



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## POLICY REVIEW COMMITTEE AGENDA

April 13, 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 1027 Signing Authority	Pg. 6
4.2 Policy 2004 Employee Code of Conduct	Pg. 22
4.3 Policy 6306 Wolf Harvest Incentive Program	Pg. 31
4.4 Policy 6321 Beaver Harvest Program	Pg. 38
4.5 Policy 6322 Greenview Vegetation Management	Pg. 43
4.6 Grande Cache Policy Repeal	Pg. 62

#5 NEXT MEETING DATE May 11, 2022

#6 ADJOURNMENT

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

# 1:  
**CALL TO ORDER**

Chair Tom Burton called the meeting to order at 10:32 a.m.

**PRESENT**

Chair	Councillor Tom Burton
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 Schlief
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
Legislative Services Officer/Recording Secretary	Sarah Sebo

**ABSENT**

Councillor Winston Delorme was appointed as the Chair of the Policy Review Committee for the March 9, 2022, meeting.

#2  
**POLICY REVIEW  
COMMITTEE  
AGENDA**

MOTION: 22.03.095. Moved by: COUNCILLOR DUANE DIDOW.  
That the Policy Review Committee adopt the Agenda of the Policy Review Committee meeting as amended.

- Addition 4.2 Policy 4004

CARRIED

**POLICY REVIEW  
COMMITTEE  
MINUTES**

MOTION: 22.03.096. Moved by: COUNCILLOR JENNIFER SCOTT.  
That the Policy Review Committee adopt the minutes of the Policy Review Committee meeting held on February 9, 2022, as amended.

- Councillor Ryan Ratzlaff
- Periods
- Reeve Tyler Olsen

CARRIED

**#4  
BUSINESS**

**Fire-Rescue Services  
Apparatus & Equipment  
Replacement**

**4.1 “Fire-Rescue Service Apparatus & Equipment Replacement”**

MOTION: 22.03.097. Moved by COUNCILLOR TOM BURTON:  
That the Policy Review Committee recommend Council approve Policy 3021 “Fire-Rescue Service Apparatus & Equipment Replacement” as amended.

- 1.11 Clarify construction trucks from emergency vehicles
- Spacing
- 6.1 Regional Deputy Fire Chiefs
- Greenview one word
- 4.2 Table – add that the time in service is a baseline
- 6.2 (b) will be an element

CARRIED

**4.2 “Equipment Contractors Registry”**

MOTION: 22.03.098. Moved by COUNCILLOR RYAN RATZLAFF:  
That the Policy Review Committee accept Policy 4004 “Equipment Contractors Registry” for information.

CARRIED

**Reserves**

MOTION: 22.03.099. Moved by: COUNCILLOR SALLY ROSSON.  
That the Policy Review Committee recommend Council approve Policy 1502 “Reserves” as amended.

- 2.1B – remove a in front of Greenview

CARRIED

#### **4.4 “Coyote Predation”**

Coyote Predation

MOTION: 22.03.100. Moved by: COUNCILLOR DALE SMITH.

That the Policy Review Committee recommend Council approve Policy 6323 “Coyote Predation” as amended.

- 4.3F reasonable control methods
- Greenview to be added to the definition
- 4.1 Greenview would prefer instead of requires

CARRIED

Roadside Vegetation Management

#### **4.5 “Roadside Vegetation Management”**

MOTION: 22.03.101. Moved by: COUNCILLOR DALE SMITH.

That the Policy Review Committee recommended Council approve Policy 6302 “Roadside Vegetation Management” as amended.

- 5.5 Natural environment and remain cost effective
- Consistent use of Greenview and municipality
- 3.3 Greenview

CARRIED

#### **4.6 “Employee Code of Conduct”**

Employee Code of Conduct

MOTION: 22.03.102. Moved by: COUNCILLOR DAVE BERRY.

That the Policy Review Committee recommend Council approve Policy 2004 “Employee Code of Conduct” as amended.

- Define weapon
- 8.1(g) include outside the scope of duties
- 3.4 include an example of what constitutes a normal exchange of gifts and hospitality
- No gift giving for the purpose of soliciting work
- Include a provision that equipment will be operated in a courteous manner
- Clarify the use of alcohol at Greenview events
- 8. Change employer to Greenview

CARRIED

#### **4.4 “Bereavement Illness Recognition”**

Bereavement Illness  
Recognition

MOTION: 22.03.103. Moved by: COUNCILLOR SALLY ROSSON.  
That the Policy Review Committee recommended Council approve Policy 2017  
“Bereavement Illness Recognition” as amended.

- Remove board members

CARRIED

#5  
ADJOURNMENT

MOTION: 22.03.104. Moved by: REEVE TYLER OLSEN.  
That this meeting adjourns at 12:50 p.m.

CARRIED

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RECORDING SECRETARY

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CHAIR



# REQUEST FOR DECISION

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SUBJECT: **Policy 1027 Signing Authority**  
SUBMISSION TO: POLICY REVIEW COMMITTEE  
MEETING DATE: April 13, 2022  
DEPARTMENT: CORPORATE SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: MANAGER:  
DIR: PRESENTER: SS  
LEG: SS

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RELEVANT LEGISLATION:

**Provincial** (cite) – Municipal Government Act RSA 2000 Chapter M-26, Electronic Transactions Act 2001 Chapter E-5.5, Freedom of Information and Protection of Privacy Act RSA 2000 Chapter F-25.

**Council Bylaw/Policy** (cite) – N/A

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RECOMMENDED ACTION:

**MOTION: That Policy Review Committee recommend Council approve Policy 1027 “Signing Authority” as presented.**

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BACKGROUND/PROPOSAL:

The Signing Authority was originally brought to Policy Review Committee with the intention of broadening Greenview's use of electronic signatures throughout the organization. Currently electronic signatures are reserved for the signing of invoices by managers. Administration wishes to extend this use to any document, as permitted under the Electronic Transactions Act. This addition does not and can not compel anyone to electronically sign a document, if a traditional (wet) signature is desired, Greenview will comply. As well, the electronic signature provision does not require documents to be signed electronically, it simply allows for the option. Further, title changes have been made throughout the policy to reflect the current administration.

Policy Review Committee at the time did not make any recommendations.

Confusion surrounding the definition of director and reference to the expenditure and disbursement policy resulted in Council to making a motion to refer the policy back to the Policy Review Committee for further discussion.

**MOTION: 22.03.128 Moved by: COUNCILLOR DALE SMITH**

That Council defer motion “Policy 1027 Signing Authority” to a future Council Meeting.

For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme,

Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Berry

Against: Councillor Burton

CARRIED"

Administration has corrected the definition and shifted planning and development signing to the new Director of Economic Development and Planning.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Policy Review Committee accepting the recommended action is by broadening the potential of electronic signatures, documents can be signed more expediently by both Council and staff, eliminating the need to wait for the mail or an individual to be present.
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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. There are no perceived disadvantages to the recommended motion.
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**ALTERNATIVES CONSIDERED:**

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

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenvew has adopted the IAP2 Framework for public consultation.

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**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.

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**FOLLOW UP ACTIONS:**

Administration will bring the policy to Council for approval.

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**ATTACHMENT(S):**

- Policy 1027 – Current
- Policy 1027 - Revised

**Title: Signing Authority**

**Policy No: 1027**

**Effective Date: May 11, 2020**

**Motion Number: 20.05.276**

**Review Date: May 11, 2023**



**Purpose:** The purpose of this Policy is to establish signing authorities for agreements, contracts and other municipal documents excluding expenditures. For Expenditures signing authority see Policy 1018 Expenditures and Disbursement. The intent of this Policy is to provide the municipality with flexibility in the signing of various documents to improve the efficiency of business operations, while maintaining effective internal controls and approval processes.

## DEFINITIONS

**Act** means the Municipal Government Act, R.S.A 2000, Chapter M-26, as amended.

**ACAO** means the Assistant Chief Administrative Officer.

**CAO** means the Chief Administrative Officer of the M.D of Greenview.

**CFO** means Chief Financial Officer.

**FCSS** means Family and Community Support Services.

**GM** means General Manager referring to the Chief Financial Officer and General Managers of each of the Infrastructure and Planning and Community Services.

**MOU** means a Memorandum of Understanding.

**Routine Nature** means agreements, programs and service that are renewed annually, or that regularly occur throughout the year.

## POLICY

1. This policy designates the general legal signing authorities for Greenview. Specific signing authorities may be designated in various bylaws and policies.
2. The CAO, as per Section 209 of the *Municipal Government Act*, may delegate any of the powers, duties or functions under the Act to a designated officer or employee of Greenview. The CAO delegates their authority to sign agreements, contracts and other Greenview documents to the employees indicated in this policy.
3. Unless otherwise indicated in this policy, or as required by provincial or federal legislation, a contracting party or financial institution, all documents require a single authorized signature.

4. Any employee who is in any of the designated positions in an acting capacity, has been delegated all the powers and responsibilities of that position and may sign Greenview documents as outlined in this policy.
5. In the absence of the Reeve, the Deputy Reeve has the authority to sign Greenview documents requiring the signature of the Chief Elected Official as outlined in this policy.
6. In the absence of the CAO, the ACAO has the authority to sign Greenview documents requiring the signature of the CAO as outlined in this policy.
7. All individuals authorized as a result of this policy are responsible for:
  - a. Being aware of compliance with all relevant bylaws, procedures, as well as external legislative requirements when exercising their authority;
  - b. Ensuring that all designated individuals understand the powers, duties and functions that have been delegated to them.

## PROCEDURE

### **Bylaws**

8. All enacted bylaws shall be signed by the Reeve and the Chief Administrative Officer.

### **Council Minutes**

9. All Council Meeting minutes shall be signed by the Chairperson presiding at the meeting and the CAO, or in their absence the designated Acting CAO.

### **Board and Committee Minutes**

10. All Board and Committee minutes shall be signed by the Chairperson presiding at the meetings and the recording secretary unless otherwise indicated in this policy.
11. Municipal Planning Commission minutes shall be signed by the Chair and the Manager of Planning and Development.
12. FCSS Board Meeting Minutes shall be signed by the Chair and the Manager of FCSS.
13. Agriculture Service Board (ASB) Meeting Minutes shall be signed by the Chair and the Manager of Agriculture Services.

### **Agreements and MOUs**

14. Unless otherwise provided for in this policy, all non-operational agreements approved by Council shall be signed by the Reeve (or the Deputy Reeve in the Reeve's absence) and by the Chief Administrative Officer.
  - a. Inter-municipal agreements
  - b. Inter-governmental MOUs
  - c. Professional services agreements
  - d. Revenue sharing agreements
15. Generally all agreements, contracts and MOUs that are not addressed in the Expenditures and Disbursement Policy, require the signature of the GM of the relevant department with the exception of contracts and agreements of a routine nature which may be delegated to the relevant manager.

### **Routine Service and Maintenance Contracts**

16. Unless otherwise provided for in this policy or other provincial or federal legislation, all contracts and agreements of a routine nature for the provision of services, maintenance, or Greenview

programs should be signed by the applicable GM or the CAO in their absence. General Managers may delegate in writing signing authority for contracts, services and programs of a routine nature to the relevant manager of the department. This includes, but is not limited to the following:

- a. Janitorial agreements
- b. Equipment rentals
- c. Maintenance agreements
- d. Contractual agreements
- e. Service agreements
- f. MOUs not relating to inter-governmental relations

## Cheques and Financial Instruments

17. Cheque signing authority is limited to the following people:
  - a. The Reeve, and Deputy Reeve in the Reeve's absence, or any member of Council in the absence of the Reeve and Deputy Reeve; and
  - b. The CAO, and the ACAO.
18. Accounts payable cheques and accounts payable electronic fund transfers requires the signature of the Reeve, or Deputy Reeve in the Reeve's absence and the CAO or the ACAO.
19. Prior to accounts payable cheques and accounts payable electronic fund transfers being issued, accounts payable summaries require the review the Reeve or Deputy Reeve in the Reeves absence, or a Member of Council.
20. Payroll cheques (cheques issued only in the event of extenuating circumstances) and payroll electronic fund transfers require the signatures of the CAO or their designate, and the ACAO.
21. Council authorizes the use of lithographed, printed or digital signatures of the Reeve and CAO for the signing of all cheques as per section 213(5) of the MGA.

