



# MINUTES

Monday, February 6, 2023 at 7:00 p.m.  
Council Chambers at the Tom Hornecker  
Recreation Centre, 2122 – 18 Street

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## REGULAR COUNCIL MEETING

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**COUNCIL PRESENT:** Mayor Jennifer Handley and Councillors Victor Czop, Roger Miller, Dave Mitchell, Ken Sorenson  
On Leave: Councillor Kevin Todd  
Absent: Councillor John Dozeman

**OTHERS PRESENT:**

Neil Smith	Chief Administrative Officer
Lisa Lockton	Legislative Services Manager
Nicole Roy	Legislative Services Clerk
Clayton Gillespie	Corporate Services Manager
Georgina Sharpe	Planning & Development Officer

### 1. CALL TO ORDER & ADOPTION OF THE AGENDA:

The Regular Meeting was called to order by Mayor Handley at 7:00 p.m.

#### RESOLUTION # 26 – 23/02/06 - Sorenson

The Regular Council agenda for February 6, 2023, was accepted as presented. CARRIED

### 2. PRESENTATIONS:

2.1 Nanton RCMP Report – Cpl. Tom Nairn 7:02 - 7:14 pm

The RCMP letter requesting Council's 2023 priorities, with the reports provided by Cpl. Nairn, will be brought forward to the next Regular Meeting to discuss for Council's direction.

Cpl. Nairn left the meeting at the end of his presentation.

### 3. REPORTS:

#### **3.1 CHIEF ADMINISTRATIVE OFFICER:**

3.1.1 Status Report – E

#### **3.2 FINANCIAL:**

3.2.1 Financial Variance Report for 2022 – E

**RESOLUTION # 27 - 23/02/06- Mitchell**

Approved the transfer of the following Operating/Capital Budget amounts into reserves for use in 2023 or later:

- \$12,000 from Legislative to contingency reserves.
- \$35,000 from Corporate services to contingency reserves.
- \$26,000 from Fire to fire reserves.
- \$16,000 from Public Works to contingency reserves.
- \$5,000 from Utilities to Water and Wastewater reserves.
- \$13,000 from Development to contingency reserves.
- \$55,000 from Parks & Rec to contingency reserves.

\$332,686 net lot sales to municipal land development reserves.

CARRIED

**RESOLUTION # 28 - 23/02/06 - Miller**

Moved that all written reports, as recorded on the agenda for February 6, 2023, be received for information and filing. CARRIED

**4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:**

**4.1 ADOPTION:**

**4.1.1 Regular Meeting of Council January 16, 2023 Minutes – E**

**RESOLUTION # 29 - 23/02/06 - Czop**

The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Regular Meeting of the Council of the Town of Nanton held January 16, 2023, were accepted as distributed. CARRIED

**4.1.2 Committee of the Whole Meeting January 30, 2023 – E**

**RESOLUTION # 30 - 23/02/06 - Sorenson**

The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Committee of the Whole of the Town of Nanton held January 30, 2023, were accepted as distributed. CARRIED

**4.2 BUSINESS ARISING FROM THE MINUTES:**

**4.2.1 Approval of ISL Engineering Community Engagement Plan for Land Use Bylaw update – E**

**RESOLUTION # 31 - 23/02/06 - Miller**

Moved to adopt the Nanton Land Use Bylaw Community Engagement Implementation Plan as presented by ISL Engineering and Land Services, as attached to these minutes as Schedule "A". CARRIED

**4.2.2 Approval of amended Purchasing Policy #13 159 21/06/07 - E**



**RESOLUTION # 32 - 23/02/06 - Miller**

Moved to approve the amended purchasing policy to include authorization for the contracting of 'Vendors of Record' under Master Services Agreement(s), as attached to these minutes as Schedule "B".  
CARRIED

**5. NEW & UNFINISHED BUSINESS:**

**5.1 Travel Reimbursement Policy 12 – 47 – 20/02/18 Amendment – E**

**RESOLUTION # 33 - 23/02/06 - Mitchell**

Moved to approve the amendment to Travel policy No. 12 47 20/02/18 that will update the mileage rate as per the Finance committee's recommendation, as attached to these minutes as Schedule "C". CARRIED

**5.2 Request from Councillor Kevin Todd for Leave of Absence extension and Reassignment of Deputy-Mayor appointment**

**RESOLUTION # 34 - 23/02/06 - Sorenson**

Moved to approve requested leave of absence extension from Councillor Kevin Todd to March 1, 2023.  
CARRIED

**5.3 Municipal Government Act Changes – Appointments for Mayor - E**

**RESOLUTION # 35 - 23/02/06 - Mitchell**

Moved to rescind Resolution 298-22/10/17 and appoint Councillor Victor Czop as Chair and two Council Members, Councillors Ken Sorenson and Kevin Todd as well as Mayor Jennifer Handley to the Governance Standing Committee. CARRIED

**RESOLUTION # 36 - 23/02/06 - Sorenson**

Moved to rescind Resolution 299-22-10-17 and appoint Councillor Kevin Todd as Chair and two Council Members, John Dozeman and Dave Mitchell as well as Mayor Jennifer Handley to the Finance Standing Committee. CARRIED

**RESOLUTION # 37- 23/02/06 - Miller**

Moved to rescind Resolution 300-22/10/17 and appoint Councillor Ken Sorenson as Chair and two Council Members, John Dozeman, Roger Miller as well as Mayor Jennifer Handley to the Services Standing Committee. CARRIED

**5.4 Municipal Planning Commission – Appointment changes - E**

**RESOLUTION # 38 - 23/02/06 - Mitchell**

Moved to rescind Resolution 314-22/10/17 and appoint the Members of the Town of Nanton Municipal Planning Commission as follows: Three Council Members: Victor Czop, Roger Miller, Ken Sorenson; Two Alternate Council Members: John Dozeman, Kevin Todd; Two Members-at-large: Shauna Strong, Julia Anderson. CARRIED

**6. CORRESPONDENCE:**

**6.1 FOR ACTION:**

**6.1.1 Oldman Watershed Council Request and Information Brief – E**

**RESOLUTION # 39 - 23/02/06 - Mitchell**

Moved to decline the request from the Oldman Watershed Council for a \$0.48 per capita donation.  
CARRIED



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**6.1.2 Livingstone Range School Division proposed meeting with Nanton Council – E**

**RESOLUTION # 40 - 23/02/06 - Czop**

Moved to accept the proposed meeting from Livingstone Range School Division on Tuesday March 7, 2023 at 10:00 a.m. in Nanton. CARRIED

**6.2 FOR INFORMATION:**

6.2.1 Citizens on Patrol thank you for donation - E

**7. CLOSED CONFIDENTIAL SESSION:**

**RESOLUTION # 41 - 23/02/06 - Miller**

IT WAS MOVED to recess the Regular Meeting at 7:40 p.m. in order to hold "Closed Confidential Sessions" pursuant to Section 197(2) of the Municipal Government Act, RSA 2000, Chapter M-26 and the Freedom of Information and Protection of Privacy Act, as follows:

- 7.1 Chief Administrative Officer Policy for Employee Training Incentives – FOIP Section 24(1) Advice from officials
  - 7.2 Draft Alberta Health Services Emergency Medical Services position – FOIP Section 21 Harmful to intergovernmental relations
  - 7.3 Legal Opinion – FOIP Section 27 Privileged Information
- CARRIED

**RESOLUTION # 42 - 23/02/06 - Miller**

IT WAS MOVED to reconvene the Regular Meeting at 8:15 p.m. CARRIED

**RESOLUTION # 43 - 23/02/06 - Czop**

Moved that a letter be forwarded to the Alberta Minister of Health, under signature of Mayor Handley, to share the Town's Position Brief regarding "Alberta Health Services Emergency Medical Services and Communities without Urgent Care/Hospital Facilities", as well as the February 3, 2023 Joint Media Release, "Patient Transport Initiative to Enhance Public Safety", from the Towns of Nanton, Claresholm, Stavely and Fort Macleod and the Municipal District of Willow Creek No. 26, and further that the correspondence highlights the burden of costs borne by communities where the communities are utilizing Emergency Medical Response Units.

**8. ADJOURNMENT:**

**RESOLUTION # 44 - 23/02/06 - Sorenson**

IT WAS MOVED to adjourn the Regular Meeting of Council at 8:16 p.m.

**TOWN OF NANTON**

  
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**CHIEF ELECTED OFFICIAL**

  
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**CHIEF ADMINISTRATIVE OFFICER**

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These minutes accepted and signed this 21 day of February, 2023.





