes.
5. When roadside mowing will start will depend on the weather and growing season.
  - a. Operators of the mowing equipment are responsible for reporting signs which have been damaged or knocked down. They will report any problem areas, maintenance requirements, or safety concerns of any County roads or trails to their Supervisor.
  - b. When mower operators are passing farmyards, other buildings and equipment, they are required to slow the machine to an idle, raise the mowing deck to approximately 20 centimeters (~8 inches) off the ground.
  - c. When mower operators are being passed, either from the front or rear, by any motorized vehicle or equipment, persons, etc., they are to bring the tractor to a complete stop, idle the tractor, and wait for the parties to pass before resuming cutting activities.
  - d. Normal roadside cutting depth for mowers will be approximately 10 centimeters (~4 inches) from the road top surface.
  - e. Mower operators are required to conduct mowing on the main County roads first. After completing the main roads, operators will be required to back track and cut side roads and dirt trails.
  - f. If adjacent landowners or others wish to cut and bale the roadside grass for feed, they must contact the Public Works Superintendent with the legal location of the County roads they wish to cut. All bales will be removed from the road allowance within 48 hours of being baled.
  - g. The County assumes no responsibility or liability for damages caused by mowing operations to agricultural products that have been seeded within the road right of way.
  - h. The Public Works Superintendent and Agricultural Fieldman will ensure their mowing and spraying staff are communicating with each other which will increase coordination of both services being performed so that mowers are not cutting where roadside spraying has recently occurred.



### **Gravel Sales and Distribution Policy**

It is the policy of the County of Warner No. 5 that the sale of gravel, or other aggregates to anyone, will not be permitted, except as per this policy.

#### **Guidelines**

1. Individual landowner gravel requests have to be in at the Public Works shop before May 15 of the current year. Request forms and a Hold Harmless Agreement are located on the County website.
2. The individual landowner must have a residence located on their property.
3. Rental properties must be requested and paid for by the landowner.
4. Individual landowners are allowed to purchase a maximum of 50,000 kilograms (50 tonnes) of gravel per year per residence to a maximum of 3 residences (150,000 kilograms/150 tonnes). This gravel can either be spread on a lane or roadway or placed in a pile at a location agreed to by the landowner and gravel foreman or their designate.
5. The delivery and scheduling will be the responsibility of the Public Works Department and will be completed at the Superintendent's discretion.
6. At the discretion of the Superintendent of Public Works, special consideration may be granted for gravel required for newly constructed private lanes or roadways.
7. The cost of the gravel and delivery will be the responsibility of the landowner. The cost is determined as follows:
  - a. The cost per 1,000 kilogram (1 tonne) of gravel as established by resolution of Council.
  - b. The cost of the delivery based on the haul rate as established by government rate.
8. Each landowner will be required to sign a Hold Harmless Agreement before any County owned equipment can supply any services on the landowner's property.
9. Any County ratepayer who has requested gravel to be delivered and the County was unable to deliver it in the same year, may have that same gravel delivered in the following year and this will not affect any other current entitlement.
10. Gravel purchased from the County is for the use of the individual landowner and is not for re-sale to other parties.

**Gravel Donation Policy**

It is the policy of the County of Warner No. 5 that the donation of gravel, pit run, or other aggregates to not-for-profits, will be permitted following these Guidelines.

**Guidelines**

1. Not-for-profit organizations located in the County that provide a service to County ratepayers may ask for aggregate to be donated for their individual projects.
2. Not-for-profit groups will consist of the following: rural water co-ops not operated by a municipality, active cemeteries available to the public, parks/recreation centers operated by a society/group, rodeo grounds, and co-operative seed cleaning plants.
3. Not-for-profit groups can request up to 26,000 kilograms (40 yards) of aggregates per year. This aggregate will be used in maintenance and upgrading of infrastructure and will not be used to create a stockpile.
4. All requests for donations have to be in writing and be submitted to the Public Works Superintendent.
5. The delivery and scheduling will be the responsibility of the Public Works Department and will be completed at the Superintendent's discretion.

### **Road Surface Treatment Policy**

It is the policy of the County of Warner No. 5 to implement a road surface treatment on select local developed roads. Road surface treatments will consist of an appropriate product.

#### **Guidelines**

1. Road surface treatments will be applied as approved by Council, on recommendation by the Public Works Superintendent.
2. Road surface treatments are generally conducted on local roads that are utilized as follows:
  - a. Roads which act as a significant commuter corridor between one major road to another major road.
  - b. Roads which collect significant traffic from other less travelled side roads.
  - c. Roads which lead to public use areas.
  - d. Any other roads approved to be surface treated by Council.
3. Adjacent landowners are not required to cost share the expenses for a surface treated road approved under this policy.
4. Road surface treatments on a gravel road have a limited life due to weather, traffic patterns, road material and the quality of the road construction. A road, which has received a surface treatment and which in the opinion of the Public Works Superintendent has reached the end of its useful life, may have the road returned to a gravel surface based on a Council resolution.

### **Dust Suppression Policy**

It is the policy of the County of Warner No. 5 to make available a dust suppression program for property owners and residences adjacent to a gravelled public road located within the County boundaries or adjacent to them.

#### **Guidelines**

1. Residences located more than 400 meters (~1300 feet) off the gravelled public road will not be eligible for dust control.
2. A Hold Harmless agreement must be signed before work will be done.
3. Dust suppression measures on a gravelled public road will not exceed 200 metres (~650 feet) per residence and will not exceed 100 metres (~325 feet) past any residence. This service will be cost shared at 50% of the cost for dust suppression product being utilized by the County that year.
4. If a residence is located near an intersection, dust suppression measures may be implemented in all directions (multi-directional), to the limits in Guideline 3.
5. Requests for dust suppression have to be received from affected residence owners before May 15 of the current year. Application forms can be found on the County website and either faxed, emailed, or delivered to the Public Works shop. Some locations may be deemed inappropriate for dust suppression and therefore the County has the discretion to deny its application.
6. If the residence is located in the County and the subject road belongs to an adjacent municipality, dust suppression must be followed according to that municipality's policy.
  - a. Contribution towards dust suppression will not exceed what would normally be provided in Guidelines 3 and 4 above for the dust suppressant product only.
7. The County reserves the right to grade any sections of dust suppression product during its normal grading operations when necessary for road conditions that present a risk to general traffic using said roadway. Doing so does not obligate the County to reapply the dust suppression until next application period.
8. There is no guarantee of the life expectancy of the dust suppressant.
9. Individual situations may be reviewed and exceptions to this policy may be granted by Council based on adverse conditions and locations.

