



MUNICIPAL DISTRICT OF GREENVIEW No. 16

POLICY REVIEW COMMITTEE

AGENDA

May 11, 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 1029 Records Management

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4.2 Policy 1042 Access to Information

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4.3 Policy 1039 Annual Ratepayers Barbecues

Pg. 36

4.4 Policy 2018 Payroll

Pg. 40

4.5 Policy 6321 Beaver Harvest Program

Pg. 47

4.6 Town of Grande Cache Policy Repeal

Pg. 54

June 15, 2022

#5 NEXT MEETING DATE

#6 ADJOURNMENT

Minutes of a
POLICY REVIEW COMMITTEE
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
M.D. Administration Building, Council Chambers
Valleyview, Alberta, on April 13, 2022

1:
CALL TO ORDER

Chair Tom Burton called the meeting to order at 10:31 a.m.

PRESENT

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

CAO	Stacey Wabick
Director of Infrastructure & Planning	Roger Autio
Director of Corporate Services	Ed Kaemingh
Director of Community Services	Michelle Honeyman
Manager of Agricultural Services	Sheila Kaus
Manager of Human Resources	Erin Klimp
Legislative Services Officer/Recording Secretary	Sarah Sebo

ABSENT

MOTION: 22.04.105. Moved by: COUNCILLOR SALLY ROSSON.
That the Policy Review Committee appoint Councillor Dale Smith as the Chair of the Policy Review Committee for the April 13, 2022 meeting.

#2
POLICY REVIEW
COMMITTEE
AGENDA

MOTION: 22.04.106. Moved by: COUNCILLOR SALLY ROSSON .
That the Policy Review Committee adopt the Agenda of the Policy Review Committee meeting as presented.

**#3
POLICY REVIEW
COMMITTEE
MINUTES**

MOTION: 22.04.107. Moved by: COUNCILLOR DUANE DIDOW.
That the Policy Review Committee adopt the minutes of the Policy Review Committee meeting held on March 9, 2022, as amended.

- Councillor Duane Didow present
- Councillor Jennifer Scott present

**#4
BUSINESS**

4.1 "Signing Authority"

Signing Authority

MOTION: 22.04.108. Moved by COUNCILLOR RYAN RATZLAFF:
That the Policy Review Committee recommend Council approve Policy 1027 "Signing Authority" as presented.

CARRIED

4.2 "Employee Code of Conduct"

Employee Code of Conduct

MOTION: 22.04.109. Moved by COUNCILLOR CHRISTINE SCHLIEF:
That the Policy Review Committee accept Policy 2004 "Employee Code of Conduct" as amended.

- 8.1G Remove facilitate their capture
- 8.1G The exception to this provision
- 8.1G firearm or weapon
- 5.1 Include the Deputy Reeve and Reeve.

CARRIED

4.3 “Wolf Harvest Incentive Program”

Wolf Harvest Incentive Program

MOTION: 22.04.110. Moved by: COUNCILLOR JENNIFER SCOTT.
That the Policy Review Committee recommend Council approve Policy 6306 “Wolf Harvest Incentive Program” as amended.

- 3.6 wolf carcass and/or head approved at the discretion of the Manager of Agricultural Services or designate
- Problem Wildlife personnel employed or specifically contracted by Greenview are exempt from this program

CARRIED

4.4 “Beaver Harvest Program”

Beaver Harvest Program

MOTION: 22.04.111. Moved by: COUNCILLOR DAVE BERRY.
That the Policy Review Committee refer Policy 6132 “Beaver Harvest” with amendments to the Agricultural Service Board.

- Eligible participants means the registered landowner of property within the boundaries of Greenview, or their designate (stated through written permission). Greenview’s Problem Wildlife Personnel is not eligible to participate in the Beaver Harvest Program.
- Include a definition for Financial compensation.
- 2.5 landowners on private land, leased land and grazing leases
- 2.1 Greenview administration shall prioritize the harvesting of beaver and/or removal of beaver dams within an 8 km radius in the following order
- 3.4 within 8 km of Greenview infrastructure

CARRIED

4.5 “Greenview Vegetation Management”

Roadside Vegetation Management

MOTION: 22.04.112. Moved by: COUNCILLOR SALLY ROSSON
That the Policy Review Committee recommended Council approve Policy 6322 “Greenview Vegetation Management” as amended.

- Remove municipal road wight-of-ways and municipally controlled lands in the purpose.

DEFEATED

4.6 "Town of Grande Cache Policy Repeal"

Town of Grande Cache
Policy Repeal

MOTION: 22.04.113. Moved by: COUNCILLOR DUANE DIDOW.
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

CARRIED

#5
ADJOURNMENT

MOTION: 22.04.114. Moved by: COUNCILLOR SALLY ROSSON.
That this meeting adjourns at 12:17 p.m.

CARRIED

RECORDING SECRETARY

CHAIR

UNADOPTED



REQUEST FOR DECISION

SUBJECT:	Policy 1029 Records Management		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	May 11, 2022	CAO:	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Level of Service	LEG:	

RELEVANT LEGISLATION:

Provincial –

- Municipal Government Act;
- CAN/CGSB-72.34-2017 Electronic Records as Documentary Evidence; and,
- ISO 15489-1:2016 Information and documentation - Records management - Part 1: General

Council Bylaw/Policy – N/A

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve revised Policy 1029 “Records Management”.

BACKGROUND/PROPOSAL:

The revised Records Management policy provides a means of facilitating good record keeping practices and aims to foster accountability and transparency in records management, by explaining staff’s responsibilities in greater detail.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefits of Council accepting the recommended motion will ensure that Greenview’s record keeping practices meet ARMA International’s Generally Accepted Recordkeeping Principles of Accountability, Transparency, Integrity, Protection, Compliance, Availability, Retention and Disposition; and
 2. Provide guidance to employees to consistently file the records they create, receive, or maintain into Greenview’s central electronic records management system that will facilitate:
 - Access to past documentation to make informed business decisions;
 - Access the information necessary to respond quickly and effectively to customers;
 - Proof of Greenview’s actions and business decisions in the event of litigation, audit, or government investigation.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: PRC may make additional recommendations.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

This policy will increase staff involvement by placing the responsibility of consistently importing records they create, receive, or maintain into Greenview's ERMS to support the actions and decisions made in the conduct of their position and in support of business activities.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will bring the policy to Council for approval.

ATTACHMENT(S):

- Policy 1029 Records and Information Management - Original
- Policy 1029 Records Management - Revised

Records and Information Management

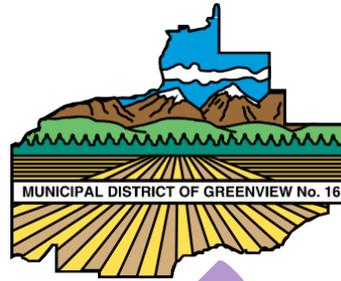
Policy No: 1029

Effective Date: Feb 25, 2019

Motion Number: 19.02.188

Supersedes Policy No: NA

Review Date:



Purpose: The purpose of the Records and Information Management (RIM) Policy is to set the direction for managing information regardless of the format of Greenview’s records; paper, digital and digital information systems.

Digital records are the official records of Greenview.

Greenview has adopted an approach to manage its records and information management program to ensure that records are created according to the business needs and business processes; adequately document the business activities in which they take part; are accurate and complete records of their activities; document policy formation and managerial decision making; provide transparency of record processes.

DEFINITIONS

Audit means the systematic review of recorded information activities for compliance with policies, procedures, and controls are established and complied with to meet all financial, operational, legal, and regulatory obligations.

Control means having the power or authority to manage, restrict, regulate, or administer the use or disclosure of a record. As per FOIP Act.

Business Records See Records

Destruction (Records) means the process of expunging records beyond any possibility of reconstruction and viewing.

Digital Information System means one or more computers; its software, peripherals, terminals, human operations, physical processes, and information transfer, that form an autonomous whole, capable of performing information processing and/or information transfer. Includes databases, ERP systems, GIS, etc.

Digital Record means a record that is carried by an electrical conductor and requires the use of electronic equipment to be understood.

Digitization means the process of rendering a paper record into an electronic image.

Documentary Evidence means recorded information admitted as evidence in legal proceedings

Electronic image means a source document that can be used to generate an intelligible reproduction of that document. In the case of paper source document, an intelligible reproduction means that:

- The reproduction is made with the intention of standing in place of the source document;
- The interpretation of the reproduction, for the purposes for which it is being used, gives the same information as the source document; and,
- The limitations of the reproduction (e.g., resolution, tone, or hues) are well defined and do not obscure significant details.