## Employment Contracts

22. All Offers of Employment shall be signed by a Human Resources Officer.
23. All approved Recommendations for Hire with the exception of the CAO, shall be signed by the Manager and GM responsible for the position, or the CAO in the absence of either signatory.
24. For the hiring of Managers, Recommendations for Hire shall be signed by the GM responsible for the position and the CAO.
25. For the hiring of General Managers, Recommendations for Hire shall be signed by the CAO and a Human Resources Officer.
26. The approved employment contract of the CAO shall be signed by the Reeve and Deputy Reeve.

## Land Title Documents and other Documents relating to Greenvew Land

27. Offer to Sell Agreements, Grant of Easements, Utility Right of Way Agreements, Caveats Forbidding Registration, and Discharge of Caveats are all documents that need to be registered with Land Titles. Caveats can be signed and registered by the by an agent of the Caveator (agent for Greenvew). Withdrawal of caveats can be done by the same agent that registered the caveat or someone with corporate signing authority or by using the corporate seal. All other agreements may be signed by the General Manager of Infrastructure and Planning or their designate.
28. Documents relating to the surface rights agreements with oil and gas companies or easement agreements with utility service providers, such as ATCO Gas or ATCO Electric or any similar agreements shall be signed by the GM of Infrastructure and Planning or their designate.
29. Signing authority for Temporary Works Space, Damage Releases, Permission to Enter and other documents that do not require registration with Land Titles are subject to the requirements set out in the Expenditures and Disbursement Policy where applicable.

## Documents Pursuant to the Land Use Bylaw

30. Documents which are approved subject to Greenview's current Land Use Bylaw, such as subdivision endorsements, development permits, stop orders, etc. shall be signed by the Manager of Planning and Development, upon approval from the Municipal Planning Commission where required.

## Tax Recovery Documents

31. Documents related to Tax Recovery, Part 10, Division 8 and 9 of the MGA, shall be signed by the CFO or the CAO.

## Digital Signatures

32. Digital signatures may be used internally by Managers for the signing and coding of invoices.  
 33. Digital signatures of Councillors may be used for the signing of documents when express written permission is provided by the Councillors and where permissible under provincial legislation.  
 34. Unless otherwise provided for in this policy, digital signatures may not be used for the signing of external or official documents.

## Other

35. All other financial documents, options, agreements, and letters of intent shall be signed by the CAO or designate and the Reeve or Deputy Reeve in the Reeve's absence.  
 36. All signing authorities and approval requirements outlined in this policy are still subject to the requirements set out in the Expenditures and Disbursement Policy when applicable.

## Signing Authority and Approval Requirements

Description	Council Approval	Corporate Seal if Required	Signatories					
			Reeve	Chair	CAO/ACAO	GMs/CFO	Manager	Recording Secretary
<b>Council/ Boards and Committees</b>								
Council Meeting Minutes ★	✓		✓		✓			
Board and Committee Meeting Minutes ★				✓				✓
MPC Meeting Minutes ★				✓			✓	
FCSS Board Meeting Minutes ★				✓			✓	
Bylaws ★	✓		✓		✓			
Inter-municipal	✓		✓		✓			

# POLICY

Agreements ★								
Revenue Sharing Agreements ★	✓		✓		✓			
<b>CAO SERVICES</b>								
Provincial Registry documents		✓			✓			
<b>INFRASTRUCTURE AND PLANNING</b>								
Contracts						✓		
Agreements						✓		
Caveats and documents relating to Land Titles		✓				✓		
Documents that do not require registration with Land Titles						✓		
<b><i>Construction and Maintenance</i></b>								
Project related scopes of works							✓	
<b><i>Operations</i></b>								
Road Use Agreements							✓	
Crushing Contracts							✓	
Road Bonds							✓	
<b><i>Planning and Development</i></b>								
Municipal Planning Commission Decisions and other documents							✓	
Permitted Uses							✓	
Road Widening						✓		

# POLICY

Purchases (As per Policy)								
<b><i>Environmental Services</i></b>								
GRWMC				✓			✓	
<b>COMMUNITY SERVICES</b>								
MOUs	✓					✓		
Agreements	✓					✓		
Community Grants	✓					✓		
Donor Agreements	✓					✓		
<b><i>Agriculture Services</i></b>								
Rental Agents							✓	
ASB Meeting Minutes★				✓			✓	
Documents related to ASB and Agriculture Fieldman							✓	
<b><i>Economic Development</i></b>								
TMIP Contracts							✓	
Fox Creek Economic Development documents							✓	
<b><i>FCSS</i></b>								
School Board Division Liaison Agreements							✓	
<b>CORPORATE SERVICES</b>								
Banking ★			✓		✓	✓		
Agreements						✓		
Contracts						✓		
<b><i>Finance</i></b>								
Insurance and Registrations							✓	

# POLICY

Minor Operational Agreement							✓	
Audit Financial Statements					✓	✓	✓	
GRWMC							✓	

★ Dual signing authority: requires signatures of both parties indicated

CURRENT

**Title: Signing Authority**

**Policy No: 1027**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No: None**

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



**Purpose:** The purpose of this Policy is to establish signing authorities for **internal and external Greenview documents agreements, contracts and other municipal documents excluding expenditures**. The intent of this Policy is to provide the municipality with flexibility in the signing of various documents to improve the efficiency of business operations, while maintaining effective internal controls and approval processes. For purchasing authority see Policy 1018.

## 1. DEFINITIONS

- 1.1. **Act** means the Municipal Government Act, R.S.A 2000, Chapter M-26, as amended.
- 1.2. **CAO** means the Chief Administrative Officer of the M.D of Greenview.
- 1.3. **Director** means an Greenview employee who holds the title of Director or Executive Director. ~~the Directors of Corporate Services, Infrastructure, Community Services, Planning and Economic Development, and the Executive Director of the Greenview Industrial Gateway.~~
- 1.4. **Electronic Signature** means electronic information that a person creates or adopts in order to sign a record and that is in, attached to or associated with the record.
- 1.5. **FCSS** means Family and Community Support Services.
- 1.6. **Greenview** means the Municipal District of Greenview No 16.
- 1.7. **MOU** means a Memorandum of Understanding.
- 1.8. **Routine Nature** means agreements, programs and service that are renewed annually, or that regularly occur throughout the year.

## 2. POLICY STATEMENT

- 2.1. This policy designates the general legal signing authorities for Greenview. Specific signing authorities may be designated in various bylaws and policies.
- 2.2. The CAO, as per Section 209 of the *Municipal Government Act*, may delegate any of the powers, duties or functions under the Act to a designated officer or employee of Greenview.

The CAO delegates their authority to sign agreements, contracts and other Greenview documents to the employees indicated in this policy.

- 2.3. Unless otherwise indicated in this policy, or as required by provincial or federal legislation, a contracting party or financial institution, all documents require a single authorized signature.
- 2.4. Any employee who is in a designated position in an acting capacity, has been delegated all the powers and responsibilities of that position and may sign Greenview documents as outlined in this policy.
- 2.5. In the absence of the Reeve, the Deputy Reeve has the authority to sign Greenview documents requiring the signature of the Chief Elected Official as outlined in this policy.
- 2.6. During an extended or planned absence the CAO will, in writing, appoint a designate. That designate has the authority to sign Greenview documents requiring the signature of the CAO as outlined in this policy.
- 2.7. All individuals authorized as a result of this policy are responsible for:
  - A) Complying with all relevant bylaws, procedures, as well as external legislative requirements when exercising their authority; and
  - B) Understanding the powers, duties and functions that have been delegated to them.

## 3. PROCEDURE

### 3.1. Bylaws

- A) All enacted bylaws shall be signed by the Reeve and the Chief Administrative Officer.

### 3.1. Council Minutes

- A) All Council Meeting minutes shall be signed by the Chair presiding at the meeting and the CAO or designate.

### 3.2. Board and Committee Minutes

- A) All Board and Committee minutes shall be signed by the Chair presiding at the meetings and the recording secretary unless otherwise indicated in this policy.

- B) Municipal Planning Commission minutes shall be signed by the Chair and the Manager of Planning and Development.

- C) FCSS Board Meeting Minutes shall be signed by the Chair and the Manager of FCSS.

- D) Agriculture Service Board (ASB) Meeting Minutes shall be signed by the Chair and the Manager of Agriculture Services.

### 3.3. Agreements and MOUs

- A) Unless otherwise provided for in this policy, all non-operational agreements approved by Council shall be signed by the Reeve (or the Deputy Reeve in the Reeve's absence) and by the Chief Administrative Officer. This includes, but is not limited to the following:

- i. Inter-municipal agreements;
- ii. Inter-governmental MOUs;
- iii. Professional services agreements; and

- iv. Revenue sharing agreements.

B) Generally, all agreements, contracts and MOUs that are not addressed in the Expenditures and Disbursement Policy, require the signature of the Director of the relevant department with the exception of contracts and agreements of a routine nature which may be delegated to the relevant manager.

### 3.4. Routine Service and Maintenance Contracts

- A) Unless otherwise provided for in this policy or other provincial or federal legislation, all contracts and agreements of a routine nature for the provision of services, maintenance, or Greenview programs should be signed by the applicable Director or the CAO in their absence. Directors may delegate in writing signing authority for contracts, services and programs of a routine nature to the relevant manager of the department. This includes, but is not limited to the following:
  - i. Janitorial agreements;
  - ii. Equipment rentals;
  - iii. Maintenance agreements;
  - iv. Contractual agreements;
  - v. Service agreements; and
  - vi. MOUs not relating to inter-governmental relations

### 3.5. Cheques and Financial Instruments

- A) Cheque signing authority is limited to the following people:
  - i. The Reeve, and Deputy Reeve in the Reeve's absence, or any member of Council in the absence of the Reeve and Deputy Reeve; and
  - ii. The CAO or designate.
- B) Accounts payable cheques and accounts payable electronic fund transfers require the signature of the Reeve, or Deputy Reeve in the Reeve's absence and the CAO or designate.
- C) Prior to accounts payable cheques and accounts payable electronic fund transfers being issued, accounts payable summaries require the review of the Reeve, or Deputy Reeve in the Reeve's absence, or a Member of Council.
- D) Payroll cheques (cheques issued only in the event of extenuating circumstances) and payroll electronic fund transfers require the signatures of the CAO or their designate.
- E) Council authorizes the use of lithographed, printed, or digital signatures of the Reeve and CAO for the signing of all cheques as per section 213(5) of the Act.

### 3.6. Employment Contracts

- A) All Offers of Employment shall be signed by a Human Resources Officer.
- B) All approved Recommendations for Hire with the exception of the CAO, shall be signed by the Manager and Director responsible for the position, as well as the CAO.
- C) For the hiring of Managers, Recommendations for Hire shall be signed by the Director responsible for the position and the CAO.
- D) For the hiring of Directors, Recommendations for Hire shall be signed by the CAO and a Human Resources Officer.

