



MUNICIPAL DISTRICT OF GREENVIEW No. 16

POLICY REVIEW COMMITTEE

AGENDA

March 9, 2022

10:30 a.m.

Council Chambers/Zoom

#1 CALL TO ORDER

#2 ADOPTION OF THE AGENDA

#3 ADOPTION OF THE MINUTES

#4 POLICIES

- | | |
|--|-------|
| 4.1 Policy 3021 Fire-Rescue Services Apparatus & Equipment Replacement | pg 5 |
| | pg 21 |
| 4.2 Policy 1502 Reserves | |
| | pg 37 |
| 4.3 Policy 6323 Coyote Predation | |
| | pg 51 |
| 4.4 Policy 6302 Roadside Vegetation Management | |
| | pg 62 |
| 4.5 Policy 2004 Employee Code of Conduct | |
| | pg 70 |
| 4.6 Policy 2017 Bereavement/Illness Recognition | |

#5 NEXT MEETING DATE April 13, 2022

#6 ADJOURNMENT

Minutes of a
POLICY REVIEW COMMITTEE
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
M.D. Administration Building, Council Chambers
Valleyview, Alberta, on February 9, 2022

1:
CALL TO ORDER

Chief Administrative Officer Stacey Wabick called the meeting to order at 10:57 a.m.

PRESENT

Member	Councillor Jennifer Scott (virtual)
Member	Councillor Sally Rosson
Alternate Member	Councillor Dave Berry
Alternate Member	Deputy Reeve Bill Smith
Alternate Member	Reeve Tyler Olsen
Alternate Member	Councillor Ryan Ratzlaff
Alternate Member	Councillor Christine Schlieff
Alternate Member	Councillor Winston Delorme

CAO	Stacey Wabick
Director of Infrastructure & Planning	Roger Autio
Director of Corporate Services	Ed Kaemingh
Director of Community Services	Michelle Honeyman
Asset Management Officer	Jamie Hallett
Municipal Intern	Joe Charlebois-Perry
Legislative Services Officer/Recording Secretary	Sarah Sebo

ABSENT

Chair Councillor Tom Burton

MOTION: 22.02.087. Moved by: COUNCILLOR SALLY ROSSON.
That the Policy Review Committee appoint Councillor Winston Delorme as the Chair of the Policy Review Committee for the February 9, 2022 meeting.

CARRIED

#2
POLICY REVIEW
COMMITTEE
AGENDA

MOTION: 22.02.088. Moved by: COUNCILLOR CHRISTINE SCHLIEFF.
That the Policy Review Committee adopt the Agenda of the Policy Review Committee meeting as presented.

CARRIED

#3
POLICY REVIEW
COMMITTEE
MINUTES

MOTION: 22.02.089. Moved by: COUNCILLOR RYAN.
That the Policy Review Committee adopt the minutes of the Policy Review Committee meeting held on January 12, 2022, as presented.

CARRIED

#4
BUSINESS

4.1 "Appointment to Boards and Committees"

APPOINTMENT TO BOARDS
AND COMMITTEES

MOTION: 22.02.090. Moved by COUNCILLOR RYAN RATZLAFF:
That the Policy Review Committee recommend Council approve Policy 1040 "Appointment to Boards and Committees" as amended.

- 1.5 change county boards to Greenview boards
- 1.6 proper spacing
- Reference remuneration for members-at-large
- Add a provision regarding electronic attendance

CARRIED

4.2 "Asset Management"

ASSET MANAGEMENT

MOTION: 22.02.091. Moved by: COUNCILLOR JENNIFER SCOTT.
That the Policy Review Committee recommend Council approve Policy 1034 "Asset Management" as amended.

- Remove 1.8
- 1.2 include the title and number of the asset policy being referred to
- 9. Spacing
- 7.1 include period after policy

CARRIED

4.3 "Asset Management Obligation"

ASSET MANAGEMENT
OBLIGATION

MOTION: 22.02.092. Moved by: COUNCILLOR DAVE BERRY.
That the Policy Review Committee recommend Council approve Policy 1041 "Asset Management Obligation" as amended.

- Define tangible capital assets and controlled assets
- Schedule A – change "do nothing" to "follow disposal policy"

CARRIED

4.4 “Tangible Capital Assets”

TANGIBLE CAPITAL ASSETS

MOTION: 22.02.093. Moved by: COUNCILLOR TYLER OLSEN
That the Policy Review Committee recommended Council approve Policy 1507
“Tangible Capital Assets” as presented.

CARRIED

#5
ADJOURNMENT

MOTION: 22.02.094. Moved by: COUNCILLOR SALLY ROSSON.
That this meeting adjourns at 12:16 p.m.

CARRIED

RECORDING SECRETARY

CHAIR



REQUEST FOR DECISION

SUBJECT:	Policy 3021 Fire-Rescue Services Apparatus & Equipment Replacement Policy		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 9, 2022	CAO:	MANAGER:
DEPARTMENT:	PROTECTIVE SERVICES	DIR:	PRESENTER: JH
STRATEGIC PLAN:	Development	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – NFPA 1901, NFPA 1911

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Policy Review Committee recommend Council approve Policy 3021 “Fire-Rescue Services Apparatus & Equipment Replacement” as presented.

BACKGROUND/PROPOSAL:

This policy is a complete update to follow the new 1507 TCA Policy and 1034 Asset Management policy. There are corrections in the document on tracking maintenance and what is the future prospect of the document. This also now lists asset definitions, along with various NFPA standard definitions. Tables have been updated and all changes are reflective of the recently approved policies.

These Emergency Vehicles and Apparatus will be their own category as discussed in the 1507 tangible capital assets policy. Changes are to maximize fire fighter capabilities in using fire apparatus and to minimize the risk of injuries, it is important that fire apparatus be equipped with the latest safety features and operating capabilities. In the last 10 to 15 years, progress has been made in upgrading functional capabilities and improving the safety features of fire apparatus.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of PRC accepting the recommended motion is this policy will reflect the updated standards in the Tangible Capital Assets policy as well as follow current NFPA standards.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: PRC has the alternative to make additional recommendations and changes.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will bring the policy to Council for final approval.

ATTACHMENT(S):

- Policy 3021 – Current
- Policy 3021 - Revised

Title: Greenview Fire-Rescue Services Apparatus and Equipment Replacement

Policy No: 3021

Effective Date: March 9, 2021

Motion Number: 21.03.092

Supersedes Policy No:

Review Date: March 9, 2024



Purpose: The purpose of this policy is to establish a scheduled apparatus replacement plan, which improves the process of apparatus replacement and allows for planning of funding sources. The goal of this plan is to ensure that heavy fire apparatus are replaced when necessary to maintain a safe, reliable, and innovative fleet and do so in a cost-efficient manner. And this policy ensures Greenview is compliant with NFPA guidelines, OH&S guidelines, Alberta Transport Legislation, and Greenview policies.

1. DEFINITIONS

- 1.1 Class A Pumper** means an apparatus meeting that criterion for a pumper truck that can be used to fight fires in structures or other types of fires requiring larger volumes of water.
- 1.2 Commercial Chassis** means a chassis constructed for several different uses. i.e. Freightliner Etc.
- 1.3 Custom Chassis** means a chassis constructed by a specialty manufacturer for the sole purpose of use in the Fire Service. i.e. Spartan, Pierce, Rosenbauer, E-One etc.
- 1.4 FAMA** means Fire Apparatus Manufacturer's Association.
- 1.5 Fire Apparatus** means vehicles of varying types and sizes that fulfil different roles or functions during fire and rescue operations.
- 1.6 FUS** means Fire Underwriters Survey; Administered by SCM Risk Management Services. Provides information on Fire Departments in Canada to the Insurance Industry, to help set ratepayer insurance rates. They develop recommended Standards for Municipalities and Industry to follow.
- 1.7 GPM** means the amount of water flow volume capability of a particular pump installed on an apparatus.
- 1.8 Greenview** means the Municipal District of Greenview No. 16.
- 1.9 Life Cycle** means the useful life of an apparatus based on the average years, engine hours, and mileage before the repair and maintenance to operate the equipment becomes cost prohibitive.

- 1.10 Light/Medium Duty** means vehicles with a gross vehicle weight of less than 8,500 lbs, including SUV's, minivans, ½ ton trucks.
- 1.11 Tender** means an apparatus that supplies water to other trucks or drop tanks during fire operations. If provided with a pump, this type of truck usually does not have high volume pumps.
- 1.12 Tender/Pumper** means an apparatus that supplies water to other trucks or drop tanks during fire operations. However, the pumps are usually large enough that the truck could be used to fight fires just as you would be able to with a Class A Pumper. These trucks could have access issues due to the weight of the truck where a Class A Pumper would work better. It is recommended this type of truck be purchased versus just a standard Tender due to its versatility and ability to support other pumpers with water supply.
- 1.13 Wet Rescue Class A Pumper** means a specially designed fire apparatus that is used for multi-operations including fire suppression, vehicle extrications and other light rescue operations. It reduces the need to have multiple trucks responding on certain calls reducing cost ultimately for a department.
- 1.14 Brush Truck** means a smaller fire vehicle that is used for woods and brush fires. They are much lighter than larger apparatus and can access areas much easier than larger apparatus. They carry smaller high pressure pumps and less water, but are a very effective tool, especially in this area due to the terrain encountered during fires.
- 1.15 Rescue** means different styles of trucks used in various rescue operations. These operations can include vehicle accident extrication, building collapse, confined space rescues and other specialized rescue operations.
- 1.16 Utility/Support Units** means different styles of trucks used in various ways to assist prior to, during, and after emergencies. They may carry equipment, supplies and personnel for emergency operations. They also are used to pull trailers and other devices.
- 1.17 Support Unit** means This term is used to describe various styles of vehicles used to provide support during an emergency. The vehicles can range from automobiles, trucks to tractors. Most of the uses for this plan are for providing transportation for personnel to emergencies, training and mutual aid.
- 1.18 NFPA** means The National Fire Protection Association (NFPA) is a non-profit organization that utilizes its membership to develop standards for fire and life safety. The document includes standards for the construction and safety features used on fire apparatus and other equipment used by the fire service. NFPA also covers thousands of other standards that relate to fire and life safety. These standards are generally the nationally accepted standards and processes and can be legally binding in certain situations.

- 1.19 NFPA 1901** means Standard for Firefighting Vehicles, Automotive Fire Apparatus, Wildland Fire Apparatus, and Automotive Ambulances.
- 1.20 NFPA 1911** means Standard for the Inspection, Maintenance, Testing, and Retirement of in-service Emergency Vehicles.
- 1.21 NFPA 1915** means Standard for Fire Apparatus Preventive Maintenance Program.
- 1.22 ISO** means the Insurance Service Office/Commercial Risk Services is an organization that generally rates communities on their ability to provide a level of fire protection. The rating for many residential properties can affect the amount of insurance paid by a home owner in a coverage area. For the purposes of this document, this process only considered that we maintain the current ISO ratings in each fire response area. However, older apparatus that fall within the replacement recommendation of NFPA may receive deficiency points for future ISO ratings if not replaced.

2. POLICY

- 2.1 To maximize fire fighter capabilities in using fire apparatus and to minimize the risk of injuries, it is important that fire apparatus be equipped with the latest safety features and operating capabilities. In the last 10 to 15 years, much progress has been made in upgrading functional capabilities and improving the safety features of fire apparatus.
- 2.2 It is a generally accepted fact that fire apparatus, like all types of mechanical devices, have a finite life. The length of that life depends on many factors, including vehicle mileage and engine hours, quality of the preventative maintenance program, quality of the driver training program, whether the fire apparatus was used within the design parameters, whether the apparatus was manufactured on a custom or commercial chassis, quality of workmanship by the original manufacturer, quality of the components used, and availability of replacement parts, to name a few. In the fire service, there are at times fire apparatus with 8 to 10 years of service that are simply worn out. There are also fire apparatus that were manufactured with quality components, that have had excellent maintenance, and that have responded to a minimum number of incidents that are still in serviceable condition after 20 years.
- 2.3 In accordance with NFPA 1915, the factors influencing apparatus replacement are:
 - A. Age;
 - B. Engine Hours;
 - C. Kilometres;
 - D. Downtime and maintenance and repair costs;
 - E. Life cycle and resale value; and
 - F. Whether the apparatus meets all present 1911 safety standards.
- 2.4 Regular replacement of fire apparatus helps maintain the health and safety of firefighters and the public, while ensuring the prudent use of ratepayer funding. Life cycles must be developed with the goal of minimizing overall fleet costs, maximizing vehicle availability, and providing firefighters with safe and reliable units to perform their job functions

3. METHOD

- 3.1 Greenview recognises the standards and guidelines set by the NFPA as the accepted standards as they relate to fire and life safety.
- 3.2 The preventative maintenance and equipment replacement of Greenview Fire Services apparatus are aligned with the following NFPA standards:
 - A. NFPA 1901: Standard for Firefighting Vehicles, Automotive Fire Apparatus, Wildland Fire Apparatus, and Automotive Ambulances;
 - B. NFPA 1911: Standard for the Inspection, maintenance, Testing, and Retirement of in-service Emergency Vehicles; and
 - C. NFPA 1915: Standard for Fire Apparatus Preventative Maintenance Program.
- 3.3 Apparatus replacement will also be evaluated on life cycles. Fleet unit life cycles are based on the best practice method recommended by industry standards. The overall goal is to replace vehicles at the lowest life cycle cost before the operating cost exceeds vehicle capital.
- 3.4 In circumstances where an apparatus becomes cost prohibitive to maintain or operate, before the end of its established life cycle, it may be considered for early replacement.
- 3.5 Upon review, if a vehicle or piece of equipment has continually performed at a high level, with a satisfactory maintenance and repair record, that vehicle or piece of equipment may be considered for a life cycle extension.