Electronic Records Management System (ERMS) means an information system primarily designed to assist in managing recorded information related to recordkeeping practices from inception to disposition of records.

Legal Hold means a process to preserve all forms of potentially relevant records when litigation is reasonably anticipated or underway.

Metadata means “data about data” structured information about a record’s characteristics (context, content, and structure) which helps to identify and manage that record.

Quality Assurance Program means a set of procedures based on the specifications of the ERMS which allows for monitoring and assessing its quality.

Records means information created, received, and maintained as evidence and as an asset, in pursuit of legal obligations or in the transaction of business.

Records Classification means the process of analyzing and determining the content and context of a record and selecting the function; the activity and transaction under which it will be filed and assigning the relevant metadata.

Source Document means an original from which a copy is made.

Transitory Records means copies or drafts of information retained elsewhere or records that will not be required as evidence of business activities. Have short-term value and which are:

- Not an integral part of functional classification system;
- Not required to sustain functional classification system;
- Not regularly filed under in the functional classification system;
- Not required to meet statutory obligations; and,

- Recorded only for the time required for completion of actions or ongoing records associated with them;
- Transitory records may be disposed of when they are no longer of value.

RESPONSIBILITIES

Records Management Coordinator	<p>Responsible for the Records and Information Management (RIM) Program records from their creation and preservation through to disposal.</p> <p>Ensure that the RIM Program and the ERMS comply with the RIM policy, practices and procedures; the law, and national and industry standards so that the system will always produce and/or store records admissible as evidence.</p> <p>Works with IT staff to integrate records management into Greenview’s usual and ordinary course of business, and to maintain that integration.</p> <p>Maintain and amend the RIM Administration and Procedures manual with the support of IT staff so that it continuously reflects the exact state of the records system and can stand as evidence of the system’s compliance with the law and standards.</p> <p>Identify the Records Management Coordinator responsibilities with respect to records quality assurance and for monitoring compliance with the support of IT staff.</p>
Departments	Support the implementation of the RIM Program across Greenview.
Users	Ensure that all records are included in the ERMS.

REQUIREMENTS

The digital record is the official record of Greenview and are an integral part of its usual and ordinary course of business.

Records are managed in accordance with this policy the RIM Administration and Procedures Manual and the Records Retention and Disposition Schedule Bylaw; and complies with applicable provincial and federal laws, national and industry standards.

Greenview has adopted the Generally Accepted Recordkeeping Principles to manage its information. In addition, this policy establishes the role of ERMS in the delivery business processes at Greenview.

Accountability

The RIM policy establishes the position of the Records Management Coordinator who with the support of IT staff is responsible for:

- The records and information management;
- Maintaining and amending the RIM policy, RIM Administration and Procedures manual and retention schedule;
- Integrating records and information management into the organization's usual and ordinary course of business;
- Quality assurance and for monitoring compliance and auditing for the creation, capture, management of authentic, reliable, and useable records that possess integrity, use, destruction, and preservation of records for as long as they are required;
- Maintaining the integration to continuously reflects the exact state of the digital records and digital information system so they can stand as evidence; and,
- Conduct periodic audits to verify compliance; and,
- Delivering record and information management training.

Transparency

The processes and activities of the RIM Program are documented in a manner that is open and verifiable and is available to personnel and appropriate parties.

- Transparency of information processes and the adequacy of records systems are maintained throughout the active life of the information;
 - Authentic;
 - Reliable;
 - Useable records; that,
 - Protect the integrity of those records for as long as they are required.
- Records and all information created or received by employees are the property of Greenview and should be managed as assets in compliance with all applicable laws, regulations, and standards.

Integrity

The RIM Program shall be constructed so the records and information generated or managed by or for Greenview have a reasonable and suitable guarantee of authenticity and reliability.

- Records are created, classified, scheduled, maintained, stored, and retrieved according to Greenview's policies and procedures and any applicable legislation.
- Employees create records, according to the business needs and processes that adequately document the business activities in which the employees are participants:
 - Supports the continuing conduct of business;
 - Complies with the regulatory environment;
 - Provides necessary accountability;

- Accurate and complete records of their activities;
- Document decisions, policy formation and business activities;
- Ensure transparency of record / business processes; and,
- Store all records in the ERMS system.

In addition, external service providers shall comply with this RIM policy and procedures and this provision shall be included in any contractual document or service standards and signs a confidentiality and privacy protection agreement or is otherwise contractually bound to protect Greenview from any breach of confidentiality or privacy.

Protection

The RIM Program shall be constructed to ensure a reasonable level of protection to records and information that are private, confidential, privileged, or essential to business continuity.

- Policy dictates that an appropriate level of protection to records and information that are private, confidential, privileged, or essential to business continuity;
 - The chain of custody of the records is defined, when appropriate.
- Protect information against inappropriate or inadvertent information disclosure or loss incidents; and,
- Audit information is regularly examined, and continuous improvement is undertaken.

Compliance

The RIM Program shall be constructed to comply with applicable laws, regulations, and other binding authorities, as well as Greenview's policies and procedures.

The ERMS is created and maintained to comply with the procedures manual, provincial and federal laws, and national and industry standards.

Periodic audits shall be conducted to verify compliance.

Availability

Greenview shall maintain records in a manner that ensures timely, efficient, and accurate retrieval of needed information.

Greenview backup systems are not considered records until they are used for recovery purposes.

Retention

Greenview shall maintain its records and information for an appropriate time, considering: administrative; legal and regulatory, fiscal, privacy, operational, and historical requirements.

The retention schedule shall be constructed in such a manner that:

- Facilitates the implementation of the retention and disposition schedule within the ERMS;
- Authorizes the disposition of source documents that have been imaged and captured in the ERMS system;
- All records and information assets destruction should be authorized by the Records Management Coordinator and business unit manager subject to the Records Retention and Disposition Schedule and the Records Legal Holds procedure.

In the event of the termination of business processes the records will be transferred to the Records Management Coordinator who will ensure their retention and disposition is in accordance with the records retention schedule.

Disposition

Greenview shall provide secure and appropriate disposition for records that are no longer required in accordance with the Records Retention and Disposition Schedule Bylaw.

- Records are maintained, stored, and preserved for the period of their usefulness to the organization and, if appropriate, to external stakeholders such as archival institutions and auditors;
- Electronic information is expunged, not just deleted, in accordance with retention policies.

DESIGN OF THE SYSTEM

Greenview has adopted a functional classification system which arranges records based upon the business functions performed by Greenview and its related work processes. This process is described in detail in the RIM Administration and Procedures Manual and also applies to digital information systems.

Use

The RIM Program has been adopted for use by all departments and agencies of Greenview.

Management

The RIM Program falls under the purview of Corporate Services.

Training

RIM Program and ERMS training will be provided by the Records Management Coordinator.

REVIEW

The RIM Policy and RIM Administration and Procedures Manual should be reviewed every three years.

Title: Records and Information Management

Policy No: 1029

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 1029

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



Purpose: The purpose of the Records and Information Management (RIM) Policy is to set the direction for managing information regardless of the format of Greenview's records; paper, digital and digital information systems.

Digital records are the official records of Greenview.

Greenview has adopted an approach to manage its records and information management program to ensure that records are created according to the business needs and business processes; adequately document the business activities in which they take part; are accurate and complete records of their activities; document policy formation and managerial decision making; provide transparency of record processes

The purpose of this policy is to establish a framework to manage records of all formats efficiently and effectively.

This policy establishes the Records Management Program to facilitate good record keeping practices that aims to foster accountability and transparency.

This policy will ensure that Greenview's official records are maintained, preserved, and disposed of in accordance with fiscal, operational, legal, and regulatory requirements.

This policy provides guidance to manage Greenview's records to ensure accordance with applicable legislation established by the Government of Alberta and Canada for the benefit of present and future generations.

1. DEFINITIONS

- 1.1. **Audit** means the systematic review of recorded information activities for compliance with policies, procedures, and controls are established to meet all financial, operational, legal, and regulatory obligations.
- 1.2. **Control** means having the power or authority to manage, restrict, regulate, or administer the use or disclosure of a record.
- 1.3. **Destroy** means the process of expunging records beyond any possibility of reconstruction and viewing.