- E) The approved employment contract of the CAO shall be signed by the Reeve and Deputy Reeve.
- 3.7. Land Title Documents and other Documents relating to Greenview Land**
- A) Offer to Sell Agreements, Grant of Easements, Utility Right of Way Agreements, Caveats Forbidding Registration, and Discharge of Caveats are all documents that need to be registered with Land Titles. Caveats can be signed and registered by an agent of the Caveator (agent for Greenview). Withdrawal of caveats can be done by the same agent that registered the caveat, or someone with corporate signing authority, or by using the corporate seal. All other agreements may be signed by the **Director of Economic Development and Planning** ~~Director of Infrastructure and Planning~~ or their designate.
  - B) Documents relating to surface rights agreements with oil and gas companies or easement agreements with utility service providers shall be signed by the **Director of Economic Development and Planning** ~~Director of Infrastructure and Planning~~ or their designate.
  - C) Signing authority for Temporary Works Space, Damage Releases, Permission to Enter and other documents that do not require registration with Land Titles are subject to the requirements set out in the Expenditures and Disbursement Policy where applicable.
- 3.8. Documents Pursuant to the Land Use Bylaw**
- A) Documents which are approved, subject to Greenview's current Land Use Bylaw shall be signed by the Manager of Planning and Development or designate, upon approval from the Municipal Planning Commission where required.
- 3.9. Tax Recovery Documents**
- A) Documents related to Tax Recovery, Part 10, Division 8 and 9 of the MGA, shall be signed by the Director of Corporate Services or the CAO.
- 3.10. Electronic Signatures**
- A) Greenview supports the use of electronic signatures to sign documents. Electronic signatures may be used, for any documents addressed in this policy provided that each electronic signature adheres to the relevant requirements of the *Municipal Government Act*, *Electronic Transactions Act* and *Freedom of Information and Protection of Privacy Regulation*, subject to the following:
    - i. No person shall be compelled or required to transact using electronic signatures.
    - ii. Where a traditional (wet) signature is requested, Greenview shall consent;
    - iii. The manner in which documents bearing electronic signatures are provided and received must, in the opinion of the CAO, be reasonably reliable for the purpose of identifying the person and signing by electronic signature shall be accepted or declined at the sole discretion of the responsible Director, and
    - iv. No person, through the transmission of a document bearing an electronic signature shall represent themselves in a way that is false or misleading. Where a department head believes that a misrepresentation has occurred, the documents shall be considered unsigned and shall not be processed.
  - B) Any document requiring a corporate seal cannot be signed electronically and will require a traditional wet signature.

- C) Digital signatures of Councillors may be used for the signing of documents when express written permission is provided by the Councillors and where permissible under provincial legislation.

### 3.11. Other

- A) All other financial documents, options, agreements, and letters of intent shall be signed by the CAO or designate and the Reeve or Deputy Reeve in the Reeve's absence.
- B) All signing authorities and approval requirements outlined in this policy are still subject to the requirements set out in the Expenditures and Disbursement Policy when applicable.

## 4. SIGNING AUTHORITY AND APPROVAL REQUIREMENTS

Description	Council Approval	Corporate Seal if Required	Signatories					
			Reeve	Chair	CAO/Or Designate	Director	Manager	Recording Secretary
<b>Council/ Boards and Committees</b>								
Council Meeting Minutes ★	✓		✓		✓			
Board and Committee Meeting Minutes ★				✓				✓
MPC Meeting Minutes ★				✓			✓	
FCSS Board Meeting Minutes ★				✓			✓	
Bylaws ★	✓		✓		✓			
Inter-municipal Agreements ★	✓		✓		✓			
Revenue Sharing Agreements ★	✓		✓		✓			
<b>CAO SERVICES</b>								
Provincial Registry Documents		✓			✓			
<b>INFRASTRUCTURE AND PLANNING</b>								
Contracts						✓		
Agreements						✓		

Description	Council Approval	Corporate Seal if Required	Signatories					
			Reeve	Chair	CAO/Or Designate	Director	Manager	Recording Secretary
Caveats and documents relating to Land Titles		✓				✓		
Documents that do not require registration with Land Titles						✓		
<b>Construction and Maintenance</b>								
Project related scopes of works							✓	
<b>Operations</b>								
Road Use Agreements							✓	
Crushing Contracts							✓	
Road Bonds							✓	
<b>Planning and Development</b>								
Municipal Planning Commission Decisions and other documents							✓	
Permitted Uses							✓	
Road Widening Purchases (As per Policy)						✓		
<b>Environmental Services</b>								
GRWMC				✓			✓	
<b>COMMUNITY SERVICES</b>								
MOUs	✓					✓		
Agreements	✓					✓		

Description	Council Approval	Corporate Seal if Required	Signatories					
			Reeve	Chair	CAO/Or Designate	Director	Manager	Recording Secretary
Community Grants	✓					✓		
Donor Agreements	✓					✓		
<b>Agriculture Services</b>								
Rental Agents							✓	
ASB Meeting Minutes★				✓			✓	
Documents related to ASB and Agriculture Fieldman							✓	
<b>Economic Development</b>								
TMIP Contracts							✓	
Fox Creek Economic Development documents							✓	
<b>FCSS</b>								
School Board Division Liaison Agreements							✓	
<b>CORPORATE SERVICES</b>								
Banking ★			✓		✓	✓		
Agreements						✓		
Contracts						✓		
<b>Finance</b>								
Insurance and Registrations							✓	
Minor Operational Agreement							✓	
Audit Financial Statements					✓	✓	✓	
GRWMC							✓	

★ Dual signing authority requires signatures of both parties indicated



# REQUEST FOR DECISION

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SUBJECT: **Policy 2004 Employee Code of Conduct**  
SUBMISSION TO: POLICY REVIEW COMMITTEE REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: April 13, 2022 CAO: MANAGER:  
DEPARTMENT: CORPORATE SERVICES DIR: PRESENTER: EK  
STRATEGIC PLAN: Level of Service LEG: SS

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RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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RECOMMENDED ACTION:

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

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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.

Policy Review Committee recommended the following changes

- Define weapon
- Clarify that weapons required for the job are permitted to be utilized while working for Greenview
- Clarify what constitutes an inappropriate gift
- Alter any reference of "employer" to "Greenview"
- Include a provision for no receiving gifts for the purpose of soliciting work

Administration is referring this policy back to PRC due to the number of changes recommend.

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#### 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.

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#### DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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#### ALTERNATIVES CONSIDERED:

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

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#### FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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#### STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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#### 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.

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**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.
- 1.5. **Weapon** means any thing used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person.

## 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, **or for the purpose of soliciting work**, from any individual, organization, or corporation. **Gifts may be exchanged internally amongst coworkers. 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 **Greenview** policies in daily activities.
- 7.5. Act appropriately and reasonably when placed in compromising or ~~conflict of interest situations~~ **situations where there is a real or perceived conflict of interest**.
- 7.6. **Employees are expected to operate Greenview equipment and vehicles in accordance**

## with Greenview's Vehicle Usage Policy

- 7.7. Recognize and maintain the highest level of confidentiality.
- 7.8. 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.
- 7.9. 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.
- 7.10. Work collaboratively to ensure quality service is provided to the ratepayers, Greenview communities, and surrounding areas.
- 7.11. 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.
- 7.12. 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 Greenview, or employee property;
  - G) Possession of a weapon while on employer Greenview premises, while conducting business on behalf of the employer Greenview. This provision does not apply to employees who are required to use or discharge a weapon in the operation of their duties, or designated employees of Greenview, who may require the use of a firearm to destroy pests, or immobilize animals to facilitate their capture;
  - H) Disorderly, 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 of employer **Greenview** 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~~ **Greenview'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



# REQUEST FOR DECISION

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SUBJECT: **Policy 6306 – Wolf Harvest Incentive Program**  
SUBMISSION TO: POLICY REVIEW COMMITTEE REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: April 13, 2022 CAO: MANAGER:  
DEPARTMENT: AGRICULTURE DIR: PRESENTER: SK  
STRATEGIC PLAN: Level of Service

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RELEVANT LEGISLATION:

Provincial – N/A

**Council Bylaw/Policy** – Policy 6306 – Wolf Harvest Incentive Program

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RECOMMENDED ACTION:

**MOTION: That the Policy Review Committee recommend Council approve the revisions to Policy 6306 – Wolf Harvest Incentive Program as presented.**

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BACKGROUND/PROPOSAL:

Administration reviewed the submission requirements within Policy 6306 – Wolf Harvest Incentive Program to ensure adequate evaluation criteria is defined. The following changes are recommended to provide a beneficial management process for the evaluation of the wolf harvest incentive carcass submissions:

- The entire carcass is required to ensure the wolf has been harvested within all program guidelines and toxicant is not utilized. Administration recommends the removal of the option to present the head only.
- A 72 hr post-harvest submission is required to reduce the potential of a wolf harvest submission received from outside the Greenview boundaries. The implementation of a time-limit from hunted-to-submitted is advisable. Municipalities within the Peace Region have curtailed or eliminated wolf bounties. This provision could curb any potential submissions from outside Greenview's boundary.
- Snared carcasses are only acceptable during allowable open trapping season as per Alberta Trapping regulations. Greenview has an obligation to ensure that wolves snared are harvested during the allowable trapping season.
- The implementation of random harvest site inspections has been implemented in other municipalities to view a hunt site has occurred within municipal boundaries. Application is randomized for every ten carcass submissions so as to not target any specific participant. Administration has recommended the random harvest site inspection be conducted, however, Greenview could offer the option of a geolocated photo of the hunt site and participants would then be excluded from this condition.

Administration had provided the recommended revisions to the Wolf Harvest Incentive Program Policy No. 6306 to improve the management of the program and provide a basis for denial of any harvest submission, should any be required. On March 23<sup>rd</sup>, the Agricultural Service Board made the following motion:

**MOTION: 22.03.43.** **Moved by: REEVE TYLER OLSEN** that the Agricultural Service Board recommend the Policy Review Committee approve the revisions to Policy 6306 – Wolf Harvest Incentive Program, with the following changes;

- Item 6 replace “Entire wolf carcasses” with “Wolf carcasses”
- Item 6a remove
- Item 6c remove
- Item 6e remove “(mailed via Canada Post to participant)”
- Item 3.7f replace “shall be performed” to “maybe performed”

The edits as set out in the Agricultural Service Board motion were applied to the drafted policy and forwarded to the Policy Review Committee.

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#### BENEFITS OF THE RECOMMENDED ACTION:

The benefit of the Policy Review Committee recommending Policy 6306 – Wolf Harvest Incentive Program revisions is to improve the management of the harvest program.

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#### DISADVANTAGES OF THE RECOMMENDED ACTION:

The disadvantage of the recommended action is that the participants will need to adjust to the new harvest submission requirements.

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#### ALTERNATIVES CONSIDERED:

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

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#### FINANCIAL IMPLICATION:

There are no direct costs to these recommended policy changes.

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#### STAFFING IMPLICATION:

The requirement for hunt site inspection may lead to an increased workload for the Problem Wildlife Officer, but this will mostly impact the winter months, which can be accommodated.

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#### PUBLIC ENGAGEMENT LEVEL:

Greenvue 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 follow up on the recommendations of the Policy Review Committee, and afterward to Council.

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### ATTACHMENT(S):

- Policy 6306 – Wolf Harvest Incentive Program CURRENT
- Policy 6306 – Wolf Harvest Incentive Program DRAFT

# POLICY

**Title: WOLF HARVEST INCENTIVE PROGRAM**

**Policy No: 6306**

**Effective Date: January 22, 2018**

**Motion Number: 18.01.41**

**Supersedes Policy No: AG 10**

**Review Date:**



**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

*"A Great Place to Live, Work and Play"*

**Purpose:** Greenview supports wolf population control efforts in order to reduce livestock predation. Greenview will implement the policy and procedures to provide for a Wolf Harvest Incentive Program, for the purpose of promoting the lawful harvesting of wolves within the designated wolf harvest area of Greenview.

## **DEFINITIONS**

**Eligible Participant** means the registered landowner of property within the boundaries of Greenview, or their designate (stated through written permission), verified by VSI membership or Administration. Greenview's Problem Wildlife Officer is not eligible to participate in the Wolf Harvest Incentive Program.

**Financial Compensation** means the monies received for lawfully harvested adult wolf by eligible participants.

## **POLICY**

1. The Wolf Harvest Incentive Program will be in effect only on lands within 8 kilometers of private property, active grazing leases, and Provincial Grazing Reserves (agricultural area) within the boundaries of Greenview.
  - a. The Wolf Harvest Incentive Program will be limited to eligible participants or their designate.
  - b. Wolves harvested outside of Greenview will not qualify for compensation.
  - c. Individuals wishing to participate in the program will be required to register with the Manager of Agricultural Services or his/her designate, in advance of participation in the program.
2. Council shall, during budget deliberations, establish a budget for the Wolf Harvest Incentive Program.
3. By resolution of Council, the Wolf Harvest Incentive Program shall be activated or terminated.

## **PROCEDURE**

1. Individuals participating in the wolf Harvest Incentive Program shall follow all Federal and Provincial Legislation and regulations including, but not limited to the Wildlife Act and Wildlife

regulations, the Firearms Act, the Petty Trespass Act, and Alberta Hunting and Trapping Regulations, and any amendments or successor legislations thereto.

