



MUNICIPAL DISTRICT OF GREENVIEW No. 16

POLICY REVIEW COMMITTEE

AGENDA

January 11, 2023

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 4004 Equipment Contractor Registry	p.12
4.2 Policy 4014 Road Gravelling Program	p.22
4.3 Policy 7000 Greenview Digital Signs	p.26
4.4 Policy 7002 Advertising	p.32
4.5 Policy 7004 Special Occasion Messages	p.42
4.6 Policy 8001 Community Facility Advertising Repeal	p.46
4.7. Policy 8008 Postsecondary Scholarship	p.51
4.8. Policy 8010 Competition Sponsorship	p.61

#5 NEXT MEETING DATE February 15, 2023

#6 ADJOURNMENT

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

1:
CALL TO ORDER

Legislative Services Officer Sarah Sebo called the meeting to order at 10:43 a.m.

PRESENT

Member	Councillor Tom Burton
Member	Councillor Sally Rosson
Member	Councillor Jennifer Scott
Member	Councillor Duane Didow
Member	Councillor Dale Smith
Member	Councillor Dave Berry
Member	Deputy Reeve Bill Smith
Member	Reeve Tyler Olsen
Member	Councillor Winston Delorme
Member	Councillor Ryan Ratzlaff

Director of Infrastructure & Planning	Roger Autio
Director of Corporate Services	Ed Kaemingh
Director of Planning and Development	Martino Verhaeghe
Legislative Services Officer	Sarah Sebo
Legislative Assistant/Recording Clerk	Drew Melvin
Acting Manager of Planning and Development	Nicole Friesen
Procurement Officer	Ashlee Holmes

ABSENT

Member	Councillor Winston Delorme
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ADOPTION OF THE AGENDA

MOTION: 22.12.152. Moved by: COUNCILLOR DAVE BERRY
That the Policy Review Committee adopt the Policy Review Committee
Organizational Meeting Agenda as amended.
-With a motion for method of voting

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Dave Berry, Reeve
Tyler Olsen, Councillor Christine Schlieff, Councillor Duane Didow, Councillor
Ryan Ratzlaff, Councillor Dale Smith, Deputy Reeve Bill Smith

CARRIED

METHOD OF VOTING

MOTION 22.12.153. Moved by: COUNCILLOR DAVE BERRY
That the Policy Review Committee vote on nomination of Chair via show of
hands.

For: Tom Burton, Councillor Jennifer Scott, Councillor Dave Berry, Reeve Tyler
Olsen, Councillor Christine Schlieff, Councillor Duane Didow, Councillor Ryan
Ratzlaff, Councillor Dale Smith, Deputy Reeve Bill Smith

CARRIED

**#3
NOMINATION OF CHAIR**

Legislative Services Officer Sarah Sebo called for nominations for the election of Policy Review Committee Chair.

Councillor Bill Smith nominated Councillor Tom Burton

Legislative Services Officer Sarah Sebo called for a second time for nominations for the election of Policy Review Committee Chair.

None were heard.

Legislative Services Officer Sarah Sebo called for a third time for nominations for the election of Policy Review Committee Chair

None were heard.

**CEASE NOMINATIONS FOR
CHAIR**

MOTION: 22.12.154. Moved by: COUNCILLOR DUANE DIDOW.
That the Policy Review Committee cease nominations for Policy Review Committee Chair.

For: Councillor Tom Burton, Councillor Jennifer Scott, Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Duane Didow, Councillor Ryan Ratzlaff, Councillor Dale Smith, Deputy Reeve Bill Smith

CARRIED

APPOINTMENT OF CHAIR

MOTION: 22.12.155. Moved by: COUNCILLOR CHRISTINE SCHLIEF .
That the Policy Review Committee appoint Councillor Tom Burton as the Chair of the Policy Review Committee until the next annual Organizational Meeting.

