



MUNICIPAL DISTRICT OF GREENVIEW No. 16

POLICY REVIEW COMMITTEE

AGENDA

October 12, 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 1002 Travel and Subsistence	p. 6
4.2 Policy 1011 Northern Travel Premium	p. 16
4.3 Policy 3023 Volunteer Fire Department Award Program	p.20
4.4 Policy 4014 Annual Gravelling Program	p.24
4.5 Policy 4010 Road Access Approaches	p.28
4.6 Policy 1023 Councillor Years of Service	p.38
4.7. Correspondence from the Honourable Tyler Shandro	p.42

#5 NEXT MEETING DATE December 14, 2022

#6 ADJOURNMENT

Minutes of a
POLICY REVIEW COMMITTEE
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
M.D. Administration Building, Council Chambers
Valleyview, Alberta, on September 14, 2022

1:
CALL TO ORDER

Chair Tom Burton called the meeting to order at 9:39 a.m.

PRESENT

Chair	Councillor Tom Burton
Member	Councillor Jennifer Scott
Member	Councillor Sally Rosson
Alternate Member	Councillor Dave Berry
Alternate Member	Reeve Tyler Olsen
Alternate Member	Councillor Christine Schlieff
Alternate Member	Councillor Winston Delorme
Alternate Member	Councillor Duane Didow
Alternate Member	Councillor Ryan Ratzlaff
CAO	Stacey Wabick
Director of Infrastructure & Planning	Roger Autio
Director of Corporate Services	Ed Kaemingh
Director of Community Services	Michelle Honeyman
Legislative Services Officer	Sarah Sebo
Legislative Assistant/Recording Secretary	Drew Melvin

ABSENT

Alternate Member	Councillor Dale Smith
Alternate Member	Deputy Reeve Bill Smith

#2
POLICY REVIEW
COMMITTEE
AGENDA

MOTION: 22.09.133. Moved by: COUNCILLOR DUANE DIDOW.
That the Policy Review Committee adopt the Agenda of the Policy Review Committee meeting as presented.

For: Councillor Burton, Councillor Scott, Councillor Rosson, Councillor Berry, Councillor Schlieff, Councillor Delorme, Councillor Didow , Councillor Ratzlaff

CARRIED

#3
POLICY REVIEW
COMMITTEE
MINUTES

MOTION: 22.09.134. Moved by: COUNCILLOR SALLY ROSSON.
That the Policy Review Committee adopt the minutes of the Policy Review Committee meeting held on June 15, 2022 as amended.

- Counc. Ratzlaff & Delorme present but not in voting list
- Counc. Delorme entered on Records Management vote
- Counc. Didow voting on motions when absent

For: Councillor Burton, Councillor Scott, Councillor Rosson, Councillor Berry, Councillor Schlieff, Councillor Delorme, Councillor Didow , Councillor Ratzlaff

CARRIED

#4
BUSINESS

ROAD ACCESS APPROACHES **4.1 "Road Access Approaches"**

MOTION: 22.09.135. Moved by: COUNCILLOR DAVE BERRY
That the Policy Review Committee accept the presentation of Policy 4010
"Road Access Approaches" for information.

- 2.1 (b) allow an additional approach for agricultural activities
- 4.4. Method to appeal Administration decision (Administration to bring back options to PRC: MPC, Administration approved contractors)
- Update Director titles

DEFERRED

MOTION: 22.09.136. Moved by: COUNCILLOR WINSTON DELORME
That the Policy Review Committee defer Policy 4010 to the October Policy Review Committee

For: Councillor Burton, Councillor Scott, Councillor Rosson, Councillor Berry, Councillor Schlieff, Councillor Delorme, Councillor Didow , Councillor Ratzlaff

CARRIED

4.2 "Council-CAO Covenant"

COUNCIL-CAO COVENANT

MOTION: 22.09.137. Moved by COUNCILLOR JENNIFER SCOTT:
That the Policy Review Committee recommend Council approve Policy 1007
"Council-CAO Covenant" as amended.

- 3.1. "Political term" to be changed
- 1.5. SLT definition remove Director titles, just Directors and CAO
- 6.2. Remove
- Add signature page; with Councillor name below signature panel

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

CARRIED

4.3 “Flag Protocol”

Flag Protocol

MOTION: 22.09.138. Moved by COUNCILLOR SALLY ROSSON
That the Policy Review Committee recommend Council approve Policy 1030
“Flag Protocol” as amended.

- Change Sovereign’s title from Queen to King
- Remove s. 5 “Community Flags”
- Remove 4.3. (all PSBs to have 3 flagpoles)

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

CARRIED

4.4 “Appointments to Boards and Committees”

Appointment to Boards and
Committees

MOTION: 22.09.139. Moved by: COUNCILLOR DUANE DIDOW.
That the Policy Review Committee recommend Council approve Policy 1040
“Appointment to Greenview Boards and/or Committees” as presented.

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

CARRIED

4.5 “Town of Grande Cache Policy Repeal”

Town of Grande Cache
Policy Repeal

MOTION: 22.09.140. Moved by: COUNCILLOR JENNIFER SCOTT
That the Policy Review Committee recommend Council repeal the following
obsolete Town of Grande Cache policies:

- Drug and Alcohol Use and Testing Standard Operating Procedure (SOP) 265/19
- Employee Conduct and Behaviour Policy 463/17
- Equipment Rental 097/15
- Equipment Rental Damage Deposit 266/14
- Grande Cache Recreation Centre ~ Financial Controls Policy 198/17
- Harassment, Discrimination, Bullying, and Violence 309/14
- Leases and Contracts 409/14
- Personnel Policy 463/17
- Personnel Policy 375/18
- Protective and Environmental Clothing 410/14
- Purchase Orders, 265/09

- Recruitment and Hiring Policy 463/17
- Social Media Policy 412/14
- Social Media Procedures 412/14
- Time for Employees to Vote 265/09
- Travel Expenses 023/18
- Vehicle Use 416/14
- Volunteer Fire Department Awards Program 265/09
- Wellness Committee 152/12
- Whistleblower Protection 160/16

For: Councillor Burton, Councillor Scott, Councillor Rosson, Councillor Berry, Councillor Schlief, Councillor Delorme, Councillor Didow , Councillor Ratzlaff, Reeve Olsen

CARRIED

**#5
ADJOURNMENT**

MOTION: 22.09.141. Moved by: COUNCILLOR CHRISTINE SCHLIEF
That this meeting adjourn at 11:18 a.m.