2. Greenview's Wolf Harvest Incentive Program will be reviewed annually.
3. The manager of Agriculture Services, or their designate, shall arrange appointments with eligible participants for the examination and marking of adult wolves to qualify for financial compensation through the Wolf Harvest Incentive Program.
4. Greenview shall pay financial compensation as per the Schedule of Fees, for each eligible adult wolf carcass presented to the designated receiving location.
5. Eligible participants requesting financial compensation shall enter into a Contract of Participation Agreement, at the time of marking the carcass with the Manager of Agriculture Services or their designate.
6. Entire wolf carcasses (or head only, if agreed upon with the Manager, Agriculture Services or their designate) shall be delivered to a location designated by Greenview Agriculture Services, for examination and marking, and authorization of payment of compensation:
  - a. Examination of the carcass will be performed to verify the animal has been destroyed by means other than vertebrate toxicant.
  - b. The carcass will be marked by a representative of Greenview; a carcass that has been previously marked will be rejected.
  - c. If eligible, the claimant will be provided with a financial compensation authorization (mailed via Canada Post to participant).
7. To request authorization for financial compensation, the eligible participant will provide proof of permission from the owner or authorized occupant of the land upon which the harvest was conducted, and declare the following:
  - a. The legal land location where the wolf was harvested.
  - b. The date of harvest.
  - c. The harvest was conducted in a lawful manner, in accordance with current legislation.
  - d. The participant is the legal landowner or the authorized occupant of the land; and/or
  - e. The participant had permission to harvest on said land.
8. In accordance with Provincial Legislation, the eligible participant shall be responsible for disposal of all parts of the carcass.
9. Participants shall be removed from the list of eligible participants and shall forfeit all benefit from said program, if it is determined that they have not adhered to the Policy as set by Council or the Contract of Participation.
10. Disputes over eligible claims for compensation will be settled at the discretion of the Manager of Agricultural Services, whose decision will be final and binding.

**Title: Wolf Harvest Incentive Program**

**Policy No: 6306**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No:**

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



**Purpose:** Greenview supports wolf population control efforts in order to reduce livestock predation. Greenview will implement the policy and procedures to provide for a Wolf Harvest Incentive Program, for the purpose of promoting the lawful harvesting of wolves within the designated wolf harvest area of Greenview.

## 1. DEFINITIONS

- 1.1. **Eligible Participant** means the registered landowner of property within the boundaries of Greenview, or their designate (stated through written permission), verified by VSI membership or Administration. Greenview's Problem Wildlife Officer is not eligible to participate in the Wolf Harvest Incentive Program.
- 1.2. **Financial Compensation** means the monies received for lawfully harvested adult wolf by eligible participants.
- 1.3. **Greenview** means the Municipal District of Greenview No 16.

## 2. POLICY STATEMENT

- 2.1 The Wolf Harvest Incentive Program will be in effect only on lands within 8 kilometers of private property, active grazing leases, and Provincial Grazing Reserves (agricultural area) within the boundaries of Greenview.
  - A) The Wolf Harvest Incentive Program will be limited to eligible participants or their designate.
  - B) Wolves harvested outside of Greenview will not qualify for compensation.
  - C) Individuals wishing to participate in the program will be required to register with the Manager of Agricultural Services or their designate, in advance of participation in the program.
- 2.2 Council shall, during budget deliberations, establish a budget for the Wolf Harvest Incentive Program.
- 2.3 By resolution of Council, the Wolf Harvest Incentive Program shall be activated or terminated.

### 3. PROCEDURE

- 3.1. Individuals participating in the Wolf Harvest Incentive Program shall follow all Federal and Provincial Legislation and regulations including, but not limited to the Wildlife Act and Wildlife regulations, the Firearms Act, the Petty Trespass Act, and Alberta Hunting and Trapping Regulations, and any amendments or successor legislations thereto.
- 3.2. Greenview's Wolf Harvest Incentive Program will be reviewed annually.
- 3.3. The Manager of Agricultural Services, or their designate, shall arrange appointments with eligible participants for the examination and marking of adult wolves to qualify for financial compensation through the Wolf Harvest Incentive Program.
- 3.4. Greenview shall pay financial compensation ~~as per the Schedule of Fees~~, for each eligible adult wolf carcass presented to the designated receiving location.
- 3.5. Eligible participants requesting financial compensation shall enter into a Contract of Participation Agreement, at the time of marking the carcass with the Manager of Agricultural Services or their designate.
- 3.6. ~~Entire~~ Wolf carcasses shall be delivered to a location designated by Greenview Agriculture Services, for examination and marking, and authorization of payment of compensation:
  - A) ~~Carcass shall have been harvested no more than 72 hrs prior to submission~~
  - B) Examination of the carcass will be performed to verify the animal has been destroyed by means other than vertebrate toxicant.
  - C) ~~Snared carcasses shall only be accepted during the open trapping season as specified by Alberta Trapping Regulation.~~
  - D) The carcass will be marked by a representative of Greenview; a carcass that has been previously marked will be rejected.
  - E) If eligible, the claimant will be provided with a financial compensation authorization (~~mailed via Canada Post to participant~~).
- 3.7. To request authorization for financial compensation, the eligible participant will provide proof of permission from the owner or authorized occupant of the land upon which the harvest was conducted, and declare the following:
  - A) The legal land location where the wolf was harvested.
  - B) The date of harvest.
  - C) The harvest was conducted in a lawful manner, in accordance with current legislation.
  - D) The participant is the legal landowner or the authorized occupant of the land; and/or
  - E) The participant had permission to harvest on said land.
  - F) ~~Random harvest site inspections shall~~ may be preformed to verify submissions as valid.
- 3.8. In accordance with Provincial Legislation, the eligible participant shall be responsible for disposal of all parts of the carcass.
- 3.9. Participants shall be removed from the list of eligible participants and shall forfeit all benefit from said program, if it is determined that they have not adhered to the Policy as set by Council or the Contract of Participation.
- 3.10. Disputes over eligible claims for compensation will be settled at the discretion of the Manager of Agricultural Services, whose decision will be final and binding.



# REQUEST FOR DECISION

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SUBJECT:	<b>Beaver Harvest Program</b>	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE:	April 13, 2022	CAO: MANAGER:
DEPARTMENT:	AGRICULTURE	DIR: PRESENTER: SK
STRATEGIC PLAN:	Level of Service	LEG: SS

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**RELEVANT LEGISLATION:**

**Provincial** – None

**Council Bylaw/Policy** – None

**RECOMMENDED ACTION:**

**MOTION: That the Policy Review Committee accept Policy 6132 “Beaver Harvest Program” for information.**

**BACKGROUND/PROPOSAL:**

On March 22, 2022 Council made the motion:

MOTION: 22.03.150 Moved by: COUNCILLOR DAVE BERRY

That Council direct Administration to bring back the Beaver Incentive Program policy to PRC for review.

For: Reeve Olsen, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Berry

Against: Deputy Reeve Bill Smith, Councillor Burton

CARRIED

Policy 6132 “Beaver Harvest Program” is being returned to the Policy Review Committee to allow additional deliberation on whether the program should proceed to Council. The purpose of this policy is to entice Greenview residents to participate in the harvest of beavers.

After any discussion, Policy Review Committee has the option to recommend Council repeal Policy 6132 Beaver Harvest Program, recommend amendments to the policy for Council’s approval, or accept the policy as presented.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the Policy Review Committee accepting the recommended motion PRC will have the opportunity to discuss the viability of the beaver harvest program.
- 

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** The Policy Review Committee has the option of making additional recommendations to the motion.

**Alternative #2:** The Policy Review Committee has the option to recommend Council repeal the policy.

**Alternative #3:** The Policy Review Committee has the option to recommend Council accept the policy as presented.

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**FINANCIAL IMPLICATION:**

There are no perceived financial implications to the adoption of this motion.

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**STAFFING IMPLICATION:**

Adoption of the policy may require additional personnel to ensure the development and administration of the program.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenvue 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.

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**FOLLOW UP ACTIONS:**

Administration will bring the policy to Council for approval.

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**ATTACHMENT(S):**

- Policy 6321 Beaver Harvest Program

**Title: Beaver Harvest Program**

**Policy No: 6321**

**Effective Date: July 13, 2020**

**Motion Number: 20.07.385**

**Supersedes Policy No: NONE**

**Review Date: July 13, 2023**



**Purpose:** Greenview is committed to protecting municipal infrastructure from water movement problems related to beaver activity. Greenview will implement the policy and procedures to provide for the harvest of beavers and/or removal of beaver dams, for the purpose of preventing damage to infrastructure and flooding caused by beavers.

## **1. DEFINITIONS**

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

## **2. POLICY STATEMENT**

2.1 Greenview Administration shall prioritize the harvesting of beaver and/or removal of beaver dams in the following order:

- a) Areas that occur on Greenview land and cause operational and/or structural integrity issues to municipal infrastructure (i.e., roads, bridges, culverts etc.), at no cost.
- b) Areas that occur on Greenview land that is currently or has the potential to cause damage/flooding to private land such as yard sites and agricultural crops and pasture land, at no cost.
- c) Areas that occur on drainage ditches registered by Greenview to prevent flooding of agricultural land, at no cost and with landowner authorization as per policy procedure.

2.2 Greenview shall hold a valid Damage Control License authorizing the removal of beavers.

2.3 Greenview shall implement a Beaver Harvest Incentive Program that will pay a bounty of (\$30.00) thirty dollars for each beaver harvested by a ratepayer or resident within the municipal boundaries of Greenview in accordance with policy procedure. Problem Wildlife personnel employed or specifically contracted by Greenview are exempt from this program.

2.4 Greenview will maintain a license authorizing the appropriate handling and use of explosives for the purpose of blasting beaver dams (i.e., licensed magazine, certified blaster).

2.5 Landowners with beaver issues on private land (i.e., agricultural crop and pasture lands, yards etc.) are encouraged to rectify the issue independently.

## **3. PROCEDURE**

3.1. All beaver dam removal on designated watercourses must comply with all relevant acts (i.e., Fisheries Act, Alberta's Water Act, Public Lands Act etc.).

- 3.2. The Manager of Agricultural Services, or their designate, shall work with internal departments and the public on prioritizing the harvesting and/or removal of beaver dams in accordance with section 2.1 of this policy.
- 3.3. The Manager of Agricultural Services, or their designate, shall ensure the delivery of the Beaver Harvest Incentive Program.
- 3.4. Beavers harvested under the Beaver Harvest Incentive Program will be compensated upon a signed declaration of the following:
  - a) The legal land location where the beaver was harvested.
  - b) The date of harvest.
  - c) The harvest was conducted in a lawful manner, in accordance with current legislation.
  - d) The participant had permission to harvest on said land.
  - e) The beaver tail is marked by a Greenvue employee, in the presence of the individual who harvested the animal.
- 3.5. Disposal of all beavers submitted under the Beaver Harvest Incentive Program will be the responsibility of the person submitting the carcass/tail after proper submission procedures have taken place.

CURRENT



# REQUEST FOR DECISION

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SUBJECT: **Policy 6322 Greenview Vegetation Management**  
SUBMISSION TO: POLICY REVIEW COMMITTEE REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: April 13, 2022 CAO: MANAGER:  
DEPARTMENT: AGRICULTURE DIR: PRESENTER:  
STRATEGIC PLAN: Level of Service LEG:

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RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Policy 6303 – Weed Control, Policy 6303 – 1 – Weed Control Procedure  
Policy 6302- Roadside Vegetation Management, Policy 6317 – Spray Exemption Policy, Policy 6302-1 Roadside  
Vegetation Management Procedure

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RECOMMENDED ACTION:

**MOTION:** That the Policy Review Committee recommend Council approve Policy 6322 “Greenview  
Vegetative Management” as presented.