5. RECOMMENDATIONS FOR APPARATUS REPLACEMENT

NFPA 1915: Standard for Fire Apparatus Preventive Maintenance Program

Excellent Condition:

- Fewer than five years old.
- Fewer than 800 engine hours.
- Fewer than 25,000 kms if not used in stationary applications.
- No known mechanical defects.
- Very short downtime and very little operating expense.
- Excellent parts availability.
- Very good resale value.
- Meets all present NFPA 1911 safety standards.

Very Good Condition:

- More than five but fewer than 10 years old.
- More than 800 but fewer than 1,600 engine hours.
- More than 25,000 but fewer than 50,000 kms if not used in stationary applications.
- No known mechanical or suspension defects present.
- Short downtime and above average operating costs.
- Good parts availability.
- Good resale value.
- Meets NFPA 1911 safety standards.

Good Condition:

- More than 10 years but less than 15 years old.

- Some rust or damage to the body or cab.
- More than 1,600 but fewer than 2,400 engine hours.
- Some existing mechanical or suspension repairs necessary.
- Downtime and operational costs are beginning to increase but not terribly above the average.
- Parts are still available but getting difficult to find.
- Resale value decreasing.
- Meets all NFPA 1911 safety standards.

Fair Condition:

- More than 15 but fewer than 20 years old.
- Rust, corrosion, or body damage apparent on body or cab.
- More than 2,400 engine hours.
- More than 75,000 but fewer than 100,000 kms if not used in stationary applications.
- Existing mechanical or suspension repairs necessary.
- Downtime is increasing, and operational costs are above the historical average.
- Parts are becoming harder to find and/or obsolete.
- Very little resale value.
- Does not meet all NFPA 1911 safety standards.

Poor Condition:

- More than 20 years old.
- Rust, corrosion, or damage to the body of cab impacting apparatus use.
- More than 2,400 engine hours or 100,000 kms.
- Existing mechanical or suspension problems affecting the apparatus operation.
- Downtime is exceeding in-service availability.
- Operational costs are exceeding the resale value of the apparatus.
- Parts are obsolete.
- Does not meet all NFPA 1911 safety standards.

6. RECOMMENDATIONS FOR FIREFIGHTING EQUIPMENT REPLACEMENT

6.1 Self-Contained Breathing Apparatus (SCBA) will be replaced as per NFPA 1852 standard.

6.2 Firefighting bunker gear will be replaced as per NFPA 1851 standard.

6.3 All other firefighting equipment will be annually inspected and examined to ensure compliance with the manufacturer's standards. It will be replaced on an as needed basis.

7. LIGHT-MEDIUM DUTY VEHICLES

7.1 Light and medium duty vehicles will be evaluated for replacement in accordance with Policy 4006 Vehicle and Equipment Replacement.

VEHICLE/EQUIPMENT TYPE	TIME IN SERVICE (years/kms)
Light/Medium Duty Vehicles	10 years/ 200,000 kms
Medium Duty Diesel Vehicles	10 years/ 300,000 kms
ATVs/UTVs	15 years

CURRENT

Title: Fire-Rescue Services Apparatus & Equipment Replacement

Policy No: 3021

Effective Date:

Motion Number:

Supersedes Policy No:

Review Date:



Purpose: The purpose of this policy is to establish a scheduled Emergency apparatus replacement plan, which improves the process of apparatus replacement and allows for planning of funding sources. The goal of this plan is to ensure that Rescue-Fire Emergency apparatus is replaced when necessary to maintain a safe, reliable, and innovative fleet and do so in a cost-efficient manner.

This policy ensures Greenview is compliant with NFPA guidelines, OH&S guidelines, Alberta Transport Legislation, and Greenview policies.

1. DEFINITIONS

- 1.1. **Aircraft (Emergency)** means primarily for fire-rescue transportation purposes such as small airplanes, large planes, drones, and other aircraft transporting devices. In this document it is to be fire-rescue aircraft.
- 1.2. **Amortization** is the process of incrementally charging the cost of an asset to expense over its expected period of use, which shifts the asset from the balance sheet to the income statement. It essentially reflects the consumption of an intangible asset over its useful life. Amortization is most commonly used for the gradual write-down of the cost of those intangible assets that have a specific useful life.
- 1.3. **Assets** are economic resources controlled by Greenview as a result of past transactions or events and from which future economic benefits are expected to be obtained. Assets have three essential characteristics:
 - A) They embody a future benefit that involves a capacity, singly or in combination with other assets, to provide future net cash flows, or to provide goods and services;
 - B) That Greenview can control access to the benefit;
 - C) The transaction or event giving rise to the Greenview’s control of the benefit has already occurred.
- 1.4. **Asset Disposal** refers to the removal of a tangible and / or non-tangible asset(s) from service as a result of sale, destruction, loss, or abandonment.
- 1.5. **AMO** mean Asset Management Officer.
- 1.6. **Brush Truck** means a smaller fire vehicle that is used for forest, prairie, and brush fires. They are much lighter than larger apparatus and can access areas easier than larger apparatus. They are equipped with smaller high-pressure pumps and limited water, but are a very

effective tool, especially in this area due to the terrain encountered during these types of fires.

- 1.7. **Class A Pumper** means an apparatus meeting that criterion for a pumper truck that can be used to fight fires in structures or other types of fires requiring larger volumes of water.
- 1.8. **Commercial Chassis** means a chassis constructed for several different uses. i.e. Freightliner Etc.
- 1.9. **Custom Chassis** means a chassis constructed by a specialty manufacturer for the sole purpose of use in the Fire Service. i.e. Spartan, Pierce, Rosenbauer, E-One etc.
- 1.10. **Emergency Vehicles** means primarily for transportation purposes such as automobiles, pick-up trucks under one ton, ATV, snowmobiles, UTV, and SUV.
- 1.11. **Emergency Vehicles Over 1 Ton** means equipment specific to maintenance and construct in which can be on municipal or provincial roads. These are but not limited to: gravel truck, various heavy equipment trailers, end dumps, pups, 3-ton trucks, 5- ton trucks, water trucks, garbage trucks, 1-ton trucks and vehicle maintenance trucks.
- 1.12. **Estimated Useful Life** is the estimate of the period over which a capital asset is expected to be used or the number of units of production that can be obtained from the asset. It is the period over which an asset will be amortized and is normally the shortest of the physical, technological, commercial, or legal life. This can be also to be referred to useful life.
- 1.13. **Extended Warranty** also termed as after sales service or simply service type warranty. Most of the time, the buyer is required to pay this in addition to the purchase price of the asset. In such cases it is not capitalized and is rather deferred and reduced over the warranty term.
- 1.14. **FAMA** means Fire Apparatus Manufacturer's Association.
- 1.15. **Fire Apparatus** means vehicles of varying types and sizes that fulfil different roles or functions during fire and rescue operations.
- 1.16. **FUS** means Fire Underwriters Survey; Administered by SCM Risk Management Services. Provides information on Fire Departments in Canada to the Insurance Industry, to help set ratepayer insurance rates. They develop recommended Standards for Municipalities and Industry to follow.
- 1.17. **Gallons Per Minute (GPM)** means the amount of water flow volume capability of a particular pump installed on an apparatus.
- 1.18. **Greenview** means the Municipal District of Greenview No. 16.
- 1.19. **Hours of Production Method** is an amortization method which allocates the cost of an asset based on its estimated hours of use or production.
- 1.20. **ISO** means the Insurance Service Office/Commercial Risk Services in an organization that generally rates communities on their ability to provide a level of fire protection. The rating for many residential properties can affect the amount of insurance paid by a homeowner in a coverage area. For the purposes of this document, this process only considered that we maintain the current ISO ratings in each fire response area. However, older apparatus that

fall within the replacement recommendation of NFPA may receive deficiency points for future ISO ratings if not replaced.

- 1.21. **Life Cycle** means the useful life of an apparatus based on the average years, engine hours, and mileage before the repair and maintenance to operate the equipment becomes cost prohibitive.
- 1.22. **NFPA** means The National Fire Protection Association (NFPA). It is a non-profit organization that utilizes its membership to develop standards for fire and life safety. The document includes standards for the construction and safety features used on fire apparatus and other equipment used by the fire service. NFPA also covers thousands of other standards that relate to fire and life safety. These standards are generally the nationally accepted standards and processes and can be legally binding in certain situations.
- 1.23. **NFPA 1901** means Standard for Firefighting Vehicles, Automotive Fire Apparatus, Wildland Fire Apparatus, and Automotive Ambulances.
- 1.24. **NFPA 1911** means Standard for the Inspection, Maintenance, Testing, and Retirement of in-service Emergency Vehicles.
- 1.25. **Operating Equipment** means equipment specific to maintenance, shop, recreation, and appliances, such as: forklifts, welding machines, utility trailers, security systems, snowplows, refrigerators, stoves, freezers, mowers, lawn maintenance equipment, recreational equipment, generator, emergency operations equipment, safety equipment and Zambonis. Will follow NFPA standards when applicable.
- 1.26. **Repair and Maintenance** are ongoing activities to maintain a capital asset in operating condition. They are required to obtain the expected service potential of a capital asset over the estimated useful life. Costs for repairs and maintenance are expensed.
- 1.27. **Rescue** means different styles of trucks used in various rescue operations. These operations can include vehicle accident extrication, building collapse, confined space rescues and other specialized rescue operations.
- 1.28. **Support Unit** means various styles of vehicles used to provide support during an emergency. The vehicles can range from automobiles, trucks, and/or tractors. Most of the uses for this plan are for providing transportation for personnel to emergencies, training, and mutual aid.
- 1.29. **Tender** means an apparatus that supplies water to other trucks or drop tanks during fire operations. If provided with a pump, this type of truck usually does not have high volume pumps.
- 1.30. **Tender/Pumper** means an apparatus that supplies water to other trucks or drop tanks during fire operations. However, the pumps are usually large enough that the truck could be used to fight fires just as you would be able to with a Class A Pumper. These trucks could have access issues due to the weight of the truck where a Class A Pumper would work better. It is recommended this type of truck be purchased versus just a standard Tender due to its versatility and ability to support other pumpers with water supply.
- 1.31. **Watercraft (Emergency)** means primarily for fire-rescue transportation purposes such as small boats, large boats, personal watercraft, remote control watercraft and other water transporting devices or rescue devices.

- 1.32. **Wet Rescue Class A Pumper** means a specially designed fire apparatus that is used for multi-operations including fire suppression, vehicle extrications and other light rescue operations. It reduces the need to have multiple trucks responding on certain calls ultimately reducing costs for a department.

2. POLICY STATEMENT

- 2.1. To maximize fire fighter capabilities in utilising fire apparatus and to minimize the risk of injuries, it is important that fire apparatus be equipped with the latest safety features and operating capabilities. In the last 10 to 15 years, much progress has been made in upgrading functional capabilities and improving the safety features of fire apparatus. **This will also follow Greenview’s Tangible Capital Asset Policy 1507 for emergency vehicles and equipment.**
- 2.2. It is a generally accepted fact that fire apparatus, like all types of mechanical devices, have a finite life. The length of that life depends on many factors, including vehicle mileage, engine hours, quality of the preventative maintenance program, quality of the driver training program, whether the fire apparatus was used within the design parameters, whether the apparatus was manufactured on a custom or commercial chassis, quality of workmanship by the original manufacturer, quality of the components used, and availability of replacement parts, to name a few. In the fire service, there are at times fire apparatus with 8 to 10 years of service that are simply worn out. There are also fire apparatus that were manufactured with quality components, that have had excellent maintenance, and that have responded to a minimum number of incidents that are still in serviceable condition beyond 20 years.
- 2.3. **An effective Emergency Vehicles and Equipment (EVAE) replacement program is essential for controlling EVAE performance (i.e., vehicle & equipment suitability, availability, reliability, safety, and environmental impacts) and total cost of ownership.**
- 2.4. **A long-term EVAE replacement program will pinpoint anticipated replacement dates and costs of individual assets based on the application of recommended replacement cycles and quantifies year-to-year, fleet-wide replacement costs and future variations therein.**
- 2.5. **The Procurement Officer with assistance from the Regional Fire Chief & Asset Management Officer will endeavor to purchase the most economical and fuel-efficient emergency vehicles and pieces of equipment available. The Regional Fire Chief and AMO will provide historical information, maintenance review and future demand of the asset for the assets needs regarding the Fire-Rescue Service.**
- 2.6. **All Fire-Rescue/ Emergency asset acquisitions and disposal will be conducted through the legislated procurement processes and in accordance with Greenview 1018 Expenditure, Disposal and Disbursement policy.**
- 2.7. In accordance with NFPA ~~1915~~ **1911**, the factors influencing apparatus replacement are:
- A) Age;
 - B) Engine Hours;
 - C) Kilometres;
 - D) Downtime and maintenance and repair costs;
 - E) Life cycle and resale value; and
 - F) Whether the apparatus meets all present 1911 safety standards.

2.8. Regular replacement of fire apparatus helps maintain the health and safety of firefighters and the public, while ensuring the prudent use of ratepayer funding. Life cycles must be developed with the goal of minimizing overall fleet costs, maximizing vehicle availability, and providing firefighters with safe and reliable units to perform their job functions.

3. PROCEDURE

3.1. Greenview recognises the standards and guidelines set by the NFPA as the accepted standards as they relate to fire and life safety.