For: Councillor Burton, Councillor Scott, Councillor Rosson, Councillor Berry, Councillor Schlief, Councillor Delorme, Councillor Didow , Councillor Ratzlaff, Reeve Olsen

CARRIED

RECORDING SECRETARY

CHAIR



REQUEST FOR DECISION

SUBJECT:	Policy 1002 “Travel and Subsistence”	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER:
MEETING DATE:	October 12, 2022	DIR:	PRESENTER: SS
DEPARTMENT:	CORPORATE SERVICES	LEG:	
STRATEGIC PLAN:	Governance		

RELEVANT LEGISLATION:

Provincial – None

Council Bylaw/Policy – None

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 1002 “Travel and Subsistence” as presented.

BACKGROUND/PROPOSAL:

Last year, the Council Compensation Review Committee compared meal allowances with comparator municipalities, the annual CRA Directive on Travel Rates and survey comments from Councillors. The committee found that Greenview was quite significantly below average for expenses relating to Private Accommodation and Dinners. The Committee, followed by Council approval, recommended this policy be reviewed annually and try to be consistent with the CRA Directives on Travel rates.

Administration has reviewed Policy 1002 and is recommending changes to ensure clarity and transparency regarding expense and reimbursement procedures.

Several sections of the policy have been expanded as to set greater boundaries on what is permitted:

- 2.1. now includes a section referring specifically to whom the policy applies
- 2.3. sets the expectation that public funds are to be used responsibly, and promotes accountability
- Several sections now explicitly exclude alcohol as an item which can be expensed
- Limitations on expenses for persons not employed by Greenview (hosting expenses)

There are further technical changes such as:

- Slight increase in meal allowances without a receipt
- Formatting, sentence structure
- Title changes from General Manager to Director
- Expanded definition list for procedure clarity

Milage is adjusted automatically with CRA increases and is currently, \$0.61 for the first 5,000 km.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that it will ensure Greenview has an expense and reimbursement policy which establishes clear financial and administrative controls. This is achieved by clarifying the procedure of reimbursement and setting appropriate guidelines for reasonable expenses.
2. The draft policy increases the amount which Greenview representatives may expense while on official business. This is beneficial as current expense levels may not accurately reflect the actual cost of items.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: The Policy Review Committee may amend or deny the recommended motion.

FINANCIAL IMPLICATION:

The adjusted meal expenditure rates will continue to be a financial obligation for Greenview.

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:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- 1002 "Travel and Subsistence" (Current)

- 1002 “Travel and Subsistence” (Draft)

Title: Travel and Subsistence

Policy No: 1002

Effective Date: October 12, 2021

Motion Number: 21.10.503

Supersedes Policy No: NONE

Review Date: October 12, 2022



Purpose: To provide an equitable process for reimbursing Council, Board Members, and staff for travel abroad when conducting Greenview business.

1. DEFINITIONS

- 1.1. **CAO** means the Chief Administrative Officer.
- 1.2. **Director** means the Director of Infrastructure and Planning, Community Services, and Corporate Services.
- 1.3. **Greenview** means the Municipal District of Greenview no. 16.

2. POLICY

- 2.1. Greenview believes it is appropriate to reimburse Council and staff for out-of-pocket expenses when travelling to carry-out Greenview business. All reasonable expenses will be covered by Greenview for Council and staff.
- 2.2. When an expense requires the provision of a receipt, the receipt submitted must be the original or a scanned copy of the original or the claim may be disallowed. In the instance of a contractor who is required to provide original receipts to their company, a reasonable copy of the receipt will suffice.
- 2.3. Greenview will not pay for expense claims submitted more than sixty (60) days after the end of the month has elapsed for the expense incurred unless approval is given by the appropriate Committee/Board, or in the case of an employee, by the Chief Administrative Officer.

3. CLAIM PARAMETERS

3.1 Milage

- A. The kilometre rate will be paid in accordance with the current Canada Revenue Agency rates and will also include the Northern Travel Premium as required.
- B. When an employee is travelling for Greenview business, whenever possible, that employee should use a Greenview vehicle.

- C. Travel out of province will be undertaken by the method approved in advance.
- D. While on conference or training, a claimant may hire a rental vehicle or be reimbursed for taxi expenses.

3.2. Meals

- A. Meals may be reimbursed without receipts at the following rates:
 - Breakfast \$20.00
 - Lunch \$20.00
 - Dinner \$50.00
- B. Alternatively, meals may be reimbursed upon the production of original receipts for the total amount of the receipt including taxes and a maximum gratuity of %15.

3.3. Travel Expenses

- A. The following rates will be paid to claimants for the travel expenses listed below:
 - Incidental allowance \$15.00 per 24-hour period;
 - Private Accommodation \$50.00 per night;
 - Taxi/Transit/Car Rental actual cost per receipt;
 - Parking actual cost per receipt
 - Hotel accommodation actual cost per receipt.

4. COUNCIL AND STAFF RESPONSIBILITIES

- 4.1 Submit expenses in accordance with the provisions of this policy;
- 4.2 Submit expense claims within thirty (30) days from the end of the month in which the expense occurs.

5. COUNCIL AND SENIOR MANAGEMENT RESPONSIBILITIES

- 5.1 May claim a business meal when hosting another person(s). An original receipt must be provided with the claim as well as the name(s) of the person(s) hosted.
- 5.2 Council will review the travel and subsistence rates annually to capture changes to fuel, accommodation, and food costs.

6. MANAGEMENT RESPONSIBILITIES

- 6.1 Responsible for reviewing all expense claims submitted from employees within their department;
- 6.2 Provide authorization to staff prior to staff attending meetings, training or other Greenview business and incurring expenses pursuant to this policy, however, an employee who incurs an unexpected meal expense will be reimbursed in accordance with the provisions of this policy upon the production of a receipt and with the approval of their immediate supervisor.
- 6.3 Refer their expense claims to their GM or CAO for approval, or in the case of the CAO, to refer their expense claim to the Reeve for approval.

7. CORPORATE SERVICES RESPONSIBILITIES

7.1 To issue payment to claimants within thirty (30) days of approval.

CURRENT

Title: Travel and Subsistence

Policy No: 1002

Effective Date: October 12, 2021

Motion Number: 21.10.503

Supersedes Policy No: NONE

Department: CAO Services

Review Date: October 12, 2022



Legal References:

Canada Revenue Agency Directive on Travel – Meals and Allowances

Canada Revenue Agency Directive on Travel - Kilometric Rates

Cross References:

Policy 1011 – Northern Travel Premium

Policy 1013 – Credit Cards

Purpose: To provide an equitable process for the control and reimbursement of Council, Board/Committee Members, employees and volunteers for travel, food services and other business expenses incurred when conducting business on behalf of Greenview.