- 1.4 **Digital Information System** means one or more computers; its software, peripherals, terminals, human operations, physical processes, and information transfer, that form an autonomous whole, capable of performing information processing and/or information transfer. Includes databases, ERP systems, GIS, etc.
- 1.5 **Digital Record** means a record that is carried by an electrical conductor and requires the use of electronic equipment to be understood.
- 1.6 **Digitize** means the process of rendering a paper record into an electronic image.
- 1.7 **Disposition** means the final retention action carried out on a record. This may include destruction, deletion, secure destruction or deletion, or transfer for archival review or to a third party.
- 1.8 **Electronic image** means a source document that can be used to generate an intelligible reproduction of that document. In the case of paper source document, an intelligible reproduction means that:
- A. The reproduction is made with the intention of standing in place of the source document;
 - B. The interpretation of the reproduction, for the purposes for which it is being used, gives the same information as the source document; and,
 - C. The limitations of the reproduction (e.g., resolution, tone, or hues) are well defined and do not obscure significant details.
- 1.9 **Electronic Records Management System (ERMS)** means an information system designed to assist in managing recorded information related to recordkeeping practices from inception to disposition of records.
- 1.10 **Employees** means those employed and acting on behalf of Greenview, regardless of employment status: full-time, part-time, temporary, seasonal, agents and representatives.
- 1.11 **Greenview** means the Municipal District of Greenview No. 16.
- 1.12 **Legal Hold** means a process to preserve all forms of potentially relevant records when litigation is reasonably anticipated or underway.
- 1.13 **Metadata** means “data about data” structured information about a record’s characteristics (context, content, and structure) which helps to identify and manage that record.
- 1.14 **Official Record** means a record that is created, received, distributed, controlled, or maintained by Greenview. The record provides documentary evidence of the activities, rights, obligations, and responsibilities and is judged to hold administrative, fiscal, legal, enduring, and personal information value.
- 1.15 **Quality Assurance** means a set of procedures based on the specifications of the ERMS which allows for monitoring and assessing its quality.
- 1.16 **Record** means ~~information created, received, and maintained as evidence and as an asset, in pursuit of legal obligations or in the transaction of business.~~ in any form includes notes, images, audio-visual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers, and any other information that is digitally created, written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.

1.17 Records Classification means the process of analyzing and determining the content and context of a record and selecting the function, the activity and transaction under which it will be filed and assigning the relevant metadata.

1.18 Source Document means an original from which a digital record is made.

1.19 Transitory Record means recorded information that has short-term, immediate or no value to the organization and will not be needed in the future. ~~copies or drafts of information retained elsewhere or records that will not be required as evidence of business activities. Have short term value and which are:~~

- ~~• Not an integral part of functional classification system;~~
- ~~• Not required to sustain functional classification system;~~
- ~~• Not regularly filed under in the functional classification system;~~
- ~~• Not required to meet statutory obligations; and,~~
- ~~• Recorded only for the time required for completion of actions or ongoing records associated with them;~~
- ~~• Transitory records may be disposed of when they are no longer of value.~~

1.20 Vital Record means records essential to resumption or continuation of operations after an emergency or disaster; records necessary to recreate Greenview's legal and financial position; and/or necessary to preserve the rights of Greenview, its employees, customers, and ratepayers.

2. POLICY STATEMENT

The digital record is the official record of Greenview and are an integral part of its usual and ordinary course of business.

Records are managed in accordance with this policy, the RIM Administration and Procedures Manual and the Records Retention and Disposition Schedule Bylaw; and complies with applicable provincial and federal laws, national and industry standards.

Greenview has adopted the Generally Accepted Recordkeeping Principles to manage its information. In addition, this policy establishes the role of ERMS in the delivery business processes at Greenview.

Accountability

The RIM policy establishes the position of the Records Management Coordinator who with the support of IT staff is responsible for:

- ~~• The records and information management;~~
- ~~• Maintaining and amending the RIM policy, RIM Administration and Procedures manual and retention schedule;~~
- ~~• Integrating records and information management into the organization's usual and ordinary course of business;~~
- ~~• Quality assurance and for monitoring compliance and auditing for the creation, capture, management of authentic, reliable, and useable records that possess integrity, use, destruction, and preservation of records for as long as they are required;~~
- ~~• Maintaining the integration to continuously reflects the exact state of the digital records and digital information system so they can stand as evidence; and,~~

- Conduct periodic audits to verify compliance; and,
- Delivering record and information management training.

Transparency

The processes and activities of the RIM Program are documented in a manner that is open and verifiable and is available to personnel and appropriate parties.

- Transparency of information processes and the adequacy of records systems are maintained throughout the active life of the information;
 - Authentic;
 - Reliable;
 - Useable records; that,
 - Protect the integrity of those records for as long as they are required.
- Records and all information created or received by employees are the property of Greenview and should be managed as assets in compliance with all applicable laws, regulations, and standards.

Integrity

The RIM Program shall be constructed so the records and information generated or managed by or for Greenview have a reasonable and suitable guarantee of authenticity and reliability.

- Records are created, classified, scheduled, maintained, stored, and retrieved according to Greenview's policies and procedures and any applicable legislation.
- Employees create records, according to the business needs and processes that adequately document the business activities in which the employees are participants:
- Supports the continuing conduct of business;
 - Complies with the regulatory environment;
 - Provides necessary accountability;
 - Accurate and complete records of their activities;
 - Document decisions, policy formation and business activities;
 - Ensure transparency of record / business processes; and,
 - Store all records in the ERMS system.

In addition, external service providers shall comply with this RIM policy and procedures and this provision shall be included in any contractual document or service standards and signs a confidentiality and privacy protection agreement or is otherwise contractually bound to protect Greenview from any breach of confidentiality or privacy.

Protection

The RIM Program shall be constructed to ensure a reasonable level of protection to records and information that are private, confidential, privileged, or essential to business continuity.

- Policy dictates that an appropriate level of protection to records and information that are private, confidential, privileged, or essential to business continuity;
 - The chain of custody of the records is defined, when appropriate.
- Protect information against inappropriate or inadvertent information disclosure or loss incidents; and,
- Audit information is regularly examined, and continuous improvement is undertaken.

Compliance

The RIM Program shall be constructed to comply with applicable laws, regulations, and other binding authorities, as well as Greenview's policies and procedures.

The ERMS is created and maintained to comply with the procedures manual, provincial and federal laws, and national and industry standards.

Periodic audits shall be conducted to verify compliance.

Availability

Greenview shall maintain records in a manner that ensures timely, efficient, and accurate retrieval of needed information.

Greenview backup systems are not considered records until they are used for recovery purposes.

Retention

Greenview shall maintain its records and information for an appropriate time, considering: administrative; legal and regulatory, fiscal, privacy, operational, and historical requirements.

The retention schedule shall be constructed in such a manner that:

- Facilitates the implementation of the retention and disposition schedule within the ERMS;
- Authorizes the disposition of source documents that have been imaged and captured in the ERMS system;
- All records and information assets destruction should be authorized by the Records Management Coordinator and business unit manager subject to the Records Retention and Disposition Schedule and the Records Legal Holds procedure.

In the event of the termination of business processes the records will be transferred to the Records Management Coordinator who will ensure their retention and disposition is in accordance with the records retention schedule.

Disposition

Greenview shall provide secure and appropriate disposition for records that are no longer required in accordance with the Records Retention and Disposition Schedule Bylaw.

- Records are maintained, stored, and preserved for the period of their usefulness to the organization and, if appropriate, to external stakeholders such as archival institutions and auditors;
- Electronic information is expunged, not just deleted, in accordance with retention policies.

DESIGN OF THE SYSTEM

Greenview has adopted a functional classification system which arranges records based upon the business functions performed by Greenview and its related work processes. This process is described in detail in the RIM Administration and Procedures Manual and also applies to digital information systems.

Use

The RIM Program has been adopted for use by all departments and agencies of Greenview.

Management

The RIM Program falls under the purview of Corporate Services.

Training

RIM Program and ERMS training will be provided by the Records Management Coordinator.

- 2.1 Greenview recognizes that records are valuable corporate assets, and that access, preservation and security must be ensured throughout a record's life cycle. Effective records management contributes to the overall operation and decision making of the municipality by maintaining records deemed to have fiscal, legal, regulatory, administrative, operational, evidentiary, or historical value.
- 2.2 Greenview declares that records created, captured, received, controlled, or maintained are the property of Greenview and not the property of its employees.
- 2.3 This policy declares that electronic records entered in Greenview's ERMS are the official records of business.
- 2.4 This policy applies to all records, regardless of format, created, or received during business transactions in all aspects of organizational business, and all business applications used to create and store records.
- 2.5 This policy applies to all Greenview employees who create, capture, receive, control, or maintain records for Greenview.
- 2.6 This policy applies to records that may be maintained in digital information systems which operate outside of the ERMS, yet also function as record keeping systems. They therefore require compliance with legislative obligations and standards of practice. Whenever possible, these other digital information systems shall interface with the ERMS, or if appropriate, their records will be integrated into the ERMS.
- 2.7 The objective of this policy is to set direction to achieve efficient and effective records management practices that support service delivery and programs, fosters informed decision making, facilitates accountability, integrity, protection, compliance, availability, retention, disposition, and transparency.