For: Councillor Tom Burton, Councillor Jennifer Scott, Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Duane Didow, Councillor Ryan Ratzlaff, Councillor Dale Smith, Deputy Reeve Bill Smith

Legislative Services Officer Sarah Sebo declared Councillor Tom Burton as the elected Chair of the Policy Review Committee until the next Organizational Meeting.

Legislative Services Officer Sarah Sebo passed the meeting to Chair Tom Burton.

PRESENT

Councillor Sally Rosson entered the Chambers (10:47 – Virtual)

**NOMINATION OF VICE-
CHAIR**

3

Chair Tom Burton called for nominations for the Policy Review Committee Vice-Chair.

Councillor Duane Didow nominated Councillor Jennifer Scott, however Councillor Jennifer Scott refused the nomination.

Councillor Jennifer Scott nominated Councillor Rosson.

Chair Tom Burton called a second time for nominations for Vice-Chair of the Policy Review Committee.

None were heard.

Chair Tom Burton called a third time for nominations for the Policy Review Committee Vice-Chair.

None were heard.

**CEASE NOMINATIONS
FOR VICE-CHAIR**

MOTION: 22.12.156. Moved by: COUNCILLOR DAVE BERRY.

That the Policy Review Committee cease nominations for Policy Review Committee Vice-Chair.

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Dave Berry, Councillor Sally Rosson Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Duane Didow, Councillor Ryan Ratzlaff, Councillor Dale Smith, Deputy Reeve Bill Smith

CARRIED

**APPOINTMENT OF
VICE-CHAIR**

MOTION: 22.12.157. Moved by COUNCILLOR DAVE BERRY

That the Policy Review Committee appoint Councillor Sally Rosson as the Vice-Chair of the Policy Review Committee until the next annual Organizational Meeting.

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Dave Berry, Councillor Sally Rosson, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Duane Didow, Councillor Ryan Ratzlaff, Councillor Dale Smith, Deputy Reeve Bill Smith

CARRIED

**#4
ADJOURNMENT**

MOTION: 22.12.158. Moved by: COUNCILLOR DALE SMITH.

That this Organizational Policy Review Committee meeting adjourns at 10:52 a.m.

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Dave Berry, Vice-chair Sally Rosson Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Duane Didow, Councillor Ryan Ratzlaff, Councillor Dale Smith, Deputy Reeve Bill Smith

CARRIED

RECORDING CLERK

CHAIR

UNADOPTED

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

1:
CALL TO ORDER

Chair Tom Burton called the meeting to order at 10:57 a.m.

PRESENT

Chair	Councillor Tom Burton
Vice-chair	Councillor Sally Rosson (Virtual)
Member	Councillor Jennifer Scott
Member	Councillor Dave Berry
Member	Reeve Tyler Olsen
Member	Councillor Christine Schlieff
Member	Councillor Duane Didow
Member	Councillor Ryan Ratzlaff
Member	Councillor Dale Smith
Member	Deputy Reeve Bill Smith
CAO	Stacey Wabick (Virtual)
Director of Infrastructure & Planning	Roger Autio
Director of Corporate Services	Ed Kaemingh
Director of Community Services	Michelle Honeyman
Director of Planning and Development	Martino Verhaeghe
Legislative Services Officer	Sarah Sebo
Legislative Assistant/Recording Clerk	Drew Melvin
Acting Manager of Planning and Development	Nicole Friesen
Procurement Officer	Ashlee Holmes

ABSENT

Councillor Winston Delorme

#2
POLICY REVIEW
COMMITTEE
AGENDA

MOTION: 22.12.159. Moved by: COUNCILLOR DALE SMITH.
That the Policy Review Committee adopt the Agenda of the Policy Review Committee meeting as presented.

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Sally Rosson, Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Winston Delorme, Councillor Duane Didow, Councillor Ryan Ratzlaff, Councillor Dale Smith, Deputy Reeve Bill Smith

CARRIED

#3
POLICY REVIEW
COMMITTEE
MINUTES

MOTION: 22.12.160. Moved by: COUNCILLOR DALE SMITH.
That the Policy Review Committee adopt the minutes of the Policy Review Committee meeting held on October 12, 2022 as amended.