1. DEFINITIONS

- 1.1. **CAO** means the Chief Administrative Officer.
- 1.2. **Claimant** means any individual described in section 2.1 who seeks reimbursement of an expense or payment of an allowance under this policy.
- 1.3. **Director** means the Director of Infrastructure and **Engineering**, Community Services, **Planning and Economic Development** and Corporate Services.
- 1.4. **Employees** means a person currently employed by Greenview, in any capacity.
- 1.5. **Full Day of Travel** means when a claimant departs from their residence or work location before 7:30 am and returns to their residence or work location after 5:30 pm when travelling, but excludes personal time (combining personal business with official duties while travelling).
- 1.6. **Greenview** means the Municipal District of Greenview No. 16.
- 1.7. **Greenview Business** means activities intended to promote and achieve the goals and objectives of Greenview.
- 1.8. **Private Accommodation** does not include one's current residence.

2. POLICY STATEMENT

- 2.1. This policy applies to all travel and meal expenses sought to be reimbursed and allowances claimed in relation to Greenview business, by or on behalf of:
 - A. Councillors
 - B. Employees
 - C. Members of Council Boards and Committees
 - D. Greenview Volunteer Firefighters
- 2.2. ~~Greenview believes it is appropriate to reimburse Council and employees for out of pocket expenses when travelling to carry out Greenview business. All reasonable expenses will be covered by Greenview for Council, employees, and members of Council Boards/Committees.~~
- 2.3. Expenses must be reasonable, prudent, cost effective and defensible to an impartial observer. Employees, Council, Members of Boards/Committees and volunteers are expected to demonstrate appropriate stewardship and accountability when incurring and/or approving expenses.
- 2.4. When an expense requires the provision of a receipt, the receipt submitted must be the original or a scanned copy of the original or the claim may be disallowed. ~~In the instance of a contractor who is required to provide original receipts to their company, a reasonable copy of the receipt will suffice.~~
- 2.5. Greenview will not pay for expense claims submitted more than sixty (60) days after the end of the month has elapsed for the expense incurred unless approval is given by the appropriate Committee/Board, or in the case of an employee, by the Chief Administrative Officer.
- 2.6. Claimants are required to retain and submit all receipts, except as noted.
- 2.7. Where possible expenses will be paid by corporate credit card.

3. TRAVEL EXPENSES

- 3.1. Employees must obtain pre-approval to travel for business from their direct supervisor prior to making any arrangements. Travel out of province will be undertaken by the method approved in advance.
- 3.2. The kilometre rate will be paid in accordance with the current Canada Revenue Agency Rates and will also include the Northern Travel Premium as required.
- 3.3. When an employee is travelling for Greenview business, whenever possible, that employee should use a Greenview vehicle.
- 3.4. While on conference or training, a claimant may hire a rental vehicle or be reimbursed for taxi expenses.
- 3.5. When a claimant is travelling on Greenview business and overnight accommodation away from the Claimant's residence is necessary, the actual expense of accommodation or an allowance at the rate set out in 3.6B per night may be claimed.
- 3.6. The following rates will be paid to claimants for the travel expenses listed below:
 - A. Incidental allowance ~~\$15.00~~ \$17.50 per full day of travel 24-hour period

B. Private Accommodation	\$50.00 per night.
C. Taxi/Transit/Car Rental	actual cost per receipt.
D. Parking	actual cost per receipt.
E. Hotel accommodation	actual cost per receipt.

4. MEAL EXPENSES

- 4.1. **When travelling on Greenview business, claimants may claim either:**
 - A. **The actual expense of the meal and a maximum gratuity of %15; or**
 - B. **The meal allowance.**
- 4.2. **Meal allowances provide reasonable amounts for each meal required while travelling and are efficient.** Meals may be reimbursed without receipts at the following rates:

A. Breakfast	\$20.00 \$21.90
B. Lunch	\$20.00 \$22.15
C. Dinner	\$50.00 \$54.40

~~D. Alternatively, meals may be reimbursed upon the production of original receipts for the total amount of the receipt including taxes and a maximum gratuity of %15.~~
- 4.3. **Alcohol is not eligible for reimbursement.**
- 4.4. **A Claimant must not claim a meal allowance if a meal is provided at no cost, unless the Claimant declines the meal because of a demonstrated:**
 - A. **Dietary restriction; or**
 - B. **Business reason.**

5. HOSTING EXPENSES

- 5.1. **When a meal expense is incurred for multiple people the name(s) and title(s) of all of the individuals attending, and the business reason for the expense must be recorded on the receipt.**
 - A. **A debit stub without a receipt does not constitute an acceptable receipt for meals.**
- 5.2. **Alcohol consumption is considered a personal expense, is not eligible for reimbursement and cannot be paid for with Greenview funds. Alcohol purchased on a corporate credit card will be billed to the card holder.**

6. COUNCIL AND EMPLOYEE RESPONSIBILITIES

- 6.1 Submit expenses in accordance with the provisions of this policy.
- 6.2 Submit expense claims within thirty (30) days from the end of the month in which the expense occurs.

7. COUNCIL AND SENIOR LEADERSHIP RESPONSIBILITIES

- 7.1 May claim a business meal when hosting another person(s). An original receipt must be provided with the claim as well as the name(s) of the person(s) hosted.
- 7.2 Council will review the travel and subsistence rates annually to capture changes to fuel, accommodation, and food costs.

8. MANAGEMENT RESPONSIBILITIES

8.1 Responsible for reviewing all expense claims submitted from employees within their department;

8.2 Provide authorization to employees prior to employees attending meetings, training or other Greenview business and incurring expenses pursuant to this policy, however, an employee who incurs an unexpected meal expense will be reimbursed in accordance with the provisions of this policy upon the production of a receipt and with the approval of their immediate supervisor.

8.3 Refer their expense claims to their ~~GM~~ Director or CAO for approval, or in the case of the CAO, to refer their expense claim to the Reeve for approval.

9. CORPORATE SERVICES RESPONSIBILITIES

9. To issue payment to claimants within thirty (30) days of approval.

DRAFT



REQUEST FOR DECISION

SUBJECT:	Policy 1011 “Northern Travel Premium”		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 12, 2022	CAO:	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR:	PRESENTER: SS
STRATEGIC PLAN:	Governance	LEG:	

RELEVANT LEGISLATION:

Federal –

- Canada Revenue Agency Directive on Travel – Kilometric Rates

Provincial – None

Council Bylaw/Policy – None

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 1011 “Northern Travel Premium” as presented.

BACKGROUND/PROPOSAL:

The former Council requested that Policy 1011 be brought forward annually to give PRC the opportunity to discuss the current northern travel premium rates.

These rates do not follow a CRA directive on travel similar to policy 1002, these rates are set by Council. The Northern Travel Premium was created in 2013 and last updated in 2021 at the recommendation of the Council Compensation Review Committee.