3. PROCEDURE

- 3.1. This policy establishes the Records Management Manual which provides direction to employees for the capture, management, retrieval, storage, access, security, disposition, and destruction of records throughout a records lifecycle.
- 3.2. Greenview has adopted the Generally Accepted Recordkeeping Principles to manage records that facilitates accountability, integrity, protection, compliance, availability, retention, disposition, and transparency.
- 3.3. Records shall be managed and comply in accordance with this policy and applicable provincial and federal laws, national and industry standards.
- 3.4. Records deemed as Vital records shall be identified and preserved.
- 3.5. Records of historic value shall be preserved and may be forwarded to an approved archival agency.
- 3.6. In the event of litigation or an official Freedom of Information Protection Privacy (FOIP) request, a legal hold status shall be declared halting the destruction of records, organization wide.

4. COUNCIL RESPONSIBILITIES

- 4.1. Review and update this policy in accordance with the policy review schedule.
- 4.2. Support the Records Management Program.

5. ADMINISTRATION RESPONSIBILITIES

5.1. Chief Administrative Officer

- A) Recognize that records are valuable corporate assets.
- B) Provide leadership and support for the Records Management Program.
- C) Authorize the destruction of records in compliance with the Records Retention Bylaw.

5.2. Directors and Managers

~~Support the implementation of the RIM Program across Greenview.~~

- A) Recognize that records are valuable corporate assets.
- B) Support the implementation of the Records Management Program across Greenview.
- C) Are responsible for the records in the care of their department.
- D) Ensure departmental compliance with this policy.
- E) Ensure employees are aware of their obligations to manage information appropriately.
- F) Are responsible for approving departmental records destruction requests.
- G) Support the Records Management Coordinator to oversee the Records Management Program.
- H) Support the Records Management Coordinator in the designation and training of end-users.

5.3. Records Management Coordinator

- A) Administer the Records Management program.

~~Responsible for the Records and Information Management (RIM) Program records from their creation and preservation through to disposal.~~

~~Works with IT staff to integrate records management into Greenview's usual and ordinary course of business, and to maintain that integration.~~

~~Identify the Records Management Coordinator responsibilities with respect to records quality assurance and for monitoring compliance with the support of IT staff.~~

- B) Maintain and update the Records Management policy.
- C) Maintain and update the Records Management Manual.

~~Maintain and amend the RIM Administration and Procedures manual with the support of IT staff so that it continuously reflects the exact state of the records system and can stand as evidence of the system's compliance with the law and standards.~~
- D) Ensure that the Records Management Program complies with the Records Management policy, practices and procedures, national and industry standards to ensure the program and ERMS always produces and/or stores records admissible as evidence.

~~Ensure that the RIM Program and the ERMS comply with the RIM policy, practices and procedures; the law, and national and industry standards so that the system will always produce and/or store records admissible as evidence.~~
- E) Ensure quality assurance, monitoring compliance and auditing for the creation, capture, management of authentic, reliable, and useable records which possess integrity, and the use, destruction, and preservation of records for as long as they are required.
- F) Determine what, if any, security classification or designation levels need to be attached to records.
- G) Ensure the timely destruction of records that are no longer required.
- H) Notify departmental managers of their duty to approve record destructions.

- I) Provide guidance in determining whether records and information or other material have an operational, fiscal, administrative, or informational/ historical value and must be protected from deterioration or loss.
- J) Provide a means of managing physical records.
- K) Arrange for the transfer of records designated as having historical value to the appropriate archival agency.
- L) Work with business units and departments to establish communication and training programs for records management.
- M) Create and conduct records management training.

5.4. Greenview Employees

~~Ensure that all records are included in the ERMS.~~

- A) Comply with this policy and the records management manual.
- B) Create and maintain complete and accurate records which will serve as evidence of decisions, transactions, and business activities, while ensuring the quality, authenticity, and reliability of records.
- C) Work cooperatively and diligently to correct errors in records and reduce the risk of recurrence.
- D) Comply with the file classification system and retention periods.
- E) Ensure records they create, receive, or control are correctly digitized and imported into the ERMS.
- F) Enter applicable metadata for each record imported into the ERMS.
- G) Follow naming conventions.
- H) Ensure records in their custody are protected from inadvertent damage or destruction.
- I) Ensure records are not removed from Greenview premises unless such removal is required to conduct Greenview's business.
- J) Ensure that transitory records in their care are destroyed when no longer required.
- K) Promptly return information to Greenview when the purpose for which the information was removed from Greenview premises has ended.
- L) Ensure that upon employment exit or transfer, all records in their custody are transferred to a supervisor or successor. This includes all physical, electronic and email records.
- M) Return all records to Greenview upon termination of employment or contractual relationship with Greenview.



REQUEST FOR DECISION

SUBJECT:	Policy 1042 Access to Information	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER:
MEETING DATE:	May 11, 2022	DIR:	PRESENTER: KC
DEPARTMENT:	CORPORATE SERVICES	LEG: SS	
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:

Provincial (cite) – Freedom of Information and Protection of Privacy Act.

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 1042 “Access to Information” as presented.

BACKGROUND/PROPOSAL:

The Access to Information policy provides clear direction to staff of their responsibilities in relation to public requests for information by identifying what records can be routinely released, where the public can access certain records freely and the conditions required to initiate a formal FOIP request.

Administration also updated the policy to the current template and to current standards.

Policy AD 01 will be recommended for repeal.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Policy Review Committee accepting the recommended motion will streamline the public’s access to records while protecting the privacy of personal information.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: PRC may make additional recommendations.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will bring the policy to Council for approval.

ATTACHMENT(S):

- Policy AD01 Access to Information - Original
- Policy 1042 Access to Information - Revised



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

ADMINISTRATION

POLICY NUMBER: AD 01

POLICY TITLE: ACCESS TO INFORMATION

Page 1 of 1

Date Adopted by Council / Motion Number:

11.10.547

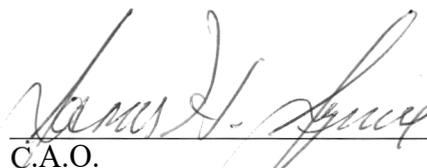
PURPOSE:

To provide information to the ratepayers and public in accordance with the Municipal Government Act and the Freedom of Information Protection Act (F.O.I.P.).

POLICY:

1. Administration will make reasonable effort to provide access to Municipal District No. 16 information in accordance with the Municipal Government Act (M.G.A.) and the Freedom of Information Protection Act (F.O.I.P.).
2. Upon receiving the formal request for information, the C.A.O. will make a decision on whether to provide the information or deny access to the information stating reasons according to FOIP.
3. The C.A.O. may apply applicable charges if required. A cost estimate will be prepared and provided to the requester in accordance with FOI P.
4. Notice of decision must be provided to the applicant containing a statement that the applicant may request a review by the Commissioner's Office under Part 5 of the F.O.I.P. unless the request is granted.


REEVE


C.A.O.

POLICY TITLE: PROCEDURES FOR ACCESS TO INFORMATION

Page 1 of 4

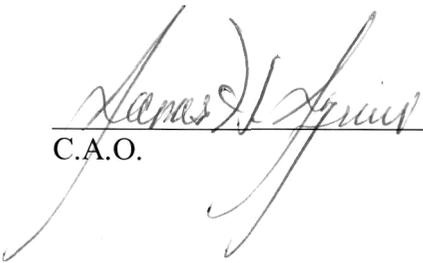
Date Adopted by Council / Motion Number:

96.02.64

PROCEDURE:

1. Staff receiving routine requests from ratepayers and public will provide the information and make every reasonable effort to provide the information and apply charges, if necessary.
2. Non-routine requests for information from ratepayers and public that may require staff to do extensive research and time will be forwarded to the C.A.O. or F.O.I.P. Co-ordinator for decision.
3. Staff receiving requests for information that may be subject to F.O.I.P. rules will request that a ratepayer or public member submit a request in writing to the Chief Administration Officer (C.A.O.).

CURRENT


C.A.O.