- Removed double 'o' in Councillor in Motion 22.10.142

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Sally Rosson, Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Winston Delorme, Councillor Duane Didow, Councillor Ryan Ratzlaff, Councillor Dale Smith, Deputy Reeve Bill Smith.

CARRIED

#4
BUSINESS

POLICY AND BYLAW
DEVELOPMENT

4.1 "Policy and Bylaw Development"

MOTION: 22.12.161. Moved by: Councillor Jennifer Scott
That the Policy Review Committee recommend Council approve Policy 1001
"Policy and Bylaw Development" as amended.

- 5.4. Removed
- 3.2. Extra '9'
- 2.1. 'Strategic Plans' to singular

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Sally Rosson, Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Winston Delorme, Councillor Duane Didow, Councillor Ryan Ratzlaff, Councillor Dale Smith, Deputy Reeve Bill Smith

CARRIED

PROCUREMENT,
PURCHASING, AND
EXPENDITURE OFFICER

4.2 "Procurement, Purchasing, and Expenditure Officer"

MOTION: 22.12.162. Moved by: Councillor Ryan Ratzlaff:
That the Policy Review Committee recommend Council approve Policy 9001
"Procurement, Purchasing, and Expenditure Officer" as amended.

- Second bullet of Purpose paragraph: 'must' to 'shall'
- 1.8. Add Sturgeon Lake Cree Nation
- Fix Numbering

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Sally Rosson, Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Winston Delorme, Councillor Duane Didow, Councillor Ryan Ratzlaff, Councillor Dale Smith, Deputy Reeve Bill Smith

CARRIED

CONTRACT MANAGEMENT

4.3 "Contract Management"

MOTION: 22.12.163. Moved by: Councillor Dave Berry
That the Policy Review Committee recommend Council approve Policy 9000
"Contract Management" as amended.

- Section 5 formatting, grammatical and syntax errors
- 3.1. (G) to be removed
- Change references from Policy 1018 to 9001

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Sally Rosson, Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlieff,

Councillor Winston Delorme, Councillor Duane Didow, Councillor Ryan Ratzlaff, Councillor Dale Smith, Deputy Reeve Bill Smith

CARRIED

4.4 "Minor Area Structure Plan"

MINOR AREA STRUCTURE
PLAN

MOTION: 22.12.164. Moved by Councillor Christine Schlief.
That the Policy Review Committee recommend Council approve Policy 6001 "Minor Area Structure Plan" as amended.

- 1.6. "throughout the quarter section and/or parcel"
- 1.9. Definition for "Planner" (3.6.) add to Section 1 definitions

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Sally Rosson, Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlief, Councillor Winston Delorme, Councillor Duane Didow, Councillor Ryan Ratzlaff, Councillor Dale Smith, Deputy Reeve Bill Smith

CARRIED

RECESS

Policy Review Committee recessed at 12:03 PM

Policy Review Committee reconvened at 12:30 PM

4.5 "Development Enforcement"

DEVELOPMENT
ENFORCEMENT

MOTION: 22.12.165. Moved by: Councillor Sally Rosson.
That the Policy Review Committee recommend Council approve Policy 6002 "Development Enforcement" as amended.

- Cross references: Land use "Bylaw" to be added

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Sally Rosson, Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlief, Councillor Winston Delorme, Councillor Duane Didow, Councillor Ryan Ratzlaff, Councillor Dale Smith, Deputy Reeve Bill Smith

CARRIED

PRESENCE

Councillor Christine Schlief returned to the Policy Review Committee from recess – 12:31PM

4.6 "Land Acquisition for Road Right-of-Way for Subdivision"

LAND ACQUISITION FOR
ROAD RIGHT-OF-WAY FOR
SUBDIVISIONS

MOTION: 22.12.166. Moved by: Councillor Dale Smith
That the Policy Review Committee recommend Council approve of Policy 6003 "Land Acquisition for Road Right-of-Way for Subdivision" as presented.