The argument for increasing the rate last year was to help reduce the financial burden caused by the increase in fuel and wear and tear on personal vehicles used for Greenview business. The Northern Travel Premium is a taxable benefit that can only be utilized by Council, members of boards and committees and staff.

Administration is not recommending any changes at this time.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommendation motion is that it will permit Policy Review Committee to fulfill its legislative requirement to annually review the Northern Travel Premium policy.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: The Policy Review Committee may amend or deny the recommended motion.

FINANCIAL IMPLICATION:

Any increase adjusted travel rates will continue to be a financial obligation for Greenview.

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 with any amendments to Council for approval.

ATTACHMENT(S):

- Policy 1011 “Northern Travel Premium”

Title: Northern Travel Premium

Policy No: 1011

Effective Date: October 12, 2021

Motion Number: 21.10.505

Supersedes Policy No: None

Review Date: October 12, 2022



Purpose: To provide sufficient mileage compensation to Council, staff and board and committee members while performing duties on behalf of Greenview.

1. DEFINITIONS

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

2. POLICY STATEMENT

2.1. Greenview believes that it is appropriate to provide additional compensation to Council members, staff and board and committee members for mileage travelled while on Greenview business, due to the special and challenging conditions that exist for owning and operating a vehicle in this area. The Northern Travel Premium will be provided as a taxable benefit to assist with covering the large costs of owning and operating vehicles in this area.

3. PROCEDURE

3.1. The Northern Travel Premium will be provided as a taxable benefit to all, Council, staff and board and committee members.

3.2. The premium paid will be \$0.17 per km for the first 5,000 km travelled in that year by the claimant and \$0.26 cents per km for expense claims where the claimant has exceeded 5,000 km in mileage claimed for the year.

3.3. This additional compensation is paid in recognition of the high fuel prices and expense of operating vehicles suitable for the conditions in the area.

3.4. The Northern Travel Premium will be reviewed annually for adjustment.

Title: Northern Travel Premium	
Policy No: 1011	
Effective Date:	
Motion Number: 21.10.505	
Supersedes Policy No: 1011	
Department: CAO Services	
Review Date: October, 2023	
Legal References: Not applicable	Cross Reference: Policy 1002 Travel and Subsistence
Purpose: To provide sufficient mileage compensation to Council, staff and board and committee members while performing duties on behalf of Greenview.	



1. DEFINITIONS

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

2. POLICY STATEMENT

2.1. Greenview believes that it is appropriate to provide additional compensation to Council members, staff and board and committee members for mileage travelled while on Greenview business, due to the special and challenging conditions that exist for owning and operating a vehicle in this area. The Northern Travel Premium will be provided as a taxable benefit to assist with covering the large costs of owning and operating vehicles in this area.

3. PROCEDURE

- 3.1. The Northern Travel Premium will be provided as a taxable benefit to all, Council, staff and board and committee members.
- 3.2. The premium paid will be \$0.17 per km for the first 5,000 km travelled in that year by the claimant and \$0.26 cents per km for expense claims where the claimant has exceeded 5,000 km in mileage claimed for the year.
- 3.3. This additional compensation is paid in recognition of the high fuel prices and expense of operating vehicles suitable for the conditions in the area.
- 3.4. The Northern Travel Premium Policy shall be reviewed annually for adjustment.



REQUEST FOR DECISION

SUBJECT: Policy 3023 “Volunteer Firefighter Awards Program”
SUBMISSION TO: POLICY REVIEW COMMITTEE REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: October 12, 2022 CAO: MANAGER:
DEPARTMENT: PROTECTIVE SERVICES DIR: PRESENTER:
STRATEGIC PLAN: Culture, Social & Emergency Services LEG:

RELEVANT LEGISLATION:

Provincial – None

Council Bylaw/Policy – None

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 3023 “Volunteer Firefighter Awards Program” as presented.

BACKGROUND/PROPOSAL:

Administration is reviewing the Volunteer Firefighter Awards Program Policy and is recommending minor changes to the gift value which volunteer firefighters receive. This would standardise the gift value for all service awards – whether the recipient is a volunteer firefighter, a councillor, or an employee.

Furthermore, Administration is recommending the inclusion of a section which states that the gifts may be considered a taxable benefit, and general corrections for clarity and sentence structure.

An additional motion will be brought to Council to repeal the existing policy EES 23.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that it will reflect an updated service award gift value for Greenview volunteer firefighters.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: The Policy Review Committee may amend or deny the recommended motion.

FINANCIAL IMPLICATION:

Approval of the policy would create additional financial obligations for Greenview.

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

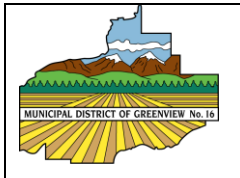
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Policy EES23 (Current)
- Policy 3023 (Draft)



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

Section:
**ENGINEERING &
ENVIRONMENTAL
SERVICES**

POLICY NUMBER: EES 23

**POLICY TITLE: VOLUNTEER FIRE / DEPARTMENT
AWARD PROGRAM** **Page 1 of 1**
Date Adopted by Council / Motion Number: 11.10.549

PURPOSE:

To give recognition for years of volunteer service received from Volunteer Fire and Department personnel for their dedication and commitment to their community.

POLICY:

The Municipal District of Greenview, in conjunction with the neighboring towns of Fox Creek, Grande Cache and Valleyview who have agreed to cost-share the awards, wishes to acknowledge the contributions made by Volunteer Fire and Department personnel by establishing a "Volunteer Fire/Department Awards Program".

1. Upon the retirement or resignation of a Volunteer Fire or Department personnel who has served the community for a minimum of three (3) years, they shall be recognized by receiving a gift of appreciation.
2. The gift of appreciation will be presented, if possible, at a regularly scheduled meeting or special occasion of the respective department.
3. Recipients of the "Volunteer Fire/Department Awards Program" will be presented with a gift in the value identified as follows:

3 years	\$ 100	12 years	\$ 250
6 years	\$ 150	15 years	\$ 300
9 years	\$ 200	20 years	\$ 350
		25 years	\$ 500

4. This policy is applicable to fire departments in DeBolt, Grovedale, and the Towns of Fox Creek, Grande Cache, and Valleyview.
5. The fire departments will be given a copy of this policy on an annual basis, and in return will inform the Municipality of when an award is required.

(Original signed copy on file)
REEVE

C.A.O.

Title: Volunteer Firefighter Awards Program	
Policy No: 3023	
Effective Date: Date passed in Council	
Motion Number:	
Supersedes Policy No: EES23	
Department: Protective Services	
Review Date: (3 Years from approved)	
Legal References: Canada Revenue Agency – Employers’ Guide: Taxable Benefits and Allowances	Cross References: Not applicable
Purpose: To recognize the dedicated service and commitment provided by Greenview volunteer firefighters in the protection of Greenview residents, businesses, and visitors.	