# Town of Nanton Land Use Bylaw Community Engagement Plan

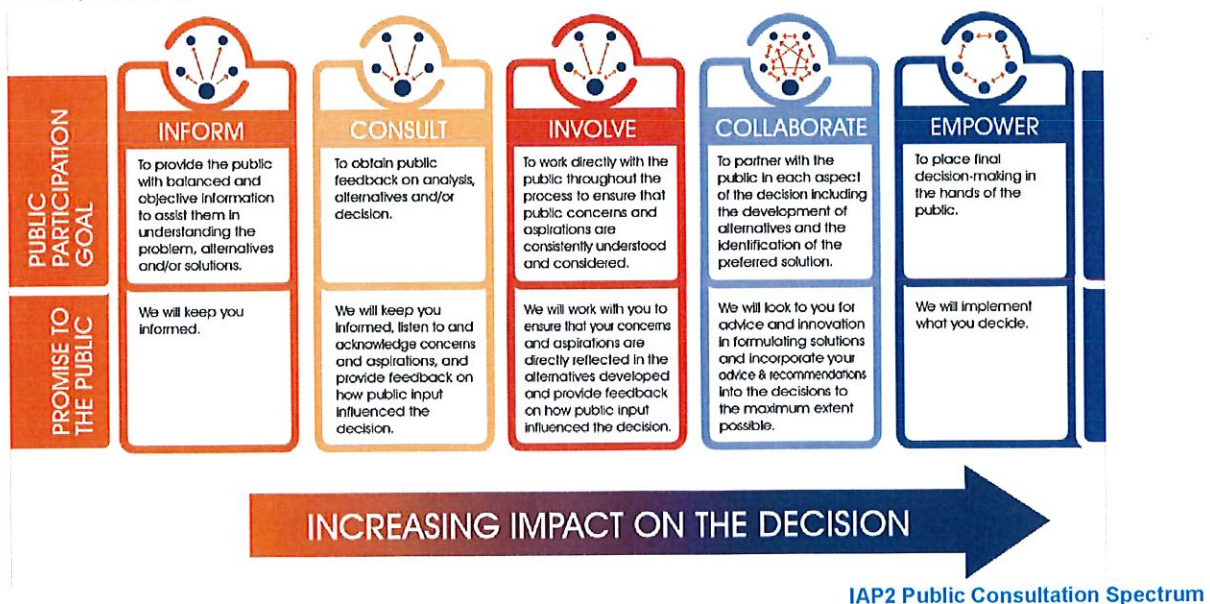
Current as of January 13, 2023

## Introduction

The Town of Nanton is working with ISL Engineering and Land Services (ISL) to undertake a comprehensive review and update of the Town’s Land Use Bylaw (LUB). The LUB regulates land use and development – organizing a municipality into Land Use Districts and outlining the permitted and discretionary uses within each District.

The Community Engagement Plan for the project is based on the core values of the International Association for Public Participation (IAP2) and the Town’s Public Participation Policy. This project will be conducted at the ‘Consult’ level of engagement as per the IAP2 Engagement Spectrum.

At the ‘Consult’ level of consultation, members of the public and stakeholders will be asked to provide feedback at key milestones throughout the development of the new Land Use Bylaw. In addition, the Town commits to listening to and acknowledging public and stakeholder questions, concerns, and ideas regarding the project, as well as informing them of how their input will be used to influence the final updated bylaw.



The following sections of the Plan describe engagement and communication objectives, key stakeholder groups, the types and timing of engagement events, and supporting communication activities and materials. This plan is intended to be a living document updated throughout the project, as needed, to address any emerging items as the project unfolds.



## Community Engagement and Communications Objectives

The following objectives will guide the community engagement and communications process:

- Develop a robust process that informs and engages all participants (Council, Administration, landowners, stakeholders, and the public) about the project and gathers feedback to help inform the updates to the LUB.
- Facilitate meaningful engagement with targeted engagement methods and communication materials.
- Provide multiple engagement activities and opportunities for input at strategic milestones during the project.
- Strive for broad stakeholder and community understanding and support of the final LUB.

## Key Stakeholders

The following is a list of stakeholder groups that have been identified as playing key roles in the project. The list will continue to evolve and be updated as new stakeholders are identified.

### Internal

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- Town of Nanton Council
- Town of Nanton Administration
- MPC
- ORRSC

### External

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- LUB Advisory Committee
- Town residents
- Town businesses and community organizations



## Project Risks and Mitigation Strategies

Project Risk	Mitigation Strategy
<p><b>Low Participation</b> Low levels of stakeholder and resident involvement.</p>	<ul style="list-style-type: none"> <li>• Develop a comprehensive stakeholder contact list and identify communications tools that will effectively reach key stakeholders to inform them about the project and engagement opportunities.</li> <li>• Provide a variety of engagement opportunities (online and in-person) to enable stakeholders to participate based on their desired level of involvement.</li> </ul>
<p><b>Public Participation Process that is not Inclusive</b> A public participation process that does not encourage broad and inclusive participation results in input that does not accurately reflect the diversity of interests and needs of those impacted by and interested in the project.</p>	<ul style="list-style-type: none"> <li>• We will support the Town in maintaining a stakeholder list. Additional stakeholders such as key community leaders identified through the process will be added to the list to share information about upcoming public participation opportunities and encourage distribution to their networks.</li> <li>• Communication tactics such as advertisements, direct email invitations, and the Town’s website and social media will be used to promote engagement opportunities.</li> <li>• We will offer multiple means to participate during each round of engagement to support participation from a broad range of residents and stakeholders.</li> <li>• We will encourage and allow for follow-up feedback from stakeholders not originally included but that arise from the initial engagement opportunities.</li> </ul>
<p><b>Competing Stakeholder Interests</b> Balancing a wide variety of values and interests from Town residents, business owners, and stakeholders.</p>	<ul style="list-style-type: none"> <li>• Ensure all stakeholder groups can access the same information and have equal opportunities to provide input. We will make available all feedback shared (in aggregate form) from both in-person and online input to create transparency about what was heard.</li> </ul>
<p><b>Inconsistent Messaging</b> Municipal projects often involve different business units and disciplines. This diversity of tasks and perspectives can risk rapidly “stacking” miscommunication, resulting in errors.</p>	<ul style="list-style-type: none"> <li>• Articulate and distribute a clear project team structure communications, distribution, and approval protocols and, key contacts and their respective roles and responsibilities.</li> </ul>





## Community Engagement Approach

### Phase 1 – Understanding Your Needs

**Purpose:** to familiarize the project team with local needs, background information and priorities.

- **Project Start-up Meeting** – We will meet virtually with Town Administration to confirm lines of communication, refine the methodology, identify Advisory Committee membership, and confirm the project schedule and proposed dates within the Community Engagement Strategy.
- **Stakeholder Workshop** – We will conduct an in-person stakeholder workshop to discuss the Best Practices Research (BPR) findings and critical themes with stakeholders, gathering their feedback on potential amendments to the LUB.
- **Council Meeting # 1** – We will meet with Council to introduce them to the project and share our findings to date, as well as outline the tasks ahead and gather any feedback that they may have on the preparation of the LUB. This meeting will be timed to coincide with the Advisory Committee Orientation Meeting.
- **Advisory Committee Orientation + Triple bottom line (social, economic, environmental) SWOT Analysis** – We will meet with the project Advisory Committee the same day as Council to review the draft recommendations and survey feedback and have a frank and open discussion on the current and anticipated strengths, weaknesses, opportunities, and threats (SWOT) in Nanton along social, economic and environmental lines.
- **Online Survey # 1** – We will prepare a public online survey using content from the BPR findings and critical themes that will allow us to cast a wider net for feedback prior to preparing recommendations. If needed, hard copies of the survey can be provided to the Town to share with residents.

### Phase 2 – Section-By-Section Preparation

**Purpose:** to review the consolidated draft LUB and gather feedback on potential modifications.

- **Advisory Committee Meetings # 2 & # 3** – We will review the work conducted on the draft Sections 1, 2 & 6 of the (meeting # 2) and Sections 3, 4 & 5 (meeting # 3) with the Advisory Committee and incorporate any feedback into the draft content.

### Phase 3 – Community Engagement

**Purpose:** to present the updated consolidated draft LUB to stakeholders and the community, share the key changes that have been made and collect input on potential gaps to be addressed.

- **Council Meeting # 2** – We will meet with Council to present the Consolidated Draft prior to the in-person open house to prepare them for any questions that may arise from the public and gather their feedback on the Draft LUB.
- **In-person Open House** – The Consolidated Draft LUB will be presented to the public for review and feedback in a traditional open house format at a location determined by Town Administration on the same day as the team meets with Council.
- **Virtual Open House** – We will develop the Virtual Open House (VOH) tool that will include the same information boards, maps and other documents utilized for the in-person open house. The VOH will be live online for two weeks, providing a longer window of time for resident feedback.