**MOTION:** That the Policy Review Committee recommend Council repeal the following policies:

- **Policy 6303 “Weed Control”,**
  - **Policy 6303-01 “Weed Control Procedure”,**
  - **Policy 6302 “Roadside Vegetation Management”,**
  - **Policy 6302-01 “Roadside Vegetation Management Procedure”,**
  - **Policy 6317 “Spray Exemptions”,**
  - **Policy 6318 “Private Land Herbicide Applications”.**
- 

BACKGROUND/PROPOSAL:

Administration reviewed Policy 6303 – Weed Control as the policy has no recorded review since 2014. The policy was amended to include definitions and to incorporate the separate procedure into the policy body. Other amendments provide more robust direction, clearly delineating the purpose of the policy, and the responsibilities of Administration and Council pertaining to the Weed Control Act.

Administration consulted with Legislative Services prior to presentation of the amended Policy 6303 draft to the Agricultural Service Board. It was suggested that this policy could be amalgamated into the current draft of Policy 6302- Roadside Vegetation Management, which incorporated the Policy 6302-1 Roadside Vegetation Management Procedure and Policy 6317 - Spray Exemption, recommended at the February 10<sup>th</sup> Agricultural Service Board meeting.

Further review of the Agricultural Services policy listing resulted in the inclusion of Policy 6318 – Private Land Herbiced Applications into the draft. Due to the significant amalgamation, a consensus was reached to renumber and rename the resultant **Policy 6322 to Greenview Vegetation Management**.

Text from Policy 6303 – Weed Control Draft is coloured red and the Private Land Herbicide Application inclusion is in purple. Policy 6302 - Roadside Vegetation Management, already an amalgamation of three (3) related policies, is coloured black and includes the original draft presented to the ASB on February 10<sup>th</sup> and the recommended changes from the Policy Review Committee. The Policy Review Committee added the following to the draft of Policy 6302 – Roadside Vegetation Management:

- Ensure Greenview is used consistently everywhere in place of municipality
- **Definitions: 1.4. Greenview** means the Municipal District of Greenview No 16.

The amalgamation of these 6 related policies lessens the administrative overburden for the timely review of the policy, and provides the public with one policy in which to find Greenview's commitments in relation to Vegetation Management, easing communication with Greenview ratepayers.

On March 23<sup>rd</sup>, the Agricultural Service Board made the following motions on review of draft Policy 6322:

**MOTION: 22.03.48. Moved by: MEMBER RICHARD BROCHU** That the Agricultural Service Board recommend Policy 6322 – Greenview Vegetative Management to the Policy Review Committee, with the following changes;  
-Item 3.1 replace “private and public lands, Greenview roadsides, and lands” to “all land within Greenview”.

**CARRIED**

**MOTION: 22.03.49. Moved by: MEMBER RICHARD BROCHU** That the Agricultural Service Board rescind motion 22.03.48

**CARRIED**

Administration is bringing this policy forward to PRC without the support of ASB because the Policy Review Committee is responsible for reviewing and making recommendations to Council on all Greenview policies.

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#### BENEFITS OF THE RECOMMENDED ACTION:

The benefit of the Policy Review Committee recommending Policy 6322 – Greenview Vegetation Management to Council is the potential adoption of a policy that amalgamates six documents with similar language into one policy, easing communication with Greenview Ratepayers and timely review scheduling by administration.

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#### DISADVANTAGES OF THE RECOMMENDED ACTION:

The Agricultural Service Board was concerned that amalgamation of these policies would make it difficult for ratepayers to find the appropriate policy related specifically to Spray Exemption, Private Spray Request, Weed Control and that having the policies separate was a communicative advantage.

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#### ALTERNATIVES CONSIDERED:

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

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended action.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenvue 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 follow up on the recommendations of the Policy Review Committee.

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**ATTACHMENT(S):**

- Policy 6303 – Weed Control CURRENT
- Policy 6303-01 – Weed Control Procedure CURRENT
- Policy 6318 – Private Land Herbicide Application CURRENT
- Policy 6302 - Roadside Vegetation Management – February 10<sup>th</sup> DRAFT
- Policy 6322 – Greenvue Vegetation Management DRAFT

Title: WEED CONTROL

Policy No: 6303

Approval: Council

Effective Date: February 25, 2014

Supersedes Policy No: AG 07



## MUNICIPAL DISTRICT OF GREENVIEW NO. 16

*"A Great Place to Live, Work and Play"*

**Policy Statement:** Greenview believes that it is beneficial to implement measures to prevent the establishment of, and to control the spread of, invasive plant species on all public and private lands within the boundaries of Greenview.

**Purpose:** To establish a policy to prevent the establishment and to control the spread of invasive plant species (Noxious and Prohibited Noxious weeds **as designated under the Weed Control Act of Alberta, and associated Regulations**).

### Principles:

1. The effective control of noxious and eradication of prohibited noxious weeds -will assist in the protection of agricultural productivity and the preservation of the natural environment.
2. Greenview will strive to eradicate prohibited noxious weeds and to control noxious weeds.
3. This Policy will be reviewed annually.

Approved: 14.02.101

Title: WEED CONTROL

Policy No: 6303

Approval: Council

Effective Date: February 25, 2014

Supersedes Policy No: AG 07



## MUNICIPAL DISTRICT OF GREENVIEW NO. 16

*"A Great Place to Live, Work and Play"*

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2. Greenview will strive to eradicate prohibited noxious weeds and to control noxious weeds.
3. This Policy will be reviewed annually.

Approved: 14.02.101

	<b>MUNICIPAL DISTRICT OF GREENVIEW NO. 16</b> <i>"A Great Place to Live, Work and Play"</i>
<b>Procedure Title:</b> WEED CONTROL	
<b>Procedure No:</b> 6303-01	
<b>Approval:</b> CAO	
<b>Effective Date:</b> February 25, 2014	
<b>Supersedes Procedure No:</b> AG 07	

## 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. Greenview Council to:

- 2.1.1 Appoint the Agricultural Services Supervisor and other weed/pest inspectors as identified under the *Weed Control Act*.
- 2.1.2 Appoint an independent appeal committee at the organizational meeting each year to review and render decisions upon appeals submitted.

### 2.2. Manager of Agricultural Services and Appointed Weed Inspectors to:

- 2.2.1 Serve as Inspectors under the *Weed Control Act* and shall, as authorized under this Act, conduct weed inspections and surveillance and shall monitor and accurately record weed infestations observed.
- 2.2.2 Encourage voluntary compliance with the requirements of the *Weed Control Act* and shall, as a last resort, take action and/or impose penalties, as required by the noted

# PROCEDURE

Act, upon the landowners or occupants in the event that declared weed species infest public or private lands unabated.

- 2.2.3 Upon confirmation of a noxious weed infestation on private land, the inspector may notify the landowner by way of telephone or personal visit; followed by correspondence; and then enforcement procedures if required.
- 2.2.4 Issue and enforce such Notices as required by the *Weed Control Act* when the Inspector is of the opinion that the property contains Prohibited Noxious weeds and the landowner or occupant is unwilling to take measures to eradicate the infestation.
- 2.2.5 Provide practical advice and technical assistance to residents, ratepayers, and stakeholders in appropriate weed prevention and management practices, and shall conduct activities to prevent establishment and/or limit the spread of declared weeds.

2.3 **Human Resources to:**

- 2.3.1 Provide appropriate identification to duly appointed Weed Inspectors.

2.4 **Registered Landowners and Industrial Lease Holders to:**

- 2.4.1 Eradicate all Prohibited Noxious weeds observed on private or public lands during inspections conducted pursuant to this procedure, through cooperation or enforcement.
- 2.4.2 Control all Noxious weeds observed on private or public lands during inspections conducted pursuant to this procedure, through cooperation or enforcement.

**End of Procedure**

Approved: 14.02.102

**Title: Private Land Herbicide Applications**

**Policy No: 6318**

**Effective Date: June 24, 2019**

**Motion Number: 19.06.498**

**Supersedes Policy No: AG 14**

**Review Date June 24, 2022**



**Purpose:** Greenview recognizes that fence lines and property lines frequently present an obstacle to landowners and municipal staff for full herbicide spray coverage. Leaving a narrow strip of land at the property line and municipal road right-of-way (ROW), upon which weed control is not usually conducted, providing a host area for invasive species (weeds) infestations. Greenview further recognizes that it is in the best interest of all, to provide invasive species control on small infestations on private property to proactively prevent the spread of Noxious and Prohibited Noxious weeds.

## **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.

**Greenview Agriculture Services** means the Department of Agriculture services for the M.D of Greenview No. 16 responsible for pest control under the Agricultural Pests Act.

**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. To prevent noxious or prohibited noxious invasive species in fence line/headland areas and to prevent the spread of invasive species into adjacent lands Greenview Agriculture Services will offer a Fence Line/Private Land spray program.
2. Greenview Agriculture Services is authorized to enter into agreements with registered landowners (or their authorized agent) which may provide herbicide applications to control designated weeds (invasive species) on private land at no charge to the landowner.
3. 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

**Policy No:**

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. Arrangements under section 2 of the policy will only be permitted if the registered landowner requests the herbicide application for weed (invasive species) control, signs a waiver permitting entry onto private land, and the land owner agrees to save harmless and indemnify Greenview, its employees, and agents from and against all actions, suits, claims, and demands arising in any manner whatsoever from activities associated with said herbicide application.
2. The maximum application area is 2 acres per quarter section in the current calendar year.
3. Arrangements made under section 2 of the policy will only be permitted if the provision of said service does not negatively impact the roadside vegetation management programs of Greenview, and will be conducted at the discretion of the Manager of Agriculture Services.

## 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* Gáyer  
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 × bohemica* (Chrtek & 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: Private Land Herbicide Applications****Policy No: 6318****Effective Date: June 24, 2019****Motion Number: 19.06.498****Supersedes Policy No: AG 14****Review Date June 24, 2022**

**Purpose:** Greenview recognizes that fence lines and property lines frequently present an obstacle to landowners and municipal staff for full herbicide spray coverage. Leaving a narrow strip of land at the property line and municipal road right-of-way (ROW), upon which weed control is not usually conducted, providing a host area for invasive species (weeds) infestations. Greenview further recognizes that it is in the best interest of all, to provide invasive species control on small infestations on private property to proactively prevent the spread of Noxious and Prohibited Noxious weeds.

**DEFINITIONS**

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

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**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. To prevent noxious or prohibited noxious invasive species in fence line/headland areas and to prevent the spread of invasive species into adjacent lands Greenview Agriculture Services will offer a Fence Line/Private Land spray program.
2. Greenview Agriculture Services is authorized to enter into agreements with registered landowners (or their authorized agent) which may provide herbicide applications to control designated weeds (invasive species) on private land at no charge to the landowner.
3. 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

**Policy No:**

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. Arrangements under section 2 of the policy will only be permitted if the registered landowner requests the herbicide application for weed (invasive species) control, signs a waiver permitting entry onto private land, and the land owner agrees to save harmless and indemnify Greenview, its employees, and agents from and against all actions, suits, claims, and demands arising in any manner whatsoever from activities associated with said herbicide application.
2. The maximum application area is 2 acres per quarter section in the current calendar year.
3. Arrangements made under section 2 of the policy will only be permitted if the provision of said service does not negatively impact the roadside vegetation management programs of Greenview, and will be conducted at the discretion of the Manager of Agriculture Services.

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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* Gáyer  
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  
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nutsedge, yellow — *Cyperus esculentus* L.  
puncturevine — *Tribulus terrestris* L.  
ragwort, tansy — *Jacobaea vulgaris* Gaertn.  
rush skeletonweed — *Chondrilla juncea* L.  
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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 & 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. **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.
- 1.4. **Registered Landowner** means the Person or Persons to whom the land title is registered to.
- 1.5. **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.

## 4. APPLICATION

- 4.1 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 participation contract 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.

## 5. COUNCIL RESPONSIBILITIES

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

## 6. ADMINISTRATION RESPONSIBILITIES

- 6.1 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.
- 6.2 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.
- 6.3 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.
- 6.4 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.
- 6.5 Measures used to control and eradicate weeds under this policy shall minimize the potential for negative impacts on the natural environment and cost-effective.
- 6.6 Greenview shall train, employ, and appoint sufficient staff to conduct control measures.