1. DEFINITIONS

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

2. POLICY STATEMENT

2.1. Greenview wishes to acknowledge the selfless sacrifice made by our Volunteer Firefighters by establishing a “Volunteer Firefighter Award Program.”

2.2. **The Years of Service Award may be considered a taxable benefit in accordance with Canada Revenue Agency.**

3. PROCEDURE

3.1. Upon the retirement or resignation from a Greenview Fire-Rescue Station, a Volunteer Firefighter who has served the community for a minimum of (3) years shall be recognized by receiving a letter of recognition and a monetary gift of appreciation.

3.2. The gift of appreciation will be presented, if possible, at a regularly scheduled meeting or a special occasion **event** at their assigned fire station.

3.3. Recipients of the “**Volunteer Firefighter Awards Program**” will be presented with a monetary gift in the value identified as follows:

Years of Service	Gift Value	Years of Service	Gift Value
3 Years	\$100	18 Years	\$350
6 Years	\$150	21 Years	\$400
9 Years	\$200	24 Years	\$500
12 Years	\$250	27 Years	\$750
15 Years	\$300	30 Years	\$1,000

3.4. **This policy is applicable to STN 31 – DeBolt, STN 32 – Grovedale, STN 33 – Grande Cache.**



REQUEST FOR DECISION

SUBJECT:	Policy 4014 “Annual Graveling Program”		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 12, 2022	CAO:	MANAGER:
DEPARTMENT:	OPERATIONS	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

RELEVANT LEGISLATION:

Provincial – None

Council Bylaw/Policy – None

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee accept Policy 4014 “Annual Graveling Program” for information.

BACKGROUND/PROPOSAL:

Administration is bringing Policy 4014 forward for the Policy Review Committee to discuss the levels of service it would like to recommend to Council.

As graveling represents a considerable expense for Greenview, PRC may wish to further specify how often it would like roads to be gravelled.

Greenview currently operates the graveling program on a three-year cyclical basis. However, PRC may consider changing the schedule based on road designation (farmland access, arterial road, collector road, ect.) with lower use roads being treated less often as a cost saving measure.

Aside from this consideration, PRC may give direction to Administration as to how it would like the policy review to be prepared for Council.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Policy Review Committee approving the recommended motion is that it will allow the committee to discuss levels of service for road maintenance.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: The Policy Review Committee may alter or deny the recommended motion.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion, however the Policy Review Committee should consider that higher levels of service for roads will lead to higher costs for Greenview.

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:

There are no follow-up actions for the recommended motion, unless the Policy Review Committee directs Administration otherwise.

ATTACHMENT(S):

- Policy 4014 “Annual Gravelling Program” (Current)

Title: ANNUAL GRAVELLING PROGRAM

Policy No: 4014

Effective Date: December 13, 2016

Motion Number: 16.12.561

Supersedes Policy No: OP 02



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: To ensure that the annual gravelling of local roads is carried out in a cost effective manner while considering both short and long term maintenance requirements.

POLICY

1. Greenview’s gravelling program will operate on a 3 year rotation for all local roads, as needed.
2. In addition to the gravelling program, spot gravelling will be done as required, after consultation with the Road Supervisors.

PROCEDURE

1. Operations will annually propose a gravel program for inclusion in the yearly budget.
2. In establishing the program, the Manager of Operations Services or their designate will take into consideration, but not be limited to:
 - a) Condition of road;
 - b) Year road was constructed;
 - c) Traffic volumes;
 - d) Joint use agreements;
 - e) Budget; and
 - f) Previous years’ program.

Title: Annual Graveling Program

Policy No: 4014

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 4014

Department: Operations

Review Date: (3 Years from date approved)



Legal References:

Not applicable

Cross References:

Not applicable

Purpose: To ensure that the annual graveling of local roads is carried out in a cost-effective manner while considering both short and long-term maintenance requirements.

1. DEFINITIONS

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

2. POLICY STATEMENT

2.1. Greenview's graveling program will operate on a 3-year rotation for all Local Roads, as needed.

2.2. In addition to the graveling program, spot graveling will be done as required, after consultation with the Road Supervisors.

3. PROCEDURE

3.1. Operations will annually propose a gravel program for inclusion in the annual budget.

3.2. In establishing the program, the Manager of Operations or their designate shall take into consideration, but is not be limited to:

- A) Condition of road;
- B) Year road was constructed;
- C) Traffic volumes;
- D) Joint use agreements;
- E) Budget; and
- F) Results and operation of previous years.



REQUEST FOR DECISION

SUBJECT: **Policy 4010 Road Access Approaches**
SUBMISSION TO: POLICY REVIEW COMMITTEE REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: October 12, 2022 CAO: MANAGER:
DEPARTMENT: INFRASTRUCTURE & PLANNING DIR: PRESENTER: RA
STRATEGIC PLAN: Governance LEG:

RELEVANT LEGISLATION:

Provincial – None

Council Bylaw/Policy –

- Land Use Bylaw 18-800
 - Policy 4010 Road Access Approaches
-

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee accept the presentation of Policy 4010 “Road Access Approaches” for information.

BACKGROUND/PROPOSAL:

During the August 23, 2022 Regular Council Meeting, Councillor Berry made a notice of motion “that Council direct Administration to bring Policy 4010 Road Access Approaches to a Policy Review Committee meeting as soon as practically possible.”

Bringing forward the policy will allow PRC to discuss their objective(s) and goal(s) of the policy, and will therefore provide Administration with direction on reviewing Policy 4010.

Administration has not made changes to the existing policy, but will upon further direction from the Policy Review Committee.

On September 14th, 2022 the Policy Review Committee deferred the review of the policy until the October meeting. Prior to tabling a motion of deferral, the committee discussed the following changes to the policy:

- 2.1(b) allow an additional approach for agricultural activities
 - 2.5 Method to appeal Administration order for de/construction of approach (Administration to bring back options to PRC: MPC, Administration approved contractors)
 - Update Director to not include exact title
-

BENEFITS OF THE RECOMMENDED ACTION:

1. Bringing this motion forward will allow PRC to direct Administration as to how it would like Policy 4010 to be reviewed.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Policy Review Committee has the alternative to amend 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:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Policy 4010 "Road Access and Approaches" (Current)
- Policy 4010 "Road Access and Approaches" (Draft)

Title: Road Access Approaches

Policy No: 4010

Effective Date: July 13, 2021

Motion Number: 21.07.345

Supersedes Policy No: EES 03

Review Date: July 13, 2024



Purpose: The Road Access Approaches Policy provides further guidelines for administering general approach or driveway crossing requests.