Title: Access to Information

Policy No: 1042

Effective Date:

Motion Number:

Supersedes Policy No: AD 01

Review Date:



Purpose: To provide open access to public records while protecting the privacy of personal information in the custody or control of the Municipal District of Greenview No.16. Freedom of Information and Protection of Privacy requests should be used as a last resort to access records.

~~To provide information to the ratepayers and public in accordance with the Municipal Government Act and the Freedom of Information Protection Act (F.O.I.P.).~~

1. DEFINITIONS

- 1.1 **Access** means the ability to obtain information held by Greenview. Access may mean either providing a copy of the record requested or providing a means and opportunity to view the record, whichever is administratively most efficient, as determined by the Department.
- 1.2 **Active Disclosure** means information that is routinely posted to the website, social media, posters, orally, newspapers, and publications.
- 1.3 **Applicant** means person who makes a written information request under the FOIP Act.
- 1.4 **Employees** means those employed and acting on behalf of Greenview, regardless of employment status: full-time, part-time, temporary, seasonal, agents and representatives.
- 1.5 **FOIP** means Freedom of Information and Protection of Privacy Act.
- 1.6 **Formal FOIP Request** means a formal request made under the FOIP Act.
- 1.7 **Greenview** means Municipal District of Greenview No. 16.
- 1.8 **PSB** means any Greenview Public Service Building (Valleyview, Debolt, Grovedale and Grande Cache)
- 1.9 **Records** means information in any form including notes, images, audio-visual recordings, x-rays, books, documents, maps, drawings, photographs, letters,

vouchers, and any other information that is written, photographed, recorded, or stored in any manner, but does not include software or any mechanism that produces records.

1.10 Routine Disclosure means information that is requested on a regular basis, or material which is publicly available. For a complete listing see Schedule A.

1.11 Third Party means personal information of a person other than the applicant or scientific, technical, commercial, financial, or labour relations information supplied in confidence by someone other than the applicant.

2. POLICY STATEMENT

2.1 Greenview is committed to streamlining services and ensuring that information is available to members of the public, supporting a culture of open and transparent government.

2.2 The objective of this policy is to provide open access to public records while protecting the privacy of personal information in the custody or control of Greenview. Formal FOIP requests should be used as a last resort to seek access to records/information.

2.3 This Policy shall apply to all Greenview employees, departments, and all its records.

2.4 This Policy shall not apply to records that are subject to the exemptions of the *Freedom of Information and Protection of Privacy Act*.

- ~~1. Administration will make reasonable effort to provide access to Municipal District No. 16 information in accordance with the Municipal Government Act (M.G.A.) and the Freedom of Information Protection Act (F.O.I.P.).~~
- ~~2. Upon receiving the formal request for information, the C.A.O. will make a decision on whether to provide the information or deny access to the information stating reasons according to FOIP.~~
- ~~3. The C.A.O. may apply applicable charges if required. A cost estimate will be prepared and provided to the requester in accordance with FOIP.~~
- ~~4. Notice of decision must be provided to the applicant containing a statement that the applicant may request a review by the Commissioner's Office under Part 5 of the F.O.I.P. unless the request is granted.~~

3. PROCEDURE

3.1. Requests made by a law enforcement agency for records containing third party personal information must be forwarded directly to the FOIP Coordinator.

- 3.2. Records identified in Schedule A will be provided or made available to the public or to any requester according to the noted conditions for releasing records by the department responsible for the records.
 - 3.3. Access to Greenview records will, wherever possible, be made available to the public via the Greenview website, verbally, news releases, social media, newspapers, or in person at the municipal office.
 - 3.4. If an individual requests records pertaining to themselves, staff shall confirm their identity through photo I.D. prior to releasing the requested records.
 - 3.5. If an individual requests third party information, they shall provide proof they have authority to act for that person (e.g. guardianship or trusteeship order, power of attorney) prior to the release of the records.
 - 3.6. No records containing personal information will be disclosed to anyone other than the individual to whom the information pertains unless the record is first severed, or authorized by policy, bylaw, or legislation.
 - 3.7. Requests for tenders, quotations and proposals results shall only include bid amounts and the names of companies.
 - 3.8. All Formal FOIP requests shall be directed to the FOIP Coordinator.
 - 3.9. Greenview reserves the right to require that a request be submitted in writing.
 - 3.10. Fees shall be charged for the reproduction of records in accordance with the Schedules of Fees Bylaw. Where the request is deemed voluminous in nature, a deposit may be required prior to the service being performed.
 - 3.11. Other than a Formal FOIP request, requests for records made under this policy shall be directed to the responsible department.
 - 3.12. Repetitive requests by an individual or organization for significant volumes of records may require the separation of the request into several smaller requests totaling a large volume. Requests made to more than one department or branch related to a specific subject or issue will be centrally coordinated and referred to the FOIP Coordinator or their designate.
 - 3.13. If staff receive a request for records and, after consulting the Schedule A attached to this policy, are unsure of whether the record can be released, they shall contact the FOIP Coordinator for clarification, prior to releasing any information.
- ~~1. Staff receiving routine requests from ratepayers and public will provide the information and make every reasonable effort to provide the information and apply charges, if necessary.~~

- ~~2. Non-routine requests for information from ratepayers and public that may require staff to do extensive research and time will be forwarded to the C.A.O. or F.O.I.P. Coordinator for decision.~~
- ~~3. Staff receiving requests for information that may be subject to F.O.I.P. rules will request that a ratepayer or public member submit a request in writing to the Chief Administration Officer (C.A.O).~~

4. COUNCIL RESPONSIBILITIES

- 4.1. Review and approve this policy in accordance with the policy review schedule, or as needed.

5. ADMINISTRATION RESPONSIBILITIES

- 5.1. Routine disclosure requests are to be handled by the responsible department.
- 5.2. Each department will utilize Schedule A to identify records for routine disclosure.
- 5.3. Responses to requests for records made under this policy will be acknowledged in a reasonable timeframe in accordance with corporate standards. Requests will be completed in a reasonable timeframe as determined by staff workload.
- 5.4. Access requests that are identified as third party, in Schedule A, shall be forwarded to the FOIP Coordinator.

6. FOIP COORDINATOR RESPONSIBILITIES

- 6.1 Uphold the duties as required by the FOIP Act.
- 6.2 Assist the Applicant in defining or clarifying information included in a Formal FOIP request application, including the timeframe and scope for the records requested.
- 6.3 Determine if a fee estimate for the records is applicable, based on the application's scope and timeframe.
- 6.4 Notify third parties, when necessary.
- 6.5 Comply with the 30-day time limit and request a time extension, when necessary.
- 6.6 Coordinate the search of responsive Records.
- 6.7 Undertake a line-by-line review of responsive records and redact information in accordance with the FOIP Act.
- 6.8 In accordance with the FOIP Act, determine whether the applicant will receive full access, partial access, or refuse access to the requested records.

**SCHEDULE A
RECORDS FOR ROUTINE DISCLOSURE AND/OR ACTIVE DISCLOSURE**

AD = Active Disclosure –Posted on Greenview’s website.

FOIP = A Formal FOIP Request Form must be completed. Referred to FOIP Coordinator.

RD = Routine Disclosure – Information can be disclosed, following the conditions listed in the following chart have been met.

RECORD TYPE	ACCESS METHOD	RESPONSIBLE DEPT.	AD RD FOIP	CONDITION OF RELEASE
Agendas and Minutes of Council, Boards and Committees	Website	CAO Services	AD	Direct to website. EXCLUDES Closed Session Materials and Minutes.
Agreements/Contracts <ul style="list-style-type: none"> • Development • Easement • Right of Way • Encroachment • Facility Rental(s) • Indemnity • Lease(s) • Site Plan 	PSB	All Depts.	RD	Only owner gets a copy. EXCLUDES draft or unsigned Agreements. Facility Rental to the renter only.
Agreements/Contracts <ul style="list-style-type: none"> • Supply of Goods & Services 	PSB	All Depts.	RD	Direct to applicable Dept. EXCLUDES confidential proprietary information, drafts or working papers.
Appointments to Committees and Boards	Website/ PSB	CAO Services	AD	Names can be released once appointed. EXCLUDES personal information & resumes unless consent is provided.
Assessment Roll	PSB	Tax Coord.	RD	Owner information can be viewed by appointment at the MD Office. Information is provided freely to government or law enforcement officials with satisfactory ID.
Audited Financial Statements	Website	Finance Dept.	AD	Direct to website.
Award/Grant Recipients	Website	EC Dev Dept.	AD	Summaries included in Council/Committee agendas.