### **Handibus Inspections Policy**

It is the policy of the County of Warner No. 5 to assist the Handibus organizations located within the County boundaries in obtaining the vehicle safety inspections required by the Province of Alberta.

#### **Guidelines**

1. The Handibus Associations may contact the Public Works Department and request a vehicle safety inspection.
2. The request will be received by the Public Works Department at least two weeks before the inspection deadline. The date selected for the vehicle inspection is at the discretion of the Public Works Superintendent.
3. The service organizations are responsible for the delivering of the vehicles to the Warner Public Works Shop. They are also required to make the necessary arrangements for backup service if required during the inspection period.
4. The service organizations will sign an authorization or work order before the inspection and repairs being conducted.
5. The initial or preliminary vehicle inspection will be conducted by the Public Works Department at no cost to the service organizations.
6. Upon determining what repairs or maintenance items are needed, an hourly charge for the repairs will be invoiced for the labor as outlined in the Fees and Services Rates policy and supplies will be invoiced back to the service organizations at cost. Payment is to be received by the County within thirty (30) days of being invoiced.

**Public Works Equipment Rates Policy**

It is the policy of the County of Warner No. 5 that County landowners may contract County equipment for limited services at stipulated hourly rates for the equipment and manpower utilized.

**Guidelines**

1. Individual landowners may request the use of County owned equipment, such as a road grader, when the machinery is in close vicinity to the proposed property. Work which may be conducted includes maintenance of private lanes and located within the boundaries of the County. Individual landowners will be charged the current edition of the Alberta Road Builders and Heavy Construction rate for the use of the equipment for requests made by landowners. The first fifteen (15) minutes of work will be at no charge for these items.
2. Individual landowners may request the use of County owned equipment for farm yard cleanup purposes. The cost of this work will be invoiced to the landowner at the County of Warner Internal Rates which allows for the recovery of labour, fuel and oil costs. The cost will be half the current edition of the Alberta Road Builders and Heavy Construction Association Rates. Equipment that is at a rate of \$50 or less will be billed the same rate as the current edition of the Alberta Road Builders and Heavy Construction Association Rates.
3. The delivery of the service will be the responsibility of the Public Works Department and may be approved based on the Superintendent's discretion as to whether the project is reasonable and appropriate.
4. Each landowner will be required to sign a Hold Harmless Agreement before any County owned equipment can perform any services on the landowner's property.

### **Texas Gates Policy**

It is the policy of the County of Warner No. 5 to approve the installation of Texas gates on road allowances within the County, if it is considered a benefit and an appropriate location.

#### **Guidelines**

1. The County will receive a written request from a landowner for the installation of a Texas gate. The written request will include the location and reason for the Texas gate.
2. The Public Works Superintendent will investigate the proposed site for the Texas gate to determine if the location is suitable. Size, safety concerns, alternate access, and proposed use will also be assessed. The Superintendent will make a recommendation to Council for approval or not, and if approved, the Texas gate may come with conditions.
3. Location of a Texas gate on a developed or undeveloped County road allowance will receive Council's approval by resolution before its installation.
4. The minimum dimensions of the Texas gate will be the same width as the road surface or 8 meters (~26 feet) in width and 2.5 meters (~8 feet) in length with removable posts at each side for traffic opening. The Texas gate material needs to be of sufficient strength to meet the needs of the traffic. Any variations from these dimensions or strength will be approved by the Superintendent of Public Works.
5. The requesting landowner will provide a bypass access and an auxiliary wire gate so that traffic may bypass the Texas gate and this auxiliary gate will be constructed abutting one of the removable posts. The applicant will be responsible for attaching the fencing to the removable posts.
6. The Texas gate will be supplied and delivered to the approved site by the requesting landowner. The County Public Works Department will install the Texas gate, at no charge to the landowner, with the materials supplied by the landowner.
7. The requesting landowner will carry liability insurance in the amount of two million dollars (\$2,000,000), that will save harmless and indemnify the County against all claims for damages or other claims which may arise because of the existence and use of the Texas gate.
8. The applicant will be responsible for all maintenance and cleaning to keep the Texas gate in a reasonable state of repair. The County will not be liable for any damage sustained by any person by reason of default of the applicant to keep the Texas gate in a reasonable state of repair.
9. The County will maintain Texas gates which are on a gravel haul road and on access roads to County parks.
10. Appropriate signage will be installed as required and maintained by the County.

11. If, in the opinion of the County, a Texas gate is beyond reasonable repair or no longer meets road traffic patterns or needs, the landowner will be notified that the Texas gate will be removed by the County. The landowner may request another Texas gate to be installed in the same location following this policy.
12. Texas gates will be GPS'd and recorded on the County's GIS for future reference.



### **Waste Transfer Stations Policy**

It is the policy of the County of Warner No. 5 to set rules and regulations for the use of County owned and operated transfer stations.

#### **Guidelines**

##### **1. Locations**

- a. Masinasin: NW 27-2-13 W4
- b. New Dayton: SE 32-05-18 W4
- c. Wrentham: NW 23-6-17 W4

##### **2. Hours of Operation**

- a. Masinasin: 24-hour access
- b. New Dayton: Saturday 09:00 a.m. – 5:00 p.m.  
Every 1<sup>st</sup> Tuesday 09:00 a.m. – 5:00 p.m. (trial basis)  
The site may be closed on statutory holidays based on employee availability.
- c. Wrentham: Friday 11:00 a.m. – 7:00 p.m.  
The site may be closed on statutory holidays based on employee availability.