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Sally Rosson, Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlief, Councillor Winston Delorme, Councillor Duane Didow, Councillor Ryan Ratzlaff, Councillor Dale Smith, Deputy Reeve Bill Smith

CARRIED

CERTIFICATE OF COMPLIANCE

4.7 “Certificate of Compliance”

MOTION: 22.12.167. Moved by: Councillor Sally Rosson
That the Policy Review Committee recommend Council approve Policy 6004 “Certificate of Compliance” as amended.

- Cross reference: Land Use “bylaw”
- 3.1. “Based on information provided in real estate property report” to be included in letter / and in quotes. Remove strikethrough in “M.D of Greenview”
- 3.1.(B): “Issuance in certificate of compliance” to be re-worded for clarity

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Sally Rosson, Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlief, Councillor Winston Delorme, Councillor Duane Didow, Councillor Ryan Ratzlaff, Councillor Dale Smith, Deputy Reeve Bill Smith

CARRIED

MPC MEEITNG PROCEDURE REPEAL

4.8 “MPC Meeting Procedure Repeal”

MOTION: 22.12.168. Moved by: Councillor Dave Berry
That the Policy Review Committee recommend Council repeal Policy 6005 “MPC Meeting Procedure.”

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Sally Rosson, Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlief, Councillor Winston Delorme, Councillor Duane Didow, Councillor Ryan Ratzlaff, Councillor Dale Smith, Deputy Reeve Bill Smith

CARRIED

PRESENCE

Deputy Reeve Bill Smith left the Chambers at 12:57

SDAB MEETING PROCEDURES

4.9 “SDAB Meeting Procedures”

MOTION: 22.12.169. Moved by: Councillor Dale Smith
That the Policy Review Committee recommend Council approve Policy 6006 “SDAB Meeting Procedures” as presented.

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Sally Rosson, Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Winston Delorme, Councillor Duane Didow, Councillor Ryan Ratzlaff, Councillor Dale Smith

CARRIED

PRESENCE

Deputy Reeve Bill Smith returned to the Chambers at 1:04

SUBDIVISION PROCESS

4.10 "Subdivision Process"

MOTION: 22.12.170. Moved by: Councillor Jennifer Scott
That the Policy Review Committee recommend Council approve Policy 6007 "Subdivision Process" as presented.

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Sally Rosson, Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Winston Delorme, Councillor Duane Didow, Councillor Ryan Ratzlaff, Councillor Dale Smith, Deputy Reeve Bill Smith

CARRIED

TOWN OF GRANDE CACHE
POLICY REPEAL

4.11 "Town of Grande Cache Policy Repeal"

MOTION: 22.12.171. Moved by: Councillor Diane Didow
That the Policy Review Committee recommend Council repeal the following obsolete Town of Grande Cache policies:

- Commercial Waste Bins 097/16
- Development on Town Lands by Property Owner(s) 252/15
- Emergency Response Policy 035/13
- Employee Health and Safety 373/12
- Excavation on Town Property 205/15
- Hazard Identification Directive 036/13
- Joint Work Site Health and Safety Committee 411/14
- Public Works Shop Use 265/09
- Safety Investigation 037/13
- Safety Maintenance Program 038/13

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Sally Rosson, Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Winston Delorme, Councillor Duane Didow, Councillor Ryan Ratzlaff, Councillor Dale Smith, Deputy Reeve Bill Smith

CARRIED

#5
ADJOURNMENT

MOTIN: 22.12.172. Moved by: Reeve Olsen
That this meeting adjourn at 1:15 p.m.

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Sally Rosson,
Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlieff,
Councillor Winston Delorme, Councillor Duane Didow, Councillor Ryan Ratzlaff,
Councillor Dale Smith, Deputy Reeve Bill Smith

CARRIED

RECORDING CLERK

CHAIR

UNAPPROVED



REQUEST FOR DECISION

SUBJECT:	Policy 4004 “Equipment Contractor Registry”	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER:
MEETING DATE:	January 11, 2023	DIR:	PRESENTER: JF
DEPARTMENT:	OPERATIONS	LEG:	
STRATEGIC PLAN:	Governance		

RELEVANT LEGISLATION:

Provincial – None

Council Bylaw/Policy –

- Policy 3014 “Contractors Safety”
 - Policy 3008 “Contractor Health and Safety Management”
-

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 4004 “Equipment Contractor Registry” as presented.