Title: <b>Greenview Vegetation Management</b>	
<b>Policy No:</b> 6322	
<b>Effective Date:</b> Date passed in Council	
<b>Motion Number:</b>	
<b>Supersedes Policy No:</b>	
<b>Review Date:</b>	
<b>Purpose:</b> 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. **Authorized Agent** means the person or persons to whom the registered Landowner has authorized to act on their behalf through a contractual agreement.
- 1.2. **Control** means that the plant population and potential propagation has been lessened.
- 1.3. **Eradicated** means all propagative structures of the plant have been destroyed.
- 1.4. **Greenview** means the Municipal District of Greenview No 16.
- 1.5. **Legislated Weed** as defined by the Weed Control Act of Alberta (RSA 2008/W-5.1) and any species elevated in status in municipal Greenview bylaw, as amended from time to time.
- 1.6. **Noxious** means a plant species listed on the Weed Control Regulation 19/2010 as requiring control under the Weed Control Act, R.S.A. 2008 (Chapter W-5.1).
- 1.7. **Prohibited Noxious** means a plant listed on the Weed Control Regulation 19/2010 as requiring destruction under the Weed Control Act, R.S.A. 2008 (Chapter W-5.1).
- 1.8. **Registered Landowner** means the Person or Persons to whom the land title is registered to.

## 2. POLICY STATEMENT

- 2.1. Greenview believes that it is beneficial to implement measures to prevent the establishment of, and to control the spread of legislated plant species as set out in the Weed Control Regulation 19/2010 on all public and private lands within the boundaries of Greenview to protect agricultural production, the environment and the local aesthetic.

## 3. PROCEDURE

- 3.1. Greenview Agricultural Services shall inspect, where reasonably practicable, private and public all lands, within Greenview roadsides, and lands on an annual basis to monitor for Prohibited Noxious or Noxious weeds.
- 3.2. All Prohibited Noxious weeds observed on Greenview properties during inspections shall be eradicated (destruction of all parts of the plant).
- 3.3. All Noxious weeds observed on Greenview properties during inspections shall be controlled as to prevent their spread.
- 3.4. All Prohibited Noxious weeds observed on private or public all lands within Greenview during inspections shall, through cooperation or enforcement, be eradicated by the registered landowner (destruction of all parts of the plant).
- 3.5. All Noxious weeds observed on private or public all lands within Greenview during inspections shall, through cooperation or enforcement, be controlled by the registered landowner to prevent their spread.

## 4. SPRAY EXEMPTIONS

- 4.1. 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 of Agricultural Services discretion.
- 4.2. 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 are free).
- 4.3. Replacement signs (for lost, damaged, or destroyed signs) have a charge per signs as per the Greenview Schedule of Fees.

## 5. PRIVATE LAND HERBICIDE APPLICATIONS

- 5.1. Greenview recognizes that it is in the best interest of all to provide invasive species control on infestations on private property to proactively prevent the spread of Noxious and Prohibited Noxious weeds.

- A) To prevent legislated weed species spread into adjacent lands, Greenview Agricultural Services will offer a 2-acre annual maximum Private Land spray program.
- B) Greenview Agricultural Services is authorized to enter into hold harmless agreements with registered landowners, or their authorized agent, to provide herbicide applications to control designated weeds on private land, at no charge to the landowner.
- C) Private land herbicide application will only be permitted if service does not negatively impact the roadside vegetation management programs of Greenview, and will be conducted at the discretion of the Manager of Agriculture Services, or designate.

## 6. COUNCIL RESPONSIBILITIES

- 6.1. Council shall approve a budget that is adequate to fund inspection, monitoring, and enforcement activities on an annual basis.
- 6.2. Council shall annually appoint an adequate number of municipal weed inspectors to facilitate inspections.
- 6.3. Council shall appoint an independent appeal committee annually to hear any appeals resultant from issued Weed Notices.
- 6.4. Should the need arise, Council may elevate a plant of concern to Noxious or Prohibited Noxious within Greenview through bylaw and permission of the appropriate Provincial Ministry.

## 7. ADMINISTRATION RESPONSIBILITIES

- 7.1. The Manager of Agricultural Services or designate shall:
  - A) Ensure that an adequate number of weed inspectors have been appointed by Council prior to commencement of the inspection season.
  - B) Ensure any activity undertaken by Greenview with respect to weed control is conducted in accordance with the Weed Control Act, R.S.A. 2008 (Chapter W-5.1) and the Weed Control Regulation 19/2010, and any amendments or successor legislation thereto.
  - C) Ensure any activity undertaken by Greenview with respect to vegetation and weed control is conducted in accordance with the Alberta Environmental Protection and Enhancement Act, the Code of Practices for Pesticide Applications, and the Professional Vegetation Management Association of Alberta Industry Standards and Good Practices.
  - D) Provide practical advice and technical assistance to residents, ratepayers, and stakeholders in appropriate weed prevention and management practices, and shall conduct activities to prevent establishment and/or limit the spread of declared weeds.
- 7.2. 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.
- 7.3. 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 Greenview road rights-of-way and Greenview 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.

- 7.4. Annually, Greenview will advertise its intention, location and approximate timeline to conduct vegetation management and weed control activities on Greenview properties and right-of-ways. These measures may include but are not limited to mechanical, cultural or chemical control.
- 7.5. Measures used to control and eradicate weeds under this policy shall minimize the potential for negative impacts on the natural environment and remain cost-effective.
- 7.6. Greenview shall train, employ, and appoint sufficient staff to conduct control measures.
- 7.7. Human Resources shall;
  - A) Provide Greenview identification as specified in the Weed Control Regulation 19/2010 to duly appointed Weed Inspectors.

DRAFT



# REQUEST FOR DECISION

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SUBJECT: **Repeal Grande Cache Policies**  
SUBMISSION TO: POLICY REVIEW COMMITTEE  
MEETING DATE: April 13, 2022  
DEPARTMENT: CORPORATE SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: MANAGER:  
DIR: PRESENTER: SS  
LEG:

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RELEVANT LEGISLATION:

Provincial – N/A

Council Bylaw/Policy – N/A

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RECOMMENDED ACTION:

**MOTION: That the Policy Review Committee recommend Council repeal the following obsolete Town of Grande Cache policies.**

- **Capital Assets Policy 338/18**
- **Credit Card Use 415/17**
- **Financial Functions and Controls 265/09**
- **Planning and Development Fees 329/17**
- **Release of Tax Roll Information 087/12**
- **Reserve Funds 294/13**
- **Reserve Funds 182/18**
- **Tax Certificates/Tax Searches/Historical Data 415/17**

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BACKGROUND/PROPOSAL:

Administration reviewed the outstanding Town of Grande Cache policies and is recommending the following changes to harmonize administration between Ward 9 and the rest of Greenview.

- Grande Cache Resolution Number 338/10 Capital Assets policy shall be repealed and replaced with Greenview Policy 1507 Tangible Capital Assets. Policy 1507 Tangible Capital Assets details how to maintain capital assets throughout their lifecycle.
- Grande Cache Resolution Number 415/17 Credit Card Use shall be repealed and replaced with Greenview Policy 1013 Credit Cards. Policy 1013 Credit Cards details the issuance and proper use of Greenview corporate credit cards.
- Grande Cache Resolution Number 265/09 Financial Functions and Controls shall be repealed and replaced with Greenview Policy 1500 Financial Reporting, Policy 1504 Accounts Receivable Cancellation or Adjustment, Bylaw 22-900 Schedules of Fees Bylaw and the current and future Tax

Rate Bylaw. The cited Greenview policies and bylaws detail how Administration is to accept accounts receivable, associated fees for services, and processes for write-offs.

- Grande Cache Resolution Number 326/17 Planning and Development Fees Policy shall be repealed and replaced with Greenview Bylaw 22-900 Schedules of Fees. Bylaw 22-900 Schedules of Fees details all fees associated with planning and development services.
- Grande Cache Resolution Number 087/12 Release of Tax Roll Information shall be repealed and replaced with Greenview Bylaw 22-900 Schedules of Fees and Bylaw 20-857 Electronic Transmission of Documents. Bylaw 22-900 Schedules of Fees details the associated fees for an information search. Bylaw 20-857 allows an assessed person to receive information relating to their tax roll and assessment via electronic correspondence.
- Grande Cache Resolution Number 294/13 Reserve Funds shall be repealed and replaced with Greenview Policy 1502 Reserves. Policy 1502 Reserves details all reserve funds to be established and maintained by Greenview.
- Grande Cache Resolution Number 182/18 Reserve Funds shall be repealed and replaced with Greenview Policy 1502 Reserves. Policy 1502 Reserves details all the reserve funds to be established and maintained by Greenview.
- Grande Cache Resolution Number 415/17 Tax Certificates/Tax Searches/Historical Data shall be repealed and replaced with Greenview Bylaw 22-900 Schedules of Fees. Bylaw 22-900 Schedules of Fees details the fees associated with tax certificates and searches.

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#### BENEFITS OF THE RECOMMENDED ACTION:

The benefit of the Policy Review Committee recommending the repeal is to harmonize the administration of Ward 9 with the rest of Greenview.

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#### DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

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#### ALTERNATIVES CONSIDERED:

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

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#### FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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#### 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.

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**FOLLOW UP ACTIONS:**

Administration will follow up on the recommendations of the Policy Review Committee, and afterward to Council.

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**ATTACHMENT(S):**

- Resolution No. 087/12 Release of Tax Roll Information
- Resolution No. 182/18 – Reserve Funds
- Resolution No. 294/13 – Reserve Funds
- Resolution No. 265/09 – Financial Functions and Controls
- Resolution No. 326/17 – Planning and Development Fees Policy
- Resolution No. 338/10 – Capital Assets
- Resolution No. 415/17 – Credit Card Use
- Resolution No. 415/17 – Tax Certificates/Tax Searches/Historical Data

<b>POLICY AND PROCEDURE MANUAL</b>	Subject Release of Tax Roll Information	Section A-1	Page 12.1
	Department Administration	Approved by Resolution No. 087/12	
	Effective Date March 28, 2012	Supersedes	

## **RELEASE OF TAX ROLL INFORMATION**

To provide a policy for releasing tax roll information and information related to land files.

A property owner or his/her agent is entitled to receive information regarding their property as recorded on the tax roll and filed in the property file.

The information referred to in this policy includes but is not limited to the following tax roll and corresponding land file information: taxes, roll number, zoning, civic and legal address, property dimensions, building and development permits and compliance.

When the requester is not the property owner or his/her agent, written approval from the property owner is required prior to any information being released.

All requests will be in writing and accompanied by the applicable fees as per current Planning and Development Fee Schedule.

All release of information will be in writing and filed in appropriate land files.



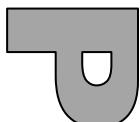
**TOWN OF GRANDE CACHE**  
**Policy and Procedures**

**Title**      **RESERVE FUNDS**

Page 1 of 2

Section A-1  
Department Administration

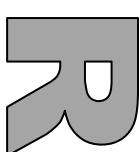
Resolution No. 182/18  
Effective Date May 9, 2018



### **Responsibilities**

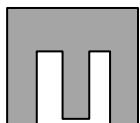
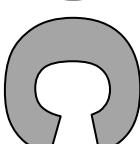
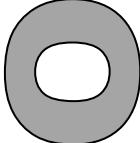
Chief Administrative Officer or designate to:

- ensure that all transactions regarding reserve funds are reported to and approved by Council;
- transfer funds to and from Reserve Funds as directed by resolution of Council, where the Council deems necessary that such transfers be made.



Chief Financial Officer to:

- manage Reserve Funds in accordance with this procedure;
- provide quarterly report to Council on any commitment on, transfer to or transfer from a Reserve Fund;
- 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;
- to transfer all existing reserve to the Reserve Funds as specified by Council resolution.



### **Capital Infrastructure Reserve**

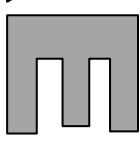
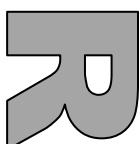


The Capital Infrastructure Reserve Fund is used to balance the year to year expenditure fluctuations in the upgrading and construction of capital assets including roads, buildings, parks, etc.