##### **3. Facilities**

- a. Masinasin:
  - i. Hyd-a-Way transfer station (dumpster)
- b. New Dayton:
  - i. Hyd-a-Way transfer station (dumpster)
  - ii. White goods compound
  - iii. Burn pit
  - iv. Ash pit
  - v. Metal site
  - vi. Tire site
  - vii. Electronics site
  - viii. Paint site
  - ix. Oil site
- c. Wrentham:
  - i. Hyd-a-Way transfer station (dumpster)
  - ii. Burn pit
  - iii. Ash pit

##### **4. Regulations**

- a. Domestic garbage only in the dumpster.
- b. No liquid wastes unless specifically allowed.
- c. No toxic or hazardous wastes, such as flammable liquid or solid or any substance considered to be hazardous unless specifically allowed.

- d. White goods have to be placed in the white goods compound.
- e. Large items, such as wood or metal products have to be broken into four-foot pieces.
- f. Asphalt shingles are limited to small pickup loads or previous arrangements must be made with the Site Operator. Asphalt shingles are not allowed in the burn pit.
- g. Twine will be piled separately, as directed by the Site Operator. Twine will not be placed in the dumpsters.
- h. Wire will be placed separately as directed by the Site Operator. Wire will not be placed in the dumpsters.
- i. Burning barrels will be completely extinguished before being accepted.
- j. Small animals will be accepted if placed in sealed plastic bags. Larger animals will not be accepted. Animals will not be placed in the dumpsters.
- k. Car and truck bodies are not accepted.
- l. Propane tanks or pressurized cylinders will only be accepted if the valve is removed.
- m. All barrels will be opened at one end.
- n. No farm machinery will be accepted.
- o. Only waste defined as burnable debris in the Clean Air Regulations will be accepted at the burn pit site, e.g. trees, branches, garden waste, straw, grass, wooden construction material, etc.
- p. Waste defined as prohibited debris in the Clean Air Regulations, e.g. construction or demolition waste, rubber or plastic, used oils, asphalt shingles, cement, chemicals, wire, manure, treated wood, etc. will not be accepted in the burn pit.
- q. Agricultural products such as grain, seed, feed, hay straw or manure are not allowed.
- r. Tires are accepted and must be placed separately as directed by the Site Operator. Tires mounted on rims are not accepted. Rear tractor tires or large off-road tires are not accepted.
- s. Electronic waste may be placed in the electronic waste bin.
- t. Used paint buckets will be placed separately as directed by the Site Operator. Paint will not be placed in the dumpsters.
- u. Used oil filters, oil containers, and oil will be placed separately as directed by the Site Operator. Used oil filters, oil containers, and oil will not be placed in the dumpsters.
- v. The Site Operator may refuse any waste that, in the judgement of the Site Operator, should be rejected by reason of unknown content that may be a hazard.

#### **5. Maintenance of Site and Equipment**

- a. The site, access, storage compounds, etc. are to be kept clean and tidy. All loose garbage, paper, etc. will be picked up.
- b. The public road in the vicinity of the site will be checked regularly and any garbage, paper etc. will be picked up.
- c. The on-site roads are to be kept in good repair and the Site Operator will notify the County when road maintenance or re-gravelling is required.
- d. The Site Operator will maintain and service the equipment in accordance with instruction from the County and maintain a record of services performed.
- e. The Site Operator will record each individual delivery of waste.
- f. The Site Operator will refuse any loads which are not properly bagged, boxed, tied down or tarped.

**6. Emptying of Dumpster**

- a. The Site Operator will contact the Chief Mountain Regional Solid Waste Commission when the dumpster needs to be emptied. A record will be kept of the date and time of call, when the dumpster is requested to be emptied and the date it was emptied.

**7. After-Hours Site Access**

These guidelines apply to the transfer station sites without 24-hour access.

- a. Only permitted employees of the County may be allowed to have access for garbage delivery outside of normal operation hours. The Site Operator will be notified by the County of the names of permitted employees.
- b. Arrangements for access and instruction in the use of the equipment may only be made through the County.
- c. During out of hours use, the site will be kept locked.
- d. Organizations may make arrangements with the County for access to a site outside of normal operation hours for garbage disposal from a special event. Access requirements should be arranged with the County at least two weeks before the event.

**Agricultural Service Board Committee Duties Policy**

It is the policy of the County of Warner No. 5 to outline the duties and legislative process of the Agricultural Service Board (ASB) Committee to clearly communicate its obligations and expectations.

**Guidelines****1. ASB Chairman**

- a. Provide leadership.
- b. Ensure that all matters brought to the Board are discussed, and a decision is made.
- c. Ensure that all items on the agenda are adequately addressed with decisions being made where appropriate. If more information is required to make an accurate decision, assign an individual to collect the required information, and provide him with a specific date on which he is to report.
- d. Ensure that the meetings run smoothly (maintain order).
- e. Be aware of agricultural matters in the County.
- f. Liaison with local, provincial, and federal government agencies at annual conferences.
- g. Be in periodic contact with the Agricultural Fieldman regarding program status and job related responsibilities.
- h. Ensure that each member has an opportunity to express their opinion.
- i. Evaluate, in conjunction with the Board and according to policy, the Agricultural Fieldman on a regular basis.
- j. Evaluate, in conjunction with the Board, the effectiveness of the programs relative to Board policies.
- k. Delegate and assign areas of responsibility to various Board members.
- l. Ensure that policy set by the Board is properly implemented.

**2. ASB Vice-Chairman**

- a. Assume the duties of the Chairman in their absence.

