



**MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133 Council
Minutes for Regular Council Meeting #RM 04-17
10:00 a.m., Wednesday, February 15, 2017**

The Regular Meeting of the Council of the Municipal District of Spirit River #133 was held in the Brownlee Building of the Municipal Office situated at 4202 50th Street in the Town of Spirit River in the Province of Alberta on Wednesday, February 15, 2017 starting at 10:00 am

Present: Reeve: Stan Bzowy
Councillors: Elaine Garrow
Yves Mercier
Tony Van Rootselaar
Administration: Kelly Hudson

1. CALL TO ORDER

The meeting was called to order by the Chair at 10:02 am.

2. AGENDA ADDITIONS

3. ADOPTION OF THE AGENDA

A. Adoption of the Wednesday, February 15, 2017, Regular Meeting Agenda RM 04-17.

29.15.02.17 Moved by Councillor Mercier that the February 15, 2017, Regular Meeting Agenda RM 04-17 be accepted as presented.

Carried Unanimously

4. DECLARATION OF INTEREST

5. COUNCILLOR ABSENCES

6. PUBLIC HEARING

7. DELEGATIONS

8. ADOPTION OF PREVIOUS MINUTES

A. Adoption of Wednesday, February 1, 2017, Regular Meeting Minutes RM 03-17.

30.15.02.17 Moved by Councillor Van Rootselaar that the February 1, 2017, Regular Meeting Minutes RM 03-17 be accepted as presented.

Carried Unanimously

9. BUSINESS ARISING FROM MINUTES

10. REPORTS

A. CAO Report

Discussion on the realignment of the Dunvegan Bridge approaches ensued. CAO report accepted as information.

B. Public Works Supervisor Report was accepted as information.

C. FCSS was accepted as information.

D. **Clinic Report** was accepted as information.

- 11. **TABLED ITEMS AND OLD BUSINESS**
- 12. **RECOMMENDATIONS FROM COMMITTEES**
- 13. **NEW BUSINESS**

A. Purchasing Policy

31.15.02.17 Moved by Councillor Garrow that Policy ADM.44 Dated December 19, 2013 be amended and replaced with Policy ADM.44 Effective February 15, 2017 and that this policy be attached to form part of these minutes.

Carried Unanimously

B. Donation Policy

32.15.02.17 Moved by reeve Bzowy that the Council approves the New Grant and Donation Policy ADM.63 and that ADM.40, CEM.04 and CEM.05 be removed from the policy manual and that this policy be attached to form part of the minutes.

Carried Unanimously

C. Interface Module

33.15.02.17 Moved by Councillor Mercier that the Council approve the purchase of the Muniware A/P Module and training for \$3000 to create the ability to do Electronic transfers to vendors rather than creating and mailing paper cheques.

Carried Unanimously

D. FCSS Request for Shelving

Direction was for administration to look at creating two private offices at the Public Works office and to table the discussion about shelving.

E. CPREPlan review with Council

Direction was to see when the disaster table top exercise will be held and to try to offer a meeting with Bryan and our staff at some point after that.

14. **BYLAWS**

15. **CORRESPONDENCE AND INFORMATION**

- 1. **Canadian Postmasters and Assistants Association** accept as information.
- 2. **South Peace Archives** accept as information.
- 3. **FCM Ottawa** accept as information.

16. **COUNCIL ISSUES AND CONCERNS**

17. **IN-CAMERA**

18. **ADJOURNMENT**

There being no further business the meeting was adjourned by the Reeve at 12:40 pm.

These minutes approved this 1st day of March, 2017.

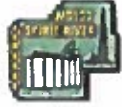


REEVE
Stan Bzowy



CAO
Kelly Hudson

**MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133
POLICY AND PROCEDURES MANUAL**



Purchasing Policy

**Function:
Policy No.
Effective Date:**

**Administration
ADM.44
February 15,
2017**

**Supersedes:
Amends:**

**Dec 20, 2007
Dec 19, 2013**

Policy Purpose


To provide the necessary checks and balances for the efficient and effective expenditure of municipal funds while allowing flexibility to meet emergent needs and an ever-changing environment.

Definitions:

1. Expenditures are to be implemented within the context of the annual operating/capital budgets as approved by MD Council.
2. Supervisor: for the purposes of this policy a supervisor shall be:
 - ◆ Agricultural Fieldman
 - ◆ Public Works Supervisor
 - ◆ Fire Chief
 - ◆ FCSS Coordinator
 - ◆ Community Development Officer
 - ◆ All Senior Administration
3. Senior Administration mean any of the following:
 - ◆ Chief Administrative Officer
 - ◆ Assistant Municipal Administrator
4. Sole source shall mean any expenditure receiving less than three (3) quotations.