- **Online Survey # 2** – We will develop an online survey that will be integrated into the VOH tool to gather feedback from residents and stakeholders who attend the virtual open house. If needed, hard copies of the survey will be provided to the Town to share with residents.
- **What We Heard Report** – We will prepare a summary of feedback that includes key themes that emerged based on the engagement opportunities.

**Phase 4 – Refine, Circulate and Adopt**

**Purpose:** to finalize the LUB and prepare for Adoption by Council. A Public Hearing will be held in this Phase as part of the Bylaw Adoption process.

- **Council Meeting # 3** – We will meet with Council to update them on public feedback captured in the What We Heard Report and outline the final tasks involved prior to bringing the LUB forward to them for adoption.
- **Advisory Committee Meeting # 4** – We will meet with the Advisory Committee to update them on public feedback captured in the What We Heard Report and review and confirm proposed edits to the LUB.
- **Adoption Support + Public Hearing** – We will attend the First Reading of the LUB virtually and we will attend the Public Hearing in-person and present the Final Draft LUB at Council.

**Engagement and Communications Protocol**

The consulting team will lead the planning and implementation of the engagement program. The Town will review and advise on content development and coordinate the distribution of communications and advertising.

ISL	Town of Nanton
<ul style="list-style-type: none"> <li>• Prepare engagement materials including agendas, discussion questions, comment forms, handouts, presentations, online survey content, and display board content.</li> <li>• Draft communications content including website updates, social media posts, advertising, and stakeholder invites.</li> <li>• Plan, implement, and facilitate Council, stakeholder, and community engagement opportunities.</li> <li>• Capture comments and feedback shared through engagement opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide stakeholder contact information, where available.</li> <li>• Coordinate advertising and notification for engagement opportunities and publish social media posts and website updates.</li> <li>• Book venues and arrange catering for in-person events, if required.</li> <li>• Send invites and updates to stakeholders for stakeholder participation.</li> <li>• Review and sign off on all materials and communications content.</li> </ul>

ISL will provide draft engagement materials and communications content to the Town for review prior to the scheduled engagement event dates. Following receipt of edits/comments, ISL will make the necessary changes to finalize the materials and provide them to the Town for final approval for public release/distribution to stakeholders and the public.





## Communications Approach

Each round of engagement will include key project information to ensure that participants understand the terms being used and are aware of the key issues, objectives, and drivers updating the Town's LUB. Key messages and specific questions to gather input at each phase of engagement will be developed separately from this document, prior to each phase of community and stakeholder engagement, and in collaboration with Town staff.

The Community Engagement Strategy will be refined and finalized following a joint review with Town Administration at the Start-Up Meeting to ensure the tools and tactics identified are best suited to have the most comprehensive local outreach.

### Suggested Tactics

- Project webpage (including FAQs)
- Social media content
- News releases
- Newspaper advertisements
- Postcards and posters

## Evaluation

Throughout the project, participants will be asked to provide their feedback on the engagement process to help the project team identify what is working and/or what needs to be improved. Session evaluation questions will be added to feedback questionnaires used at the in-person engagement events. Evaluation questions will also be added to the online surveys for participants who provide their feedback online. This information will help the project team identify if any modifications need to be made to the engagement process during the project, as well as inform the design and implementation of future engagement sessions. Below is a preliminary list of items that will be monitored throughout the project to better understand support for the project process and outcomes.

- Website traffic
- Comments on social media
- Media scans – positive, negative, or neutral stories in local papers
- Attendance and participation at public engagement events
- Comments from events/online, including the tone, such as favourable, unfavourable, or neutral
- Specific questions or concerns related to engagement and communications approaches
- Demographic questions on surveys and comment forms to understand project reach to various stakeholder groups

## Engagement Implementation Plan

Phase 1 – Understanding Your Needs			
Deliverable	Description	Responsibility	Schedule
Community Engagement and Communications Plan	<ul style="list-style-type: none"> <li>• Develop a Community Engagement and Communications Plan</li> </ul>	<ul style="list-style-type: none"> <li>• ISL to develop and discuss at Start-Up</li> <li>• Town to review and approve</li> </ul>	January 12



### Phase 1 – Understanding Your Needs

<b>Engagement Materials</b>	<ul style="list-style-type: none"> <li>Develop engagement materials including, information boards, online survey advertisements and promotional content for online survey</li> </ul>	<ul style="list-style-type: none"> <li>ISL to prepare materials</li> <li>Town to review, approve and post materials online</li> </ul>	Late January/ Early February
<b>Engagement Opportunities</b>	<ul style="list-style-type: none"> <li>Stakeholder Workshop</li> <li>Advisory Committee Orientation + 3BL SWOT Analysis</li> <li>Online Survey</li> </ul>	<ul style="list-style-type: none"> <li>ISL to facilitate and implement engagement opportunities</li> </ul>	February
<b>Council Meeting</b>	<ul style="list-style-type: none"> <li>Prepare Council presentation</li> </ul>	<ul style="list-style-type: none"> <li>ISL to develop materials and present them to Council</li> <li>Town to coordinate Council meeting</li> </ul>	March
<b>What We Heard Report</b>	<ul style="list-style-type: none"> <li>Produce engagement summary 2 weeks following the close of the online survey</li> <li>Engagement Summary posted online</li> </ul>	<ul style="list-style-type: none"> <li>ISL to analyze feedback and prepare the report</li> <li>Participating Town to review, approve and post on the website</li> </ul>	March

### Phase 2 – Section-By-Section Preparation

Deliverable	Description	Responsibility	Schedule
<b>Advisory Committee Meeting x 2</b>	<ul style="list-style-type: none"> <li>Prepare meeting materials, facilitate meetings, take minutes</li> </ul>	<ul style="list-style-type: none"> <li>ISL to present Draft Sections</li> <li>Town to coordinate meetings</li> </ul>	May & July

### Phase 3 – Community Consultation

Deliverable	Description	Responsibility	Schedule
<b>Advertisements and Promotion</b>	<ul style="list-style-type: none"> <li>Prepare advertising content for upcoming engagements including media releases, web content, social media, newsletter, and newspaper ads</li> <li>Distribute promotional materials</li> </ul>	<ul style="list-style-type: none"> <li>ISL to prepare content</li> <li>Town to review and approve, and coordinate distribution of advertising/ promotion</li> </ul>	Late August
<b>Materials</b>	<ul style="list-style-type: none"> <li>Develop engagement materials including,</li> </ul>	<ul style="list-style-type: none"> <li>ISL to prepare materials</li> </ul>	Late August




Phase 3 – Community Consultation			
	information boards and survey	<ul style="list-style-type: none"> <li>Town to review, approve and post materials online</li> </ul>	
Engagement Opportunities	<ul style="list-style-type: none"> <li>In-Person Open House</li> </ul>	<ul style="list-style-type: none"> <li>ISL to facilitate and implement engagement opportunities</li> </ul>	September
	<ul style="list-style-type: none"> <li>Virtual Open House</li> </ul>		
	<ul style="list-style-type: none"> <li>Online Survey</li> </ul>		
Council Meeting	<ul style="list-style-type: none"> <li>Prepare Council presentation</li> </ul>	<ul style="list-style-type: none"> <li>ISL to develop materials and present them to Council</li> <li>Town to coordinate Council meeting</li> </ul>	September
What We Heard Report + Council Session	<ul style="list-style-type: none"> <li>Produce engagement summary 2 weeks following the close of the online survey</li> <li>Engagement Summary posted online</li> </ul>	<ul style="list-style-type: none"> <li>ISL to analyze feedback and prepare the report</li> <li>Town to review, approve and post on the website</li> </ul>	October

Phase 4 – Section-By-Section Preparation			
Deliverable	Description	Responsibility	Schedule
Council Meeting	<ul style="list-style-type: none"> <li>Prepare Council presentation</li> </ul>	<ul style="list-style-type: none"> <li>ISL to develop materials and present them to Council</li> <li>Town to coordinate Council meeting</li> </ul>	October
Advisory Committee Meeting	<ul style="list-style-type: none"> <li>Prepare meeting materials</li> </ul>	<ul style="list-style-type: none"> <li>ISL to present Draft Sections</li> <li>Town to coordinate meeting</li> </ul>	October
Adoption Support + Public Hearing	<ul style="list-style-type: none"> <li>Prepare Council presentation</li> </ul>	<ul style="list-style-type: none"> <li>ISL to attend the First Reading of the LUB (virtually)</li> <li>ISL to present the Final Draft LUB to Council (in-person)</li> <li>Town to coordinate Council Meeting</li> </ul>	October

DATE: March 6, 2023

  
 CHIEF ELECTED OFFICIAL

  
 CHIEF ADMINISTRATIVE OFFICER



## POLICY

No. 13 32 23/02/06

Department: Administration

Regular Minutes 23/02/06 Schedule "B"

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### **PURCHASING POLICY & SURPLUS EQUIPMENT DISPOSAL POLICY**

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#### **SCOPE:**

The Town of Nanton will procure all goods, services and construction of assets in accordance with this policy.