1. DEFINITIONS

- 1.1. **Development Guidelines & Municipal Servicing Standards** means the design and construction standards establishing the minimum allowable levels to which municipal improvements are to be designed and built.
- 1.2. **Director of Infrastructure and Planning** means Greenview’s Director of Infrastructure and Planning or their designate.
- 1.3. **Driveway** means a private right-of-way, paved or unpaved, that provides access for vehicles or pedestrians from a boulevard, curb or sidewalk to a lot or carport, garage, parking pad, loading berth or structure located on the lot.
- 1.4. **Driveway Crossing** means an area where a private driveway accesses a public road, which may include a sidewalk, boulevard, curb, or gutter.
- 1.5. **Greenview** means the Municipal District of Greenview No. 16.
- 1.6. **Hamlet** means an unincorporated community administered by, and within the boundary of, Greenview consisting of five or more dwellings and containing parcels of land used for non-residential. Includes, DeBolt, Ridgevalley, Grovedale, Landry Heights, Little Smoky and Grande Cache.
- 1.7. **Landowner** means the owner of the land and extends to any developer or designate working on behalf of the landowner.
- 1.8. **Parcel Width** means the distance between the side parcel lines at a point midway between the front and rear of the parcel and parallel to the street line.

- 1.9. **Rural** means any territory lying outside of a Hamlet within the boundaries of Greenview.
- 1.10. **Schedules of Fees** means the Bylaw outlining the amounts Greenview may charge for the supply of information, goods, and services.

2. POLICY

2.1. Rural

- A. One access approach per quarter section of land or subdivided lot along municipally developed roadways will be provided when deemed feasible on the condition that no other approach exists. A second approach may be permitted on a parcel if required by an oil and gas operation at the cost outlined in the Schedules of Fees.
- B. Greenview may provide an additional approach(s) to a quarter section if the parcel is severed by a topographical feature that divides the quarter section into smaller parcels. Subject to Council approval, additional approaches may be added under the following circumstances:
 - i. Public Safety reasons;
 - ii. If the parcel is bordered by two (2) or more public roads, a second or third approach may be considered, at an additional cost as per the Schedules of Fees.
- C. The location of the approach will be determined, in consultation with the landowner and in accordance with the Development Guidelines & Municipal Servicing Standards and Alberta Transportation Standards. The size of the approach will be 8 meters for residential and 15 meters for industrial or farmland approaches in accordance with the Development Guidelines and Servicing Standards.
- D. All approaches will be under the authority and control of Greenview, except for temporary approach installations.

2.2. Hamlet

- A. One driveway crossing per property or subdivided lot along municipally developed roadways or alleys will be provided when deemed feasible on the condition that no other driveway exists.
- B. Subject to Council approval, additional driveway crossings may be added under the following circumstances:
 - i. Public Safety reasons;
 - ii. If the property is bordered by two (2) or more public roads.
- C. The location of the driveway crossing will be determined, in consultation with the landowner and in accordance with the Development Guidelines & Municipal Servicing Standards and Alberta Transportation Standards.

- D. The width of a single-family or duplex residential driveway, including the driveway crossing and motor vehicle parking stall(s), must not exceed 60% to a max of 15 meters of the parcel width.
- E. The width of a non-residential or multi-family residential driveway, including the driveway crossing and motor vehicle parking stall(s), must comply with the requirements of the Development Guidelines & Municipal Servicing Standards.
- F. All driveway crossings will be under the authority and control of Greenview.

3. PROCEDURE

3.1 Rural

- A) Approach application fees are established by Council within the Schedules of Fees Bylaw.
- B) If an approach is approved, and upon payment from the landowner being received, Greenview will construct the new approach as resources and weather permit within a reasonable time period.
- C) The Director of Infrastructure and Planning or their designate will inform Council annually of all approaches that were undertaken and of all expenditures that occurred.
- D) The landowner will enter into a signed agreement with Greenview prior to the installation of the approach by Greenview.
- E) At the discretion of the Director of Infrastructure and Planning, a temporary approach may be constructed for a period not exceeding one (1) year with a non-refundable fee of \$100.00 accompanying a deposit equal to the cost of constructing an approach as outlined in the Schedule of Fees Bylaw. If an approach is not removed and reclaimed in a manner satisfactory to the Director of Infrastructure and Planning, or designate, after one (1) year, the approach must be constructed to engineering standards and the deposit will be forfeited.


3.2. Hamlet

- A) Driveway crossing application fees are established by Council within the Schedules of Fees Bylaw.
- B) If a driveway crossing is approved, and upon payment from the landowner being received, Greenview will construct the new driveway crossing as resources and weather permit within a reasonable time period.
- C) The Director of Infrastructure and Planning or their designate will inform Council annually of all driveway crossings that were constructed and of all expenditures that occurred.

- D) The landowner will enter into a signed agreement with Greenview prior to the construction of the driveway crossing by Greenview.

4. DEVELOPMENT & SUBDIVISION APPROACHES

- 4.1. A landowner may be required to construct an approach to a development or subdivision in accordance with an applicable development agreement, or as a condition of subdivision or development approval. Construction of approaches must conform to the standards outlined in Greenview's Development Guidelines and Municipal Servicing Standards. A landowner that receives an agreement or condition of approval requiring the construction or upgrade of an approach or driveway crossing, must arrange with Greenview for approach construction.
- 4.2 In all cases where the subdivision plan is to be endorsed prior to completion of the approach, a security deposit is required. The standard deposit will be set out annually in the Schedules of Fees and differential rates will be applied for surfaced and non surfaced approaches. Greenview reserves the right to modify the required security to protect the interests of Greenview.
- 4.3 One access approach per subdivided lot along municipally developed roadways will be permitted. Additional approaches for Commercial or Industrial lots and developments may be permitted at the discretion of Council.
- 4.4. Installations that do not meet the requirements of the Development Guidelines & Municipal Servicing Standards must be replaced by the landowner at their cost. All pre-existing approaches or driveway crossings required for a subdivision approval are to be upgraded to meet current engineering standards.
- 4.5. Upon satisfactory completion and acceptance of the approaches by the Director of Infrastructure & Planning or designate. All approaches will transfer to the authority and control of Greenview, except for temporary installations.