Policy:

1. In order to secure competitive pricing for the MD expenditures while recognizing the need for operational efficiency, the requirement to obtain quotes prior to purchasing shall be as follows:
 - ◆ \$1,000.00 or less no quotations are required
 - ◆ \$1,000.00 to \$1,500.00 at a minimum. Three (3) quotations shall be obtained by phone and a purchase order issued signed by a supervisor or member of senior administration.
 - ◆ \$1,500.00 and up three (3) written quotations shall be received and a purchase order issued signed by a member of senior administration.
2. All quotes, written or by phone, shall be attached to the purchase order and initialed by the staff member obtaining the quote. Catalogue shopping may be done for price comparison of the total is less than \$1,000.00.
3. Things such as oils and equipment bid rates are done yearly and thus do not require other quotes to be attached.
4. Authority to purchase on behalf of MD #133 shall be as follows:
 - ◆ Permanent Full time up to \$200.00
 - ◆ Supervisors up to \$5,000.00
 - ◆ CAO within budget

 1


- ◆ Seasonal/Temporary staff is authorized to purchase goods/services up to \$50.00 but all invoices shall be signed by their supervisor prior to payment.
- ◆ Due to the inconvenience of location and the frequency of purchases made dealing with local suppliers standing purchase orders (SPO) will be established where possible. The SPO will be used for all purchases of \$350.00 or less as a form of checks and balances. Purchasing limits will remain consistent with this policy.
- ◆ Purchase orders shall be issued on all purchases above \$350.00. Where purchase orders cannot be (practically) used then a credit card may be used.
- ◆ When quotations are requested by phone, staff are to ensure identical information is provided to all those from whom a quotation is being requested.
- ◆ MD #133 recognizes that certain circumstances may require the use of a sole source supplier. This may be due to specialized service, products, or quality. Authorization to use sole source supplier shall require the following prior to placing an order and issuing a purchase order:
 1. \$351.00 - \$1,000.00 - Supervisor
 2. \$1,000.00 and up - CAO
- ◆ Supervisors are only authorized for purchases within their respective department areas and budgets. A member of Senior Administration may authorize a supervisor to spend in other departments due to operational requirements.
- ◆ Non line item budgeted items must be presented to senior administration for authorization to purchase.
- ◆ Purchases through contingency or reserve shall be by Council resolution only.
- ◆ The CAO may delegate in writing authority to purchase due to operational requirements; for example when the CAO is away from the office for extended periods. The Assistant Administrator will have authority to purchase automatically when the CAO is away not requiring delegation in writing.
- ◆ MD #133 recognizes the efficiency gained through the use of credit cards. Cards shall not carry a balance. Credit cards will be issued accordingly;
 1. CAO - (\$50,000.00 limit)
 2. Public Works Supervisor - (\$5,000.00 limit)
 3. Ag Fieldman - (\$5,000.00)
 4. Executive Assistant - (\$5,000.00)
 5. FCSS Coordinator - (\$2,500.00)
 6. Assistant Administrator - (\$5,000.00)
- ◆ All credit card purchases for meals shall detail who was present at the time.
- ◆ All credit card statements shall be reviewed by the Municipal Clerk prior to processing for payment.
- ◆ It has become common practice for many suppliers to use the services of Agline to replace purchase orders. As a result, the MD's Agline account will be used for purchases when required as well as issuing a purchase order that will include the Agline account number.

MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133 POLICY AND PROCEDURES MANUAL <p style="text-align: center;">Grant and Donation Policy</p>	Function: Policy No. Effective Date: Supercedes: Amends:	Administration ADM.63 February 15,2017 Cem.04,Cem.05, Adm.40
---	--	---

PURPOSE:

To provide financial assistance to community non-profit associations and groups.

GUIDELINES:

1. GENERAL TERMS OF REFERENCE

- a. Council shall budget funds for grant programs annually.
- b. Grant Programs shall be advertised annually.
- c. The Chief Administrative Officer shall:
 - i. review applications to insure sufficient information is provided; and
 - ii. present applications to Council for consideration.
- d. First consideration shall be given to Operating Funding Programs.