3.2. The preventative maintenance and equipment replacement of Greenview Fire Services apparatus are aligned with the following NFPA standards:

- A) *NFPA 1901: Standard for Firefighting Vehicles, Automotive Fire Apparatus, Wildland Fire Apparatus, and Automotive Ambulances;*
- B) *NFPA 1911: Standard for the Inspection, maintenance, Testing, and Retirement of in-service Emergency Vehicles.*
- ~~C) *NFPA 1915: Standard for Fire Apparatus Preventative Maintenance Program.*~~

3.3. Apparatus replacement will also be evaluated on life cycles. Fleet unit life cycles are based on the best practice method recommended by industry standards. The overall goal is to replace vehicles at the lowest life cycle cost before the operating cost exceeds vehicle capital.

3.4. In circumstances where an apparatus becomes cost prohibitive to maintain and/or operate, before the end of its established life cycle, it may be considered for early replacement. **There will be evaluation criteria used, if the asset has been being used for its intended purpose as a contributing factor.**

3.5. Upon review, if a vehicle or piece of equipment has continually performed at a high level, with a satisfactory maintenance and repair record, that vehicle or piece of equipment may be considered for a life cycle extension.

4. RECOMMENDATIONS FOR APPARATUS **EQUIPMENT MAINTENANCE/** REPLACEMENT

~~NFPA 1915: Standard for Fire Apparatus Preventative Maintenance Program~~

4.1. Greenview Fire- Rescue/ NFPA 1911: Standard for Fire Apparatus Preventive Maintenance Program for the emergency vehicles (all) as follows:

- A) Excellent Condition:
 - i. Fewer than five years old.
 - ii. Fewer than 800 engine hours.
 - iii. Fewer than 25,000 kms if not used in stationary applications.
 - iv. No known mechanical defects.
 - v. Very short downtime and very little operating expense.
 - vi. Excellent parts available.
 - vii. Very good resale value.
 - viii. Meets all present NFPA 1911 safety standards.
- B) Very Good Condition:
 - i. More than five but fewer than 10 years old.

- ii. More than 800 but fewer than 1,600 engine hours.
 - iii. More than 25,000 but fewer than 50,000 kms if not used in stationary applications.
 - iv. No known mechanical or suspension defects present.
 - v. Short downtime and above average operating costs.
 - vi. Good parts available.
 - vii. Good resale value.
 - viii. Meets NFPA 1911 safety standards.
- C) Good Condition:
- i. More than 10 years but less than 15 years old.
 - ii. Some rust or damage to the body or cab.
 - iii. More than 1,600 but fewer than 2,400 engine hours.
 - iv. Some existing mechanical or suspension repairs necessary.
 - v. Downtime and operational costs are beginning to increase but not terribly above the average.
 - vi. Parts are still available but getting difficult to find.
 - vii. Resale value decreasing.
 - viii. Meets all NFPA 1911 safety standards.
- D) Fair Condition:
- i. More than 15 but fewer than 20 years old.
 - ii. Rust, corrosion, or body damage apparent on body or cab.
 - iii. More than 2,400 engine hours.
 - iv. More than 75,000 but fewer than 100,000 kms if not used in stationary applications.
 - v. Existing mechanical or suspension repairs necessary.
 - vi. Downtime is increasing, and operational costs are above the historical average.
 - vii. Parts are becoming harder to find and/or obsolete.
 - viii. Very little resale value.
 - ix. Does not meet all NFPA 1911 safety standards.
- E) Poor Condition:
- i. More than 20 years old.
 - ii. Rust, corrosion, or damage to the body of cab impacting apparatus use.
 - iii. More than 2,400 engine hours or 100,000 kms.
 - iv. Existing mechanical or suspension problems affecting the apparatus operation.
 - v. Downtime is exceeding in-service availability.
 - vi. Operational costs are exceeding the resale value of the apparatus.
 - vii. Parts are obsolete.
 - viii. Does not meet all NFPA 1911 safety standards.

4.2. Greenviews Fire-Rescue Standards for Equipment

- A) Self-Contained Breathing Apparatus (SCBA) will be replaced as per NFPA 1852 standard.
- B) Firefighting bunker gear will be replaced as per NFPA 1851 standard.
- C) All other firefighting equipment will be annually inspected and examined to ensure compliance with the manufacturer's standards. It will be replaced on an as needed basis.

- D) Emergency Vehicles and Emergency Vehicles Over 1 Ton will be evaluated for replacement in accordance with Policy 4006 Fleet Replacement.

VEHICLE/EQUIPMENT TYPE (According to the TCA Policy)	TIME IN SERVICE (Years/kms/engine hours)
Emergency Vehicles	5 years / 200,000 kms
Emergency Vehicle over 1 Ton	15 years / 300,000 kms
Emergency ATV's/UTV's/ Snowmobiles	5 years
Operating Equipment	10 years/ 7,500 hours
Emergency Aircraft	20 years
Emergency Watercraft	20 years

5. LIGHT MEDIUM DUTY VEHICLES

- 5.1. Light and medium duty vehicles will be evaluated for replacement in accordance with Policy 4006 Vehicle and Equipment Replacement

VEHICLE/EQUIPMENT TYPE	TIME IN SERVICE (years/kms)
Light/Medium Duty Vehicles	10 years/ 200,000 kms
Medium Duty Diesel Vehicles	10 years/ 300,000 kms
ATVs/UTVs	15 years

5. COUNCIL RESPONSIBILITIES

- 5.1. Fire-Rescue Service Apparatuses and Equipment Reserve.
 - A) Interest earned from the Fire Apparatuses Reserve will be allocated to the reserve at year end by council.
 - B) Council shall authorize the transfer of funds to and from the reserve.
 - C) Council and Administration could allocate funds from the operating budget to the Fire Apparatuses Reserve.
- 5.2. Capital Budgets for purchase of Fire Apparatuses assets
 - A) Each Fire Apparatuses asset must be listed for replacement as described here in this policy.
 - B) Council will have funds from Fire Apparatuses Reserve in the capital reserve for that year's Fire Apparatuses asset purchases.
 - C) Any unallocated capital purchase funds will be transferred by Council back to the Fire Apparatuses Reserve.

6. ADMINISTRATION RESPONSIBILITIES

- 6.1. The Regional Fire Chief, Deputy Fire Chief and AMO are responsible to recommend replacement of vehicles and equipment in accordance with this policy.
- 6.2. Fire-Rescue Apparatus Vehicle & Equipment Reserve
 - A) Administration will establish a Fire Apparatuses Reserve. The reserve will in accordance MD of Green Views 1502 Reserve Policy.

- B) Administration will establish a Capital Reserve Replacement rate, taking into consideration the useful life of the equipment and vehicle(s) and the estimated replacement cost. This will be an element in amortizing the asset.
- C) Fire Apparatus Reserve replacement charges will be transferred to a capital reserve fund for equipment and vehicle replacement.
- D) Proceeds from the disposal of vehicles or equipment will be allocated to the Fire-Rescue Service Apparatus and Equipment Reserve.

DRAFT

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

PROMISE TO THE PUBLIC


Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will bring the policy to Council for approval.

ATTACHMENT(S):

- Policy 1502 – Current
- Policy 1502 - Revised

Title: RESERVES	
Policy No: 1502 Effective Date: May 11, 2020 Motion Number: 20.05.277 Supersedes Policy No: NONE Review Date: July 31, 2020	
<p>Purpose: To establish reserves that will allow for future planned and unplanned expenditures required by the municipality.</p>	

POLICY

1. Responsibilities

1.1. Administration

- 1.1.1. Ensure that all transactions regarding reserves are approved by and reported to Council.
- 1.1.2. To transfer funds to and from Reserve Funds as directed by resolution of Council where Council deems that such transfers should occur.
- 1.1.3. Manage reserves in accordance with this procedure.
- 1.1.4. Provide quarterly reports to Council regarding committed reserves and any transfers to and from reserve funds.
- 1.1.5. Present in each annual capital and operating budget the transactions necessary to comply with this procedure, and to bring Reserve Funds to the minimum levels.
- 1.1.6. Quarterly reports shall be provided to Council regarding committed reserves, as well as the transfer to, and transfer from reserves.

1.2. Council

- 1.2.1. Council shall authorize the transfer of funds to and from the Reserves by resolution.

2. Reserve Regulations

2.1. Each Reserve Fund shall be regulated as provided below.

3. Community Bus Reserve

3.1. Purpose: The reserve fund is established to assist in the replacement costs of the Community Bus.

3.2. Receives: This reserve receives funds at the discretion of Council.

3.3. Interest: This reserve receives 0% of annually earned interest.

4. Valleyview and District Medical Clinic Building Reserve

4.1. Purpose: This reserve fund is established to assist in the costs of future construction/upgrades to the Valleyview & District Medical Clinic Building. The Valleyview & District Medical Clinic Committee shall provide a recommendation to Council of funds for the reserve based on their anticipated budget.

4.2. Receives: This reserve receives funds at the discretion of Council.

4.3. Interest: This reserve receives 0% of annually earned interest.

5. Valleyview & District Medical Clinic Equipment Reserve

5.1. Purpose: This reserve fund is established to assist in the costs of future purchases or upgrades to equipment housed in the Valleyview & District Medical Clinic Building. The Valleyview & District Medical Clinic Committee shall provide a recommendation to Council of funds for the reserve based on their anticipated budget.

5.2. Receives: This reserve receives funds at the discretion of Council.

5.3. Interest: This reserve receives 0% of annually earned interest.

6. Greenview Daycare Funding Reserve

6.1. Purpose: This reserve fund is established to assist in the costs of developing daycare services in Greenview, which may include building and equipment purchases.

6.2. Receives: This reserve receives funds at the discretion of Council.

6.3. Interest: This reserve receives 0% of annually earned interest.

7. Road Infrastructure Reserve

7.1. Purpose: This reserve provides funds for future years' road construction budget, based on approved capital plans. This reserve will contain an additional amount of \$2 Million to allow Greenview the ability to react to positive or negative pricing shifts.

7.2. Receives: This reserve receives funds specifically allocated in the operating budget and

receives any amortization of “Engineering Structures – Road.”

7.3. Interest: This reserve receives 10% of annually earned interest.

8. Bridge Replacement Reserve

8.1. Purpose: This reserve provides funds for future replacement costs of bridges. Annual contribution based on life cycle costing of bridges.

8.2. Receives: This reserve receives funds specifically allocated in the operating budget and receives any amortization of “Engineering Structures – Road.”

8.3. Interest: This reserve receives 5% of annually earned interest.

9. Project Carry Forward Reserve.

9.1. Purpose: This reserve will hold all funds for projects that have been carried over from one year to a subsequent year. This reserve will be funded as needed in any given year.

9.2. Receives: This reserve receives prior years project carryover funds

9.3. Interest: This reserve receives no interest.

10. Equipment and Vehicle Fleet Reserve

10.1. Purpose: This reserve ensures funds for replacing equipment and vehicles as per Council’s replacement policy. The annual contribution based on yearly depreciation of vehicles.

10.2. Receives: This reserve receives any amortization of “equipment” or “motor vehicle”. Salvage revenues received from disposal of equipment and vehicles will be placed into this reserve in addition to the annual contribution listed above.

10.3. Interest: This reserve receives 10% of annually earned interest.

10.4. Maximum or Minimum: This reserve should contain a minimum level of funds equal to ten (10%) percent of the “Equipment” and “Automotive Equipment” Audited Financial Statements Tangible Capital Assets Net Book Value. This reserve has no maximum.

11. Disaster Response Reserve

11.1. Purpose: This reserve provides funds for emergency funding for Greenview to deal with disasters when they occur, with minimal impact to the approved Operating and Capital Budgets.

11.2. Receives: This reserve receives an annual contribution of \$100k.

11.3. Interest: This reserve receives 10% of annually earned interest.

11.4. Maximum or Minimum: This reserve shall have a minimum balance of \$1 Million to a maximum balance of \$3 Million.

12. Fire Facilities

- 12.1. Purpose: This reserve provides funds for Greenview's share of replacement or construction of Fire Halls and other fire infrastructure (dry hydrants, etc.) within Greenview and the Towns of Fox Creek and Valleyview.
- 12.2. Receives: This reserve receives annualized contribution based on Fire Hall construction or replacement schedules. Starting with \$7 Million.
- 12.3. Interest: This reserve receives 10% of annually earned interest.

13. Fire Apparatuses

- 13.1. Purpose: This reserve provides funds for the purchase of Greenview's fire apparatus for Greenview Fire Stations and Greenview's share of apparatus purchases for the Towns of Valleyview and Fox Creek.
- 13.2. Receives: This reserve receives annualized contribution based on apparatus replacement schedule. Receives any proceeds from sale of apparatus. Minimum value of 300k to allow for any emergency purchases.
- 13.3. Interest: This reserve receives 5% of annually earned interest.

14. Facilities Reserve

- 14.1. Purpose: This reserve provides funds for replacement or construction costs for Greenview facilities such as offices and maintenance shops. Facilities relating to utilities and emergency services will be funded through their own respective reserve funds. An
- 14.2. Receives: This reserve receives annual amortization of "Buildings."
- 14.3. Interest: This reserve receives 10% of annually earned interest.

15. Solid Waste Reclamation Reserve

- 15.1. Purpose: This reserve provides funds for post closure liability costs for Greenview waste sites such as transfer stations. Post closure liability costs for regional landfills will be budgeted for by Greenview Regional Solid Waste Management Commission.
- 15.2. Receives: This reserve receives funds based on the life cycle of the transfer stations.
- 15.3. Interest: This reserve receives no interest.

16. Wastewater Reserve

- 16.1. Purpose: This reserve provides funds for replacement or construction of wastewater collection systems and networks within Greenview. Annual contributions based on depreciation.
- 16.2. Receives: This reserve receives funds based on the life cycle of the wastewater facilities

and the annual amortization.