**3. ASB Member**

- a. Assess programs assigned in cooperation with the Agricultural Fieldman and present a report to the Board. The reports should evaluate both the value of the program and the approach to be taken.
- b. Assume responsibility for specific programs assigned to them by the Chairman.
- c. Determine and make recommendations to the Board for programs and projects that will satisfy the agricultural community.
- d. Actively represent ratepayers.
- e. Help develop policy to meet the needs of the agricultural community.
- f. Make decisions on all issues brought to the Board.
- g. Be aware of the types of problems and concerns that can occur in the production of agricultural commodities.
- h. Participate in prioritizing programs.
- i. Recommend establishment of demonstration of new techniques that will assist the agricultural community with economic welfare and sustainable agriculture.

- j. Keep current on developments in agriculture.
  - k. Maintain communication with Local, Provincial, and Federal government agencies.
  - l. Bring matters of concern or program need to Chairman.
  - m. Communicate with ratepayers in regard to agricultural program needs.
  - n. Relay concerns to the appropriate resource person, whether it be the Agricultural Fieldman or the Alberta Agriculture Specialist.
  - o. Communicate to farmers the role of the ASB and individual members.
  - p. Promote ASB programs and their value.
  - q. Investigate expectations of ratepayers and communicate available information.
  - r. Provide input for extension (4-H, Alberta Agriculture, Food and Rural Development) program requirements.
  - s. In conjunction with the ASB Chairman, make budget recommendations to Council.
4. **Chief Administrative Officer (CAO)**
- a. To meet on a regular basis with the Agricultural Fieldman to discuss ASB matters.
  - b. Participate with the ASB in evaluation of Agricultural Fieldman annually in regard to accessibility, rapport with ratepayers and other clients, and record keeping process.
  - c. Attend ASB meetings as required.
5. **Agricultural Fieldman**
- a. Implement agricultural policies and programs and manage the agricultural resources of the County.
  - b. Carry out legislative responsibilities in accordance with the provisions of the *Agriculture Service Board Act*.
  - c. Act as a municipal inspector under the *Weed Control Act*, an inspector of the County under the *Agricultural Pests Act*, and a soil conservation officer of the County under the *Soil Conservation Act*.
  - d. Assist with the control of animal disease under the *Animal Health Act* (AHA) as required.
  - e. Attend all ASB meetings.
  - f. Communicate with the Chairman, Committee members, and CAO.
  - g. Attend annual Inservice Training, regional conferences, and any other courses at the discretion of the ASB.
  - h. Appoint someone to prepare the ASB meeting agendas for distribution before the meeting, and ensure minutes are taken at all ASB meetings.
6. **ASB Appeal Board**
- See the Committee Roles and Responsibilities policy.

### **Drainage Policy**

It is the policy of the County of Warner No. 5 that the Agricultural Service Board (ASB) may help facilitate drainage improvements for residents of the County by conducting preliminary investigations.

### **Guidelines**

1. The ASB may include an annual budget for conducting preliminary surveying for drainage investigations.
2. Interested parties may submit a request in writing for a possible drainage study which should include the following:
  - a. Landowners name
  - b. Legal location of drainage project
  - c. Site map of proposed project which includes where the source and the tail water will end
  - d. Benefits of the drainage projects
  - e. Estimated date for construction
3. The Agricultural Fieldman will review each submission and make a recommendation to the ASB whether a preliminary study is warranted and will receive Board approval before initiating the study.
4. If the drainage project is warranted, the ASB, will conduct the preliminary survey and/or facilitate the investigation to a maximum financial contribution as determined in the Fees and Service Rates policy. If the preliminary investigative costs exceed the County contribution, the landowner(s) agree to pay all costs above the County contribution.
5. If the landowner wishes to pursue the drainage investigation, the ASB and the landowner will enter into an agreement as to the details and scope of the drainage project. The work will not commence until an agreement is in place and a Hold Harmless agreement is signed.
6. The County assumes no responsibility for licensing, construction costs, liability, or maintenance of any constructed drain under this policy.

SECTION: AGRICULTURE	SUBJECT: PESTICIDE CONTAINER SITES
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Resolution No.: 21-09-26

### **Pesticide Container Sites Policy**

It is the policy of the County of Warner No. 5 to provide pesticide container disposal sites. Current permanent pesticide container sites are at the Border Seed Cleaning Plant and the Sunshine Seed Cleaning Plant.

### **Guidelines**

1. The County is responsible for all minor and major upkeep and maintenance of the site. Maintenance of the sites will be done by Agricultural Service Board staff.
2. Cleanfarms is responsible for the removal of pesticide containers from the disposal sites on an annual basis.

SECTION: AGRICULTURE

SUBJECT: RURAL ROAD ALLOWANCE  
VEGETATION CONTROL

Resolution No.: 21-09-26

**Rural Road Allowance Vegetation Control Policy**

It is the policy of the County of Warner No. 5 to set out the guidelines for the Agricultural Service Board (ASB) to implement a rural road allowance vegetation control program.

**Guidelines**

1. ASB will make Do Not Spray signs available for purchase to landowners who do not wish to have their road allowance sprayed. A Rural Road Allowance Vegetation Control No Spray Zone Agreement for the Control and Management of Noxious and Prohibited Noxious Weeds between the County and the Landowner has to be signed before Do Not Spray signs are purchased or posted in the field.
2. The County reserves the right to take whatever measures may be necessary, including the use of chemicals, to control weeds within this zone, if the landowner does not fulfill their responsibility for timely, effective control of weeds within the "No Spray Zone".
3. The ASB will inform the public that roadside spraying will take place and that signs and No Spray Zone Agreement forms are available at the ASB building. The landowner is responsible for the picking up and posting of the signs.
4. The ASB is to address all problems with roadside weeds. The method of control will be determined by the Agricultural Fieldman.
5. Municipal right-of-way (ditches) must not be used as a no-pesticide buffer zone for Organic Farming Operations. Regular rural road allowance vegetation control is in effect unless a Rural Road Allowance Vegetation Control No Spray Zone Agreement is signed.
6. County spray trucks performing roadside weed spraying with a boom must not spray within 30 meters (~100 feet) of any farmstead shelterbelt adjacent to the County road.
7. If the weed spraying is warranted within 30 meters (~100 feet) of a farm shelterbelt, the applicator will apply a selective herbicide with a low-pressure boom if wind speed is less than 5 kmph (~3 mph) or low-pressure handgun if wind speed is between 5 - 10 kmph (~3 – 6 mph).