#### **PURPOSE:**

The purpose of this policy is to establish procedures and provide direction to Town staff as they engage in purchasing and asset disposal activities. The policy seeks to balance employee empowerment with appropriate internal controls and ensure that the municipality receives the best value for taxpayer dollars, while involving and informing Council with respect to significant or sensitive purchasing decisions.

The Town will seek to obtain goods and services of required quantity and quality from reliable suppliers at the proper time and place consistent with the needs of the municipality.

#### **RELATED POLICIES:**

Budgeting Policy

#### **DEFINITIONS:**

**Best value:** refers to the lowest cost with consideration provided for factors such as: cost of acquisition, quality, availability and delivery timelines, maintenance costs, performance, cost of training, warranty and impact on environment.

**Department heads:** refers to the Chief Administrative Officer, Manager of Corporate Services, Operations Manager, Legislative Coordinator, Planning and Development Officer, Fire Chief

**Local Supplier:** Vendor or service provider based within the Town of Nanton.

**Public Procurement Process:** refers to Tenders, Calls for Proposals or similar processes whereby the public is given notice and opportunity to respond without obstacles, impediments or geographic discrimination.

#### **POLICY OBJECTIVES:**

1. Establish purchasing authority levels
2. Identify thresholds for the different purchasing processes
3. Provide guidance to staff for all situations that require the procurement of goods or services

**GENERAL**

1. Council may waive, though resolution, any or all of the processes and restrictions of this policy, unless such an action would contravene any applicable legislation or trade agreement such as the New West Partnership Trade Agreement (NWTPA).
2. Department heads are to ensure sufficient funds are available as per the current Council adopted operational and capital budget prior to the acquisition of any goods and/or services.
3. Employees having any personal interest that may encroach or may be reasonably deemed by others to encroach or affect the impartiality of a purchasing decision, shall declare any such interests to a department head.
4. Any employee who willfully acquires goods or services in contravention of this policy may be subject to disciplinary action.
5. It is prohibited to divide or separate purchases or contracts in order to avoid or circumvent the procedures outlined in this policy.
6. The Manager of Corporate Services is responsible for the oversight of the purchasing function.

**APPROVAL AUTHORIZATION**

<b>Staff</b>	<b>Purchasing Authority*</b>
All Other Staff	\$300
Public Works Staff	\$500
Department Heads	\$25,000
Chief Administrative Officer**	\$150,000
Council	Budgeted purchases in excess of \$150,000 Unbudgeted purchases of \$50,000 or greater

\*Purchasing authority requires that purchases are included in the Council-adopted operational and capital budget, excluding land purchases, which must be authorized by Council in each and every instance.

\*\* Council can choose to delegate purchasing authority to the Chief Administrative Officer for specific purchases in excess of \$150,000 by resolution, requesting a purchase briefing report at the conclusion of the procurement process. The Chief Administrative Officer can choose to bring a Request for Decision (RFD) to Council for any purchase within staff purchasing authority deemed to be politically significant or sensitive at any time.

**PURCHASING PROCESS**

\$ -	\$2,499	No quotes, but 'Shopping Around' encouraged
\$ 2,500	\$10,000	Multiple verbal quotes; three (3) preferred
\$10,001	\$75,000	Multiple written quotes; three (3) preferred*
\$75,000 or greater		Public procurement process
CAO and Signing Officer joint approval:		For purchases of \$25,000 or greater
<b>NWPTA Thresholds for placement on Alberta Purchasing Connection</b>		
<b>Goods</b>	<b>Services</b>	<b>Construction</b>
\$75,000 or greater	\$75,000 or greater	\$200,000 or greater

\*CAO or Department Heads may require that a public procurement process is run for purchasing in this range if deemed appropriate for NWPTA, niche vendor selection or public transparency.



*Handwritten initials/signature in blue ink.*

### **Verbal Quotes**

No documentation or record will be maintained. The employee, acting within their authority as specified in this policy, will make all reasonable efforts to obtain the quotes and other applicable information to determine best value for the municipality.

### **Written Quotes**

The employee will obtain quotes and retain the records for the Manager of Corporate Services. A written quote may be in paper format (typed/printed letter, fax, etc.) or an electronic record (email) from the potential vendor.

### **Public Procurement Process**

Common and/or best practices should be followed when a purchase is to proceed through a public procurement process. The common and/or best practice refers to:

- (1) the planning and design of the procurement document;
- (2) advertisement and notice of the planned purchase;
- (3) the receipt of responses;
- (4) the opening of responses; and
- (5) the assessment and award of the goods or services
- (6) inclusion of a discretionary clause such as "lowest or any bid not necessarily accepted".

### **Discretionary Clauses**

Depending on the type of procurement process used, a discretionary clause does not give the Town an automatic right to do as it pleases, treat suppliers unfairly, have hidden preferences, nor does it necessarily give it the right to award to a bidder other than the low bidder if the low bidder is fully qualified and meets all specifications or criteria. Great care must be applied in its use and interpretation.

### **Public-Private Partnership Procurement Processes**

The process for "3Ps" is the same as for all other procurements and the NWPTA still applies. Unsolicited proposals that exceed NWPTA thresholds on municipal procurement must result in a competitive and fair public procurement process even if they are well received.

### **Other Municipalities as Contractor/ Service Provider**

Caution and due diligence should be exercised before any 'direct award' process is considered for contracting another local government to provide services. Depending on the context and circumstances, particularly if another municipality is offering a service readily provided by the private sector, NWPTA exceptions for purchasing between public sector entities may not apply.

### **MULTI-YEAR CONTRACTS**

1. Multi-year contracts should be treated in accordance with this policy as if all payments over the duration of the contract were made at one time. For example, a 36-month contract for services that has a monthly cost of \$100.00 (including taxes not recovered by the municipality) should be treated the same as a one-time purchase of \$3,600.00.
2. The Chief Administrative Officer is authorized to contract 'Vendors of Record' under a Master Services Agreement (MSA) for three to five years provided that an appropriate public procurement process (Request for Proposals; Request for Expressions of Interest; Request for Qualifications) has first taken place. This allows a small plurality of pre-qualified vendors (for



example, engineers) to be available to provide services on an as-needed basis in required consulting or other disciplines under predictable terms. It does not bar the Town from procuring outside of a MSA should it need to.

### **EXCEPTIONS**

1. For certain types of purchases, due to their nature or those that regularly reoccur that when considered in total for a given year would normally require the approval procedures described in this policy, it would be impractical to follow the default procedures and so the following will only require the approval of the Manager of Corporate Services or Chief Administrative Officer:
  - Bank fees;
  - Communications, such as telephone, internet and cell phones
  - Cooperative purchasing done in conjunction with other governments;
  - Debt services payments;
  - Grants and donations;
  - Legal fees;
  - Payroll, related remittances and payments related to employee benefits;
  - Payment of taxes collected on behalf of other governments and agencies;
  - Postage charges;
  - Utility charges.
2. Applicable public procurement processes may be waived in the following situations with a detailed staff report:
  - in an emergency or time sensitive situation related to a grant aid expenditure deadline;
  - in the case of specialized items or services where a limited number of suppliers is known (defensible sole supplier procurement);
  - where Council, by special resolution, makes a direct award that is below NWPTA public procurement process thresholds.
3. Priority consideration will be given to quotes from local suppliers (with a Town of Nanton business license in good standing) for purchases up to a threshold of \$5,000 if their quotes or bids are within 10 per cent of the lowest price, bid or proposal.

### **NANTON FIRE DEPARTMENT PURCHASING**

To better manage the purchasing relationship between the Town and the M.D. of Willow Creek, a mandatory Purchase Order system (Schedule 'A'), if deemed necessary by the Chief Administrative Officer, may be imposed for any purchasing shared under the *Willow Creek Emergency Services Agreement*. This imposition may be lifted if the Chief Administrative Officer no longer assesses the situation to require a more formal authorization process.

### **NANTON MEDICAL CLINIC BUILDING – MANAGING PARTNER AUTHORITY**

The Town has certain delegated authorities with respect to purchasing for the building under the tripartite agreement with the M.D.s of Willow Creek and Ranchland. It does not exclusively own or operate the facility – it is the managing partner. This policy shall be generally used to guide the approach to purchasing within the thresholds and delegated authorities provided under that agreement. Staff should review authorities and process under the agreement before engaging in purchasing or procurement with respect to the property, building or its maintenance.



## **PETTY CASH**

Purchases of up to \$100.00 may be purchased through the use of petty cash.