<p>Title: Road Access Approaches</p> <p>Policy No: 4010</p> <p>Effective Date: Date passed in Council</p> <p>Motion Number:</p> <p>Supersedes Policy No: 4010</p> <p>Department: Infrastructure and Engineering</p> <p>Review Date: (3 Years from date approved)</p>	
	
<p>Legal References:</p>	<p>Cross References: Bylaw 18-800 "Land Use Bylaw" Municipal Servicing Standards</p>
<p>Purpose: The Road Access Approaches policy provides guidelines for administering general road access approaches and driveway crossing requests.</p>	

1. DEFINITIONS

- 1.1. **Development Guidelines & Municipal Servicing Standards** means the design and construction standards establishing the minimum allowable levels to which municipal improvements are to be designed and built.
- 1.2. **Director** means that director, or their designate, which is responsible for overseeing and approving the construction of road approaches. ~~of Infrastructure and Engineering~~ means Greenview's Director of Infrastructure and ~~Engineering~~ or their designate.
- 1.3. **Driveway** means a private right-of-way, paved or unpaved, that provides access for vehicles or pedestrians from a boulevard, curb or sidewalk to a lot or carport, garage, parking pad, loading berth or structure located on the lot.
- 1.4. **Driveway Crossing** means an area where a private driveway accesses a public road, which may include a sidewalk, boulevard, curb, or gutter.
- 1.5. **Greenview** means the Municipal District of Greenview No. 16.
- 1.6. **Hamlet Service Area (Hamlet)** means those localities, and any land therein, established by bylaw and are known as DeBolt, Grande Cache, Grovedale, Landry Heights, Little Smoky, and Ridgevalley.
- 1.7. **Landowner** means the owner of the land and extends to any developer or designate working on behalf of the landowner.

- 1.8. **Parcel Width** means the distance between the side parcel lines at a point midway between the front and rear of the parcel and parallel to the street line.
- 1.9. **Rural Service Area** means any territory lying outside of a **Hamlet** but within the boundaries of Greenview.
- 1.10. **Schedule of Fees** means the Bylaw outlining the amounts Greenview may charge for the supply of information, goods, and services.

2. DEVELOPMENT & SUBDIVISION APPROACHES

- 2.1. A landowner may be required to construct an approach to a development or subdivision in accordance with an applicable development agreement, or as a condition of subdivision or development approval.
- 2.2. Construction of approaches must conform to the standards outlined in Greenview’s Development Guidelines and Municipal Servicing Standards. A landowner that receives an agreement or condition of approval requiring the construction or upgrade of an approach or driveway crossing, must arrange with Greenview for approach construction.
- 2.3. In all cases where the subdivision plan is to be endorsed prior to completion of the approach, a security deposit is required. The standard deposit will be set out annually in the Schedule of Fees and differential rates will be applied for surfaced and non surfaced approaches. Greenview reserves the right to modify the required security to protect the interests of Greenview.
- 2.4. One access approach per subdivided lot along municipally developed roadways will be permitted. Additional approaches for Commercial or Industrial lots and developments may be permitted at the discretion of Council.
- 2.5. Installations that do not meet the requirements of the Development Guidelines & Municipal Servicing Standards must be replaced by the landowner at their cost. All pre-existing approaches or driveway crossings required for a subdivision approval are to be upgraded to meet current engineering standards.
- 2.6. Upon satisfactory completion and acceptance of the approaches by the **Director** or designate. All approaches will transfer to the authority and control of Greenview, except for temporary installations.

3. HAMLET ROAD APPROACHES

- 3.1. One driveway crossing per property or subdivided lot along municipally developed roadways or alleys will be provided when deemed feasible on the condition that no other driveway exists.
- 3.2. Subject to Council approval, additional driveway crossings may be added under the following circumstances:
 - A) Public safety reasons;
 - B) If the property is bordered by two (2) or more public roads.

- 3.3. The location of the driveway crossing will be determined, in consultation with the landowner and in accordance with the Development Guidelines & Municipal Servicing Standards and Alberta Transportation Standards.
- 3.4. The width of a single-family or duplex residential driveway, including the driveway crossing and motor vehicle parking stall(s), must not exceed 60% to a maximum of 15 meters of the parcel width.
- 3.5. The width of a non-residential or multi-family residential driveway, including the driveway crossing and motor vehicle parking stall(s), must comply with the requirements of the Development Guidelines & Municipal Servicing Standards.
- 3.6. All driveway crossings will be under the authority and control of Greenview.
- 3.7. Driveway crossing application fees are established by Council within the Schedules of Fees Bylaw.
- 3.8. If a driveway crossing is approved, and upon payment from the landowner being received, Greenview will construct the new driveway crossing as resources and weather permit.
- 3.9. The **Director** or their designate will inform Council annually of all driveway crossings that were constructed and of all expenditures that occurred.
- 3.10. Driveway crossing application fees are established by Council within the Schedules of Fees Bylaw.
- 3.11. If a driveway crossing is approved, and upon payment from the landowner being received, Greenview will construct the new driveway crossing as resources and weather permit within a reasonable time period.
- 3.12. The **Director** or their designate will inform Council annually of all driveway crossings that were constructed and of all expenditures that occurred.
- 3.13. The landowner will enter into a signed agreement with Greenview prior to the construction of the driveway crossing by Greenview.

4. RURAL SERVICE AREA APPROACHES

- 4.1. One access approach per quarter section of land or subdivided lot along municipally developed roadways will be provided when deemed feasible on the condition that no other approach exists. A second approach may be permitted on a parcel if required by an oil and gas operation at the cost outlined in the Schedules of Fees.
- 4.2. Greenview may provide an additional approach(s) to a quarter section if the parcel is severed by a topographical feature that divides the quarter section into smaller parcels. Subject to Council approval, additional approaches may be added under the following circumstances:
 - A) Public safety reasons;
 - B) **Agricultural reasons;** or

C) If the parcel is bordered by two (2) or more public roads, a second or third approach may be considered, at an additional cost as per the Schedules of Fees.

- 4.4. The location of the approach will be determined, in consultation with the landowner and in accordance with the Development Guidelines & Municipal Servicing Standards and Alberta Transportation Standards. The size of the approach will be 8 meters for residential and 15 meters for industrial or farmland approaches in accordance with the Development Guidelines and Servicing Standards.
- 4.5. All approaches will be under the authority and control of Greenview, except for temporary approach installations.
- 4.6. Approach application fees are established by Council within the Schedules of Fees Bylaw.
- 4.7. If an approach is approved, and upon payment from the landowner being received, Greenview will construct the new approach as resources and weather permit within a reasonable time period.
- 4.8. The **Director** or their designate will inform Council annually of all approaches that were undertaken and of all expenditures that occurred.
- 4.9. The landowner will enter into a signed agreement with Greenview prior to the installation of the approach by Greenview.
- 4.10. At the discretion of the Director, a temporary approach may be constructed for a period not exceeding one (1) year with a non-refundable fee of \$100.00 accompanying a deposit equal to the cost of constructing an approach as outlined in the Schedule of Fees Bylaw.
 - A) If an approach is not removed and reclaimed in a manner satisfactory to the Director, or designate, after one (1) year, the approach must be constructed to engineering standards and the deposit will be forfeited.