SECTION: AGRICULTURE

SUBJECT: PROHIBITED NOXIOUS AND NOXIOUS  
WEED CONTROL

Resolution No.: 21-09-26

**Prohibited Noxious and Noxious Weed Control Policy**

It is the policy of the County of Warner No. 5 to prevent the establishment and/or spread of Prohibited Noxious and Noxious weeds and develop sound weed management practices on all lands within the County boundaries. Reference *Weed Control Act* (WCA) SA 2008, c W-5 and *Weed Control Regulation* AR 19/2010.

**Guidelines**

1. When a Prohibited Noxious or Noxious weed infestation occurs, an inspection will be conducted by the Agricultural Fieldman or designate to determine the area affected under the WCA (Part 3).
2. All Weed Notices will be issued by the Agricultural Fieldman or designate to the landowner with a copy made available to the occupant, if applicable, and must be served as outlined under the WCA (Part 6, s 24).
3. When an infestation occurs, the owner or occupant may have the option for a mechanical weed control order to destroy or prevent weed infestation and/or non-selective herbicide registered for eradication of the prohibited weeds present. All plant material will be subject to disposal as directed by the Agricultural Fieldman or designate (WCA, s 14).
4. As part of the duty to comply with a weed notice, a landowner/occupant who receives a notice will carry out the actions required under the notice, subject to any right of appeal (WCA, s 19(2)). If a person fails to comply with a notice, the Agricultural Fieldman or designate, may carry out by any means consistent with good agricultural practices the action that is required under the notice (WCA, s 18). The ASB Appeal Committee will serve as the appeal panel for the purpose of any appeals under the WCA.
5. A demand for payment, in the form of a Debt Discovery Notice, will be issued to the landowner for expenses incurred by the inspector while carrying out the actions required under the Debt Recovery Notice (WCA, s 21). If the landowner has not paid within 30 days, the amount will be added onto the taxes.
6. Time is of the essence.
7. Prohibited Noxious and Noxious weed control will be charged back to the landowner at a rate according to the Fees and Service Rates policy. For small infestations, labour service may not be charged to the landowner at the discretion of the Agricultural Fieldman.

SECTION: AGRICULTURE	SUBJECT: COMMERCIAL SEED PLANT INSPECTIONS
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Resolution No.: 21-09-26

### **Commercial Seed Plant Inspections Policy**

It is the policy of the County of Warner No. 5 to define Licensing and Inspections procedures carried out annually at recognized seed cleaning plants within County boundaries.

#### **Guidelines**

1. The Agricultural Fieldman or his designate is to carry out annual seed plant inspections at recognized seed cleaning plants within the County.
2. Seed samples (minimum of 10) are collected by the inspector throughout the year and analyzed for weed seed content, before the annual seed cleaning plant inspections.
3. These inspections will be for permanent or mobile plants.
4. A license is issued under the *Weed Control Regulation* AR 19/2010 3(1) on completion of a satisfactory inspection and the inspector will issue or renew a license to the applicant in the form required by the Minister. A license is then issued for display on the wall at the plant.
5. An applicant or licensee may appeal a decision of an authorized person under subsection (5) to the Minister. Refer to *Weed Control Regulation* AR 19/2010 s 4(6).

SECTION: AGRICULTURE	SUBJECT: FIELD DEMONSTRATIONS
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Resolution No.: 21-09-26

### **Field Demonstrations Policy**

It is the policy of the County of Warner No. 5 to encourage and support the demonstrations of new farming technology through field demonstrations plots, tours, and workshops.

#### **Guidelines**

1. The establishment of "On Farm" demonstrations will be as needed and in cooperation and consultation with any other agency.
2. Demonstration plots are to be limited in number but will be extensively looked after and identified as an Agricultural Service Board and any other agency's demonstrations.

SECTION: AGRICULTURE	SUBJECT: SHELTERBELT SPRAYING AND YARD PEST CONTROL
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Resolution No.: 21-09-26

### **Shelterbelt Spraying and Yard Pest Control Policy**

It is the policy of the County of Warner No. 5 to provide shelterbelt spraying and yard pest control as a service to County residents.

#### **Guidelines**

1. The Agricultural Service Board (ASB) will provide services for spraying farm shelterbelts on a first come, first served basis.
2. The rate is established by the Fees and Service Rates policy.
3. It is advised that the spraying be carried out by the ASB staff in the presence of the landowner whenever possible.
4. If the insect pests are threatening the survival of the shelterbelt trees, within the limits of the yard, then a blanket coverage of the yard with insecticide may be considered.
5. Shelterbelt spraying and yard pest control is only available to rural County residents.

### **Vertebrate Pest Control Policy**

It is the policy of the County of Warner No. 5 to provide resources to County residents to help control vertebrate pests within the County.