16.3. Interest: This reserve receives 10% of annually earned interest.

17. Water Reserve

17.1. Purpose: This reserve provides funds for replacement or construction of water distribution systems and networks within Greenview.

17.2. Receives: This reserve receives funds based on the life cycle of the water systems and the annual amortization.

17.3. Interest: This reserve receives 10% of annually earned interest.

18. Developer Contributions

18.1. Purpose: This reserve is funded by cash in lieu payments and off-site levies collected from developers.

18.2. Receives: This reserve receives funds received from development agreements and off-site levies.

18.3. Interest: This reserve receives no interest.

19. Economic Development Reserve

19.1. Purpose: This reserve provides funds for municipal development projects (property development, etc.) as depicted in the long-term capital plan.

19.2. Receives: This reserve receives funds based on Council's Economic Development Plan.

19.3. Interest: This reserve receives no interest.

20. Recreation Reserve

20.1. Purpose: This reserve provides funds for construction or replacement of Greenview's recreation facilities (campgrounds, multiplexes, etc.). Annualized contributions based on depreciation for existing facilities. Annual contribution to be used for development of future facilities.

20.2. Receives: This reserve receives annual Recreation asset amortization plus any other contributions Council provides.

20.3. Interest: This reserve receives 10% of annually earned interest.

21. Green View FCSS Reserve

21.1. Purpose: This reserve is used to set aside FCSS program surpluses from the FCSS programs operated by Greenview on behalf of the Town of Valleyview. The Green View FCSS Board shall determine the use of funds in this reserve.

21.2. Receives: This reserve receives any surplus balance at the end of a financial year.

21.3 Interest: This reserve receives no interest.

21.4 Maximum or Minimum: This reserve has no maximum or minimum.

22 Gravel Pit Reclamation Reserve

22.1 Purpose: This reserve is used for the environmental reclamation of landfills and gravel pits and as the source and return of deposits and guarantees regarding reclamation.

22.2 Receives: This reserve receives funds specifically allocated in the operating budget, plus per tonne charges on waste interred by landfills, and gravel mined for Greenview use, to pay for environmental reclamation

22.3 Interest: This reserve receives no interest.

22.4 Maximum or Minimum: This reserve has no maximum or minimum.

23 Operating Contingency Reserve

23.1 This reserve provides funds to supply Greenview with emergency operating funds in case of a large scale disaster or other disruption to funding sources. Will be equivalent to \$13M the average of three months operating costs.

23.2 Receives: This reserve receives funds any unallocated surplus funds received during the year.

23.3 Interest: This reserve receives 10% of annually earned interest.

Title: Reserves

Policy No: 1502

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No:

Review Date: (3 Years from date approved by Council)



Purpose: To establish reserves that will allow for future planned and unplanned expenditures required by Greenview. This will also address links to amortization and replacement of assets.

1. DEFINITIONS

- 1.1. **Assets** means economic resources controlled by Greenview as a result of past transactions or events and from which future economic benefits are expected to be obtained. Assets have three essential characteristics:
 - A. They embody a future benefit that involves a capacity, singly or in combination with other Assets, to provide future net cash flows, or to provide goods and services;
 - B. That Greenview can control access to the benefit;
 - C. The transaction or event giving rise to Greenview's control of the benefit has already occurred.
- 1.2. **Contribution** means funds added to a Reserve or Reserve Fund account, for example revenues directly to reserves as included in the annual budget documents or an expense included in the operating budget.
- 1.3. **Commitment** means approval by Council to spend funds up to a specified amount on projects or task, such as capital projects, one-time expenditures, or direct from reserve expenditures.
- 1.4. **Deferred Revenue** that is considered a liability on the Greenview's financial statements, until such time it becomes relevant to current operations. It is set aside as an obligatory reserve fund for a specific purpose required by legislation, regulation, or agreement.
- 1.5. **Financial Assets** means assets that are available to discharge existing liabilities or finance further operations and are not for consumption in the normal course of operations. Examples of financial assets are cash on hand, accounts receivable and inventories for resale.
- 1.6. **Financial reserves** mean an effective tool to support Greenview's asset management planning, as they allow for funds to be set aside to manage assets throughout their lifecycle.
- 1.7. **Greenview** means the Municipal District of Greenview No.16.
- 1.8. **Nominal Value** means the value assigned to an Asset when no Asset valuation method is relevant, or where the accuracy of any estimate could not be supported in an audit. Nominal Value in this context is defined by Greenview to be one Canadian dollar.

- 1.9. **Non-financial Asset** means assets that do not normally provide resources to discharge liabilities. They are employed to deliver Greenview services, may be consumed, or used up on the delivery of those services, and are not generally for sale. Examples of non-financial assets are capital assets and inventories held for consumption or use.
- 1.10. **Reserve Fund** requires the physical segregation of assets and is restricted to meet the purpose of the reserve fund. There are two types of reserve funds: Unrestricted reserves and Restricted reserves.
- 1.11. **Tangible Capital Assets** means non-financial assets having physical substance that:
- A. Are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance, or repair of other Greenview tangible capital assets;
 - B. Have useful economic lives extending beyond an accounting period;
 - C. Are to be used on a continuing basis in Greenview's operations;
 - D. Are not for sale in the ordinary course of operations; and
 - E. All in Accordance with Tangible Capital Asset Policy 1507

2. POLICY STATEMENT

2.1. Financial Reserves

To provide such services, Greenview is responsible for purchasing, constructing, operating, and maintaining infrastructure. The type and size of Greenview's infrastructure responsibilities will vary among type and can range from relatively small pieces of equipment to multi-million-dollar roads, bridges, water/wastewater systems, and recreation facilities. Financial reserves are a means to pay for the construction or purchase of assets in the future, and to fund asset depreciation to ensure aging infrastructure can be maintained to continue providing necessary levels of service. There are two broad categories of financial reserves used by Greenview:

- A. **Unrestricted reserves** are best described as an emergency savings account held by Greenview to use for unexpected expenses incurred at a later date. Funds from an unrestricted reserve could be used to repair or replace an asset that fails unexpectedly, or simply to give council flexibility to allocate funds to future projects as needs arise, or in the case of disaster response.
- B. **Restricted Reserve** are funds set aside by a Greenview for a specific future project, or as a contingency for excess costs in a specific area. Restricted reserve funds should not be perceived as a measure of a Greenview's wealth, as they may be the product of many years of saving and advance planning to fund the purchase or construction of a major asset, or to carry out projects identified in a Greenview's long range capital plan.

2.2. Asset Management

An important aspect of asset management is making long-term budgeting decisions with service levels and asset deterioration in mind. Not preparing for the inevitable repair or replacement of deteriorating assets through the use of reserves could lead to a crisis situation in which Greenview has limited funds available to address a sudden infrastructure failure and are forced to borrow heavily, increase taxes, or significantly reduce service levels. Using reserves to support the proper management of tangible

capital assets and addresses their depreciation over the course of their useful life by setting aside funds for their maintenance and continued operation as they amortize.

2.3. Reserve Categories

The categorization of reserve funds has been created by Greenview. Greenview has a number of categories with a variety of items covered within each. These categories broadly fall under asset management, social, economic, and environmental areas, but a single reserve may impact one or more of these purposes.

- A. For the Assets categories are broad, each includes sub-categories that better guide the purposes for which funds are reserved. For example, Greenview's "Fleet Replacement" category includes sub-categories such as lifecycle plans (for scheduled replacement of certain assets), as operational equipment, heavy duty equipment, over 1-ton vehicle, under 1-ton vehicles and environmental needs, and others.
- B. Social, economic, and environmental reserves are put in place to enhance an aspect of Greenview or mitigate a potential risk. These may include such items as supporting recreation, FCSS or economic development. They are often, but not always, linked to key strategic activities within Greenview.

Each sub-category may have its own target reserve amount, which is reviewed and amended by council as part of a regular policy review.

3. COUNCIL RESPONSIBILITIES

- 3.1 Evaluate and approve the policy.
- 3.2 Direct the transfer of funds to and from Reserves and Reserve Funds through the budget process.
- 3.3 Direct the transfer of funds to and from Reserves and Reserve Funds through Council Resolution or Bylaw outside of the budget process.
- 3.4 Direct re-purposing of commitments and the lending or borrowing to and from Reserves and Reserve Funds through Council Resolution or Bylaw.
- 3.5 Direct the creation of new Reserves and Reserve Funds.
- 3.6 Direct the closure or amalgamation of existing Reserves and Reserve Funds that are no longer required.
- 3.7 On lean years surplus of funds will be given to reserves on a prorated system.

4. ADMINISTRATION RESPONSIBILITIES

- 4.1 Evaluate and approve the policy.
- 4.2 As per council decision, create the transfer of funds to and from Reserves and Reserve Funds through the budget process.

- 4.3 As per council decision, create the transfer of funds to and from Reserves and Reserve Funds through Council Resolution or Bylaw outside of the budget process.
- 4.4 As per council decision, re-purpose commitments and the lending or borrowing to and from Reserves and Reserve Funds through Council Resolution or Bylaw.
- 4.5 As per council decision, create new Reserves and Reserve Funds.
- 4.6 As per council decision, close or amalgamate existing Reserves and/ or Reserve Funds that are no longer required.
- 4.7 Ensure that all transactions regarding reserves are approved by and reported to Council.
- 4.8 Manage reserves in accordance with this procedure.
- 4.9 Provide quarterly reports, in accordance with Financial Reporting Policy 1500, to Council regarding reserves and any transfers to and from reserve funds.
- 4.10 Present in each annual capital and operating budget the transactions necessary to comply with this procedure, and to bring Reserve Funds to the minimum levels.
- 4.11 Quarterly reports shall be provided to Council regarding reserves, as well as the transfer to, and transfer from reserves.

5. PROCEDURE

5.1 Reserve Responsibilities

Council is responsible for approving the formation of financial reserves and the approving the processes by which reserves are funded and withdrawn. Administration is responsible for reporting all reserve transactions to council and ensuring reserves are managed in alignment with the policy and legislative requirements. This includes maintaining a continuity schedule of each reserve and monitoring whether actual reserve amounts are sufficient for projects that are budgeted to be funded through reserve. When surplus is nominal, the amounts will prorated on importance of the reserve based upon guiding principal and Council review.

All categorized Reserves can be found in Appendix A attached.

APPENDIX A

1. Asset Retirement Obligation Liability (PS 3280) Formerly Solid Waste Reserve

- a. Purpose: This liability provides funds for post closure liability costs for Greenview long term liability sites. Post closure liability costs for regional landfills will be budgeted for by Greenview Regional Solid Waste Management Commission. Following the calculation on any new and on-going assets that would follow this category. This is for all long-term liability sites.
- b. Receives: This Liability receives funds based on calculation found in PS 3280 agreed upon in the PS 3280 policy.
- c. Interest: This Liability is adjusted from time to time based on future cost estimates and consulting reports.

2. Bridge Replacement Reserve

- a. Purpose: This reserve provides funds for future replacement costs of bridges. Annual contribution based on life cycle costing of bridges and the maintenance there of.
- b. Receives: This reserve receives funds specifically allocated in the operating budget and receives any amortization of “Engineering Structures – Bridges.”
- c. Interest: Its prorated share of total reserve.

3. Community Bus Reserve

- a. Purpose: The reserve fund is established to assist in the replacement costs of the Community Bus.
- b. Receives: This reserve receives funds specifically allocated in the operating budget and receives any amortization with community bus.
- c. Interest: Its prorated share of total reserve.

4. Developer Contributions

- a. Purpose: This reserve is funded by cash in lieu payments and off-site levies collected from developers.
- b. Receives: This reserve receives funds received from development agreements and off-site levies.
- c. Interest: This reserve receives no interest.

5. Disaster Response Reserve

- a. Purpose: This reserve provides funds for emergency funding for Greenview to deal with disasters when they occur, with minimal impact to the approved Operating and Capital Budgets.
- b. Receives: This reserve receives an annual contribution of \$100k.
- c. Interest: Its prorated share of total reserve..
- d. Maximum or Minimum: This reserve shall have a minimum balance of \$1 Million to a maximum balance of \$3 Million.

6. Economic Development Reserve

- a. Purpose: This reserve provides funds for Greenview development projects (property development, etc.) as depicted in the long-term capital plan.
- b. Receives: This reserve receives funds based on Council’s Economic Development Plan.

- c. Interest: This reserve receives no interest.

7. Fire Facilities

- a. Purpose: This reserve provides funds for Greenview’s share of replacement or construction of Fire Halls and other Fire Infrastructure (dry hydrants, etc.) within Greenview and the Towns of Fox Creek and Valleyview.
- b. Receives: This reserve receives annualized contribution based on Fire Hall construction or replacement schedules based on amortization.
- c. Interest: Its prorated share of total reserve.

8. Fire-Rescue Apparatus Vehicle & Equipment Reserve

- a. Purpose: This reserve provides funds for the purchase of Greenview’s Fire-Rescue Service Apparatus Vehicle & Equipment Policy 3021.; for Greenview Fire Stations and Greenview’s share of apparatus purchases for the Towns of Valleyview and Fox Creek.
- b. Receives: This reserve receives annualized contribution based on apparatus replacement schedule, as per amortization; any proceeds from sale of apparatus. This must be a minimum value of 300k annually, to allow for any emergency purchases.
- c. Interest: Its prorated share of total reserve.