2. OPERATING FUNDING PROGRAM

- a. Applications shall:
 - i. be submitted by October 15 of the current grant program year;
 - ii. include the financial statement for the prior year clearly indicating the cost of electricity, telephone, internet, heating, water, sewer and insurance (audited financial statements preferred);
 - iii. include a brief outline of how previous funds received were expended;
 - iv. include the current years' budget; and
 - v. include a brief outline or business plan of anticipated activities and benefits for MD of Spirit River residents.
- b. Financial Assistance for Community Associations shall be:
 - i. an annual grant as determined by Council; and
 - ii. conditional on the facility being accessible to MD of Spirit River residents at a rate not to exceed the rate charged to residents of the municipality in which it is located.

3. CAPITAL FUNDING PROGRAM

- a. Applications shall:
 - i. be submitted by October 15 of the current grant program year;
 - ii. include the financial statement for the prior year clearly indicating the cost of electricity, telephone, internet, heating, water, sewer and insurance (audited financial statements preferred);
 - iii. include a brief outline of how previous funds received were expended;
 - iv. include the current years' budget; and
 - v. include a brief outline or business plan of anticipated activities and benefits for MD of Spirit River residents.
- b. Eligible Projects:
 - i. include new facilities or projects that provide recreational & cultural services for MD of Spirit River residents;

- ii. include renovations and repairs to upgrade existing facilities which offer services to MD of Spirit River residents;
 - iii. must be accessible to MD of Spirit River residents at a rate not to exceed the rate charged residents of the municipality in which it is located.
- c. Applications shall include but may not be limited to:
- i. a business plan which thoroughly justifies the need for the facility or project;
 - ii. a long range plan for operation of the new facility or project;
 - iii. firm cost estimates including:
 - 1. non refundable GST estimates
 - 2. refundable GST estimates;
 - iv. a plan to secure contributions from other sources;
 - v. an agreement to enter into a dissolution agreement with MD of Spirit River; and
 - vi. justification if the proposed services are currently provided within the area.
- d. The Applicant shall:
- i. utilize program funding grants, for the purposes outlined in the application, within two years;
 - ii. provide the MD of Spirit River (upon request) with documented records for evaluation or audit, in the form of:
 - 1. expense Invoices for the project, paid in full;
 - 2. statements of cash contributions;
 - 3. statements of grant funding from other sources;
 - iii. apply for Council to consider proposed options for program funding grants not utilized within two years; or
 - iv. return program funding grant drawings which have not been utilized within two years or otherwise authorized by Council.

4. CEMETERY MAINTENANCE GRANT PROGRAM

- a. Cemetery Operating Grants
- i. The Council of the Municipal District of Spirit River No. 133 will on an annual basis provide grants of \$500.00 to organizations for the maintenance of cemeteries located within the Municipal boundaries. The grants are to be annual grants for the operational purposes of the cemetery organization.
 - ii. Volunteer Associations or Groups shall be considered for Cemetery Maintenance Grants, in an equal amount per cemetery, as determined in the MD of Spirit River's annual Operating Budget.
- b. Cemetery Capital Grants
- The Council of the Municipal District of Spirit River No. 133 will on an annual basis consider providing grants to organizations for the enhancement or upgrade of cemeteries located within the Municipal boundaries. The grants are to be conditional grants for the specified purposes stated within the application for a grant made by a cemetery organization. The organization shall provide a full accounting for the grant funds advanced.

Ordinary costs for maintenance of cemeteries are not eligible for these grants.

- c. The Application Shall:
- i. provide a yearly financial and pictorial (picture) report to the Council for filing on a yearly basis.
 - ii. provide a yearly update to the plot map with buried and reserves identified for filing on a yearly basis.
 - iii. No grant will be issued unless the requirements stated below are met fully:

- Yearly financial statement (Beginning and closing bank statement are sufficient)
- Pictures (updated Yearly, picture of the site by electronic copy is sufficient, pictures of every grave would be preferred)
- Updated List Cemetery graves- Lot, Block, Plan of (Buried & Reserved)
- Cemetery map (up dated with new internments from the previous year)

- iv. utilize program funding grants, for the purposes outlined in the application, within two years;
- v. provide the MD of Spirit River (upon request) with documented records for evaluation or audit, in the form of:
 - 1. expense invoices for the project, paid in full;
 - 2. statements of cash contributions;
 - 3. statements of grant funding from other sources;
- vi. apply for Council to consider proposed options for program funding grants not utilized within two years; or
- vii. return program funding grant drawings which have not been utilized within two years or otherwise authorized by Council.