Each department may maintain a Petty Cash amount not exceeding \$400.00, upon approval of the CAO. The Corporate Services Manager, or appropriate department head will be responsible for the administration of each department's petty cash, under the provisions of the petty cash procedures.

A signed record (such as a signed receipt) must accompany the petty cash withdrawal. A brief description of the expense should be included with the record where practical.

## **EMERGENCY PURCHASES**

Situations may arise where delays in purchasing actions result in imminent danger to persons or property. In these situations, employees should attempt to contact their department head for verbal authorization, however in instances where a department head cannot be contacted or the situation necessitates immediate response then the employee is permitted to deviate from the procedures outlined in this policy.

In such instances, employees are required to follow up with a report to their direct supervisor and attempt to obtain the purchasing documentation in a reasonable timeframe following the conclusion of the emergency.

## **ENVIRONMENTAL CONSIDERATIONS**

In an effort to reduce Greenhouse Gas (GHG) emissions priority consideration will be provided to products and services that have recognized energy efficiency certifications, are made from recycled materials, minimize the use of energy and/or material in the manufacturing process, or in the case of vehicles and equipment have better fuel efficiency.

## **SURPLUS EQUIPMENT DISPOSAL**

1. Each year, each department head will forward to the Manager of Corporate Services a list of surplus equipment, complete with a description of each item and a minimum bid if applicable;
2. In the case of vehicles and equipment, Operations staff must remove all corporate logos and decals. Keys and registration must be provided to the Manager of Corporate Services prior to Disposal;
3. For IT equipment and telecommunications:
  - All IT equipment must be sent to the IT contractor prior to disposal.
  - All telecommunications equipment (i.e. cell phones, personal data devices) must be void of confidential and personal information prior to disposal. It is the employee's responsibility to erase such information.
4. Surplus vehicles, equipment, and furniture may be advertised online and/or local papers for sale on an "as is where is" basis without warranty.
5. Public sale process, if selected, is by sealed bid or auction process as deemed appropriate by the Manager of Corporate Services.
6. Payment must be rendered prior to the purchaser taking possession. Failure to render payment within 10 business days will result in sale termination and other bidders being contacted/ the asset being re-advertised or withdrawn from sale.

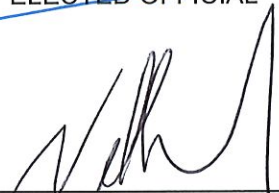


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7. Surplus vehicles or equipment may be used for trade-in value with respect to the purchase of new vehicles and equipment.
8. Items considered to be potential 'heritage' or antique assets must first be referred to Council for direction on both appraisal and retention.
9. Private approaches to purchase surplus vehicles or equipment can be approved by either the Manager of Corporate Services or CAO if the agreed value and sale price is \$25,000 or less. Proposals of a greater value must be considered and approved by Council.
10. Sale proceeds revenue is automatically transferred to an applicable reserve as identified by the Chief Administrative Officer unless the revenue will be applied to a replacement purchase in the same financial year.

  
\_\_\_\_\_  
CHIEF ELECTED OFFICIAL

Feb 6, 2023  
Date

  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

Feb 6, 2023  
Date

**Schedule 'A'**

**Purchase Order form for purchasing under the Willow Creek Emergency Service Agreement  
(can be provided in fillable excel format and modified with management concurrence)**



Reference Number # 13 32 23/02/06  
Replaces Policy # 13 159 21/06/07

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# POLICY

Policy No.12 47 20/02/18

Department: Corporate Services

Regular Minutes 23/02/06 Schedule "C"

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## TRAVEL EXPENSE REIMBURSEMENT

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### PURPOSE:

The purpose of this policy is to provide the Employees, Council and Committee Members of the Town of Nanton with specific guidelines covering travel for Municipal Business including performing job duties, attending conferences, conventions, training, workshops, and meetings either within the Town boundaries or beyond. The Town of Nanton will reimburse travel expenses that are legitimate, reasonable and appropriate for these events

This policy will further define and provide parameters for travel related expenses including Mileage, Accommodations and Meals, and will outline the procedure for submitting reimbursements, the requirements of the expense report, and applicable limits on reimbursement. The Municipality is committed to using its resources with efficiency and economy while ensuring accountability to the public.

### SCOPE:

The policy applies to all Town of Nanton Employees, Council Members and Committee Members.

Exclusions to the policy include any Employees of the Town who have specific alternative regulations arising from a negotiate collective agreement or other authorized contractual obligation.

Travel expenses which are provided under agreement by an agency, board, commission or committee connected to the Town of Nanton will not be authorized unless the expense is reimbursed to the Town by the agency, board, commission or committee.

### DEFINITIONS:

**Accommodations** means lodging or rooms in which an Employee would stay and includes hotels, motels, and bed and breakfasts.

**Approved Drivers** means those Employees or Members that are approved by the Municipality to take Municipal Vehicles, submit for mileage and take rental vehicles.

**Council** means the duly elected officers of the Municipality of the Town of Nanton and the Chief Elected Officer or Mayor.

**CAO** means the Chief Administrative Officer for the Municipality of the Town of Nanton and his/her duly authorized designee(s).

**Employee** means any person employed with the Town.

**Expense Claim** means the written Expense Claim form that is approved by the Chief Administrative Officer in accordance with this policy which is utilized for submitting costs incurred by Employees and Council or Committee Members while travelling.

**Fleet Manager** means the Employee designated by the Chief Administrative Officer to manage the fleet of the Municipality.

**Fuel Card** or Fleet Card refers to a payment card that has been issued to the Municipality for the purpose of paying for fuel for Municipal Vehicles.

**Management** refers to a group of positions that are managerial in nature and are out of scope and includes the Chief Administrative Officer, Managers and designee(s).

**Meals** consists of breakfast, lunch and dinner and excludes snacks.

**Member** means a duly elected Member of the Town of Nanton Council or a Council Committee Member authorized by resolution of Council.

**Mileage or Kilometric Rate** means the distance travelled for Municipal Business in kilometers for which a rate is paid to compensate for fuel, wear and tear and insurance.

**Municipality or Municipal** means the corporation of the Municipality of the Town of Nanton located in the Province of Alberta, also referred to as the Town.

**Municipal Business** means the official duties of Employees as described in the job description or other approved and directed duties as assigned by Management and may include attending approved training, conferences, meetings or workshops.

**Municipal Vehicle** pertains to a vehicle in the Municipal fleet that is owned or leased by the Municipality.

**Per-Diem** means an allowance or payment for expenses, in the context of this policy it pertains to the meal allowance rate that the Municipality pays for Meals while Employees are travelling for the Municipality.

**Personal Vehicle** pertains to a vehicle that is owned or in the legal custody of a Municipal Employee, Council or Committee Member.

**Rental Vehicle** means a vehicle that is rented from an agency or dealership for the purpose of providing a temporary vehicle to a customer.

**Travel** is defined as going beyond the boundaries of the Municipality of the Town of Nanton. Local mileage within Town is not considered for travel expenses.

## **POLICY:**

### **1. General**

#### **1.1 Authority To Travel**

- (a) Travel is authorized for Members or Employees for a meeting or official function related to the appointment of that member of Council to a committee or regional body.
- (b) Travel is authorized for Members or Employees as approved by policy or by resolution to attend a course, conference or seminar on behalf of the Town of Nanton.
- (c) Other travel for Members or Employees shall be approved by resolution of Council.



- (d) If more than one Member or Employee is attending the same event or function, it is expected, when practical, that the Members or Employees will commute together.

When more than one Member or Employee is attending the same event, all attendees must:

- Coordinate travel arrangements
  - Take advantage of group rates
  - Individually submit a separate travel reimbursement form where reimbursement is required.
- (e) When travel is authorized, the most direct, economical and logical mode of travel shall be used. Where transportation is provided (for example as part of convention registration), it is expected that Members or Employees will make use of the complimentary transportation services.
- (f) Where personal and business travel is combined, only document expenses directly related to the Municipal Business portion are reimbursable. Extended travel time and related expenses are at the Member's or Employee's own expense. Extended travel days require approval and must not result in additional cost to the Town. Vacation, unpaid leave, or compensatory time, as applicable, must be used for the extended period.
- (g) Summary notes must be provided within 30 days of Travel to the approving authority for any course, conference, or seminar attended. The summary should include, but is not limited to:
- Name and dates of the event,
  - Benefit to the Town as a result of attendance,
  - An overall review of the event, and
  - A general recommendation for other Town Employees or Members.

## 1.2 Responsibility regarding Policy

- (a) Council is responsible to:
- Approve travel, business and mileage reimbursement requests of the Mayor, Deputy-Mayor and Committee Members.
- (b) The Mayor or Deputy-Mayor is responsible to:
- Approve travel, business and mileage reimbursement requests of the CAO.
  - Promote the consistent application of this policy by all Council and Committee Members.