BACKGROUND/PROPOSAL:

Policy 4004 “Equipment Contractor Registry” is being brought forward as per the 2023 Policy Review Schedule.

The policy has received minor updates which include:

- Added definitions: Chief Administrative Officer; Greenview; Workers’ Compensation Bureau (WCB)
- Minor edits for clarity and sentence structure.

The policy has also been placed on the new policy template which portrays relevant policies to contractor safety, as well as a reference to the *Prompt Payment and Construction Lien Act* which imposes a 28-day payment deadline on Greenview once a contractor invoice is received (this obligation is reflected in section 3.19).

Section 2.3 states only contractors “with an active base of operations within Greenview will be accepted,” however ‘within Greenview’ was previously undefined. The addition of subsection A clarifies that contractors located in the towns of Fox Creek and Valleyview, and Sturgeon Lake Cree Nation shall be considered “within Greenview.” This addition conforms to existing practise and will ensure clarity for Administration and contractors seeking to work with Greenview.

The amendments include clarity regarding EOI submissions. Particularly, the dates by which an application must be received by Greenview (section 3.8), and disqualification of any late or incomplete packages (section 3.9). The policy set standards by which contractors are expected to adhere to ensure the continuity of

Greenview operations (section 3.18), including the expected ownership of equipment (section 3.12) and the variance of jobs dependent on the type of equipment used (section 3.15).

New additions include a complaint guideline for contractors (section 3.20) and the explicit prohibition of subcontracting (section 3.21).

Administration is seeking a conversation with the Policy Review Committee regarding the future of the program and any desired amendments by the committee.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of approving the recommended motion is that it will ensure Policy 4004 is reviewed on schedule, as per the 2023 Policy Review Schedule.
-

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 policy.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will implement any amendments, if applicable, and will present the policy to Council for consideration.

ATTACHMENT(S):

- Policy 4004 “Equipment Contractor Registry” (Current)
- Policy 4004 “Equipment Contractor Registry” (Draft)
- Contractor Handbook

Title: EQUIPMENT CONTRACTORS REGISTRY

Policy No: 4004

Effective Date: January 27, 2020

Motion Number: 20.01.49

Supersedes Policy No: None



Purpose: The purpose is for the Municipal District of Greenview (Greenview) to compile a Registry of interested Equipment Contractors, Gravel Haulers, Operators and Labourers (Equipment Contractors) available for casual work with Greenview at the rate and hiring process specified by Greenview.

DEFINITIONS

ARHCA means Alberta Road Builders and Heavy Construction Association’s Equipment Rental Rates Guide & Membership Roster.

Current means a model which was or is available as a new machine in the current or previous three (3) year(s), as per ARHCA.

EOIP means Expression of Interest package

Long Job means five (5) day minimum up to a twenty (20) day maximum per job.

Non-Current means a model which is no longer current, but is commonly found on sites in Alberta doing production work, as per ARHCA.

Previous means older equipment that is generally no longer used for high production work, as per ARHCA.

Short Job means two (2) day minimum up to a five (5) day maximum per job.

POLICY

1. All equipment/attachments related definitions and rates can be found in the previous year’s ARHCA Rate Guide.
2. Greenview will compile an annual Registry of Equipment Contractors with Current and Non-Current equipment who are interested in performing work for and within Greenview.
3. Only Equipment Contractors based within Greenview will be accepted on the Registry.
4. Equipment/attachments will be paid, only when in use, at the rates specified in the previous year’s ARHCA Rate Guide.