5. PROGRAM & ACTIVITY GRANT PROGRAM

- a. Applications for program and activity grants shall:
 - i. be submitted by January 31st, May 31st, and September 30th of the current grant program year;
 - ii. include a brief outline of how previous funds received were expended (if applicable);
 - iii. include the current years' budget; and
 - iv. include a brief outline or business plan of anticipated activities and benefits for MD of Spirit River residents.
- b. Financial assistance for small community groups, clubs and organizations (including schools) involved in activities related to athletics, culture, arts, crafts or health and well-being; serving children, youth or seniors; located within MD of Spirit River shall be:
 - i. an annual grant as determined by Council.
- c. Financial assistance for small community groups, clubs and organizations (including schools) involved in activities related to athletics, culture, arts, crafts or health and well-being; serving children, youth or seniors located outside the MD of Spirit River shall be:
 - i. an annual grant as determined by Council; and
 - ii. conditional on the group's activities being accessible to MD of Spirit River residents.
- d. Organizations will be eligible for one grant per calendar year.

6. SMALL DONATIONS

- a. Donation requests under \$250.00 can be approved by the CAO within the budget established by Council if it is for the purpose of providing a gift, silent auction item or money for a specific fundraising opportunity, celebrating an event of a group, public organization or charity.

Municipal District of Spirit River No. 133 APPLICATION FOR OPERATING GRANT

Name of Organization			
Association Name			
Mailing Address			
Contact Person	Name	Tel. No.	Fax No.
Project Name			
Project particulars (Please be specific, explaining the need for the project, and providing a brief work plan.) If applicable, attach drawings.			
Planned Expenditures (Itemize & List)	Anticipated Revenue & Contributions		
_____ \$ _____	Financial Support	\$ _____	
_____ \$ _____	Donations in Kind - labour	\$ _____	
_____ \$ _____	- materials	\$ _____	
_____ \$ _____	- equipment	\$ _____	
_____ \$ _____	Funding from own organization	\$ _____	
_____ \$ _____	Total Revenue (B)	\$ _____	
<u>Labour, materials, equipment donated</u> \$ _____			
Total Planned Expenditures (A) \$ _____	Funding Requested (A minus B) \$ _____		
Affirmation	<p>I, _____ of _____</p> <p>affirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets is fairly presented. I agree that once funding is provided, any change to the project proposal will require prior approval of the Municipality. I agree to submit a final report, and financial accounting for evaluation of the project funded by the Municipal District.</p> <p style="text-align: right;">Date: _____</p>		

SB
AA

Municipal District of Spirit River No. 133 APPLICATION FOR CEMETERY GRANT

Name of Organization			
Cemetery Name			
Mailing Address			
Contact Person	Name	Tel. No.	Fax No.
Project Name			
Project particulars (Please be specific, explaining the need for the project, and providing a brief work plan.) If applicable, attach drawings.			
Planned Expenditures (Itemize & List)	Anticipated Revenue & Contributions		
_____ \$ _____	Financial Support	\$ _____	
_____ \$ _____	Donations in Kind - labour	\$ _____	
_____ \$ _____	- materials	\$ _____	
_____ \$ _____	- equipment	\$ _____	
_____ \$ _____	Funding from own organization	\$ _____	
_____ \$ _____	Total Revenue (B)	\$ _____	
<u>Labour, materials, equipment donated</u> \$ _____			
Total Planned Expenditures (A) \$ _____	Funding Requested (A minus B) \$ _____		
Affirmation	I, _____ of _____ affirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets is fairly presented. I agree that once funding is provided, any change to the project proposal will require prior approval of the Municipality. I agree to submit a final report, and financial accounting for evaluation of the project funded by the Municipal District. <div style="text-align: right;">Date: _____</div>		






MUNICIPAL DISTRICT OF SPIRIT RIVER #133

MEETING
MEETING DATE:
Originated By:

Council RM 04-17

L.Gostick, Assistant Administrator

Title: A/P Interface Module-Accounting Software Quotation

BACKGROUND/PROPOSAL

Additional Information regarding Accounts Payable Module

The total cost of each batch sent to the bank for dispersal is \$15 each time. To keep this cost in check I propose that check runs are done on the second and third Tuesday of each month. This allows council to view and sign off on batches on Council day prior to them being released to the bank, should Council have concerns regarding a payment it can be removed from the batch and remain unpaid until concerns are resolved.

We would still be able to run manual cheques at any time but by implementing the strict cheque run days it would eliminate calling signing authorities to come in to sign cheques.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

COST/SOURCE OF FUNDING

RECOMMENDATION/RESOLUTION

That Council approve the purchase of the Muniware A/P Module and training for \$3000 to create the ability to do Electronic transfers to vendors rather than creating and mailing paper cheques.

Or

Direct Administration accordingly.

Louise Gostick, Assistant Administrator