Bids & Tenders Results	PSB	Dept. Responsible for Bid/Tender records	RD	Direct to responsible dept. Bidder names and summary of results can be released. EXCLUDES proprietary information and confidential documents.
Budget • Operating • Capital	Website	Finance Dept.	AD	Direct to website or Finance dept. EXCLUDES working documents.
Bylaws	Website/ PSB	Legislative Servs. Officer	AD	Direct to website. EXCLUDES Drafts or Working Documents.
Corporate Polices & Procedures	Website/ PSB	Legislative Services Officer	AD RD	Direct to Website. EXCLUDES drafts or working documents and internal or Dept. written procedures.
Corporate Structure Organizational Charts	PSB	Human Resources	RD	EXCLUDES personal contact information.
Demographic Data • Census Results	Website/ PSB	Legislative Services Officer	AD	Direct to website or Canada Statistics site
Elections • Results	Website/ PSB	Legislative Services Officer	AD	Direct to website.
Emergency Plans	PSB	Protective Services Dept.	RD	Direct to Prot. Servs. Dept. EXCLUDES version that includes personal phone numbers.
Employment Salary Information	PSB	Human Resources	AD	Direct to HR Dept. EXCLUDES drafts and working documents. Personal Information redacted.
Expenses • Council • Departments	PSB	Finance Dept	RD	Direct to Fin Dept.
Fire Dept. Incident Reports	Valleyview PSB only	FOIP Clerk	FOIP	Direct to FOIP Coor. to submit a FOIP Request.
Job Descriptions	Website/ PSB	Human Resources	RD	Direct to Website or HR Dept.
Legal or other information subject to Solicitor-Client Privilege or otherwise protected by FOIP	Valleyview PSB only	FOIP Coor.	FOIP	Direct to FOIP Coor. Subject to FOIP exclusions redaction of information/non-disclosure
Licenses • Business • Dog • RALs	PSB	Finance Dept. Planning & Dev Dept. Enviro Dept.	RD	Third party requests limited to name and nature of license. MD licenses available on request

<ul style="list-style-type: none"> • Solid Waste • Water • Wastewater 				
Media Relations <ul style="list-style-type: none"> • Advertisements • Notices • Publications 	Website Social Media	All Depts.	AD	Direct to website or responsible dept.
Motions & Resolutions	Website	CAO Servs	AD	Direct to website information included in Council/Committee minutes.
Permits <ul style="list-style-type: none"> • Development • Building • Roadway Occupation • Signs • Special Events 	PSB	All Depts.	RD FOIP	Information can be released to the property owner. Third party requests limited to name and nature of permit.
Planning Applications <ul style="list-style-type: none"> • Public Hearings 	Website/ PSB	Planning & Dev. Dept.	AD RD	Planning applications and comments received regarding public meetings are public information. Included in Council minutes.
Planning Documents <ul style="list-style-type: none"> • Official Plans • Secondary Plans • Zoning Bylaws 	Website/ PSB	Planning & Dev. Dept.	AD	Direct to website. EXCLUDES drafts or working documents.
Plans / Drawings <ol style="list-style-type: none"> 1. As constructed and profiles 2. Construction specifications and drawings for roads, bridges, sewer, watermain, etc. 3. Building Plans 4. Site Plans 5. Site servicing and grading 6. Subdivision Plans 7. Registered Plans 	PSB	I&P Dept. Planning & Dev. Dept. Ops Dept.	RD	1, 2, 4, 5 & 6 Copies are provided on request. Copyright act applies to some drawings and plans. 3. Residential site plans, septic plans, released to property owner or authorized agent ONLY. 7. Registered plans refer to Alberta Registries.
Plans and Studies <ul style="list-style-type: none"> • Strategic Plans • Area Structure plans • Municipal Development plan 	Website/ PSB	All Depts.	AD	EXCLUDES drafts or working documents.
Property/Land Files <ul style="list-style-type: none"> • Compliance Certificate 	PSB	Planning & Dev. Dept. FOIP Coord.	RD FOIP	Owner or authorized agent may view redacted file.

				Refer to FOIP Coor. if requested by third party.
Property Taxes <ul style="list-style-type: none"> • Roll Numbers • Statement of Account • Statement of taxes paid • Tax Account Information • Tax Certificates • Tax Rates • Tax Recovery Sale 	Website/ PSB	Tax Coor.	AD RD	Direct to website. Tax rates and recovery are public information. Roll Numbers and Tax Account information released to owner or authorized agent. Tax certificates provided when requested. Location of property not to be released. Statement of Account and Statement of Taxes Paid are ONLY provided to the property owner or authorized agent.
Provincial / Federal / RCMP Requests	PSB	All Depts.	RD	Forward request to the appropriate Dept. Head
Recruitment Information	PSB	Human Resources	RD	Release interview questions only
Receipts <ul style="list-style-type: none"> • Taxes • Accounts Receivable • Permits • Licenses, etc. • Program Registrations 	PSB	Finance Recreation FCSS	RD	Receipts are provided to payee or account holder ONLY. Receipts for program registrations are provided to account holder or authorized agent ONLY.
Rental Equipment Rates	Website/ PSB	Agri Dept.	AD	Direct to Website or Agri. Dept.
Reports <ul style="list-style-type: none"> • Animal Control Incidents • Building Inspection • Consultant Prepared • Development Statistics • Incident/Accident • Inspections • Property Standards • Employees Reports • Water Sampling 	PSB	All Depts.	RD FOIP	Excludes confidential Employee reports and memorandums Direct to FOIP Coor. Inspections reports and photos released only to property owner or authorized agent. Witness statement of incidents provided to witness and owner only (Third Party Inquiry refer to FOIP Clerk)

				<p>Copies of Incident/ Accident reports can be provided to individual involved or parent/guardian if identity and relationship verified. (Third Party Inquiry refer to FOIP Clerk).</p> <p>Consultant Prepared Reports-refer to applicable Dept.</p>
Salary Disclosure	PSB	Human Resources	RD	Salary range for position may be released, but not for a specific person.
Security Camera Footage	PSB	All Buildings	RD	Provide to law enforcement
Utility Rates/Charges	Website/ PSB	Finance Dept.	AD	Direct to website or Finance Dept.

DRAFT



REQUEST FOR DECISION

SUBJECT:	Policy 1039 Annual Ratepayers Barbecues		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	May 11, 2022	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER: SS
STRATEGIC PLAN:	Level of Service	LEG:	SS

RELEVANT LEGISLATION:

Provincial – N/A

Council Bylaw/Policy – N/A

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council repeal Policy CO-01 “Annual Ratepayers Barbecues”.

BACKGROUND/PROPOSAL:

Administration has updated the Annual Ratepayer Barbeque in accordance with the policy review schedule. In doing so, administration is recommending that the Policy Review Committee recommend Council repeal Policy CO-01 Annual Ratepayers Barbecues.

The current policy is not necessary for the organisation of the annual ratepayers’ barbecues. The planning and organisation remains vested in Council during its Annual Organizational Meeting.

The policy as written limits the decision-making abilities of Council. Currently, only the largest hamlets and Valleyview are listed as locations where events take place, however Council may decide in the future that it wishes to have an event at another hamlet within the municipal district.

Furthermore, the policy limits Council to a ratepayers’ barbecue when it may wish to have a different event to connect with residents of the municipal district.

Repeal of the policy will not hinder Administration’s ability to organise Council-resident events.

Policy Review Committee also has the option of recommending Council approve Policy 1039 as presented or amended, if PRC desires a ratepayer barbecue policy.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of PRC accepting the recommended motion is that it will allow Council a greater decision-making role in future events to connect with residents.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: The Policy Review Committee may choose to recommend Council approve the updated Policy 1039 Annual Ratepayer Barbeque as presented.

Alternative #2: The Policy Review Committee may choose to recommend Council approve the updated Policy 1039 Annual Ratepayer Barbeque as amended.

Alternative #2: PRC may make additional recommendations.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

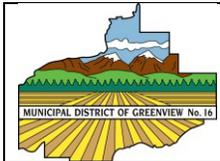
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will bring the policy to Council for repeal.

ATTACHMENT(S):

- Policy CO-01 Annual Ratepayer Barbecue
- Policy 1039 Annual Ratepayers Barbecues



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

Section:
COUNCIL

POLICY NUMBER: CO 01

POLICY TITLE: ANNUAL RATEPAYER BARBECUES

Page 1 of 1

Date Adopted by Council / Motion Number:

11.05.292

PURPOSE:

To provide an opportunity to present information to the M.D. ratepayers, to provide ratepayers an opportunity to voice concerns, and to foster good rapport with M.D. ratepayers.

