



AGENDA ITEM

Administration Policy Review – Block 3

April 22, 2021

BACKGROUND

The attached policies are the next block of administration policies for Council's review. This review is part of a multi-meeting review of Council policies in the administration area of the County Policy Handbook.

This is the last block of policies to be reviewed for the moment. Additional policies related to human resources and budgeting will be completed later in the year.

There are six policies being reviewed in this block:

- Policy AD(5) Automated Payment Approvals
- Policy AD(6) Use of Lacombe County Credit Cards
- Policy AD(8) Land Sales – Hamlet of Mirror
- Policy AD(26) Risk Control
- Policy AD(27) Corporate Identity Guidelines
- Policy AD(36) Purchase of Tickets for Community Events

ANALYSIS

1. AD(5) - Automated Payment Approvals

This policy was approved in 2004 and has been amended several times. The policy authorizes the use of reproduced signatures for use on cheques. This action is authorized under section 213(5) of the Municipal Government Act and the policy outlines how these cheques are used.

Policy updates include the following:

1. Update to titles for the County Manager and Finance Staff
2. Recognizing that the process used is for both printed cheques and electronic fund transfers (EFTs).
3. Aligning approval processes for cheque issuance with those included in the banking resolutions adopted by Council.
4. Includes provisions for instances where electronic approval is not used (i.e., payroll). Manual approval process is still used.



2. AD(6) - Use of Lacombe County Credit Cards

Policy AD(6) was first approved in 2004 and updated in 2012. This policy authorizes the County staff to use credit cards issued in the name of the County. A detailed administrative directive is also in place outlining the various procedures that administer the credit card program.

Several minor changes have been made:

1. Update to positions titles
2. For clarity, including financial institution issued credit cards in the definition of credit cards.
3. Outlining consequences to staff for breaching the credit card policy.

3. AD(8) - Land Sales – Hamlet of Mirror

This policy outlines the steps for the sale of vacant lots in the Hamlet of Mirror. This policy was first adopted in 2004 just after the former Village of Mirror dissolved. The policy was last updated in 2007.

Other than references to County Commissioner being updated to County Manager, the only change to this policy is the established price for serviced and adjacent serviced lots. The new prices reflect current assessment figures.

There is also direction as it relates to vacant unserviced lots in the Hamlet. This matches current practice.

4. AD(26) - Risk Control

This policy was adopted in 2007 and is part of the risk management practices of the County. The policy was adopted as part of the RMA Insurance (formerly Jubilee Insurance) Risk Pro program. This program is still in place and provides risk management education opportunities and practices to its members.

The policy remains relatively unchanged except for updates to the insurance provider's name (RMA Insurance) and the update identifies who are the risk control committee members.

5. AD(27) - Corporate Identity Guidelines

Policy AD(27) was approved as part of the County's rebranding exercise 2008. In addition to this policy and a new brand for the County, a Corporate Identity Standards Guide was also created. The policy has been updated to



reflect the current usage of the brand. The Guide has also been updated to reflect current practices.

6. AD(36) - Purchase of Tickets for Community Events

This policy governs the purchase of tickets for community events by Council and staff. This policy was adopted in 2015 and Council undertook an extensive review in 2018. No changes are proposed, however, as it is a policy that affects Council, Administration has included it in this review should Council wish to make additional changes to the policy.

ALTERNATIVES

1. Approve Policy AD(5) - Automated Payment Approvals as presented.
2. Approve Policy AD(6) - Use of Lacombe County Credit Cards as presented.
3. Approve Policy AD(8) - Land Sales – Hamlet of Mirror as presented.
4. Approve Policy AD(26) - Risk Control as presented.
5. Approve Policy AD(27) - Corporate Identity Guidelines as presented.
6. Receive Policy AD(36) - Purchase of Tickets for Community Events for information.
7. Provide alternative changes to one or more of the Policies.

BUDGET IMPLICATIONS

These policies have no major impact on budget. There is no additional cost to implement the proposed changes to these policies.

LEGISLATIVE RESPONSIBILITIES

Policies are governed by Municipal Government Act, RSA 2000, c M-26 provisions:

- Section 3 – The purposes of the municipality are... (b) to provide services, facilities, or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality.
- Section 5 – A Municipality has the duties that are imposed on it by this and other enactments and those that the municipality imposes on itself as a matter of policy.
- Section 180(1) - A council may act only by resolution or bylaw.
- Section 213(5) – Signatures may be printed, or otherwise reproduced (applies to Policy AD(5)).



PUBLIC PARTICIPATION

The County’s public participation related to these policies is limited to informing the public by adding updating the policies on the County’s website.

STRATEGIC PLAN

OUR VISION

An attractive, balanced, and progressive community.

OUR MISSION

To build a safe and vibrant community through leadership, innovation, and healthy relationships.

OUR KEY PRINCIPLES

Recognizing our history and solid foundation, we approach the role of providing the best possible level of municipal services for our citizens through a base of collaborative and supportive teamwork.

Accountable & Transparent

- For our decisions
- For our actions

RECOMMENDATION

That Council take the following actions:

- *That Council approve updated Approve Policy AD(5) - Automated Payment Approvals as presented.*
- *That Council approve updated Approve Policy AD(6) - Use of Lacombe County Credit Cards as presented.*
- *That Council approve updated Approve Policy AD(8) - Land Sales – Hamlet of Mirror as presented.*
- *That Council approve updated Approve Policy AD(26) - Risk Control as presented.*
- *That Council approve updated Approve Policy AD(27) - Corporate Identity Guidelines as presented.*
- *That Council receive Policy AD(36) - Purchase of Tickets for Community Events for information.*

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