### **Environmental and Recycling Levy Reserve**

The Environmental and Recycling Levy Reserve is used for recycling initiatives including curbside pick-up and establishing recycling drop-off areas.



### **Landfill Levy Reserve**

The Landfill Levy Reserve is used for unplanned capital purchases or repairs of infrastructure and equipment that occurs outside the normal budget process and for the future replacement of infrastructure and equipment including garbage trucks and garbage bins.



# TOWN OF GRANDE CACHE

## Policy and Procedures

## Title RESERVE FUNDS

Page 2 of 2

Section A-1  
Department Administration

Resolution No. 182/18  
Effective Date May 9, 2018

## **Offsite Levy Reserve**

The Offsite Levy Reserve Fund is used for future development and can only be spent as per MGA restrictions.

## Contingency Reserve

The Operating Reserve fund is used for unplanned operational costs.

Recreation Centre Reserve

The Recreation Centre Reserve Fund is used to fund future building expansion and upgrades.

## **Utility Reserve (water/wastewater)**

The Utility Reserve is used for unplanned capital purchases or repairs of buildings and infrastructure that occurs outside the normal budget process and for the future replacement of buildings and infrastructure.

## **Vehicle/Equipment Reserve**

The Vehicle/Equipment Reserve Fund is used for unplanned capital purchases of automotive equipment or heavy equipment that occurs outside the normal budget process.



## TOWN OF GRANDE CACHE

# Policy and Procedures

<b>Title</b>	<b>RESERVE FUNDS</b>	Page 1 of 1
Section Department	A-1 Administration	Resolution No. 294/13 Effective Date October 16, 2013

# P

## Policy Statement

The Town of Grande Cache will provide for specific purpose reserve funds that support viable and sustainable financial administration.

# O

## Purpose

The Alberta Municipal Government Act (the 'Act'), Chapter M-26, RSA 2000, section 242 requires the council of a municipality to adopt an annual operating budget and section 243 specifies that it must include the estimated amount of expenditures and transfers required to provide for council's policies and programs, to pay debt obligations, amounts transferred to reserve funds, capital budgets and amounts needed to recover any deficiency as required under section 244.

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## Principals

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Council shall authorize the transfer of funds to and from Reserve Funds by way of resolution.

All unallocated surplus funds will be allocated to a reserve fund within any fiscal year.

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Quarterly reports shall be provided to Council on any commitment on, transfer to or transfer from a reserve fund.

The procedures regarding Reserve Funds shall be reviewed, revised and approved by Council resolution.

# Y

<b>POLICY AND PROCEDURE MANUAL</b>	Subject Financial Functions and Controls  Department Administration  Effective Date September 30, 2009	No. A-1	Page 10
			Approved by Resolution No. 265/09
			Supersedes

## **FINANCIAL FUNCTIONS AND CONTROLS**

The following policy governs the financial functions and controls within the Town of Grande Cache.

### **Introduction**

Each month, Council shall be presented with the following documents:

- accounts payable cheque listing.
- financial statements, consisting of a balance of the revenue and expenditures which show year to date, budgeted amounts and projections.
- if, in the event that there are expenditures that require unbudgeted spending, managers shall present the matter in the form of an Issue Sheet, which outlines background information, the current situation, vision and recommendation for the approval.

The Chief Financial Officer is responsible for ensuring that the Municipality is following its policies and procedures related to the financial situation, adheres to the accounting policies and reporting practices to be followed by the municipality, reviews year end financial statements and working papers prior to the commencement of the annual audit, and provides training and coaching to Department Managers and staff on the policies and procedures to be followed.

An annual audit will be performed by the municipality, by an external auditor selected by Mayor and Council of the Town of Grande Cache.

### **Cash Receipting**

This policy is intended to serve as a guide for revenue collection, issuing receipts and the general maintenance of record keeping for revenue to ensure a uniform treatment of revenue in the Town of Grande Cache, adherence to internal/external financial controls and conformity to the Alberta Municipal Government Act, in relation to revenue collection and deposits.

The Town of Grande Cache shall, wherever possible, conduct the business of selling goods and services on a cash basis (definition of "cash basis" means by cash, cheque, Interac transactions or credit card).

<b>POLICY AND PROCEDURE MANUAL</b>	Subject Financial Functions and Controls	No. A-1	Page 11
	Department Administration	Approved by Resolution No. 265/09	
	Effective Date September 30, 2009	Supersedes	

## **Accounts Receivable**

The Chief Financial Officer must approve all accounts.

All invoices to groups and individuals shall be due and payable thirty (30) days following the issuance of a receipt. Payment for non-profit organizations shall become due and payable sixty (60) days following the issuance of an invoice. All accounts unpaid after the due date shall be charged interest at a rate of 1.5 % per month and 18% per annum.

Accepted methods of payment include cash, cheque, interac or credit card.

## **Utilities**

Utilities will be collected in accordance with the Utilities By-Law, and will be levied based on a model of full cost recovery.

All invoices shall be due and payable thirty (30) days following the issuance of an invoice. All accounts unpaid after the due date shall be charged interest at a rate of 1.5% per month and 18% per annum.

Accepted methods of payment include cash, cheque, interac, direct deposit at financial institutions or automated debit.

## **Fines**

Fines paid within fourteen (14) days of issue, will be granted a 10% discount. All fines shall be due thirty (30) days following the issuance of an offence ticket. All accounts unpaid after the due date will result in an offence notice/summons being issued.

Accepted methods of payment include cash, cheque, interac or credit card.

## **Property Taxes**

Property taxes will be collected in accordance with the Taxation By-Law.

Accepted methods of payment include cash, cheque, interac, direct deposit at financial institutions or automated debit.

<b>POLICY AND PROCEDURE MANUAL</b>	Subject Financial Functions and Controls Department Administration Effective Date September 30, 2009	No. A-1 Approved by Resolution No. 265/09 Supersedes	Page 12
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### **Collection and Write-Off for Accounts Receivable**

The Administration Department shall pursue collection of accounts through the issuance of statements, correspondence and personal contact.

The Chief Financial Officer shall, on a regular basis, review all outstanding accounts. After all methods of collection are exhausted, the Chief Financial Officer is authorized to submit the account to a collection agency. If, after all efforts by a collection agency fail to result in payment, the account shall be written off, as to fairly represent the financial position of the Town of Grande Cache.

The Chief Administrative Officer is authorized to write-off accounts receivable up to an amount of \$1,000.00, and any amounts exceeding \$1,000.00 shall require Council resolution.

An allowance for doubtful accounts is to be established for all accounts receivable calculated at 2% of year-end receivables.

### **Management of General Accounts Receivables (Excluding Utility and Property Taxes)**

The following is the general division of responsibilities for the monthly process:

Chief Financial Officer: overall supervision and accountability; scan of all accounts receivable statements prior to mail out.

Accounts Payable/Receivable Clerk: monthly preparation, running and printing of statements, including penalties and posting of accounts receivable and payable on a monthly basis. Assist the Chief Financial Officer in the preparation of the monthly cheque register and the printing of cheques in preparation for approval and signature.



**TOWN OF GRANDE CACHE**  
**Policy and Procedures**

**Title      Planning and Development Fees Policy**

Page 1 of 4

Section 1  
Department Administration

Resolution No. 326/17  
Effective Date June 14, 2017

P

## **1.0 Policy Purpose**

- 1.1 To provide context and criteria for the implementation and application by Administration of the rates and fees related to Planning and Development as specified in the Bylaw 829, Schedule 'C' and to provide criteria for Council to consider in the review and revision of Bylaw 829 as it relates to the rates and fees for planning, subdivision and development services.

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## **2.0 Definitions**

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- 2.1 **Bylaw No. 829** means the Rates and Fees Bylaw No. 829, as may be amended from time to time, with particular reference to Schedule 'C' thereof, being the Planning and Development Fee Schedule.

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- 2.2 **CAO** means the Chief Administrative Officer of the Town of Grande Cache appointed by the Council of Grande Cache, Alberta, and any person designated by the Chief Administrative Officer for the purposes of administering this Policy.

C

- 2.3 **Community Organization** means non-profit, not-for-profit and/or social-service related organizations.

- 2.4 **Municipality** means the Town of Grande Cache.

Y

- 2.5 **Planning and development services** includes, but is not limited to, the following:

- a) providing copies of various documents or documentation;
- b) applications for development permits, including variances;
- c) property file search requests;
- d) applications to amend plans and/or by-laws;
- e) subdivision application and processing fees;
- f) damage deposit fees.



## TOWN OF GRANDE CACHE

# Policy and Procedures

<b>Title</b>	<b>Planning and Development Fees Policy</b>	Page 2 of 4
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Section	1	Resolution No.	326/17
Department	Administration	Effective Date	June 14, 2017

### 3.0 Policy Statements

- 3.1 The fees and charges for planning and development services are and shall be applied as per Schedule 'C' of Bylaw No. 829, as may be amended from time to time.
- 3.2 Authority to issue refunds is hereby granted to the CAO or designate for:
  - a) applications prior to being processed/permit being issued, less an administrative fee of \$50 for Development Permits;
  - b) the advertising fee for an unsuccessful application;
  - c) other eligible refunds identified in Bylaw No. 829, Schedule 'C'.
- 3.3 Notwithstanding Section 3.1, and upon request from a Community Organization using the required form, the CAO or designate may waive or reduce the fees in Bylaw No. 829, Schedule 'C'.
- 3.4 When work has commenced without first obtaining the required development permits, an 'as-built' fee shall be applied, being double the fee(s) in Bylaw No. 829, Schedule 'C'.
- 3.5 Notwithstanding Section 3.4, authority to waive, reduce or refund the 'as-built' fee, thereby charging the fee(s) in Bylaw No. 829, Schedule 'C' as though work had not yet commenced, is hereby granted to the CAO or designate if:
  - a) it is found the 'as-built' fee was charged in error;
  - b) it is determined that the Municipality bears responsibility, in whole or in part, for the failure to obtain the required permits prior to commencement of work;
  - c) the applicant can provide evidence satisfactory to the CAO or designate that they were not responsible for the work undertaken;
  - d) there exists exceptional, extenuating circumstances which are deemed such by the CAO or designate.
- 3.6 Notwithstanding Section 3.1, the CAO or designate may waive, reduce or refund the fees in Bylaw No. 829, Schedule 'C':
  - a) if it is determined that the Municipality bears responsibility, in whole or in part, for the failure to obtain the required permits;
  - b) there exist exceptional, extenuating circumstances which are deemed such by the CAO or designate.



**TOWN OF GRANDE CACHE**  
**Policy and Procedures**

<b>Title</b>	<b>Planning and Development Fees Policy</b>	Page 3 of 4
Section Department	1 Administration	Resolution No. 326/17 Effective Date June 14, 2017

- 3.7 As a penalty, repeated failure to obtain approval of development permits prior to commencement of work may, at the discretion of the CAO or designate, result in a fine equal to that specified in Section 3.4, or a minimum of \$500, whichever is greater to a maximum of \$5,000.
- 3.8 When the CAO or designate waives, reduces or refunds fees, including the 'as-built' fee, in accordance with Sections 3.5 and 3.6, or issues a penalty or fine in accordance with Section 3.7, justification for the waiver, reduction or refund or the issuance of a fine shall be documented and entered in the associated file.
- 3.9 Damage deposits shall be provided in accordance with the fees in Bylaw No. 829, Schedule 'C'. Where a minimum value is provided, the amount shall be as reasonably determined by the CAO or designate commensurate with the nature, extent and potential for damage to Municipal property. Such damage deposit shall be held by the Municipality against damages which could occur to Municipal property during the course of construction and as security for performance.
- a) upon issuance of the permit and prior to commencement of construction, the Municipality shall inspect, or cause to be inspected, the Municipal property around the development site for possible existing defects;
- b) upon receipt of a lot grading certificate for the development indicating completion of construction for which approval has been granted and which has been authorized by the issuance of a permit, the Municipality shall re-inspect, or cause to be re-inspected, the Municipal property around the development site, and:
- i. In the event that lot grading is acceptable and there are no damages to Municipal property, the damage deposit shall be refunded without interest.
- ii. In the event lot grading is unacceptable and/or there are damages to Municipal property, the Municipality shall withhold refund of the damage deposit and notify the applicant of the outstanding deficiencies providing them an opportunity to correct or repair them. If the applicant takes whatever steps necessary to correct or repair the deficiencies to the satisfaction of the Municipality, the damage deposit shall be refunded without interest.