9. Fleet and Equipment Replacement Reserve

- a. Purpose: This reserve ensures funds for replacing fleet and equipment as Fleet and Equipment Replacement policy 4006.
- b. Receives: This reserve receives any amortization of “equipment” or “Automotive Equipment”; salvage revenues received from disposal of equipment and vehicles will be placed into this reserve.
- c. Interest: Its prorated share of total reserve.
- d. Maximum or Minimum: This reserve should contain a minimum level of funds equal to ten (10%) percent of the “Equipment” and “Automotive Equipment” audited Financial Statements, Tangible Capital Assets Net Book Value. This reserve has no maximum.

10. Facilities Reserve

- a. Purpose: This reserve provides funds for replacement or construction costs for Greenview facilities such as offices and maintenance shops. Facilities relating to utilities and emergency services will be funded through their own respective reserve funds.
- b. Receives: This reserve receives annualized contribution based on Building construction or replacement schedules based on amortization
- c. Interest: Its prorated share of total reserve.

11. Greenview Daycare Funding Reserve

- a. Purpose: This reserve fund is established to assist in the costs of developing daycare services in Greenview, which may include building and equipment purchases.
- b. Receives: This reserve receives funds at the discretion of Council.
- c. Interest: Its prorated share of total reserve.

12. Greenview FCSS Reserve

- a. Purpose: This reserve is used to set aside FCSS program surpluses from the FCSS programs operated by Greenview on behalf of the Town of Valleyview. The Green View FCSS Board shall determine the use of funds in this reserve.
- b. Receives: This reserve receives any surplus balance, at the end of a financial year.
- c. Interest: Its prorated share of total reserve.
- d. Maximum or Minimum: This reserve has no maximum or minimum.

13. Gravel Pit Reclamation Reserve

- a. Purpose: This reserve is used for the environmental reclamation of existing gravel pits and as the source and return of deposits and guarantees regarding reclamation.
- b. Receives: This reserve receives funds specifically allocated in the operating budget, plus per tonne charges on waste interred by gravel mined for Greenview use, to pay for environmental reclamation
- c. Interest: Its prorated share of total reserve.
- d. Maximum or Minimum: This reserve has no maximum or minimum.

14. Operating Contingency Reserve

- a. Purpose: This reserve provides funds to supply Greenview with emergency operating funds in case of a large-scale disaster or other disruption to funding sources.
- b. Receives: This reserve receives funds any unallocated surplus funds received during the year.
- c. Interest: Its prorated share of total reserve.
- d. Maximum or Minimum: Target minimum value is \$13M or the average of three months operating costs, which ever is the greater.

15. Project Carry Forward Reserve.

- a. Purpose: This reserve will hold all funds for projects that have been carried over from one year to a subsequent year. This reserve will be funded as needed in any given year. This fund will be tagged with the projects and their codes. Any projects that complete below capital budget, will return surplus back to the unrestricted reserve.
- b. Receives: This reserve receives prior years project carryover funds
- c. Interest: Its prorated share of total reserve.

16. Recreation Reserve

- a. Purpose: This reserve provides funds for construction or replacement of Greenview's recreation facilities (campgrounds, multiplexes, etc.).
- b. Receives: This reserve receives annual Recreation asset amortization plus any other contributions Council provides.
- c. Interest: Its prorated share of total reserve.

17. Road Infrastructure Reserve

- a. Purpose: This reserve provides funds for future years' road construction budget, based on approved capital plans. This reserve will contain an additional amount of \$2M to allow Greenview the ability to react to positive or negative pricing shifts.

- b. Receives: This reserve receives annualized contribution based on Road Structures or replacement schedules based on amortization

18. Interest: Its prorated share of total reserve.

19. Valleyview and District Medical Clinic Building Reserve

- a. Purpose: This reserve fund is established to assist in the costs of future construction/upgrades to the Valleyview & District Medical Clinic Building. The Valleyview & District Medical Clinic Committee shall provide a recommendation to Council of funds for the reserve based on their anticipated budget and surplus there of.
- b. Receives: This reserve receives annualized contribution based on the Valleyview medical Building construction or replacement schedules based on amortization.
- c. Interest: Its prorated share of total reserve.

20. Valleyview & District Medical Clinic Equipment Reserve

- a. Purpose: This reserve fund is established to assist in the costs of future purchases or upgrades to equipment housed in the Valleyview & District Medical Clinic Building. The Valleyview & District Medical Clinic Committee shall provide a recommendation to Council of funds for the reserve based on their anticipated budget and surplus there of.
- b. Receives: This reserve receives funds specifically allocated in the operating budget and receives any amortization with Valleyview medical clinic equipment.
- c. Interest: Its prorated share of total reserve.

21. Water Reserve

- a. Purpose: This reserve provides funds for replacement or construction of water distribution systems and networks within Greenview
- b. Receives: This reserve receives funds based on the life cycle of the water systems and the annual amortization.
- c. Interest: Its prorated share of total reserve.

22. Wastewater Reserve

- a. Purpose: This reserve provides funds for replacement or construction of wastewater collection systems and networks within Greenview
- b. Receives: This reserve receives funds based on the life cycle of the wastewater facilities and the annual amortization.
- c. Interest: Its prorated share of total reserve.



REQUEST FOR DECISION

SUBJECT:	Policy 6323 Coyote Predation		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 9, 2022	CAO:	MANAGER: SK
DEPARTMENT:	AGRICULTURE	DIR:	PRESENTER: SS
STRATEGIC PLAN:	Level of Service	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – Agricultural Pest Act RSA 2000 Chapter A-8, Pest and Nuisance Control Regulation 184/2001

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 6323 “Coyote Predation” as presented.

BACKGROUND/PROPOSAL:

On December 17, Administration received communication from the Alberta Agriculture, Forestry and Rural Economic Development (AFRED) Rat and Pest Program Specialist regarding the 15-year re-evaluation by the Pest Management Regulatory Agency of Canada (PMRA) of the use of the canine toxicant, compound 1080. The PMRA is asking for more information to be collected each time the product is dispensed. A timeline has not been provided on the expected completion of the re-evaluation so additional changes to the registration may result once complete.

Agricultural Service Departments are to make sure of the following when dispensing compound 1080:

- Coyote Predation is to have been confirmed in the past 30 days
- Maximum of 6 tablets are dispensed
- The expiration of the Form 8 permit is 30 days

Administration is recommending the adoption of a Coyote Predation Policy to ensure that set of guidelines in line with the permitted use of the toxicant is readily available for Greenview ratepayers interested in obtaining the toxicant for the control of coyotes.

BENEFITS OF THE RECOMMENDED ACTION:

The benefit of the Policy Review Committee approving the Coyote Predation Policy is that it ensures the department and the ratepayers have the PMRA’s registration for compound 1080 use guidelines readily available.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no disadvantages to the recommended action.

ALTERNATIVES CONSIDERED:

Alternative #1: The Policy Review Committee has the alternative to alter or deny the recommended motion.

FINANCIAL IMPLICATION:

Potential increase to the Problem Wildlife Officer's workload to facilitate bait placement may result in a financial impact.

STAFFING IMPLICATION:

The impending changes could increase the Problem Wildlife Officer's workload resulting in staffing implications.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will bring the policy to Council for approval.

ATTACHMENT(S):

- Coyote Predation Policy DRAFT
- Schedule A – Warning Poster
- 1080 Checklist for Ag Fieldman 2021
- Compound 1080 PMRA Label
- FW 2021 Year-End Coyote Control Device Report

Title: Coyote Predation

Policy No: 6323

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: None

Review Date: (3 Years from date approved by Council)



Purpose: Greenview recognizes the need for control of coyotes and the requirement to follow the current registration of toxicants related to the control of coyotes.

1. DEFINITIONS

1.1. **Livestock** shall refer to cattle, sheep, goats, confined poultry, or any commercially raised animal.

2. POLICY STATEMENT

2.1. Greenview recognizes that livestock producers may require assistance in managing coyote predation to safeguard their livestock. This policy will provide guidelines for the control of coyote in accordance with the Agricultural Pests Act (APA) and the Pest and Nuisance Control Regulation (184/2001) and the Coyote Predation Management Program.

3. COUNCIL RESPONSIBILITIES

3.1. Council shall appoint staff that hold a valid Form 7 license, trained and authorized by Alberta Agriculture and Forestry, to act as Pest Inspectors under the Agricultural Pest Act (APA) to distribute Compound 1080 in compliance with the products registration with the Pest Management Regulatory Agency of Canada. Identification of this appointment will be provided to staff.

4. ADMINISTRATION RESPONSIBILITIES

4.1. All coyote control work completed by Greenview shall be carried out in accordance with the Agricultural Pests Act (APA), the Pest and Nuisance Control Regulation (184/2001) and the Coyote Predation Management Program. In the event that Compound 1080 is used, Greenview requires the use of small, buried baits as opposed to carcass baiting to minimize off-target poisoning potential.

4.2. Agricultural Services will make available information to prevent coyote predation and/or harassment to all Greenview residents.

4.3. When livestock predation by coyotes has been confirmed, the inspector may assist the livestock producer in the following ways:

- A. Bait placement services
- B. Snaring services

- C. Confirming use of mitigation measures
 - D. Site assessment
 - E. Shooting
 - F. Issuing a Form 8 permit and Compound 1080 tablets or neck snare devices as a control measure when the inspector is satisfied that other controls and management options have been exhausted. These options could include but are not limited to close supervision of stock, proper carrion disposal, use of guardian animals, predator-proof barrier or electric fences, scare devices, or shooting.
- 4.4. A Form 8 permit must be completed and signed by the landowner prior to issuance of a registered controls. All parts of the PCP Act label for the poison must be reviewed with the producer.
- A. The inspector must emphasize the risk and potential hazards of using poison control methods such as; accidental poisoning and/or snaring of off-target species.
 - B. The livestock producer is responsible for informing neighbours when restricted devices are being used and must set out the provided warning posters that poison or snares have been set. Refer to Schedule A.
 - C. The inspector will issue Compound 1080 tablets to a maximum of 6 tablets at a time to any one livestock producer.
 - D. Unused compound 1080 must be returned within 15 days of issue.
 - E. It is the responsibility of the Form 8 license holder to properly dispose of baited carcasses as dictated by the Pest Management Regulatory Agency of Canada.
 - F. Control measures requiring the issuance of a Form 8 permit shall not be issued for instances of feelings of fear, nor for the use of control of coyote predation of unconfined poultry, pets, hobby animals, or for any other reason not directly associated with livestock predation.
- 4.5. The Annual Coyote Control Device Use report to Alberta Agriculture and Forestry will be completed annually and submitted to the Animal Health and Assurance Branch by the Manager of Agricultural Services.

WARNING

DANGER

DEADLY POISON or OTHER DEVICES
have been set on this property to
destroy PESTS or NUISANCES in the
interest of protecting LIVESTOCK.

KEEP CHILDREN, DOGS AND OTHER
DOMESTIC ANIMALS AWAY FROM
THESE DEVICES.

Tampering with or removal of these
devices is unlawful.

AGRICULTURE, FORESTRY AND RURAL ECONOMIC
DEVELOPMENT REQUESTS YOUR HELP IN
CONTROLLING LIVESTOCK PREDATION.

Alberta 



Inspection and Investigation Section

Toxicant Dispensing Guidelines and Form 8 Checklist

- Current Form 7 must be held by person dispensing a Form 8 to the owner or occupant of land requesting Compound 1080 (Sodium Monofluoroacetate).
- Store tablets under lock and key; double locked (locked cupboard in a locked warehouse).
- Keep tablets out of sun or heat. Keep them cool.
- Current Form 7 holders are to issue tablets only to agriculture producers suffering **active coyote predation to livestock that has occurred within the past 30 days**, after confirming management practices are in place such as: guard dogs, carcass disposal, electric fences, etc...
- **A maximum of six tablets of Compound 1080 can be dispensed at one time.**
- Compound 1080 tablets must be dispensed in a labelled pill vial.
- Form 8 is issued for a maximum of 30 days.
- Remove all poisoned baits within 15 days of initial placement.
- Current Compound 1080 SDS and Pest Management Regulatory Agency Label, which outlines the Use Limitations of the product, must be given to agriculture producer with the Form 8 and Compound 1080 tablets.

*****Always wear disposable gloves when handling product*****

Please contact Karen Wickerson at karen.wickerson@gov.ab.ca or 403-701-9668 if you have any questions.

2021-0869
2021-06-11

SODIUM MONOFLUOROACETATE

PREDACIDE



COYOTE CONTROL AND WOLF CONTROL

DANGER POISON

RESTRICTED

READ THE LABEL BEFORE USING

GUARANTEE: Sodium monofluoroacetate 5 mg per tablet
REGISTRATION NO. 18300 PEST CONTROL PRODUCTS ACT
NET CONTENTS: 5 mg per tablet
GOVERNMENT OF ALBERTA
Alberta Agriculture and Forestry

Inspection and Investigation Section

97 East Lake Ramp NE

Airdrie, AB T4A 0C3

NOTICE TO USER:

This pest control product is to be used only in accordance with the directions on the label. It is an offence under the Pest Control Products Act to use this product in a way that is inconsistent with the directions on the label. The user assumes the risk to persons or property that arises from any such use of this product.

NATURE OF RESTRICTION:

This product is for storage, use and handling only by persons authorized under the Alberta Agricultural Pests Act and by designated Fish and Wildlife Officers of the Government of Alberta.

RESTRICTED USES:

COYOTE

Single Dose Bait

Place one tablet into a bait of about 100g (e.g. chicken head). Place up to three of these poisoned baits at a coyote site. Cover treated baits with 5 - 10 cm of soil, snow, vegetation or other material to prevent exposure to birds.

Limitations 1 through 7 inclusive, 12 through 16 inclusive

Multi Dose Bait

Place up to six tablets into a carcass at a coyote control site and then cover with 30 cm of snow or 15 cm of loose soil. For targeting specific individual coyotes, place up to three tablets into a coyote killed carcass at the predation site.