5. Greenview will only accept fully completed EOIPs, agreeing to the financial and working terms and conditions set forth by Greenview.
6. All contractors must be in good standing with Greenview prior to the approval of their EOIP and/or prior to being hired after their EOIP has been accepted.
7. Greenview Administration may increase and adjust all Gravel Haul rates, when required with CAO approval.
8. Greenview Administration will be permitted to adjust rates, as needed for high-demand equipment up to the full ARCHA rate, with CAO approval.

PROCEDURE

1. Greenview reserves the right to terminate Equipment Contractors from projects for poor performance as well as non-compliance with any polices and/or legislation set forth in the EOIP.
2. The following considerations may apply when hiring Equipment Contractors: past performance, operator experience/quality work, reliability of equipment, safety record.
3. Greenview reserves the right to remove a contractor from the registry based on past performance or conduct of the Equipment Contractor
4. Greenview reserves the right to release any operator and/or equipment due to abuse, harassment and/or belligerent behaviour.
5. All Safety-related Incidents must be reported to the project supervisor appointed by Greenview.
6. Equipment Contractors are required to complete a Mandatory Greenview Safety Orientation as well as a Site Hazard Assessment prior to starting a project.
7. Interested Equipment Contractors are encouraged to contact Greenview regarding when, where and how they can pick up and submit their EOIP which will specify the aforementioned rates as well as outline the financial and working terms and conditions set forth by Greenview.
8. Submissions must be sealed and post marked prior to the advertised EOIP closing date, any submissions received after that date and time will not be accepted. EOIP's will be available on the last Friday of January of every year. The EOIPs are to be received at any Greenview office by the first Monday in March. On April 1st the Contractors days will reset and the new Registry will take effect.
9. Greenview reserves the right to disqualify any incomplete EOIP.
10. The Registry will entail the contractor owner's residential address and the business address with in the Municipal District of Greenview No. 16.
11. Upon opening of the EOIP, Greenview will ensure that all Equipment Contractors have:
 - a) Supplied proof of a minimum \$2,000,000.00 in liability insurance;
 - b) Supplied proof of Workers Compensation Number; and
 - c) Signed Greenview's Contractor Handbook.

12. Base equipment must be owned and not rented, attachments can be rented if necessary with the approval of the Greenview Representative.
13. Greenview Administration will review and adjust all Current and Non-Current equipment and truck rates, when required with CAO approval, to reflect a percentage of the previous year's ARHCA Rate Guide.
14. As per the previous years, ARHCA Rate Guide definitions and rates, Greenview will advertise in a variety of local media for all "Current" and "Non-Current" equipment and maintenance motor graders.
15. Equipment Contractors who provide skid steers, motor scrapers, rock trucks, vacuum trucks, low beds to haul equipment or miscellaneous items will work on a Short job rotation. All other equipment will work on a Long job rotation. Greenview representatives have the right to release any contractor at any day in the best interest of Greenview operations.
16. Greenview representative will determine when the 20 day cap can and will be used in Greenview's best interest. Contractors who are on the EOI Registry are not guaranteed 20 day of work at a time.
17. Travel time of one (1) hour per day will be paid (on trucking only) this is not at the Greenview's representative's discretion.
18. Equipment Contractors are expected to prioritize the scheduling of their workloads in the best interest of Greenview. Once a Contractor has committed to a job, if work is refused for any other reasons then breakdown or emergency the EOI person will reiterate that Greenview is requesting your equipment for our job now and we will not accommodate the Contractors schedule. The Contractor will be given one verbal warning and if a second time occurs the contractor will be given a written warning and removed from the EOI list for 1 year.
19. Contractors will submit their invoices with WCB and proof of insurance on the 15th and the 30th of the month to which Greenview has 30 days to make payment.

Title: Equipment Contractor Registry

Policy No: 4004

Effective Date:

Motion Number:

Supersedes Policy No: 4004

Department: Operations

Review Date: (3 Years from date approved)



Legal References:

Prompt Payment and Construction Lien Act, R.S.A. 2000, c. P-26.4.