#### **Guidelines**

1. Nuisance Skunks
  - a. The County is not responsible for removal of nuisance skunks within the County unless rabies is suspected.
  - b. Landowners within the County may borrow or purchase traps from the ASB according to the Fees and Service Rates policy.
2. Skunk Rabies Vector Control
  - a. The role of the County's Agricultural Service Board (ASB) will be to assist in removal of rabies suspect animals and submission to the Animal Disease Research Institute (ADRI) for testing.
  - b. All human or domestic animal contact cases should be reported within 24 hours to the Federal Veterinary Inspection Directorate in Lethbridge at 403-382-3121, and the Office of the Chief Provincial Veterinary (OCPV) at 844-427-6847.
  - c. Skunks along the Montana border are routinely trapped and tested by the Central Rabies Control Committee (CRCC) to prevent the ingress of rabies into Alberta.
  - d. The Agricultural Fieldman, at his discretion, may respond to any nuisance skunk complaints within a three mile radius of where the skunk rabies was confirmed within the County in the last five years.
3. Nuisance Racoons
  - a. Currently racoons are not a named nuisance under the Agricultural Pest Act but fall under the jurisdiction of the Wildlife Act. All landowners within the County suffering racoon damage are to be referred to the nearest Fish and Wildlife District office.
  - b. The County offers live traps and egg traps for nuisance racoon complaints under the same conditions as nuisance skunk complaints.
4. Fox
  - a. Currently foxes are not a named nuisance under the Agricultural Pest Act but fall under the jurisdiction of the Wildlife Act. All landowners within the County suffering fox damage are to be referred to the nearest Fish and Wildlife District office.
5. Coyote Control
  - a. The Agricultural Fieldman will coordinate investigations or investigate all complaints.
  - b. Toxicants for coyote control are only to be used by the Agricultural Fieldman or licensed employees.
  - c. The Agricultural Fieldman will take annual training set up by Alberta Agriculture and Forestry in the area of Vertebrate Pest Control.

- d. The Provincial Problem Wildlife Specialist will assist in routine predator investigations when the Agricultural Fieldman is unavailable and report all the work carried out to the Agricultural Fieldman.
- e. The ASB will follow the guidelines as outlined in the Coyote and Predation Management Program, Operations Policy and Procedure as distributed by Alberta Agriculture and Forestry.

**Grasshopper Control Policy**

It is the policy of the County of Warner No. 5 to provide assistance to landowners in controlling grasshoppers through sale of control measures only.

**Guidelines**

1. The Agricultural Service Board (ASB) will not, at any time, use measures to control grasshoppers on or along roadsides within the County. The responsibility for grasshopper control along roadsides will be with adjacent landowners.
2. The ASB will make insecticide available, for a fee, to landowners for the control of grasshoppers.

**Pest Monitoring Surveys Policy**

It is the policy of the County of Warner No. 5 to participate in pest monitoring and provincial surveys within the County and to share the data with provincial and federal agencies.

**Guidelines**

1. Pest Monitoring Surveys will be performed as approved by the Agricultural Service Board and/or at the discretion of the Agricultural Fieldman.
2. Data collected will be shared with Alberta Agriculture and Forestry and/or Agri-Food Canada.
3. The objective is to determine pest thresholds with forecasts and threats, in the decision-making process for the economic welfare of producers.



SECTION: AGRICULTURE	SUBJECT: SOIL CONSERVATION AND EROSION SOIL CLEANUP CHARGES
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Resolution No.: 21-09-26

### **Soil Conservation and Erosion Soil Cleanup Charges Policy**

It is the policy of the County of Warner No. 5 to provide a framework for encouraging sound soil conservation, and ensure the long-term productivity of the farming sector, while preserving Alberta's agricultural land base. Soil conservation notices may be issued under the *Soil Conservation Act* (SCA) and cost of erosion soil cleanup may be charged on a cost recovery basis to landowners. The County has the responsibility to enforce the SCA, RSA 2000, c S-15 and the *Soil Conservation Notice Regulation* AR 33/2011.

#### **Guidelines**

1. Soil conservation notices will be issued at the discretion of the Agricultural Fieldman as per the SCA, s 4 and a copy of this policy will be attached to the notice. The Agricultural Fieldman plays a key role in dealing with issues associated with erosion and soil degradation, soil quality and productivity.
2. When a notice is issued and the landowner fails to comply, remedial measures set out in the notice under s 6 will be carried out, either by County staff or a contractor and the charges will be applied to the owner.
3. Notice of Appeal must be served to the local authority within 72 hours of the notice, under s 7 of the SCA. The Agricultural Service Board Appeal Committee will serve as the appeal panel for the purpose of any appeals under the SCA.
4. The local authority will notify the landowner of the expenses. Payment is required within 30 days of notification. The unpaid expenses may be added to the tax roll.

**Pasture Pipeline Plow Policy**

It is the policy of the County of Warner No. 5 that the Agricultural Service Board (ASB) will retain one Pasture Pipeline Plow for use on County approved projects only.

**Guidelines**

1. The pipeline plow can only be used on land located within the boundaries of the County.
2. The plow may only be used on projects falling within the following categories:
  - a. Developing watering systems to aid in grazing strategies.
  - b. Special projects as approved by the Agricultural Fieldman.
3. All arrangements for use are to be made through the ASB.
4. The renter will indemnify and hold harmless the County, and their employees and agents, from any and all liabilities, damages, costs, claims, or actions caused by or resulting from the rental and use of the pipeline plow.
5. The renter is responsible for any loss or damage to the plow while it is in their possession. It will be inspected by County staff before and after each use to ensure any damage charges are assessed fairly.
6. The renter has to provide a route map detailing the proposed pipeline, troughs, fencelines, utility crossings, roadways, trails, etc.
7. The renter will have all road crossing agreements in place before the pipeline plow will be rented.
8. All utilities and underground infrastructure will be identified and an Alberta First Call confirmation number received before the plow can be rented.
9. ASB personnel will be responsible for dropping off and picking up the pipeline plow for the producer.
10. It is the responsibility of the renter to familiarize themselves with the standard operating procedures and field operation and safety procedures provided to each renter in the handout manual.
11. Hookups will be made available, i.e. hydraulic adapters.
12. Signage and touring of the sites will be granted by the cooperator.
13. The producer agrees to pay the amount determined by the ASB within thirty (30) days.

### **No Till Drills Policy**

It is the policy of the County of Warner No. 5 that the Agricultural Service Board (ASB) will retain No Till Seed Drills for use on County approved projects.