Where disputes arise over the payment of Council or Committee Member expense items, or, if a Council or Committee Member wishes to have future consideration of a specific potential expense, outside of the budget, the matter will be brought forward to a meeting of Council for final decision-making regarding the payment or reimbursement of expenses.

- (c) The CAO or designate is responsible to:
- Approve travel, business and mileage reimbursement of Employees,
  - Review and approve advance and reimbursements in accordance with this policy and any related procedures.
  - Approve business related meal expenses, where Town Employees are present,
  - Direct the review of this policy at a minimum of every four years, or as often as necessary.
  - In no circumstances may the CAO approve his/her own advance or expense reimbursement.



- (d) The Corporate Services Manager is responsible to:
- Ensure departmental guidelines are established to facilitate compliance with this policy and related procedure,
  - Ensure funds are available with the approved budget,
  - Review travel advances, reimbursements and business travel expenses as appropriate to facilitate compliance with this policy and any associated procedures,
  - Ensure that all Employees and new hires are provided with this policy and are aware of the guidelines provided within the policy,
  - Collect feedback on the policy from all users and propose revisions to the CAO.
- (e) Managers and Heads of Department are responsible to:
- Promote the consistent application of this policy in all departments,
  - Sign, if appropriate, Employee expense claims for submission to the Corporate Services Manager.
- (f) All Employees, Council and Committee Members are responsible to:
- Become familiar with, and develop an understanding of, this policy and any related procedure in order to facilitate compliance,
  - Adhere to the Town of Nanton policies and bylaws relating to Code of Conduct when conducting Municipal Business or business related Travel on behalf of the Town,
  - Comply with policies and procedures surrounding the use of municipal credit cards and provision of the Town of Nanton purchasing policy and/or bylaw,
  - Complete and sign all required documents pertaining to travel and mileage expenses, and attach all supporting invoices/receipts and forms,
  - In the event of cancellation of intended travel, notify the Manager, Department Head, Corporate Services Manager or CAO to promptly obtain all possible refunds for expenses incurred to date.

## 2. Travel Expenses

### 2.1 Vehicles and Mileage

- (a) Mileage at the applicable rate that is calculated as the average (attached as Schedule 'A') from responses received in the most recent Alberta Municipalities Compensation survey and as may be amended from time to time will be paid to Council, Committee Members and Employees that use their personal vehicle for Municipal Business. The payment of Mileage by the Municipality is provided to offset the cost of gas, wear and tear on the vehicle, and additional insurance that may be required.
- (b) Any person using their own personal vehicle for Municipal Business must ensure that the vehicle has adequate insurance coverage for this purpose. Should a Member or Employee be involved in an accident while on Municipal Business, the Member's or Employee's own insurance shall be considered primary in all instances. In addition, any deductibles payable under such insurance shall be the sole responsibility of the Member or Employee.
- (c) Any person using their own personal vehicle for Municipal Business must ensure that the vehicle is in safe, operable condition to do so, as per the Town of Nanton's Safety Program. An inspection form may be required to be submitted attesting to the condition of the vehicle, prior to travel, for reimbursement requests.
- (d) The Town of Nanton will not be responsible for fuel, maintenance costs, traffic or parking violations.



- (e) Members and Employees who use their personal vehicle for personal purposes after hours while attending conferences, training or other out-of- town Municipal Business must exclude this Mileage from their calculations.
- (f) Mileage will be calculated by using the vehicle odometer excluding any personal travel or by utilizing a web-based mapping service (such as Google Maps or Mapquest).
- (g) If more than one Member or Employee is attending training, conferences, meetings or workshops, every attempt will be made to carpool and avoid incurring additional Mileage charges. In most instances, Management will only approve one Mileage claim unless there are extenuating circumstances.
- (h) Members and Employees are responsible for ensuring adequate insurance coverage on their policy to compensate for work purposes. It is the responsibility of the Member or Employee to advise their insurance companies if they are using their personal vehicle for company business; the insurance company will then rate the vehicle for business use. Members and Employees accepting Mileage are required to initial the Expense Claim Form indicating that they have contacted their automobile insurance and notified them before any payment for mileage is made. The Municipality assumes no financial responsibility for privately owned vehicles other than paying the kilometric rate. The Municipality is not responsible for reimbursing deductible amounts related to insurance coverage.

## 2.2 Municipal Vehicles

- (a) Non-employees are not permitted to drive Municipal Vehicles but Municipal Employees may be permitted to bring a non-employee on their travel plans with the approval of a Management Supervisor.
- (b) A Municipal Vehicle may be assigned to an Employee that requires regular travel as part of their job duties on either a permanent or occasional basis.
- (c) Other units may be made available on a first come, first serve basis for Employees that are not assigned a vehicle, to share (such as an office vehicle). Occasionally, other units may be available based on factors such as Employee absences or position vacancies.
- (d) Employees are responsible for sourcing a Municipal Vehicle for their use by either signing out a shared vehicle, or inquiring about vehicle availability with the Fleet Manager, Management Supervisor or Lead Hand.
- (e) A Fuel Card may be provided to Employees that take a Municipal Vehicle outside of the Municipality for Municipal Business. Employees may request the fuel card prior to departure from the Fleet Manager. Should a Fuel Card not be available, fuel for the Municipal Vehicle will be reimbursed with supporting receipts.
- (f) Should an Employee refuse to utilize a suitable Municipal Vehicle, mileage or transportation costs will be forfeited.

## 2.3 Rental Vehicles and Taxis

- (a) When a Municipal Vehicle is not available, it may be more cost effective or preferential for the Employee to rent a vehicle in lieu of using their personal vehicle. This option is available to Employees with Management approval.



- (b) The cost of the Rental Vehicle and insurance will be reimbursed at actual cost. Vehicle size should be the most economical considering the distance, weather and number of passengers.
- (c) Taxi fare reimbursement may be provided where Members or Employees need to attend Town business (where use of a personal or Municipal vehicle may not be conducive to travel in the area of the event attended).

**3. Accommodations**

- (a) Every attempt should be made to book Accommodations that are cost effective while still providing safe, clean Accommodations that are reasonably close in proximity to the event. Employees are responsible to ensure their own bookings for Accommodations meet Management approval after considering the following factors:
  - Cost
  - Proximity to event
  - Cost of parking
  - Inclusion of breakfast
  - Other fees - booking charges, resort fees, taxes etc.
- (b) No specific cost limits are imposed on Accommodations, as costs vary considerably depending on location and time of year. Approval is up to Management's discretion who will likely view comparable area rates for the dates of the event to determine the appropriate range.
- (c) Accommodations with relatives or friends will not be reimbursed nor will the Member or Employee be provided with payment in lieu of accommodations.
- (d) In the event of a travel cancellation, Members and Employees must ensure that accommodations are cancelled as soon as possible to avoid incurring costs. Members and Employees will be held responsible, and not be reimbursed for 'no show' costs that were charged to the Municipality resulting from failure to cancel a hotel reservation.
- (e) Members and Employees will not be required to share accommodations with other Members and/or Employees while traveling for Municipal Business.
- (f) Personal expenses incurred at the hotel such as movie rentals and personal phone calls will not be reimbursed. Business costs such as internet, parking and calls may be submitted for Council or Management approval.

**4. Meal Expenses**

- (a) Where a meal is not included with the Town business event a Member or Employee is attending, an unreceipted meal expense may be claimed, as per the following guidelines:

Breakfast	Lunch	Supper
\$15.00	\$15.00	\$30.00

The CAO may refuse to reimburse receipted meals claimed beyond the amounts stated within these guidelines. Meal reimbursements are for Town of Nanton Employees or Members only.



- (b) Meals that are previously paid for by the Town in the registration fees for meetings and conferences or included as part of the venue, are not an allowable expense that can be claimed except in special circumstances such as the meal time conflicting with travel schedules or the attendee has another meeting at the same time as the conference meal.
- (c) Gratuities on meals may be claimed to a maximum of 15 percent of the bill.

**5. Incidentals**

- (a) The Town will reimburse registration fees for approved courses, seminars and conferences that are within the approved budget.

Costs for other activities such as tours, social or sporting activities that are associated with the event, but not part of the registration fees, will not be reimbursed.

- (b) The Town of Nanton provides travel insurance under its benefits coverage, therefore additional insurance coverage for Employees or Council Members will not be reimbursed. Should an approved Committee Member require additional insurance coverage for travel insurance, the CAO will discuss arrangements for reimbursement with the Committee Member.
- (c) Travel and related expenses will not be reimbursed for spouses, partners and/or other guests.
- (d) Where travel is delayed or cancelled due to circumstances beyond control, effort should be made to notify the approving authority immediately. The Member or Employee must take steps to secure complimentary lodging and/or meals, where applicable. Any additional expense resulting from the delay or cancellation may require justification and be subject to review.