## TOWN OF GRANDE CACHE

# Policy and Procedures

<b>Title</b>	<b>Planning and Development Fees Policy</b>	Page 4 of 4
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Section	1	Resolution No.	326/17
Department	Administration	Effective Date	June 14, 2017

If the applicant fails to correct the deficiencies, the Municipality may use the damage deposit to the extent of correcting the deficiencies, and/or take whatever other steps it deems necessary to correct the deficiencies and recover costs if the deficiencies exceed the amount of the damage deposit.

## 4.0 Implementation

- 4.1 This Policy will take effect immediately upon the approval of Council.

## 5.0 Review and Revision

- 5.1 The fees and charges for planning and development services are targeted to achieve cost recovery for the services provided in relation to the fees and charges.
- 5.2 The fees and charges for planning and development services in Schedule 'C' of Bylaw No. 829 shall be reviewed annually in conjunction with the annual budget process with the following taken into consideration:
- general local market conditions including volume of demand for services;
  - competitive market conditions considering comparatives from surrounding local governments;
  - an evaluation of value for service;
  - provision for a maximum 2% inflation allowance per annum, calculated as an average of the entirety of Schedule 'C' of Bylaw No. 829 to allow for rounding;
  - the need to add, remove or amend line items consequential to approved changes to statutes, regulations, codes, bylaws, or policies approved by Council or other levels of government, and, as necessary, establish fees equal to other items which are deemed similar.
- 5.3 Council may otherwise review and revise the fees in Schedule 'C' of Bylaw No. 829 as they deem necessary.

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## **CAPITAL ASSETS**

### **PURPOSE:**

The objective of this policy is to prescribe the accounting treatment for tangible capital assets so that users of the financial report can discern information about the investment in property, plant and equipment and the changes in such investment. The principal issues in accounting for tangible capital assets are the recognition of the assets, the determination of their carrying amounts and amortization charges and the recognition of any related impairment losses.

In addition the policy covers policy and procedures to:

- a) Protect and control the use of all tangible capital assets.
- b) Provide accountability over tangible capital assets.
- c) Gather and maintain information needed to prepare financial statements.

The policy is in accordance with the Public Sector Accounting Board (PSAB) 3150.

### **SCOPE:**

This policy applies to all Town departments falling within the reporting entity of The Town of Grande Cache.

### **DEFINITIONS:**

#### **Tangible Capital Assets:**

Assets having physical substance that:

- are used on a continuing basis in the Town's operations;
- have useful lives extending beyond one year;
- are not held for re-sale in the ordinary course of operations.

#### **Betterments:**

Subsequent expenditures on tangible capital assets that:

- increase previously physical output or service capacity;
- lower associated operating costs;
- extend the useful life of the asset; or
- improve the quality of the output.

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Any other expenditure would be considered a repair or maintenance and expensed in the period.

#### **Group Assets:**

Assets that have a unit value below the capitalization threshold but have a material value as a group, or normally recorded as a single asset with one combined value. Although recorded in the financial systems as a single asset, each unit may be recorded in the asset sub-ledger for monitoring and control of its use and maintenance. Examples could include personal computers, furniture and fixtures, small moveable equipment, etc.

#### **Fair Value:**

Fair value is the amount of consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act.

#### **POLICY STATEMENTS:**

##### **Capitalization**

Tangible capital assets should be capitalized (recorded in the fixed asset sub-ledger) according to the following thresholds:

- a) all land;
- b) all buildings;
- c) Engineered Structures (built assets such as roads, bridges, sewers, water, transit, parks, etc.) with a unit cost of \$ 25,000 or greater;
- d) all others with a unit cost of \$ 5,000 or greater.

Different thresholds may be used for group assets. Capitalize betterments to existing assets when unit costs exceed the threshold.

##### **Categories**

A category of assets is a grouping of assets of a similar nature or function in the Town's operations. The following list of categories shall be used:

- land
- buildings
- equipment
- roads
- water
- sewer
- bridges

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- communication networks
- motor vehicles
- furniture and fixtures
- computer systems ( hardware and software)

### **Valuation**

Tangible capital assets should be recorded at cost plus all ancillary charges necessary to place the asset in its intended location and condition for use.

#### Purchased assets

Cost is the gross amount of consideration paid to acquire the asset. It includes all the nonrefundable taxes and duties, freight and delivery charges, installation and site preparation costs, etc. It is net of any trade discounts or rebates.

Cost of land includes purchase price plus legal fees, land registration fees, transfer taxes, etc. Costs would include any costs to make the land suitable for intended use, such as pollution mitigation, demolition and site improvements that become part of the land.

When two or more assets are acquired for a single purpose price, it is necessary to allocate the purchase price to the various assets acquired. Allocation should be based on the fair value of each asset at the time of acquisition or some other reasonable basis if fair value is not readily determinable.

#### Acquired, Constructed or Developed Assets

Cost includes all cost directly attributable (e.g., construction, architectural and other professional fees) to the acquisition, construction or development of the asset. Carrying costs such as internal design, inspection, administrative and other similar costs may be capitalized. Capitalization of general administrative overheads is not allowed.

#### Capitalization of Interest Costs

Borrowing costs incurred by the acquisition, construction and production of an asset that takes a substantial period of time to get ready for its intended use should be capitalized as part of the cost of that asset.

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Capitalization of interest costs should commence when expenditures are being incurred, borrowing costs are being incurred and activities that are necessary to prepare the asset for its intended use are in progress. Capitalization should be suspended during periods in which active development is interrupted. Capitalization should cease when substantially all of the activities necessary to prepare the asset for its intended use are complete. If only minor modifications are outstanding, this indicated that substantially all of the activities are complete.

#### Donated or Contributed Assets

The cost of donated or contributed assets that meet the criteria for recognition is equal to the fair value at the date of construction or contribution. Fair value may be determined using market or appraisal values. Cost may be determined by an estimate of replacement cost. Ancillary costs should be capitalized.

#### **Amortization**

The cost, less any residual value, of a tangible capital asset with a limited life should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use. The amortization method and estimate of useful life of the remaining unamortized portion should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.

Useful life is normally the shorter of the asset's physical, technological, commercial or legal life.

The Town of Grande Cache uses a straight - line method for calculating the annual amortization. A comprehensive list of estimated useful lives of assets and amortization rates is attached. See Schedule 'A".

Assets under construction are not amortized until the asset is available for productive use. Amortization is calculated on assets in the year following acquisition and the annual amount is recorded in the year of disposal.

#### **Disposal**

When tangible capital assets are taken out of service, destroyed or replaced due to obsolescence, scrapping or dismantling the asset registers and accounting records recording a loss/gain on disposal will adjusted.

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## SCHEDULE "A" RECOMMENDED MAXIMUM USEFUL LIFE

<u>ASSET CLASSES</u>	<u>MAXIMUM USEFUL LIFE</u>
----------------------	----------------------------

### LAND

#### LAND IMPROVEMENTS

Parking Lot:

Gravel	15
Asphalt	25
Playground structures	15
Landscaping	25
Fences	20
Outdoor lighting	20
Bike/jogging paths:	
Gravel	15
Asphalt	20
Transfer stations	25

### BUILDINGS

Permanent Structures - Frame, metal, concrete	50
Portable Structures - Frame, metal	25

### ENGINEERED STRUCTURES

Roadway system:

Sidewalks/ramps	30
Curb and gutter	30

Roads and Streets:

Lanes/alleys	
ACP-hot mix	20
Gravel	15
Nonconforming	20
Local/Collector/Arterial/Major Arterial Surface	
Concrete	30
ACP-hot mix	20
ACP-cold mix	10
Chip seal	10
Oil	5
Gravel	25
Subsurface	40

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## ASSET CLASSES

## MAXIMUM USEFUL LIFE

### **ENGINEERED STRUCTURES (con't)**

Road signs:

Traffic Control	30
Information	30
Guard rails	30

### **WATER SYSTEM**

Distribution system:

Mains, services	75
Pump, lift & transfer station	45

Plants and facilities:

Structures	45
Treatment equipment	45

Hydrants/fire protection

75

Reservoirs

45

Booster Station

35

### **WASTEWATER SYSTEM**

Collection system:

Mains, services	75
Pump, lift and transfer stations	45

Plants and facilities	45
Lagoons	45

### **STORM SYSTEM**

Collection system:

Mains, services	75
Pump, lift and transfer stations	45

Catch basins	75
Treatment facility	45

### **MACHINERY AND EQUIPMENT**

Fire equipment

10

Fitness and wellness

10

SCADA system

10

Communications:

Radio	10
Telephone system	10

Tools, shop equipment

15

Water meters

40

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## ASSET CLASSES

## MAXIMUM USEFUL LIFE

### **MACHINERY AND EQUIPMENT (con't)**

Office Furniture and equipment:

Furniture	20
Office equipment	10
Audiovisual	10
Photocopiers	5

Computer systems:

Hardware	5
Software	10

### **VEHICLES**

Heavy, medium, light duty	10
Fire trucks	25



**TOWN OF GRANDE CACHE**  
**Policy and Procedures**

**Title**      **Credit Card Use**

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Section 1 – Administration  
Department All

Resolution No. 415/17  
Effective Date August 23, 2017

**P**

### **1.0 Purpose**

To provide employees and Council members with a method of payment when procuring goods and services on behalf of the Town of Grande Cache.

**O**

The Town of Grande Cache may provide a credit card to Council members, the Chief Administrative Officer (CAO), managers and other employees as authorized by the CAO or designate.

**L**

### **3.0 Procedures**

3.1 Council members and employees are required to sign a Town 'Agreement for Corporate Credit Card' upon the issuance of a credit card.

**Y**

3.2 Credit cards are to only be used for goods and services required to conduct business on behalf of the Town.

**C**

3.3 Credit card limits for Council are \$7,500 for the Mayor and \$2,500 for other members of Council. Employee limits are approved by the CAO to a maximum of \$7,500.

**Y**

3.4 The credit card receipts and/or statements may be reviewed at any time by the appropriate authorities. The monthly credit card statement will be included in the online Council meeting agenda packages.

3.5 Each card holder must submit a MasterCard tracking sheet with receipts each month for all purchases to the Accounts Payable Clerk. Any charges on the credit card not substantiated by a receipt will become the financial responsibility of the employee who incurred the expense unless other proof is available.

3.6 No personal purchases shall be made with the Town credit card. Inappropriate use of the credit card shall result in the Town initiating recovery action.



## TOWN OF GRANDE CACHE

# Policy and Procedures

### Title      Credit Card Use

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- 3.7 Any lost or stolen cards must be reported immediately to the CAO or designate and the credit card company.
- 3.8 All credit cards issued by the Town of Grande Cache are the property of the Town and must be surrendered upon the request of the CAO or designate. Upon termination of employment/term of office (for Council), all cards must be immediately returned to the CAO. Any outstanding transactions not substantiated by receipts and that have not been settled, will be deducted from the Council member/employee's final pay and/or expense claim.



**TOWN OF GRANDE CACHE**  
**Policy and Procedures**

**Title      Tax Certificates/Tax Searches/Historical Data**

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Section 1  
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**P**

Any person(s) or organization(s) (ie. law firms) requiring a tax certificate will be required to make the request in writing. A fee of \$20.00 will be charged for the preparation of all tax certificates.

**O**

Any person(s) or organization(s) wishing to obtain tax information that requires a search of municipal documents will be charged a fee in accordance with the non-FOIP requests in Schedule 'A' of the Town's Rates and Fees Bylaw. Requests for this information may be made verbally or in writing.

**L**

Any person(s) or organization(s) requesting information of a historical nature (historical being defined as anything older than the current year), including utility accounts, accounting information, correspondence, data, or any other form of historical data, will be charged a fee in accordance with the non-FOIP requests in Schedule 'A' of the Town's Rates and Fees Bylaw.

**I**

**C**

**Y**