#### **Guidelines**

1. The drills can only be used on land located within the boundaries of the County.
2. The drills will only be used on projects falling within the following categories:
  - a. Small Salinity Demo Plots.
  - b. Selected Watershed Recharge and Discharge Areas.
  - c. Special Projects as approved by the Agricultural Fieldman.
3. Reclamation areas should not exceed 80 acres.
4. All arrangements are to be made through the ASB.
5. The renter will indemnify and hold harmless the County, and their employees and agents, from any and all liabilities, damages, costs, claims, or actions caused by or resulting from the rental and use of the no till drill.
6. The renter is responsible for any loss or damage to the no till drill while it is in their possession. It will be inspected by County staff before and after each use to ensure any damage charges are assessed fairly.
7. A list of applicants will be kept, and scheduling and distribution will be on a first come, first served basis or as near as is practical.
8. The drill will be cleaned and serviced by the renter using the drill.
9. The renter will provide the tractor (no less than 50 hp and no greater than 150 hp) and a competent operator.
10. The drills will not be operated at speeds higher than 8 kmph (~5 mph).
11. It is the responsibility of the renter to familiarize themselves with the standard operating procedures and field operation and safety procedures provided to each renter in the handout manual.
12. Hookups will be made available, i.e. hydraulic adapters.
13. Rates and related guidelines can be found in the Fees and Service Rates policy.
14. ASB personnel will be responsible for dropping off and picking up the drills for the renter.

### Clubroot Policy

It is the policy of the County of Warner No. 5 to recognize that Clubroot is a serious pest problem and supports the principle to control the spread of Clubroot which has been declared a pest under the *Agricultural Pest Act* of Alberta (RSA 2000, c A-8) and the *Agricultural Pest Regulation* (RA 184/2001). Under the *Pest Control Act*, it is the responsibility of the County Agricultural Service Board (ASB) to prevent the establishment of, or to control or destroy pests in the municipality. This policy establishes guidelines for inspection and control of Clubroot within the County.

### Guidelines

#### 1. Field Surveys

- a. In cooperation with Alberta Agriculture and Forestry, the ASB will conduct random Clubroot field surveys where canola, mustard, and cole crops are grown.
- b. The Clubroot survey method, reporting form, and calculation of disease incidence has to follow standard protocols (sampling techniques) provided by Alberta Agriculture and Forestry.
- c. Positive survey results for an individual grower have to be confirmed by a laboratory test.
- d. Samples will be submitted to two independent, accredited laboratories; and samples declared positive have to be confirmed by both laboratories.

#### 2. Disease Spread Reduction

- a. Where Clubroot is confirmed the occupant will not plant canola or other susceptible crops in the following years as set out by the County. Proper cleaning of field equipment before transport from infested fields is required.

#### 3. Best Management Practices

- a. Canola growers in high risk situations should follow traditional canola rotation recommendations (one canola crop every four years) using Clubroot resistant varieties. Although this will not prevent the introduction of Clubroot to clean fields, long rotations will keep introductions of Clubroot at low levels.
- b. The owner or occupants of the land on which a notice has been issued who are disturbing the soil will be required to follow the "Best Management Guidelines" set out by Alberta Agriculture and Forestry in the Clubroot Management Plan to reduce the spread of the disease through movement of soil and equipment.
- c. The area next to the exit from the field should be grassed to facilitate equipment washing. Where the exit is close to a field that has been infested with Clubroot; a new exit should be established as far away from the field as possible.
- d. Grain (canola, cereals, pulses, etc.) from infested field should not be kept as seed. Straw should not be baled and removed from infested fields.
- e. Volunteer canola and crucifer weeds have to be controlled on infested fields before three weeks of growth has occurred to prevent the production of new resting spores.

- f. Equipment traffic from infested fields: clean soil and crop debris from equipment – knocking or scraping off soil lumps and sweeping off loose soil. Power wash and finish by misting equipment with a weak bleach solution.
- g. Minimum tillage systems are recommended partly due to less machinery from the field compared to conventional tillage. Minimum tillage systems also reduce the risk of soil erosion, so also decreases the risk of spread of Clubroot.
- h. Scout the fields regularly to identify the causes of wilting, stunting, yellowing, premature ripening, and poor crop growth.

### Animal Health Policy

It is the policy of the County of Warner No. 5 pursuant to s 2(c) of the *Agricultural Service Board Act* that the Agricultural Service Board (ASB) will assist in the control of animal disease under the *Animal Health Act*.

### Guidelines

1. The Agricultural Fieldman or designate will, as required by law, report known or suspected cases of reportable and/or notifiable diseases to the Office of the Chief Provincial Veterinarian within 24 hours.
2. The Agricultural Fieldman or designate will serve as an inspector under the *Animal Health Act*, when requested and under appointment of the Office of the Chief Provincial Veterinarian or Officer of the Canadian Food Inspection Agency.
3. The Agricultural Fieldman or designate will provide information and technical assistance to producers, residents, and members of the public in appropriate animal disease prevention practices, and will conduct activities to encourage the adoption of farm biosecurity measures.
4. The Agricultural Fieldman or designate will provide logistical assistance when an outbreak has occurred which requires immediate containment or control. Such assistance may include, but is not limited to:
  - a. Conducting animal health inspections.
  - b. Arranging facilities and public information sessions.
  - c. Arranging subsistence and accommodations for biocontainment officers.
  - d. Arranging equipment necessary for incineration and burial of diseased animals.
5. The Agricultural Fieldman or designate will provide information to the Minister of Agriculture and distribute information on disease outbreaks as authorized by the Minister's Office.

SECTION: AGRICULTURE	SUBJECT: GRAIN BAGS AND TWINE AG-PLASTICS RECYCLING
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Resolution No.: 24-02-17

### **Grain Bags and Twine Ag-Plastics Recycling Policy**

It is the policy of the County of Warner No. 5 to facilitate the recycling of agricultural plastics through a pilot project.