Cross References:

Policy 3014 "Contractors Safety"
 Policy 3015 "Corporate Health and Safety"
 Policy 3016 "Safety Rules"

Purpose: For Greenview to compile a registry of interested equipment contractors, gravel haulers, operators and labourers (Equipment Contractors) available for casual work with Greenview at the rate and hiring process specified by Greenview.

1. DEFINITIONS

- 1.1. **ARHCA** means Alberta Road Builders and Heavy Construction Association’s Equipment Rental Rates Guide & Membership Roster.
- 1.2. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview or designate.
- 1.3. **Current** means a model which was or is available as a new machine in the current or previous three (3) year(s), as per ARHCA.
- 1.4. **EOIP** means Expression of Interest Package.
- 1.5. **Greenview** means the Municipal District of Greenview No. 16.
- 1.6. **Long Job** means five (5) day minimum up to a twenty (20) day maximum per job.
- 1.7. **Non-Current** means a model which is no longer current, but is commonly found on sites in Alberta doing production work, as per ARHCA.
- 1.8. **Previous** means older equipment that is generally no longer used for high production work, as per ARHCA.
- 1.9. **Short Job** means two (2) day minimum up to a five (5) day maximum per job.
- 1.10. **WCB** means the Workers Compensation Board of Alberta.

2. POLICY STATEMENT

- 2.1. All equipment and attachment related definitions and rates can be found in the previous year’s ARHCA Rate Guide.
- 2.2. Greenview will compile an annual Registry of Equipment Contractors with Current and Non-Current equipment who are interested in performing work for and within Greenview.
- 2.3. Only Equipment Contractors ~~based within~~ **with an active base of operations within** Greenview will be accepted on the Registry.
 - A) **For the purposes of this policy, based in Greenview includes contractors located in the towns of Fox Creek and Valleyview, as well as Sturgeon Lake Cree Nation.**
- 2.4. Greenview will only accept fully completed EOIPs, agreeing to the financial and working terms and conditions set forth by Greenview.
- 2.5. All contractors must be in good standing with Greenview prior to the approval of their EOIP or prior to being hired after their EOIP has been accepted.
- 2.6. Greenview **Council** ~~Administration~~ may increase and adjust all Gravel Haul rates. ~~when required with CAO approval.~~
- 2.7. ~~Greenview Administration will be permitted to adjust rates as needed for high demand equipment, up to the full ARCHA rate with CAO approval.~~

3. PROCEDURE

- 3.1. Greenview reserves the right to terminate Equipment Contractors from projects for poor performance as well as non-compliance with any polices, legislation, **or instructions** set forth in the EOIP.
- 3.2. The following considerations may apply when hiring Equipment Contractors:
 - A) Past performance and quality of work;
 - B) Operator experience;
 - C) Reliability of equipment; and
 - D) Safety record.
- 3.3. Greenview reserves the right to remove a contractor from the registry based on past performance or conduct of the Equipment Contractor
- 3.4. Greenview reserves the right to release any operator or equipment due to abuse, harassment or belligerent behaviour.
- 3.5. All Safety-related Incidents must be reported to the project supervisor appointed by Greenview.
- 3.6. Equipment Contractors are required to complete a Mandatory Greenview Safety Orientation as well as a Site Hazard Assessment prior to starting a project.
- 3.7. Interested Equipment Contractors are encouraged to contact Greenview regarding when, where and how they can pick up and submit their EOIP which will specify the aforementioned rates as well as outline the financial and working terms and conditions set forth by Greenview.