In the event of travel cancellation, the person may be held responsible and not be reimbursed for "no show" charges resulting from failure to cancel a hotel reservation.

- (e) On request of an Employee, the Town may advance monies (travel allowance) to an Employee prior to attending an overnight Municipal Business event to assist with the cost of incidentals. Should the CAO approve such advance, the monies will be released to the Employee with the two-week period prior to the Business event. The maximum allowable limit will be \$200; however smaller amounts will be advanced.

Travel advances must be reconciled. For amounts owed back to the Town, payment (reimbursement) **must** be made within 30 days of the business event's final day.

**6. Submitting For Reimbursement**

- (a) Members and Employees must secure appropriate pre-travel approvals from Council or their Management Supervisor and follow all required processes with regard to purchasing including securing a purchase order if required.
- (b) Following the approved travel, a Member or Employee shall submit an Expense Claim containing the Mileage and Meal allowance Per Diem amounts, as well as any out of pocket Accommodation costs that may have been incurred. Expense Claim must be signed by the Mayor or Management Supervisor and will be submitted to the Accounts Payable Department for payment within 30 days of the date of travel.



- (c) Receipts and/or bills, folios are required for Accommodations, tuition, course fees, conference fees, fuel purchased without a Fuel Card and all other costs associated with attending the event with the exception of Meals and Mileage (which are a Per Diem and Mileage allowance.) These receipts must be first submitted to the Management Supervisor for approval and coding, following which, the Manager will provide to Accounts Payable for reimbursement.
- (d) All claims shall be audited for compliance with this policy by the Corporate Services Manager prior to payment.
- (e) All claims shall be submitted within the month for which the claim was incurred. Claims submitted in the last week of the month for which they were incurred may be paid at the beginning of the following month, upon discretion of the Corporate Services Manager.

**7. Restrictions**

- (a) The intent of this policy is to compensate Members and Employees for expenses that were actually incurred. Employees that submit for compensation that was not incurred may be subject to income taxation and potentially, discipline.
- (b) When personal and business travel are combined, only documented expenses directly related to the business portion are reimbursable. Travel and related expenses for a spouse, partner or other guests will not be reimbursed.
- (c) The Municipality will not reimburse Members or Employees for personal items lost while travelling on Municipal Business.
- (d) Employees or Members that are provided a vehicle allowance are not entitled to mileage reimbursement.
- (e) Liquor is not an allowable expense that can be claimed.
- (f) Municipal credit cards will not be utilized for purchase of gift cards, unless previously approved, in writing, by the CAO. This written approval will be attached to the credit card reconciliation form.

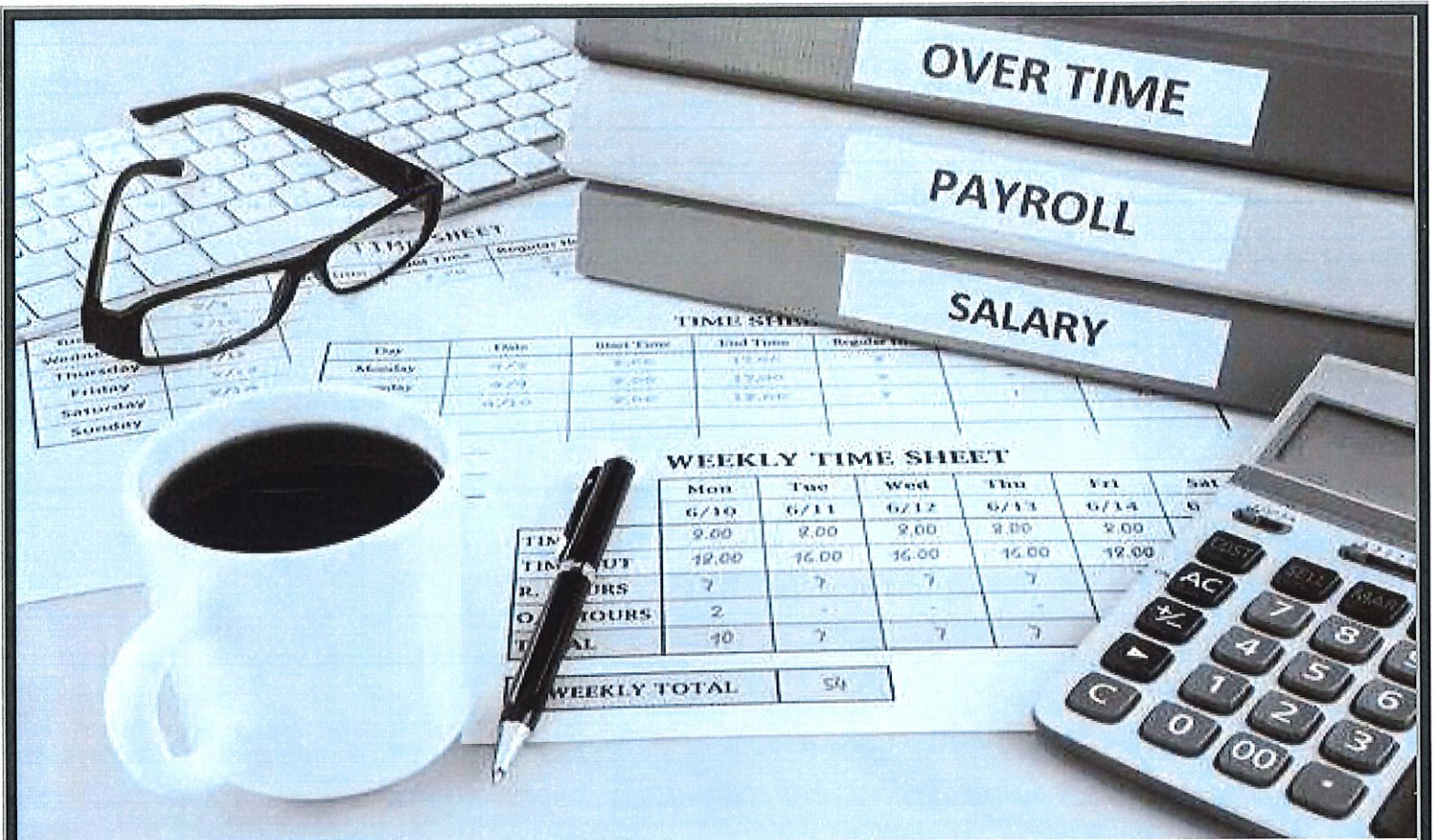
  
 \_\_\_\_\_  
 MAYOR

  
 \_\_\_\_\_  
 CHIEF ADMINISTRATIVE OFFICER

Feb 6, 2023  
 \_\_\_\_\_  
 Date

Feb 6, 2023  
 \_\_\_\_\_  
 Date





# 2022 WAGE & COMPENSATION SURVEY

Prepared by:

 **Alberta  
Municipalities**  
Strength  
In Members

 **Clystation**

*Jia*

## Introduction

The Alberta Municipal Services Corporation (AMSC) is committed to providing comprehensive Human Resources support and services for its municipal members.

The 2022 AMSC Wage & Compensation Survey was created in order to:

- Evaluate and compare current compensation rates for key positions
- Better understand the labour market specific to municipalities
- Assess each municipality's current standing and future direction

The 2022 Wage & Compensation Survey was conducted by Y Station from July 7 to August 19, 2022. A total of 138 municipalities in Alberta participated in the survey.

If you have any comments, questions, concerns, etc., please contact Dayna Tumbach, Associate with Y Station at [dayna.tumbach@ystation.ca](mailto:dayna.tumbach@ystation.ca).

## Survey Overview

The 2022 Wage & Compensation Survey consisted of 61 questions in 7 key topic areas:

**Part 1** includes the following topics:

- Municipal Profile
- Union Membership
- Change in Salary
- Council Remuneration
- Council Benefits
- Staff Hours & Benefits

**Part 2** includes:

- Staff Salaries & Wages

For comparability, all annual salaries have been calculated using the reported hourly wage, assuming 52 weeks per year, 37.5 hours per week. To calculate the hourly rate, divide the salary by 52 weeks, then again by 37.5.

Due to the sensitive nature of the questions in this report, all information provided will continue to be held in the strictest confidence, and will only be reported in aggregate form such that responses cannot be traced back to any one particular municipality or individual. To maintain the confidentiality of participating municipalities, data for any question with a response rate of less than 5 municipalities (i.e.,  $n < 5$ ) has been suppressed and is not included in the reports.