REQUEST FOR DECISION

SUBJECT: Policy 1023 “Councillor Years of Service”
SUBMISSION TO: POLICY REVIEW COMMITTEE REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: October 12, 2022 CAO: MANAGER:
DEPARTMENT: CAO SERVICES DIR: PRESENTER: SS
STRATEGIC PLAN: Culture, Social & Emergency Services LEG:

RELEVANT LEGISLATION:

Federal –

- Canada Revenue Agency – Employers’ Guide: Taxable Benefits and Allowances

Provincial – None

Council Bylaw/Policy – None

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 1023 “Councillor Years of Service Award” as presented.

BACKGROUND/PROPOSAL:

Policy 1023 is due for review in accordance with the policy review schedule, the policy was last reviewed in 2018.

The policy has been put on an updated template. There are no substantial amendments to the policy. Administration is recommending the following changes:

- Added: Canada Revenue Agency legal reference
- Added: Section 2.2., that gifts may be considered a taxable benefit

The Policy Review Committee may recommend additional changes to the policy.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Policy Review Committee approving the policy is that it will ensure Councillors are aware of potential tax obligations for their Years of Service Awards.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: The Policy Review Committee may 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 bring the policy to Council for approval.

ATTACHMENT(S):

- Policy 1023 “Councillor Years of Service” (Current)
- Policy 1023 “Councillor Years of Service” (Draft)

Title: COUNCILLOR – YEARS OF SERVICE AWARD

Policy No: 1023

Effective Date: January 8, 2018

Motion Number: 18.01.16

Supersedes Policy No: CO-13



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

“A Great Place to Live, Work and Play”

Purpose: The purpose of policy is to give recognition and show appreciation for the years of service received from Councillors for their dedication and commitment to the Municipal District of Greenview No. 16 (Greenview).

DEFINITIONS

1. None

POLICY

1. This policy applies to all Councillors.

PROCEDURE

1. Recipients of the “Years of Service Award Program” will be presented with a gift of appreciation in the value identified as follows:

4 Years	\$ 100 value gift	20 Years	\$ 400 value gift
8 Years	\$ 175 value gift	24 Years	\$ 500 value gift
12 Years	\$ 250 value gift	28 Years	\$ 750 value gift
16 Years	\$ 325 value gift	32 Years	\$ 1000 value gift

2. The Years of Service Awards will be presented to the Councillors receiving the awards at a councillor appreciation event that is planned prior to the next general election.
3. At the end of each term, Council members will be given a milestone plaque indicating the term of service.
4. Should a retirement or resignation occur between the years listed above, Council has the option of giving recognition as they deem appropriate.
5. A record is to be kept on all Councillors to indicate the number of complete years of service.

Title: Councillor Years of Service	
Policy No: 1023	
Effective Date: Date passed in Council	
Motion Number:	
Supersedes Policy No: 1023	
Department: CAO Services	
Review Date: (3 Years from approved)	
Legal References: Canada Revenue Agency – Employers’ Guide: Taxable Benefits and Allowances	Cross References: Not applicable
Purpose: To give recognition and show appreciation for the years of service which Councillors have dedicated to public service for Greenview.	



1. DEFINITIONS

- 1.1. **Councillor** means an individual who has served on Greenview’s municipal Council.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.

2. POLICY STATEMENT

- 2.1. A record is to be kept on all Councillors to indicate the number of complete years of service.
- 2.2. **The Years of Service Award may be considered a taxable benefit in accordance with Canada Revenue Agency.**
- 2.3. The Years of Service Awards will be presented to the Councillors receiving the awards at a councillor appreciation event that is planned prior to the next general election.
- 2.4. At the end of each term, Council members will be given a milestone plaque indicating the term of service.
- 2.5. Should a retirement or resignation occur between the years listed above, Council has the option of giving recognition as they deem appropriate.
- 2.6. Recipients of the “Years of Service Award” will be presented with a gift of appreciation in the value identified as follows:

Years of Service	Gift Value	Years of Service	Gift Value
3 Years	\$100	18 Years	\$350
6 Years	\$150	21 Years	\$400
9 Years	\$200	24 Years	\$500
12 Years	\$250	27 Years	\$750
15 Years	\$300	30 Years	\$1,000



REQUEST FOR DECISION

SUBJECT:	Correspondence from the Honourable Tyler Shandro		
SUBMISSION TO:	SPECIAL COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 12, 2022	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

RELEVANT LEGISLATION:

Provincial – None

Council Bylaw/Policy – None

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee accept the correspondence from the Minister of Justice and Solicitor General for information.

BACKGROUND/PROPOSAL:

Administration is presenting a letter from the Honourable Tyler Shandro, Minister of Justice and Solicitor General, for the Policy Review Committee’s review.

The Minister is requesting that municipalities review their policies and bylaws so that municipal legislation conforms to the following definition of antisemitism:

“Anti-Semitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of anti-Semitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

Administration is recommending no action at this time as Greenview does not have any legislation which would be affected by this change of definition. If in the future a need for legislation regarding the matter arises we will utilize the new definition.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that the Policy Review Committee will be informed about the Government of Alberta’s intention to change the definition of anti-semitism.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: The Policy Review Committee may 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:

There are no follow up actions as Greenview does not have any legislation which would need to be updated to conform the new definition of anti-semitism.

ATTACHMENT(S):

- Correspondence from the Minister of Justice and Solicitor General



ALBERTA
JUSTICE AND SOLICITOR GENERAL

*Office of the Minister
MLA, Calgary-Acadia*

AR 52496

September 28, 2022

Dear Mayor/Reeve:

The Government of Alberta is recognizing and endorsing the following International Holocaust Remembrance Alliance working definition of anti-Semitism through an order-in-council.

“Anti-Semitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of anti-Semitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

Thirty-five countries, including Canada in 2019, endorsed or adopted this definition. Along with Alberta, three other provinces: Ontario (2020), Québec (2021) and New Brunswick (2021) have already endorsed or adopted the definition.

The *Alberta Human Rights Act* prohibits discrimination on the basis of several categories, including race, religious beliefs, colour, ancestry, and place of origin. All forms of racism are unacceptable, and endorsing this definition is just one way Alberta’s government is combating racism, supporting racialized communities, and promoting a safe and welcoming province for everyone.

The Government of Alberta is asking all municipalities across Alberta to consider accepting and amending their bylaws to reflect this definition.

Sincerely,

Honourable Tyler Shandro, KC, ECA

cc: Honourable Ric McIver, ECA, Minister of Municipal Affairs