Limitations 1 through 7 inclusive, 12 through 16 inclusive.

WOLF

Small Bait

Place three tablets into a bait of about 100g. Conceal up to six of these baits under approximately 30 cm of snow or 15 cm of loose soil along trails leading to an unpoisoned carcass or in a circle around an unpoisoned carcass.

Limitations 8 through 13 inclusive

Large Bait

Place up to twelve tablets into a carcass that is securely anchored. Cover the bait with 30 cm of snow or 15 cm of loose soil.

Limitations 8 through 13 inclusive

Use Limitations

1. Tablets inserted into a carcass should be placed deep in a horizontal cut to prevent scavenging birds from accessing the tablet.
2. For use only to control offending animals in areas where proper herd management is practiced to discourage predation.
3. Do not apply this product if species at risk (for example the swift fox) that may feed on Compound 1080 bait or on poisoned carcasses are present in your (local or specific) area. For information on species at risk in your area, contact the Fish and Wildlife Division of Alberta Sustainable Resource Development.
4. For use where verified predation of livestock or game production animals has occurred within the past 30 days.
5. For use by Alberta Fish and Wildlife Services personnel on public land where predation of domestic animals or other problems occur requiring coyote removal.
6. Sodium monofluoroacetate tablets must not be set nearer than 800 metres from the boundary of a hamlet, village, town or city, nor closer than 400 metres to a residence except that of the landholder who has approved the use of the tablets.
7. The user of tablets must remove and destroy all poisoned baits within 15 days of initial placement.
8. For use only by designated Fish and Wildlife Officers of the Alberta Government.
9. For use where verified wolf predation of domestic animals has recently occurred or where a serious threat to human safety exists.
10. For use only under official approval by the Minister responsible for wildlife, where predation has been identified as the primary factor affecting survival of a specific wildlife population.
11. Do not set bait within 800 metres of an inhabited dwelling.
12. To prevent hazard of secondary poisoning, any baits removed from use or the carcasses of poisoned coyotes or wolves must be burned or buried to a depth of 60 cm (2 feet). Vials and unused product must be disposed of in accordance with provincial requirements.
13. The user of tablets must immediately post warning signs at all normal access points to land where poisoned baits are set and remove signs at end of poison use.
14. The user of tablets must provide a copy of this label to the landholder on whose land tablets are being used.
15. The user of tablets must monitor and keep accurate records on the use of each poisoned bait.
16. The user of tablets must inspect poisoned bait at least every 7 days.

PRECAUTIONS:

KEEP OUT OF REACH OF CHILDREN AND UNAUTHORIZED PERSONNEL.

Sodium monofluoroacetate is toxic to all warm-blooded animals. Store sodium monofluoroacetate tablets under lock and key in a dry place away from food, feed, domestic animals, and corrosive chemicals. Do not use in any manner that could contaminate food or feed. Wear gloves when handling tablets. Wash hands thoroughly before eating or smoking. Place poisoned baits to minimize non-target poisoning of wild and domestic animals. Keep dogs and cats on a leash or confined when poisoned baits are set.

DISPOSAL:

Burn unconsumed poisoned baits, toxicant containers and damaged or unusable tablets at high temperature or bury to a depth of 60 cm. For information on the disposal of unused, unwanted product and the cleanup of spills contact the provincial regulatory agency or the manufacturer.

FIRST AID INSTRUCTIONS:

Speed is essential. Immediately cause vomiting by inserting a finger down the throat. Repeat until vomit fluid is clear. Then give 30 ml of Epsom salts in water. Have victim lie down and keep warm and quiet. Call a doctor or the Poison Control Centre (1-800-332-1414) immediately.

TOXICOLOGICAL INFORMATION:

Sodium monofluoroacetate poisoning results from fluoroacetate changing into fluoroacetate within cell mitochondria. Poisoning is characterized by a symptom-free period of 0.5 to 2 hours or longer between ingestion and onset of symptoms (nausea, vomiting, diarrhea, and hyperactive behaviour leading to convulsions). In monkeys, and presumably in humans, effects on the heart are the primary cause of death. The first symptoms of poisoning are changes of heart sounds and premature, weak contractions. No effective antidote is known, but treating the symptoms is effective in approximately 50% of human cases. Immediately cause a victim to vomit all stomach contents and give Epsom salts (magnesium sulphate). Compounds capable of supplying acetate ions give antidotal effects in animals including monkeys; the choice drugs are acetate and ethanol (2g/kg of each). A single dose of magnesium sulphate (800 mg/kg) injected into muscle as a 50 % solution has saved the life of rats dosed with lethal amounts of sodium monofluoroacetate. Complete quiet and rest are required. Symptoms of non-lethal sodium monofluoroacetate poisoning will usually subside within 12 - 24 hours.

This label transcript service is offered by the Pest Management Regulatory Agency to provide efficient searching for label information. This service and this information do not replace the official hard-copy label. The PMRA does not provide any guarantee or assurance that the information obtained through this service is accurate, current or correct, and is therefore not liable for any loss resulting, directly or indirectly, from reliance upon this service.

From:
To:



Subject: FW: 2021 Year End Coyote Control Device Use Report
Date: December 17, 2021 9:43:09 AM
Attachments: [image001.png](#)
[FORM Annual Coyote Control Device Use 2021.pdf](#)
[AFRED-coyote-predation-control-manual-and-study-guide-2021-11-30.pdf](#)
[Compound 1080 PMRA Label 2021.pdf](#)
[Sodium Monofluoroacetate new SDS Updated with address 2021.pdf](#)
[1080 Checklist for Aq Fieldmen 2021 11 02.pdf](#)
Importance: High

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please see the email below and respond to Karen directly if you have questions.

Aimee Boese
Agricultural Fieldman
Beaver County
Box 140
Ryley, AB T0B 4A0
Direct: 825-385-0063
Office: 780-663-3730

www.beaver.ab.ca



From: Karen Wickerson <karen.wickerson@gov.ab.ca>
Sent: Friday, December 17, 2021 8:55 AM

To: Aimee Boese <aboese@beaver.ab.ca>

Subject: 2021 Year End Coyote Control Device Use Report

Hello everyone,

It is that time of year again!

Attached is the **2021 Year End Coyote Control Device and Poisonous Material Report** to fill out and return to me with all expired or completed **Form 8 and Form 9** permits **by January 15, 2022. Please note the email address to send the report and Form 8s to is AF.iisreports@gov.ab.ca**. The form is pdf fillable so can be filled out online if you have the capability. If you are mailing in the reports my address in Airdrie is on the form.

If you have any sodium cyanide, compound 1080 toxic collars or coyote den bombs please contact me for pick up and disposal of them as they can no longer be used.

*****Update on the 15 year re-evaluation of Sodium Monofluoroacetate – Compound 1080.***** I am meeting with PMRA in the new year to revise the Form 8 permit. After reviewing the 10 years of reports and Form 8s that I sent in last June, PMRA is asking for more information to be collected each time the product is dispensed. This is to comply with the use limitations of our registration of the product. They have not given me a timeline on how long the re-evaluation will take so there may be more changes to the registration after the re-evaluation.

I have attached copies of our label from PMRA which lists the use limitations, an updated copy of the SDS, a quick checklist of the requirements that have to be met for dispensing of compound 1080, and the updated version of the Coyote Control Manual. It is your responsibility to go over the use limitations with the producer and follow up that they have followed them.

Please make sure you are doing the following when dispensing compound 1080:

- Coyote Predation to have been confirmed in the past 30 days
- Maximum of 6 tablets dispensed
- The expiration of the Form 8 permit is 30 days

PMRA is also looking at collecting information confirming baited carcass has been disposed of properly within 15 days of initial placement, recording number of coyotes removed, and if there were any secondary poisonings.

Please make sure you are following the use limitations of the registration as misuse of this product puts our ability to maintain this registration for the whole province at risk. It is an

important tool in our toolbox.

The question of wolf control in the province came up in the last session of Form 7 training that I held and I want to confirm that wolf control is the responsibility of Fish and Wildlife. They are not an agricultural pest so we do not have authority to control them. Fish and Wildlife has a program for livestock predation by wolves, so if a producer or yourselves are unsure if it is wolf predation you can contact a Fish and Wildlife officer to come out to investigate. Please contact me if you need any further information on this.

I apologize for the long email but I wanted to update you on what is happening with the re-evaluation of compound 1080.

If you have any questions please feel free to reach out to me.

Hope you have a wonderful holiday!

Karen Wickerson

Rat and Pest Program Specialist

Alberta Agriculture, Forestry and Rural Economic Development

Airdrie Agriculture Centre

97 East Lake Ramp NE, Airdrie, AB

Office 403 948 3999 Cell 403 701 9668



Alberta's Rat Control Program
Celebrating 70 years
1950-2020

Classification: Protected A



REQUEST FOR DECISION

SUBJECT: Policy 6302 Roadside Vegetation Management
SUBMISSION TO: POLICY REVIEW COMMITTEE REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: March 9, 2022 CAO: MANAGER: SK
DEPARTMENT: AGRICULTURE DIR: PRESENTER: SS
STRATEGIC PLAN: Level of Service LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 6302 – Roadside Vegetation Management, Policy 6302-01 Roadside Vegetation Management Procedure, Policy 6317 Spray Exemptions

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 6302 “Roadside Vegetation Management” as presented.

BACKGROUND/PROPOSAL:

Administration amalgamated Policy 6302 Roadside Vegetation Management and Policy 6317 Spray Exemptions as the policies contain related information that will be more effectively specified within one policy.

Administration proposes a continuous enrollment into the Spray Exemption Program, managed through GIS to delineate when a land parcel has changed hands, removing the parcel from the program at that time. The changes would also require inspection of all right-of-ways adjacent to Spray Exemption Program properties be inspected after July 15th to ensure control has taken place. Should the participant not meet their agreement obligations, they would be removed from the program. These changes have been incorporated into amended Policy 6302.

Administration is recommending to rescind Policy 6317 Spray Exemptions and Policy 6302-01 Roadside Vegetation Management Procedure as these will not be required with the recommended updated Policy 6302 Roadside Vegetation Management which addresses all the required information to cover all these topics.

BENEFITS OF THE RECOMMENDED ACTION:

The benefit of the Policy Review Committee following the recommended actions is that the combination of the policies will effectively communicate the required information for all applicable topics into one source policy.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: The Policy Review Committee has the alternative to alter or deny the recommended motion.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

If the recommended action is approved, Administration will follow up with presenting the applicable policies to Council.

ATTACHMENT(S):

- Policy 6302- Roadside Vegetation Management -Current
- Policy 6302-1 – Roadside Vegetation Management – Current
- Policy 6317 – Spray Exemption – Current
- Policy 6302 Roadside Vegetation Management – Revised

Title: ROADSIDE VEGETATION MANAGEMENT

Policy No: 6302

Approval: Council

Effective Date: February 25, 2014

Supersedes Policy No: AG 06



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Policy Statement: Greenview believes that it is beneficial for the district to implement measures to prevent the establishment of, and control the spread of, invasive plant species and undesirable vegetation along municipal road rights-of-way and municipally controlled land.

Purpose: To abate the spread of Noxious and Prohibited Noxious weeds within district road right-of-ways and district controlled land.

Principles:

1. Efficient and cost-effective measures will be used to strive to eradicate Prohibited Noxious weeds and to control noxious weeds within district road right-of-ways and district controlled land.
2. Measures used to control and eradicate weeds pursuant to this policy shall minimize the potential for negative impacts on the natural environment.
3. Greenview's roadside vegetation management program will strive to undertake such action as required, and as often as resources allow, to eradicate prohibited noxious weeds and control noxious weeds within district road right-of-ways and district controlled land.

Approved: 14.02.99



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Procedure Title: ROADSIDE VEGETATION MANAGEMENT

Procedure No: 6302-01

Approval: CAO

Effective Date: February 25, 2014

Supersedes Procedure No: AG 06

1. Definitions

- 1.1. Eradicate means "destroy all parts of the plant, and render reproductive parts of the plant non-viable.
- 1.2. Control means "inhibit the growth or spread of the plant.
- 1.3. Noxious Weeds and Prohibited Noxious Weeds are as defined, and include all those weeds identified, under the *Weed Control Act* of Alberta (RSA 2008/W-5.1) and the *Weed Control Regulation (19/2010)*, as amended from time to time. As well, Noxious Weeds and Prohibited Noxious Weeds shall include invasive plant species which have been elevated in status by municipal bylaw.

2. Responsibilities

- 2.1. Manager of Agricultural Services:
 - 2.1.1. Coordinate with other municipal departments to develop and implement a brush control program; however, the Greenview vegetation management program shall have priority over brush control.
 - 2.1.2. To notify the public and beekeepers of the program through advertising.
- 2.2. Vegetation Management Program Staff:
 - 2.2.1. Take active measures to control undesirable vegetation including, but not limited to, woody species and tall broadleaf vegetation, which represents a sightline infringement and potential motorist safety hazard, or which may harbour crop diseases or pests, or which may serve as a wildlife attractant, or which may compromise municipal infrastructure along municipal road rights-of-way.