## Comparator Municipalities

This customized report for the 2022 AMSC Wage & Compensation includes aggregated data from the following municipalities (n=138):

<i>Birch Hills County</i>	<i>Summer Village of Ross Haven</i>
<i>Camrose County</i>	<i>Summer Village of Sunbreaker Cove</i>
<i>Cardston County</i>	<i>Thorhild County</i>
<i>City of Beaumont</i>	<i>Town of Banff</i>
<i>City of Brooks</i>	<i>Town of Barrhead</i>
<i>City of Cold Lake</i>	<i>Town of Bashaw</i>
<i>City of Lloydminster</i>	<i>Town of Bassano</i>
<i>City of Spruce Grove</i>	<i>Town of Black Diamond</i>
<i>County of Barrhead</i>	<i>Town of Bow Island</i>
<i>County of Forty Mile</i>	<i>Town of Bruderheim</i>
<i>County of Minburn</i>	<i>Town of Calmar</i>
<i>County of Paintearth</i>	<i>Town of Claresholm</i>
<i>County of St. Paul</i>	<i>Town of Coalhurst</i>
<i>County Of Stettler</i>	<i>Town of Didsbury</i>
<i>County of Vermilion River</i>	<i>Town of Drumheller</i>
<i>County of Wetaskiwin</i>	<i>Town of Edson</i>
<i>Flagstaff County</i>	<i>Town of Fairview</i>
<i>Foothills County</i>	<i>Town of Falher</i>
<i>Lac La Biche County</i>	<i>Town of Grimshaw</i>
<i>Lamont County</i>	<i>Town of Hanna</i>
<i>Municipal District of Bonnyville</i>	<i>Town of High Level</i>
<i>Municipal District of Lesser Slave River</i>	<i>Town of High Prairie</i>
<i>Municipal District of Peace</i>	<i>Town of Hinton</i>
<i>Municipal District of Pincher Creek</i>	<i>Town of Innisfail</i>
<i>Municipal District of Spirit River</i>	<i>Town of Irricana</i>
<i>Municipal District of Taber</i>	<i>Town of Lamont</i>
<i>Municipal District of Wainwright</i>	<i>Town of Legal</i>
<i>Northern Sunrise County</i>	<i>Town of Manning</i>
<i>Red Deer County</i>	<i>Town of Mayerthorpe</i>
<i>Regional Municipality of Wood Buffalo</i>	<i>Town of McLennan</i>
<i>Special Areas Board</i>	<i>Town of Milk River</i>
<i>Specialized Municipality of Crowsnest Pass</i>	<i>Town of Millet</i>
<i>Specialized Municipality of Strathcona County</i>	<i>Town of Morinville</i>
<i>Summer Village of Birchcliff</i>	<i>Town of Nanton</i>
<i>Summer Village of Bonnyville Beach</i>	<i>Town of Nobleford</i>
<i>Summer Village of Half Moon Bay</i>	<i>Town of Okotoks</i>
<i>Summer Village of Itaska Beach</i>	<i>Town of Olds</i>
<i>Summer Village of Jarvis Bay</i>	<i>Town of Picture Butte</i>
<i>Summer Village of Norglenwold</i>	<i>Town of Pincher Creek</i>



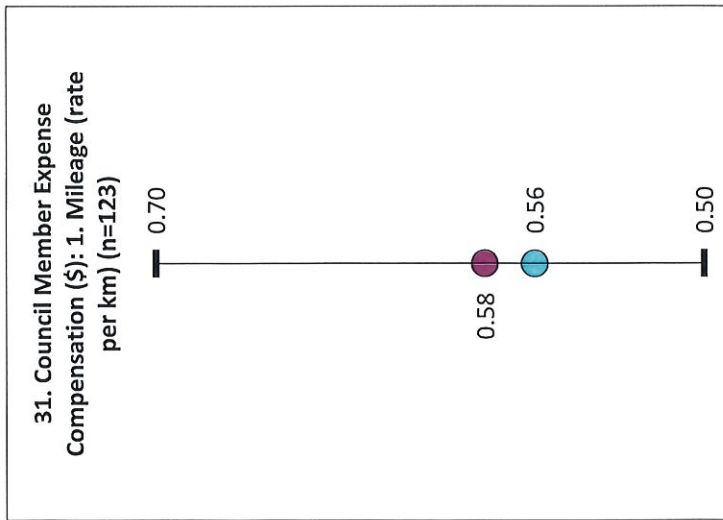
*Town of Ponoka*  
*Town of Rainbow Lake*  
*Town of Raymond*  
*Town of Redcliff*  
*Town of Redwater*  
*Town of Sedgewick*  
*Town of Sexsmith*  
*Town of Spirit River*  
*Town of Stavely*  
*Town of Stettler*  
*Town of Strathmore*  
*Town of Sundre*  
*Town of Three Hills*  
*Town of Turner Valley*  
*Town of Two Hills*  
*Town of Vauxhall*  
*Town of Vegreville*  
*Town of Vermilion*  
*Town of Viking*  
*Town of Vulcan*  
*Town of Wainwright*  
*Town of Wembley*  
*Town of Westlock*  
*Town of Whitecourt*  
*Village of Acme*  
*Village of Alliance*  
*Village of Andrew*  
*Village of Barnwell*  
*Village of Barons*  
*Village of Berwyn*  
*Village of Big Valley*  
*Village of Boyle*  
*Village of Champion*  
*Village of Chauvin*  
*Village of Consort*  
*Village of Czar*  
*Village of Delburne*  
*Village of Donnelly*  
*Village of Edberg*  
*Village of Edgerton*  
*Village of Glendon*  
*Village of Hay Lakes*  
*Village of Hill Spring*  
*Village of Hines Creek*

*Village of Holden*  
*Village of Irma*  
*Village of Kitscoty*  
*Village of Linden*  
*Village of Lougheed*  
*Village of Nampa*  
*Village of Paradise Valley*  
*Village of Rockyford*  
*Village of Rycroft*  
*Village of Warburg*  
*Village of Warner*  
*Vulcan County*  
*Westlock County*  
*Wheatland County*  
*Woodlands County*  
*Yellowhead County*

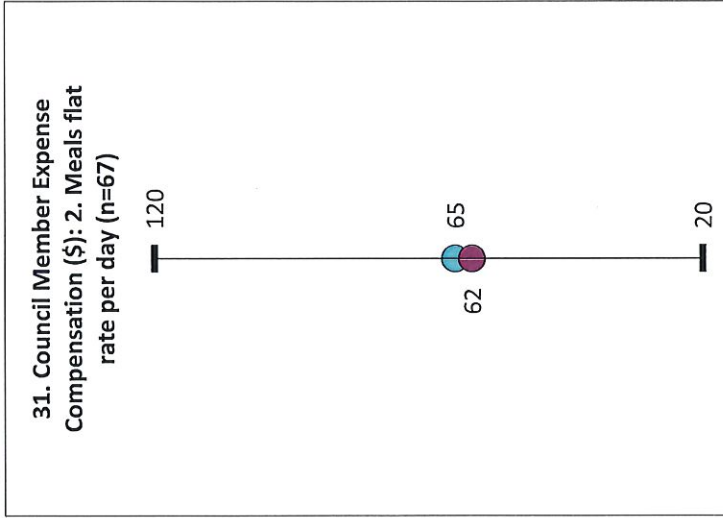


# Municipalities - All

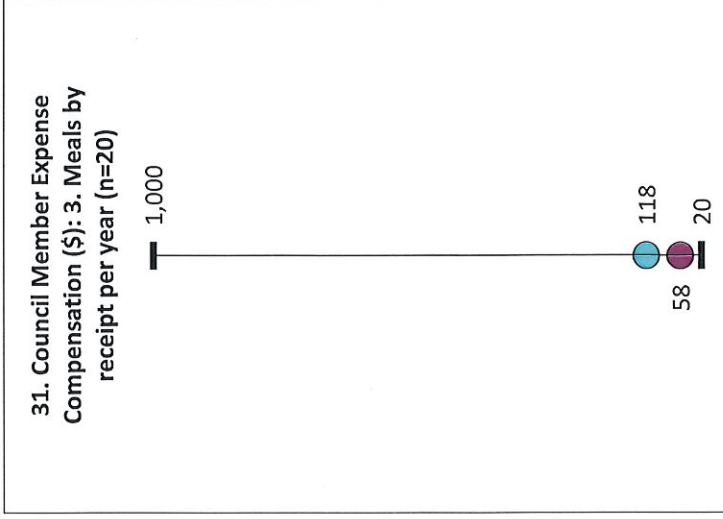
## Part 1



Minimum	Median	Mean	Maximum
0.50	0.58	0.56	0.70



Minimum	Median	Mean	Maximum
20	62	65	120



Minimum	Median	Mean	Maximum
20	58	118	1,000