POLICY:

Council will hold on an annual basis ratepayer barbecues at Valleyview, DeBolt, Grovedale and Grande Cache, preferably in June.

PROCEDURE:

1. Council will set dates, times, venues and locations for annual ratepayer barbecues.
2. These annual barbecues will be advertised.
3. The current approved Audited Financial Statements will be available at the annual barbecues for ratepayers.

(Original signed copy on file)
REEVE

C.A.O.

Title: Annual Ratepayer Barbecues

Policy No: 1039

Effective Date:

Motion Number:

Supersedes Policy No: CO 01

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



Purpose: ~~To provide an opportunity to present information to the M.D. ratepayers, to provide ratepayers an opportunity to voice concerns, and to foster good rapport with M.D. ratepayers.~~
Fostering positive relationships with ratepayers, allowing ratepayers an opportunity to interact with elected officials in person, and support community engagement.

1. DEFINITIONS

- 1.1. **Council** means the Reeve and Councillors duly elected in the Municipal District of Greenview No. 16 and who continue to hold office.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.

2. POLICY STATEMENT

- 2.1. Council will hold an annual ratepayer barbecue in DeBolt, Grande Cache, Grovedale and Valleyview preferably in June.

3. PROCEDURE

- 3.1. Council will set the dates, times, venues and locations for the ratepayer barbecues **annually**.
- 3.2. **Ratepayer barbeques are advertised on the Greenview website, social medial channels, and other forms of media as available.** ~~Theses annual barbecues will be advertised.~~
- 3.3. ~~The current approved Audited Financial Statements~~ **Greenview Annual Reports, along with the most current Strategic Plan** will be available at the annual barbecues for ratepayers.



REQUEST FOR DECISION

SUBJECT:	Policy 2018 Payroll	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER:
MEETING DATE:	May 11, 2022	DIR:	PRESENTER: EK
DEPARTMENT:	HUMAN RESOURCES	LEG: SS	
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:

Provincial – N/A

Council Bylaw/Policy – N/A

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council direct the Chief Administrative Officer to approve Policy 2018 “Payroll” as an administrative policy.

BACKGROUND/PROPOSAL:

Greenview currently has a payroll policy, HR 04 that was last updated in 2010. Administration is reviewing and updating the policy in accordance with the policy review schedule.

While there have been significant changes to the policy, they are all in line with Alberta Employment Standards as well as the ratified staff agreement. Administration is recommending PRC recommend Council designate this policy as an administrative policy. This will allow the policy in its current form to be approved by the CAO, as well, any future updates will be subject to CAO approval.

Bylaw 07-548 Chief Administrative Officer 4.3(e) designates the CAO authority to “develop, approve, and implement policies, procedures, and practices dealing with administrative matters”

Nothing in this policy dictates employee salary or wage rates. Nor does it alter benefits. The payroll policy simply iterates the internal process and requirements for employees regarding payroll.

Policy HR 04 will be brought to Council for repeal.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of PRC recommending the motion to Council is that it will update the expectations, responsibilities, and procedures concerning payroll.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: PRC may make additional recommendations.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will bring the motion to Council for approval.

ATTACHMENT(S):

- HR 04 – Payroll
- Policy 2018 – Payroll



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

Section:
**HUMAN
RESOURCES**

POLICY NUMBER: HR 04

POLICY TITLE: PAYROLL

Page 1 of 1

Date Adopted by Council / Motion Number:

10.03.824

PURPOSE:

To establish procedures to ensure employees are paid on a timely basis.

POLICY:

Administration will ensure proper accounting and legislative requirements are met for implementing a timely payroll.

CURRENT

(Original signed copy on file)
REEVE

C.A.O.

TITLE: PAYROLL PROCEDURES

Page 1 of 1

PROCEDURE:

- 1.0 Each salary and wage employee must complete a time sheet, sign it, and submit it to their supervisor every two weeks, per the pay schedule.
- 2.0 The time sheet is a valid, permanent statement and cannot be altered by anyone except the employee, with the approval of the supervisor, except to correct errors. When an error is corrected, a copy shall be sent to the employee.
- 3.0 It is the supervisor's & Director's responsibility to submit approved time sheets to the Payroll/Benefits clerk for record keeping.
- 4.0 Employees shall be paid every two weeks, per the pay schedule.
- 5.0 Deductions and withholdings required by law, as well as the employee's share of benefit premiums shall be deducted from each pay cheque, as they apply to salary and/or wage staff.
- 6.0 The employee's portion of premiums for benefits shall be deducted on the first pay period of each month.
- 7.0 All employees classified as 'Wage Employees' shall be paid on an hourly basis.
- 8.0 Employees may receive a pay advance if special circumstances warrant and approved by the C.A.O.
- 9.0 Each payroll run shall be approved by the C.A.O. or Director of Corporate Services prior to cheques being issued or electronically transferred.

C.A.O.

Title: Payroll

Policy No: 2018

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: HR-04

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



Purpose: Greenview recognizes that employees are a valuable asset to the successful operation of the Municipality. This policy establishes procedures to ensure employees are paid on a timely basis.

As an employer, Greenview will comply with all legislative requirements, employer responsibilities, and relevant tax and financial obligations.

It should be noted that this payroll policy only covers aspects of paying employees. Greenview has additional employment policies, processes and procedures that are covered under separate Human Resources policies and the Staff Agreement.

1. DEFINITIONS

- 1.1. **Bi-Weekly** means occurring every two weeks.
- 1.2. **CAO** means the Chief Administrative Officer or their designate.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Taxable Benefit** means a benefit where an employee receives an economic advantage that can be measured in money. This is defined by the Canada Revenue Agency (CRA).

2. POLICY STATEMENT

- 2.1. All of Greenview's payroll obligations will be met in accordance with the following:
 - A) The Municipal District of Greenview will pay its employees accurately and on a timely basis, in accordance with the terms and conditions of employment agreements.

3. PROCEDURE

- 3.1. Greenview will maintain payroll records for all staff, including holidays entitled to/taken, and any other banked days entitled/taken.
- 3.2. All non-electronic employee payroll information will be kept in a locked facility to ensure the security of that information.

- 3.3. All newly hired employees will provide and complete payroll information. No pay shall be released until documentation is completed.
- 3.4. Upon receipt of appropriately authorised information, the Human Resources department will endeavour to update employee payroll information in an accurate and timely manner.
- 3.5. All payroll related payments will be made by direct debit. Any changes to Electronic Funds Transfers must be presented in writing at least one week prior to the pay day that will be affected by the change request.
- 3.6. All staff will be provided with electronic advice slips.
- 3.7. All permanent full time, permanent part time, seasonal, casual, and temporary employees must complete an accurate electronic timesheet. The electronic timesheet must be submitted to their supervisor bi-weekly, per pay schedule.
- 3.8. Employees shall be paid bi-weekly as per the pay schedules.
- 3.9. In the event that the bi-weekly-pay dates fall on a holiday the Municipal District of Greenview No. 16 will pay employees on the last scheduled workday before the pay date.
- 3.10. The timesheet is a valid, permanent statement. A supervisor or a representative from Human Resources may correct errors on behalf of the employee.
- 3.11. It is the manager, supervisor and or the Director's responsibility to submit approved timesheets, by the deadline as outlined on the annual payroll schedule, to the HR Officer, Payroll & Benefits for record keeping and payroll processing.
- 3.12. In order to efficiently complete the payroll process, for each pay period, it is imperative that timesheets are approved and received by Payroll on the designated due date. Excessive failure to meet payroll deadlines may result in disciplinary action.
- 3.13. Deductions and withholdings required by law, as well as the employee's share of taxable benefit premiums shall be deducted from each pay cheque.
- 3.14. The employee's portion of taxable premiums for benefits shall be deducted on the first pay period of each month.
- 3.15. All employees classified as 'Part Time, Temporary, Seasonal, Casual Employees' shall be paid on an hourly basis.
- 3.16. Each payroll run shall be approved by the Manager of Human Resources and the Director of Corporate Services or the CAO prior to release of electronically transferred bank file.
- 3.17. Any errors in payroll processing, including over or under payments, that occur will be corrected in a timely basis. If the employee identifies the error in pay processing, they are required to notify the HR department and/or payroll staff. If Greenview identifies the pay error, they will contact the employee and arrangements will be made with the employee for payment or repayment and will be documented.
- 3.18. In special circumstances vacation accruals may be partially paid out with approval by the CAO.

3.19. On termination of employment, unused vacation accruals and any other payable accruals will be paid out as per Employment Standards.