- 2.2.2. Utilize integrated pest management strategies to control undesirable vegetation; however, selected control methods shall be determined by physiological and biological characteristics of the plants, with due consideration for cost-effectiveness and efficiency of control, and may include the application of industrial class herbicides.
- 2.2.3. Undertake all activities, including herbicide applications, in compliance with the *Alberta Environmental Protection and Enhancement Act* Code of Practice for Pesticide Applications, and conform to the guidelines of the *Industrial Vegetation Management Association of Alberta* Industry Standards and Good Practices.
- 2.3. Adjacent Landowners:
 - 2.3.1. May enter into an agreement with Greenview to exempt their properties from herbicide applications for noxious and prohibited noxious weed and/or brush and tall vegetation control.
 - 2.3.2. Upon completion and execution of appropriate documentation, herbicide may be applied up to and into the edge of private land which is adjacent to district road rights-of-way and district controlled lands; however this shall only be permitted if providing this service does not negatively impact the core vegetation management programs of Greenview.

3. General Provisions

- 3.1. This program shall include road rights-of-way and other district controlled lands.
- 3.2. Herbicide applications shall be withdrawn adjacent to land exempted under this procedure, or adjacent to open bodies of water as defined and restricted under the *Alberta Environmental Protection and Enhancement Act*.
- 3.3. Herbicide applications adjacent to sensitive areas including residences, dugout, beehives, borrow pits and shelterbelts shall be limited to single stem or handgun spot treatments unless sensitive areas are located at a distance equal to or greater than 100 meters from the road right-of-way, or are protected by natural brush to a distance equal to or greater than 50 meters.

End of Procedure

Approved: 14.02.100

Title: Spray Exemptions

Policy No: 6317

Effective Date: June 24, 2019

Motion Number: 19.06.504

Supersedes Policy No: AG 13

Review Date: June 24, 2022



Purpose: Greenview recognizes that there may be valid reasons for landowners and rural residents to request that herbicide applications not be performed on or adjacent to their property. As a service to landowners, the spray exemption program allows concerned landowners an opportunity to request that roadsides adjacent to their property be exempt from herbicide applications, while ensuring invasive species control along municipal road rights-of-way (ROW), as required by the Weed Control Act of Alberta (RSA 2008 W5.1) and the Weed Control Regulation (AR 19/2010) is maintained.

DEFINITIONS

Registered Land Owner means the Person or Persons to whom the land title is registered to.

Authorized Agent means the person or persons to whom the registered land owner has authorized to act on their behalf through a contractual agreement.

Noxious Weeds means a plant designated in accordance with the regulations as a noxious weed and includes the plant’s seeds; Control to inhibit the growth or spread.

Prohibited Noxious Weeds means a plant designated in accordance with the regulations as a prohibited noxious weed and includes the plant’s seeds; destroy to kill all growing parts or to render reproductive mechanisms non-viable.

POLICY

1. Annually, prior to the commencement of spray season, Greenview will advertise the municipality’s intention to conduct invasive species (weeds) control activities on municipal properties and along municipal road right-of-way’s (ROWs), using measures that may include: mechanical, cultural, or herbicide applications.
2. The registered landowner (or authorized agent) may, prior to the advertised application deadlines, request an exemption from herbicide applications to the road ROW that is adjacent to their property. Eligibility for an Exemption Agreement will be at the discretion of the Manager of Agriculture Services.
3. Consideration for an exemption will be provided to only those landowners who annually enter into a Spray Exemption Agreement whereby the landowner commits to adequately perform acceptable measures to control Noxious and Prohibited Noxious weeds, and/or brush on the entire roadside area for which the spray exemption is requested.

Policy No: 6317

4. Only the registered landowner of the property will qualify for a Spray Exemption Agreement and accept responsibility for maintenance of the roadside ROW adjacent to the property listed in the Agreement.
5. If, at any time it is determined by Agriculture Services personnel that roadsides under a Spray Exemption Agreement require remedial vegetation control measures due to the proliferation of Noxious Weeds, Prohibited Noxious Weeds, or Brush, the terms of the agreement will be deemed to have been breached and the agreement will become null and void for that calendar year. Greenview Agriculture Services will take immediate action to rectify the situation, which may include herbicide applications. In the event of a default of the Spray Exemption Agreement. No exemption will be granted for that property in the subsequent calendar year.

PROCEDURE

1. The registered landowner will enter into a separate Spray Exemption Agreement for each parcel of land for which a Spray Exemption is requested.
2. Eligible Agreement holders will be responsible for ensuring that signage, which will be supplied by Greenview is posted in accordance with the directions on the Spray Exemption Agreement and remains clearly visible from the roadway at all times (first pair of signs is free).
3. Replacement signs (for lost, damaged or destroyed signs) have a charge per signs as per the Schedule of Fees and Charges.

APPENDIX

List of Designated Prohibited Noxious and Noxious Weeds in Alberta (AR 19/2010)

List of Designated Prohibited Noxious Weeds in Alberta (AR 19/2010)

1 The following plants are designated as prohibited noxious weeds in Alberta:

- autumn olive — *Elaeagnus umbellata* Thunb.
 balsam, Himalayan — *Impatiens glandulifera* Royle
 barberry, common — *Berberis vulgaris* L.
 bartsia, red — *Odontites vernus* (Bellardi) Dumort
 buckthorn, common — *Rhamnus cathartica* L.
 cinquefoil, sulphur — *Potentilla recta* L.
 crupina, common — *Crupina vulgaris* Pers. ex Cass.
 dyer's woad — *Isatis tinctoria* L.
 Eurasian water milfoil — *Myriophyllum spicatum* L.
 flowering rush — *Butomus umbellatus* L.
 garlic mustard — *Alliaria petiolata* (M. Bieb.) Cavara & Grande
 goatgrass, jointed — *Aegilops cylindrica* Host
 hawkweed, meadow — *Pilosella caespitosa* Dumort.
 hawkweed, mouse-ear — *Pilosella officinarum* L.
 hawkweed, orange — *Pilosella aurantiaca* L.
 hoary alyssum — *Berteroa incana* (L.) DC.
 hogweed, giant — *Heracleum mantegazzianum* Sommier & Levier
 iris, pale yellow — *Iris pseudacorus* L.
 knapweed, bighead — *Centaurea macrocephala* Puschk. ex Willd.
 knapweed, black — *Centaurea nigra* L.
 knapweed, brown — *Centaurea jacea* L.
 knapweed, diffuse — *Centaurea diffusa* Lam.
 knapweed, hybrid — *Centaurea × psammogena* Gáyér
 knapweed, meadow — *Centaurea × moncktonii* C. E. Britton
 knapweed, Russian — *Rhaponticum repens* (L.) Hidalgo
 knapweed, spotted — *Centaurea stoebe* L. ssp. *micranthos* (Gugler) Hayek
 knapweed, squarrose — *Centaurea virgata* Lam. ssp. *squarrosa* (Willd.) Gugler
 knapweed, Tyrol — *Centaurea nigrescens* Willd.
 knotweed, giant — *Fallopia sachalinensis* (F. Schmidt Petrop.)
 Ronse Decr.
 knotweed, hybrid Japanese — *Fallopia × bohémica* (Chrték & Chrtková) J. P. Bailey
 knotweed, Japanese — *Fallopia japonica* (Houtt.) Ronse Decr.
 loosestrife, purple — *Lythrum salicaria* L.
 medusahead — *Taeniatherum caput-medusae* (L.) Nevski
 nutsedge, yellow — *Cyperus esculentus* L.
 puncturevine — *Tribulus terrestris* L.
 ragwort, tansy — *Jacobaea vulgaris* Gaertn.
 rush skeletonweed — *Chondrilla juncea* L.
 saltcedar — *Tamarix ramosissima* Ledeb.
 saltlover — *Halogeton glomeratus* (M. Bieb.) C.A. Mey.
 St John's-wort, common — *Hypericum perforatum* L.
 starthistle, yellow — *Centaurea solstitialis* L.
 tamarisk, Chinese — *Tamarix chinensis* Lour.
 tamarisk, smallflower — *Tamarix parviflora* DC.
 thistle, marsh — *Cirsium palustre* (L.) Scop.
 thistle, nodding — *Carduus nutans* L.
 thistle, plumeless — *Carduus acanthoides* L.

Title: Roadside Vegetation Management

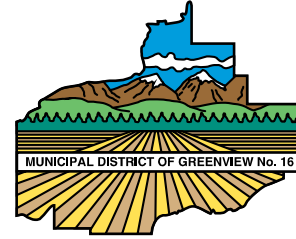
Policy No: 6302

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 6302-1 & 6317

Review Date: (3 Years from date approved by Council)



Purpose: Greenview believes that it is beneficial for the municipality to implement measures to prevent the establishment of and control the spread of invasive plant species and undesirable vegetation along municipal road rights-of-way and municipally controlled lands.

1. DEFINITIONS

- 1.1. **Control** means to inhibit the growth or spread of the plant
- 1.2. **Eradicate** means to kill all growing parts of the plant or to render reproductive mechanisms non-viable
- 1.3. **Greenview** means the Municipal District of Greenview No 16.
- 1.4. **Legislated Weed** as defined by the *Weed Control Act of Alberta (RSA 2008/W-5.1)* and any species elevated in status in municipal by-law, as amended from time to time.
- 1.5. **Registered Landowner** means the Person or Persons to whom the land title is registered to.
- 1.6. **Authorized Agent** means the person or persons to whom the registered Landowner has authorized to act on their behalf through a contractual agreement.

2. POLICY STATEMENT

- 2.1. Greenview shall implement measures to prevent the establishment and control the spread of invasive plant species and undesirable vegetation along municipal road rights-of-way and municipally controlled land to protect agricultural production, the environment and the local aesthetic.

3. SPRAY EXEMPTIONS

- 3.1 Greenview recognizes that some Registered Landowners or Authorized Agents may desire an exemption from the roadside herbicide applications and will allow exemptions from the program when the Landowner has agreed to the following conditions:

- A. Those signing the Spray Exemption Agreement are Registered landowners or Authorized Agents, and the contract is signed before May 1 of the calendar year. Agreements signed after this time will be honoured in the subsequent year.
- B. Participants enroll continuously and abide by agreement terms and conditions, including control of legislated weed species by July 15, annually.
- C. Understand Greenview will inspect to ensure control by July 15 annually.
- D. Understand that if vegetation and legislated weed species are not controlled by July 15, Greenview reserves the right to control the vegetation and legislated weed species including the possible use of herbicide at the Manager, Agricultural Services discretion.

3.2. Eligible Agreement holders will be responsible for ensuring that signage, which will be supplied by Greenview, is posted in accordance with the directions on the Spray Exemption Agreement and always remains clearly visible from the roadway (first pair of signs is free).

3.3. Replacement signs (for lost, damaged, or destroyed signs) have a charge per signs as per the Greenview's Schedule of Fees.

4. COUNCIL RESPONSIBILITIES

4.1. Annually, Council will set a program budget to ensure program continuity.

5. ADMINISTRATION RESPONSIBILITIES

5.1. Greenview shall ensure that the relevant legislation pertaining to herbicide applications and weed control are followed; *Weed Control Act of Alberta, Alberta Environment Protection and Enhancement Act* and any successor legislation.

5.2. Greenview will establish a vegetation management rotation and prioritize the biological growth of the target plant to maximize the control of legislated weeds and undesirable vegetation in Greenview road allowances.

5.3. Greenview's roadside vegetation management program will strive to undertake such actions as required and as often as resources allow, to eradicate legislated weeds within municipal road rights-of-way and municipal controlled lands. **In accordance with Policy 4013, the Manager of Agricultural Services will coordinate with Road Supervisors to ensure the control of invasive species helps in the facilitation of an effective road maintenance program.**

5.4. **Annually, Greenview will advertise the municipality's intention, location and approximate timeline to conduct vegetation management and weed control activities on municipal properties and right-of-ways. These measures may include but are not limited to mechanical, cultural or chemical control.**

5.5. Measures used to control and eradicate weeds under this policy shall minimize the potential for negative impacts on the natural environment and cost-effective.

5.6. Greenview shall train, employ, and appoint sufficient staff to conduct control measures.

DRAFT



REQUEST FOR DECISION

SUBJECT:	Policy 2004 Employee Code of Conduct		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 9, 2022	CAO:	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR:	PRESENTER: SS
STRATEGIC PLAN:	Level of Service	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Policy Review Committee recommend Council approve Policy 2004 “Employee Code of Conduct” as presented.

BACKGROUND/PROPOSAL:

On February 23, 2021 Council made the motion:

MOTION: 21.02.081 Moved by: COUNCILLOR DALE GERVAIS

That Council direct Administration to develop a stand-alone policy to deal with perceived conflict of interest.

Favour: Councillor Didow, Reeve Dale Smith, Councillor Chapman, Deputy Reeve Bill Smith, Councillor Urness, Councillor Gervais.

Opposed: Councillor Delorme, Councillor Acton, Councillor Burton, Councillor Olsen

CARRIED

The discussion surrounding the motion was in regard to an overarching policy that applied to all of those who are employed by Greenview.

While reviewing the current Code of Conduct policy, it became apparent that Greenview needed a standard to define the minimum level of accepted and expected ethical and professional behaviour. This policy applies to all employees, contractors, and contracted employees. Conflict and nepotism, two items mentioned in the discussion surrounding the motion are included in the policy. Further, this policy attempts to bridge the gap in instances where the CAO may be partaking in nepotism or have a conflict. In doing so, the decision in question will be taken out of the hands of the CAO and a committee comprised of the four directors and the manager of human resources shall determine the appropriate action for the conflict of interest or nepotism matter in question.

This policy also outlines Greenview’s expectations for its employees as well as provides a non-exhaustive list of unacceptable actions and behaviours.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is Greenview will have a robust policy that limits unacceptable behaviours by employees.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: PRC has the alternative to make additional changes to the policy.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will bring the policy to Council for approval.