#### **Guidelines**

1. The Grain Bags and Twine Ag-Plastic Recycling Pilot Project is led by the multi-stakeholder Ag-Plastics Recycling Group, Cleanfarms and Government of Alberta. Continuation of the project is dependent on funding and under the discretion of the Agriculture Service Board (ASB).
2. Advance bookings by producers are required to allow the County to have equipment and staff available to ensure the used grain bags and twine can be accepted for recycling.
3. The County reserves the right at the discretion of the Agricultural Fieldman or designate to refuse acceptance of the grain bags if they are not deemed to be reasonably clean and tightly rolled.
4. Producers have to place loose twine in a Cleanfarms recycling bag or bulk tote bag. Excessively dirty twine, especially if knotted, may be rejected.
5. Only plastics used for grain storage are eligible for this program.
6. Silage tarps are not eligible.
7. Only clean and bagged twine used for agricultural purposes are eligible for this program.
8. Net wrap will not be accepted.
9. Cleanfarms recycling bags for twine are available at the ASB Building.

### **Campground Policy**

It is the policy of the County of Warner No. 5 to set guidelines for use of the campgrounds within the County to promote safe and responsible recreation activities within the parks.

#### **Guidelines**

1. Day use will be permitted between 7:00 a.m. to 11:00 p.m.
2. Boats will only be launched from the designated boat launch location and stored in designated spots when not in use.
3. Camp kitchens
  - a. Use of camp kitchens are generally at a first come, first served basis, unless the camp host is contacted to make arrangements for reservations.
  - b. Guests will leave the camp kitchens in a clean state after use.
4. Camping
  - a. A limit of six (6) guests are allowed to stay per campsite if they are a non-immediate family group. Immediate family is defined as a family consisting of a parent(s) and children 18 years of age, or another adult acting in a guardianship role of said children in the absence of parent(s).
  - b. Quiet time is from 11:00 p.m. to 7:00 a.m.
  - c. All alcoholic beverages must be kept at registered camp sites or lots.
  - d. No person will transfer a camping permit to another person.
  - e. No person will camp for more than 14 consecutive days in the same camp site or lot.
  - f. Reservations will not be accepted, and camping spots will be filled on a first come, first served basis.
  - g. All sites will be vacated before 2 p.m. on the checkout day.
5. Fire
  - a. All fires must be confined in a designated firepit.
  - b. Fires will not be left unattended.
  - c. All fires, coals or smoldering materials must be extinguished before leaving the campsite.
  - d. Fires may only be fueled with seasoned wood, charcoal, coal, natural gas or propane. Elmwood and pallet wood are not permitted.
6. Waste will only be disposed of in a designated receptacle and any person using the park will restore the area used to a clean and tidy condition.
7. Pets will be kept on leashes at all times, and owners will promptly clean up animal feces from animals that they own, or which are under their care or control. Pets are not allowed on or around the beach areas.



8. Registration fees will be paid before entering the park and before a camping unit will be permitted to stay.
9. If the camp host is unavailable to take the fee, registration envelopes containing the money will be deposited into the designated registration box.

10. Fees are as follows:

<b>Chin Park</b>	
Boat Launch	\$10.00
Day Use Parties 5+ People	\$10.00
Day Use Parties 1-4 People	\$2.00/Per Person
Season Pass	\$120.00
Camping Sites – Power	\$35.00/Per Night
Camping Sites – No Power	\$25.00/Per Night

<b>Ridge Park</b>	
Boat Launch	\$10.00
Day Use Parties 5+ People	\$10.00
Day Use Parties 1-4 People	\$2.00/Per Person
Season Pass	\$120.00
Camping Sites – Power	\$35.00/Per Night
Camping Sites – No Power	\$25.00/Per Night

11. Prohibitions

- a. No parking is allowed on roadways within the park.
- b. No person will remove, deface, injure or destroy any object in the park, naturally or otherwise created.
- c. No person will display or post any signs or advertisements in the park unless approved by the park host.
- d. No person will discharge a firearm within the park.
- e. No loitering in the bathrooms.
- f. No fireworks will be set off within the park.
- g. No alcohol is permitted on the beaches.
- h. No person will sell any goods or services in the park, unless written approval has been obtained from the County.
- i. No person will operate an off-highway vehicle or snow vehicle in the park.

12. The respective camp host will assume all authority for the park. They will coordinate with the Agricultural Services Board Fieldman on issues, and call CPOs when issues arise. Camp hosts and CPOs have the authority to evict guests who contravene the above rules.

13. All rules in this policy comply with and compliment the bylaw Regulating Recreation Facilities and Public Parks.

### **Winter Opening Policy**

It is the policy of the County of Warner No. 5 that County parks may be made available for scheduled winter activities for the enjoyment of the public.

#### **Guidelines**

1. County parks are generally closed and the gate locked effective October 15 through May 15, in hopes that maintenance and vandalism can be reduced.
2. The parks may be accessible to groups to hold public events such as a fishing derby, overnight or day activities by scouting or religious groups, and other activities as deemed appropriate by the Council.
3. Interested groups will make arrangements in advance (preferably one (1) month) for the use of the park, indicating the group's name, individual in charge, type of activity, duration of activity, and approximate number of participants.
4. A deposit is required for the key and is due upon approval of the application. The deposit will be returned once the key has been returned and after a satisfactory inspection of the park is completed by County staff.
5. If an unsatisfactory inspection is indicated, the deposit may be forfeited by the group. This does not preclude the right of the County to demand additional monies for damage or vandalism that may have occurred.
6. The group will be responsible for the removal of all garbage and leave the park in the same or better condition as when they arrived.
7. Upon the conclusion of the activity and after all persons have vacated the park, the individual in charge will ensure that the park gates are closed and locked.
8. Regular park fees (day use and overnight use) will remain in effect during the winter months.
9. The group agrees to hold the County free from any liability due to any aspect of the special event being held and agrees to indemnify the County for any claims that may arise from the event.