3.20. Upon termination of employment, a record of employment will be provided.

4. APPLICATION

4.1. This policy applies to all Greenview employees.

5. ADMINISTRATION RESPONSIBILITIES

5.1. Review this policy in accordance with the review schedule, identify, issues and develop policy updates.

5.2. Ensure the policy is being implemented in accordance with Greenview's committed levels of service.



REQUEST FOR DECISION

SUBJECT:	Beaver Harvest Program Policy 6321	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER:
MEETING DATE:	May 11, 2022	DIR:	PRESENTER: SK
DEPARTMENT:	AGRICULTURE	LEG: SS	
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:

Provincial – None

Council Bylaw/Policy – None

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 6321 “Beaver Harvest Program” as presented.

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.

Policy Review Committee reviewed the policy and recommended the following changes:

- Define eligible participants and financial compensation
- Include leased land and grazing leases as locations where Greenview landowners have the responsibility of rectifying their beaver issues independent of the Beaver Harvest program.
- Beavers shall be harvested within no more than an 8 km radius of Greenview infrastructure and land.

The draft policy was presented to the Agricultural Service Board and after some discussion, the following motion was made:

MOTION: 22.04.70. Moved by: MEMBER RICHARD BROCHU

That the Agricultural Service Board recommend Council approve Policy 6132 “Beaver Harvest Program”, with the following changes;

- Remove “within an 8 (eight) kilometer radius” from 2.1
- Add definition 1.4 “Problem beaver means a beaver causing operational and structural issues in the municipal and private infrastructure”.

Administration recommends the Policy Review Committee accept the presented changes to Policy 6321, though there are concerns regarding how administration should proceed should a potential program participant submit a beaver outside of the prescribed zone. Submissions are currently accepted on good faith and it may be worth considering random harvest site inspections or outlining what constitutes an illegitimate submission, to better guide administration on implementation.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Policy Review Committee accepting the recommended motion is a more robust policy.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. Without outlining how administration should proceed should a beaver not meet criteria, administration is put in a potentially difficult position.

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

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

STAFFING IMPLICATION:

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

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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PROMISE TO THE PUBLIC

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FOLLOW UP ACTIONS:

Administration will bring the policy to Council for approval.

ATTACHMENT(S):

- Policy 6321 Beaver Harvest Program - Revised

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 Greenview 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

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 Eligible participant** means a registered landowner within the boundaries of Greenview or, with written permission, their designate. Greenview Wildlife Personnel are ineligible to participate in the program.
- 1.2 Financial compensation** means the sum set out in this policy which is payable to eligible participants once program criteria has been satisfied.
- 1.3 Greenview** means the Municipal District of Greenview No. 16
- 1.4 Problem Beaver** means a beaver causing operational and structural issues impacting municipal and private infrastructure.

2. POLICY STATEMENT

- 2.1 Greenview Administration shall prioritize the harvesting of beaver and/or removal of beaver dams ~~within an 8 (eight) kilometer radius~~ 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, **leased or grazing lands** (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 Greenview employee, in the presence of the individual who harvested the animal.
- f) **The beaver was harvested within 8 (eight) kilometers of Greenview infrastructure**

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.



REQUEST FOR DECISION

SUBJECT:	Town of Grande Cache Policy Repeal		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	April 11, 2022	CAO:	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR:	PRESENTER: SS
STRATEGIC PLAN:	Level of Service	LEG:	

RELEVANT LEGISLATION:

Provincial – N/A

Council Bylaw/Policy – N/A

RECOMMENDED ACTION:

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

- **Business Incentives 305/15**
 - **Citizen Engagement 438/12**
 - **Code of Conduct for Members of Council and Council Committees 307/14**
 - **Conflict of Interest 265/09**
 - **Council Responsibilities 449/16**
 - **Delegates Appearing Before Council 459/17**
 - **Departure gift 265/09**
 - **Donation and Sponsorship 204/14**
 - **Honorarium and Compensation 554/17**
 - **Joint Funding of Capital Projects with the Municipal District of Greenview No. 16 073/17**
 - **Open Public Forum at Regular Council Meetings 340/14**
 - **Orientation 265/09**
 - **Property Tax Cancellation, Reduction and Refund 304/15**
 - **Public Participation 250/18**
 - **Risk Management 262/10**
 - **Strategic and Long-Term Planning 439/12**
 - **Street Naming and Renaming 353/15**
-

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.

- Business Incentives 305/15 shall be repealed. Greenview doesn't uphold Grande Cache's policy to provide property tax breaks for new and existing businesses to incentivise development upgrades/improvements.
- Citizen Engagement 438/12 shall be repealed and replaced with Bylaw 21-876 Procedural Bylaw, CO 08 Public Hearing Procedures, and 1025 Public Engagement. The cited bylaw and policies reflect the standard procedure for citizen engagement with Council.
- Code of Conduct for Members of Council and Council Committees 307/14 shall be repealed and replaced with Bylaw 21-893 Council Code of Conduct. The bylaw sets out the expected behaviour for members during council and committee meetings.
- Conflict of Interest 265/09 shall be repealed and replaced with Bylaw 21-893 Council Code of Conduct. The Council Code of Conduct Bylaw details the procedure for members with a real or perceived conflict of interest.
- Council Responsibilities 449/16 shall be repealed and replaced with Bylaw 21-893 Council Code of Conduct Bylaw. The Council Code of Conduct Bylaw details the responsibilities and expectations of Council members.
- Delegates Appearing Before Council 459/17 shall be repealed and replaced with Bylaw 21-876 Procedural Bylaw. The Procedural Bylaw outlines the process by which delegates are expected to adhere.
- Departure Gift 265/09 shall be repealed and replaced with Policy 1023 Council Years of Service. Policy 1023 details the parameters of departure gifts for councillors.
- Donation and Sponsorship 204/14 shall be repealed and replaced with Policy 8004 Greenview Sponsorships and Donations. Policy 8004 establishes the procedure on how to apply for Greenview grants.
- Honorarium and Compensation 554/17 shall be repealed and replaced with Policy 1008 Greenview Sponsorships and Donations. Policy 1008 establishes the procedures and requirements for Greenview to sponsor an event or organisation.
- Joint Funding of Capital Projects with the Municipal District of Greenview No. 16 073/17 shall be repealed. The policy is an interim funding agreement during the negotiation of an intermunicipal development plan, however amalgamation makes the policy null.
- Open Public Forum at Regular Council Meetings 304/15 shall be repealed and replaced with Bylaw 21-876 Procedural Bylaw. The Procedural Bylaw sets the process for delegates to make presentations to Council.

- Orientation 265/09 shall be repealed and replaced with Policy 1010 Council Orientation. Policy 1010 establishes what is to be covered during the onboarding of Council members upon election.
- Property Tax Cancellation, Reduction and Refund 304/15 shall be repealed and replaced with Policy 1504 Accounts Receivable Cancellation or Adjustment. Greenview abides by section 347(1) of the MGA and Council uses discretion to decide if specific property taxes are cancelled, reduced, refunded or deferred.
- Public Participation 250/18 shall be repealed and replaced with Policy 1025 Public Engagement. Policy 1025 establishes the procedure for public engagement and outreach in decision-making.
- Strategic and Long-Term Planning 439/15 shall be repealed and replaced with Greenview’s 2022 Strategic Plan.
- Street Naming and Renaming 353/15 shall be repealed and replaced with Policy EES 14 Naming of Roads. Policy EES 14 establishes the procedure for the naming roads within Greenview.

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.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

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

ATTACHMENT(S):

- Resolution No. 305/15 – Business Incentives
- Resolution No. 438/12 – Citizen Engagement
- Resolution No. 307/14 – Code of Conduct for Members of Council and Council Committees
- Resolution No. 265/09 – Conflict of Interest
- Resolution No. 449/16 – Council Responsibilities
- Resolution No. 459/17 – Delegates Appearing before Council
- Resolution No. 265/09 – Departure Gift
- Resolution No. 204/14 – Donation and Sponsorship
- Resolution No. 554/17 – Honorarium and Compensation
- Resolution No. 073/17 – Joint Funding of Capital Projects with the Municipal District of Greenview No. 16
- Resolution No. 340/15 – Open Public Forum at Regular Council Meetings
- Resolution No. 265/09 – Orientation
- Resolution No. 304/15 – Property Tax Cancellation, Reduction or Refund
- Resolution No. 250/18 – Public Participation
- Resolution No. 439/12 – Strategic and Long-Term Planning
- Resolution No. 353/15 – Street Naming and Renaming