ATTACHMENT(S):

- Policy 2004 – Current
- Policy 2004 - Revised

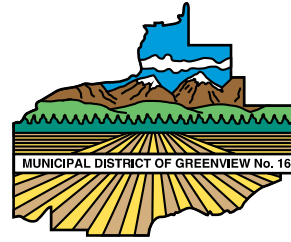
Title: EMPLOYEE CODE OF CONDUCT

Policy No: 2004

Approval: Council

Effective Date: September 24, 2013

Supersedes Policy No: (None)



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Policy Statement: The Municipal District of Greenview No. 16 is an open, accessible, and accountable form of government. There is a shared responsibility for all employees to conduct themselves in an ethical and professional manner at all times.

Purpose: To clearly define and provide a universal understanding of the minimum level of accepted and expected ethical and professional behavior of all employees.

Principles:

1. Integrate the Code of Conduct into all elements of MD operations.
2. Meet or exceed all legal and ethical responsibilities.
3. Ensure fair, equitable, and consistent application of the Code of Conduct.
4. Protect the public interest.
5. Provide training in the Respectful Workplace program to all employees annually.

Approved: 13.09.584

Title: Employee Code of Conduct

Policy No: 2004

Effective Date:

Motion Number:

Supersedes Policy No: None

Review Date:



Purpose: To clearly define and provide a universal understanding of the minimum level of accepted and expected ethical and professional behavior all people who work for or represent the Municipal District of Greenview No. 16 (Greenview).

The policy is intended to provide a reference guide and does not address every conduct situation or circumstance that may arise.

1. DEFINITIONS

1.1. **Adult Interdependent Partner** means a person who has lived with a person in a relationship of interdependence:

- i. For a continuous period of not less than 3 years, or
- ii. Of some permanence, if there is a child of the relationship by birth or adoption,

Or the person has entered into an adult interdependent partner agreement with the other person in accordance with the Adult Interdependent Relationships Act, R.S.A. 2000, Chapter A-4.5.

1.2. **Conflict of Interest** means a situation in which a person is able to derive personal benefit from actions or decisions made in their official capacity.

1.3. **Greenview** means the Municipal District of Greenview No 16.

1.4. **Nepotism** means the practice among those with power or influence of favouring relatives or friends, especially by regarding matters of employment.

2. POLICY STATEMENT

2.1. The Code of Conduct applies to all employees, contractors, and contract employees at Greenview.

2.2. Greenview will ensure fair, equitable, and consistent application of the Code of Conduct.

- 2.3. Unacceptable behavioral actions have been classified as either: hazardous to employee health and safety, criminal, a negative influence on workplace morale, or detrimental to the success of Greenview business.
- 2.4. Greenview will comply with all applicable laws and regulations, including local and provincial codes, rules and regulations, applicable treaties, and industry standards.

3. CONFLICT OF INTEREST

- 3.1. Employees are expected in all regards to conduct their duties with impartiality.
- 3.2. Employees are in conflict of interest and in violation of this Code of Conduct if they:
 - i. Take part in a decision while carrying out their duties, knowing that the decision might further a private interest of the employee, their spouse, adult interdependent partner, or child; or
 - ii. Use their public role to influence or seek to influence a government decision which could further a private interest of the employee, their spouse, adult interdependent partner, or child; or
 - iii. Use or communicate information not available to the general public that was gained by the employee in the course of carrying out their duties, to further or seek to further a private interest of the employee, their spouse, adult interdependent partner, or child.
- 3.3. Where an actual or proposed business or financial interest of an employee, or of the employee's spouse, adult interdependent partner, or child is affected, appears to be affected or may be affected by actions taken or decisions made in which the employee participates in the course of their employment, the employee shall disclose the business or financial interest to the Manager of Human Resources.
- 3.4. Employees shall not accept fees, gifts or other benefits that are connected directly or indirectly with the performance of their public service duties, from any individual, organization, or corporation, other than:
 - i. The normal exchange of gifts between friends;
 - ii. The normal exchange of hospitality between persons doing business together;
 - iii. Tokens exchanged as part of protocol;
 - iv. The normal presentation of gifts to persons participating in public functions.

4. NEPOTISM

- 4.1. Employees who exercise regulatory, inspection or other discretionary authority over others shall disqualify themselves from dealing with anyone with whom the relationship between them may bring the employee's impartiality into question, with respect to those functions. In situations where this would impair service delivery, employees must advise the Manager of Human Resources of the details before exercising their authority. Once the Manager of Human Resources has been notified the employee shall only exercise their authority in accordance with instructions received. In emergency situations the employee shall act impartially and notify the Manager of Human Resources immediately after exercising their authority.
- 4.2. Relatives of an employee may work in the same department provided there is no opportunity to exercise favouritism and no conflict of interest exists for the employees involved. An employee may not supervise a relative unless there are extenuating

circumstances and the Manager of Human Resources approves an exemption from this section of the policy.

- 4.3. In the staffing process, selection panel members shall disqualify themselves from competitions where applicants are relatives or other individuals, where the continued participation of the panel member could raise a question as to their impartiality.
- 4.4. Employees shall, so far as it is known to them, disclose and discuss with the Manager of Human Resources situations which may be or may appear to be conflicts of interest under this section.

5. RELATING TO THE CAO

- 5.1. If a matter pertaining to the CAO arises, through CAO disclosure or otherwise, the Manager of Human Resources will provide a recommendation to the CAO regarding the appropriate action for the conflict of interest or nepotism in question. If the CAO disagrees with the Manager of Human Resources decision and the matter is unresolved it will proceed to a review committee comprised of the four Directors and the Manager of Human Resources. The review committee shall vote with the majority ruling. The decision of the review committee shall be final and binding and will be communicated to the CAO in writing.

6. CONSEQUENCES OF NON-COMPLIANCE

- 6.1. Greenview will address any infraction or instances of non-compliance and take correct action. All misconduct will be reviewed, as per the outlined procedures, and may result in disciplinary action, up to and including dismissal from employment, seeking restitution, commencement of civil action, criminal prosecution, or any combination thereof.

7. EXPECTATIONS

- 7.1. Commit to demonstrating Greenview values in their work and personal conduct.
- 7.2. Meet or exceed all legal and ethical responsibilities in their day-to-day work and personal conduct.
- 7.3. Employees are expected to perform their job duties in a manner conducive to a healthy and safe workplace, following all Greenview practices, policies, and procedures.
- 7.4. Abide by all company policies in daily activities.
- 7.5. Act appropriately and reasonably when placed in compromising or conflict of interest situations.
- 7.6. Recognize and maintain the highest level of confidentiality.
- 7.7. Be an ambassador – treat all citizens, vendors, and special interest groups fairly and consistently. Act and communicate in a way that reflects positively on Greenview.

7.8. Protect Greenview's reputation. As a Greenview employee, our behaviour is held to a higher standard when interacting with the media, making public statements, or using social media for work or personal use. You are accountable for your personal use of social media in the same way you are accountable for your off-duty conduct.

7.9. Work collaboratively to ensure quality service is provided to the rate payers and Greenview communities and surrounding areas.

7.10. Understand that this policy is further supported and complimented by other Greenview policies and standards including but not limited to Health and Safety, Workplace Violence and Respectful Workplace, and Substance Abuse Prevention.

7.11. Understand that this policy is intended to support and complement any professional code of conduct or ethics that individuals are expected to follow due to their professional affiliation.

8. UNACCEPTABLE ACTIONS/BEHAVIOURS

8.1. Unacceptable behaviours shall include, but are not limited to the following:

- A) Being under the influence of any non-prescribed drugs or alcohol while on Greenview premises, operating a Greenview vehicle, or are in the act of conducting Greenview business regardless of location.
- B) Causing physical or emotional harm to another person;
- C) Threats or harassing behaviour;
- D) Aggressive behaviour that constitutes a reasonable fear of bodily harm to another person.
- E) Verbal assault, causing emotional duress.
- F) Willful damage or destruction to employer, or employee property;
- G) Possession of a weapon while on employer premises, while conducting business on behalf of the employer;
- H) Disorderly, immoral or indecent conduct on Greenview premises;
- I) Creating a disturbance that interferes with the normal job activities of other employees.
- J) Engaging in malicious gossip and/or the spreading of rumours;
- K) Causing an unsafe work environment, and thereby endangering the safety of Greenview employees;
- L) Violation of health and safety practices, policies and procedures;
- M) Theft, including physical and intellectual properties;
- N) Insubordination;
- O) Dishonest, illegal, or improper business activities;
- P) Job abandonment;
- Q) The use, possession, sale, manufacture or dispensation of any drug, alcohol, or paraphernalia associated with either;
- R) Failure to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled;
- S) The use of alcohol or illicit narcotics off employer premises that adversely affects the employee's work performance, the employee's own safety or the safety of others at work, or the employer's reputation in the community;

- T) Failure to report to management the use of any prescribed drug which may alter the employee's ability to safely perform their duties;
- U) Repeatedly arriving to work late without providing advance notice and/or without reasonable cause;
- V) Failure to properly report an absence; and
- W) Failure to meet stated goals, objectives, and/or performance metrics required for a position.

By signing below, I acknowledge that I have read and understood this administrative policy, and accept all responsibilities outlined within.

Print Name	Signature	Date

UNAPPROVED



REQUEST FOR DECISION

SUBJECT:	Policy 2017 Bereavement/Illness Recognition		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 9, 2022	CAO:	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR:	PRESENTER: SS
STRATEGIC PLAN:	Level of Service	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Policy Review Committee recommend Council approve Policy 2017 “Bereavement/Illness Recognition” as presented.

BACKGROUND/PROPOSAL:

In an effort to ensure Greenview’s policies are current and up to date. Policies that have not been reviewed within the three-year review cycle are brought to PRC for the Committee’s input on their continuation as well as any desired changes outside of administrations recommendations.

Policy 2017, formerly AD 05 has been given a number consistent with our current numbering scheme, updated to Greenview’s current template and definitions were added. Further, administration is seeking the Committees input on keeping board members as recipients of the \$100.00 bereavement recognition.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is Greenview will have an updated policy with consistent language.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: PRC has the alternative to make additional changes to the policy.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

PROMISE TO THE PUBLIC

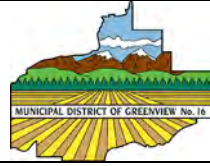
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will bring the policy to Council for approval.

ATTACHMENT(S):

- Policy AD 05 – Current
- Policy 2017 - Revised



M. D. OF GREENVIEW NO. 16
POLICY & PROCEDURES MANUAL

Section:
ADMINISTRATION

POLICY NUMBER: AD 05

POLICY TITLE: BEREAVEMENT / ILLNESS RECOGNITION

Page 1 of 1

Date Adopted by Council / Motion Number:

09.12.661

PURPOSE:

To show sympathy on behalf of the M.D. to an individual, family or relative of an Employee, Councillor, former Councillor, Board Member, who has experienced a loss or suffering.

POLICY:

The M.D. will provide a floral arrangement or other expression of empathy:

- 1.0 Recognition to a maximum of \$100.00 (plus G.S.T. and delivery) shall be given in the event of a serious illness or bereavement of a Councillor, former Councillor, Board Member, an Employee, or a member of their immediate family as defined in the Personnel Policy.
- 2.0 Council may provide posthumous recognition of past contributions and community involvement of the deceased by establishing or contributing to a memorial.
- 3.0 The C.A.O, the C.A.O. Executive Assistant, or the Manager of Human Resources, may on behalf of Council, authorize the purchase of a floral arrangement to a maximum of \$100.00 (plus G.S.T. and delivery) to other individuals associated with the M.D.
- 4.0 The C.A.O, the C.A.O. Executive Assistant, or the Manager of Human Resources, shall also be authorized to send floral arrangements/expression of compassion to Councillors, Board Members, Employees or their spouses or dependent children in the event of illness or hospitalization.

REEVE

C.A.O.

Title: Bereavement/Illness Recognition

Policy No: 2017

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No:

Review Date: (3 Years from date approved by Council)



Purpose: To show sympathy on behalf of the M.D. **Greenview** to an individual, family or relative of an Employee, Councillor, former Councillor, Board Member, who has experienced a loss or suffering.

1. DEFINITIONS

- 1.1. **CAO** means the Chief Administrative Officer of the Municipal District of Greenview No 16.
- 1.2. **Employee** is a person currently employed by Greenview, in any capacity.
- 1.3. **Greenview** means the Municipal District of Greenview No 16.
- 1.4. **Immediate Family** is defined as father, or stepfather, mother or stepmother foster parent, grandmother, grandfather, grandchild, brother, sister, spouse, common law spouse, child, ward of the Employee who is a resident of the Employee's household, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law or a relative who permanently resides in the Employee's household or with whom the Employee permanently resides. As defined in the Greenview Staff Agreement.

2. POLICY STATEMENT

- 2.1. ~~The MD~~ **Greenview** will provide a floral arrangement or other expression of empathy.

3. PROCEDURE

- 3.1. Recognition to a maximum of \$100.00 (plus GST and delivery) shall be given in the event of a serious illness or bereavement of a Councillor, former Councillor, Board Member, an Employee, or a member of their immediate family. ~~as defined in the Personnel Policy.~~
- 3.2. Council may provide posthumous recognition of past contributions and community involvement of the deceased by establishing or contributing to a memorial.
- 3.3. The CAO, the CAO Executive Assistant, or the Manager of Human Resources, may on behalf of Council, authorize the purchase of a floral arrangement to a maximum of \$100.00 (plus GST and delivery) to other individuals associated with ~~the MD~~ **Greenview**.
- 3.4. The CAO, the CAO Executive Assistant, or Manager of Human Resources, shall also be authorized to send floral arrangements/expression of compassion to Councillors, Board

Members, Employees or their spouses or dependent children in the even of illness or hospitalization.