- 3.8. Submissions must be sealed and post marked prior to the advertised EOIP closing date, any submissions received after that date and time will not be accepted. EOIP's will be available on **February 1st, or the first business day thereafter if it falls on a weekend.** ~~the last Friday of January of every year.~~ The EOIPs are to be received at any Greenview **Public Service Building** office by **March 15, or the first business day thereafter if it falls on a weekend.** ~~the first Monday in March.~~ On April 1st the contractors' days will reset and the new Registry will take effect.
- 3.9. Greenview reserves the right to disqualify any **EOIP that is returned incomplete or past the submission deadline.** ~~incomplete EOIP.~~
- 3.10. The Registry will entail the contractor owner's residential address and the business' **physical and mailing** address within Greenview.
- 3.11. Upon opening of the EOIP, Greenview will ensure that all Equipment Contractors have:
- A) Supplied proof of a minimum \$2,000,000.00 in liability insurance;
 - B) Supplied proof of Workers Compensation Number; and
 - C) Signed Greenview's Contractor Handbook.
- 3.12. Base equipment must be owned and not rented. Attachments, **including gravel trailers,** can be rented if necessary, with the approval of the Greenview Representative. **Rented attachments may be subject to inspection for safety and suitability for work.**
- 3.13. ~~Greenview Administration will review and adjust all Current and Non-Current equipment and truck rates, when required with CAO approval, to reflect a percentage of the previous year's ARHCA Rate Guide.~~
- 3.14. As per the previous years, ARHCA Rate Guide definitions and rates, Greenview will advertise in a variety of local media for all "Current" and "Non-Current" equipment. ~~and maintenance motor graders.~~
- 3.15. Equipment Contractors who provide skid steers, ~~motor scrapers, rock trucks,~~ vacuum trucks, low beds to haul equipment or miscellaneous items **may** will work on a Short Job rotation **if it is in the best interest of Greenview's level of service.** All other equipment will work on a Long Job rotation. Greenview representatives have the right to release any contractor at ~~any day in~~ **when it is in** the best interest of Greenview operations.
- 3.16. Greenview representative will determine when the **5 or 20-day** cap can and will be used in Greenview's best interest. Contractors who are on the EOI Registry are not guaranteed **5 or 20** days of work at a time.
- 3.17. Travel time of one (1) hour per day will be paid on trucking only.
- 3.18. Equipment Contractors are expected to prioritize the scheduling of their workloads in the best interest of Greenview. Once a Contractor has committed to a job, if work is refused for any other reason, other than breakdown or emergency, the EOI person will reiterate that Greenview is requesting ~~your~~ ~~our~~ equipment for ~~our~~ ~~the~~ ~~job~~ ~~presently~~ ~~now~~ and ~~we will not accommodate~~ the Contractors schedule **may not be able to be accommodated.** The Contractor will be given one verbal warning, if a second incident occurs the contractor will be given a written warning and will be removed from the EOI list for 1 (one) year.

3.19. Contractors will submit their valid invoices accompanied with daily work tickets to accounts.payable@mdgreenview.ab.ca with WCB and proof of insurance on the 15th and the 30th of the month to which Greenview has ~~30~~ 28 days to make payment.

3.20. Contractors are to submit complaints & inquiries regarding not receiving calls for work or perceived unfairness in writing to the EOI Person, the project supervisor, or department manager.

3.21. Subcontracting by EOI Contractors is prohibited.

DRAFT



REQUEST FOR DECISION

SUBJECT:	Policy 4014 “Annual Graveling Program”	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER:
MEETING DATE:	January 11, 2023	DIR:	PRESENTER: JH
DEPARTMENT:	OPERATIONS	LEG:	
STRATEGIC PLAN:	Governance		

RELEVANT LEGISLATION:

Provincial – None

Council Bylaw/Policy – None

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 4014 “Annual Graveling Program” as presented.

BACKGROUND/PROPOSAL:

Administration is bringing Policy 4014 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.

This policy was first brought to the Policy Review Committee on October 12, 2022 where it received amendments concerning the rotation for roads to be gravelled. This includes, replacing “[roads will be gravelled] as needed,” to “every 3-5 years or as required following a road assessment.” The changes give greater detail to the levels of service Greenview will provide, and includes a line detailing that roads will only be gravelled every 3-5 years depending on the condition of the road. It was also recommended to change the title of the policy from “Annual Graveling Program,” to “Road Graveling Program.”

The Policy Review Committee concluded debate on Policy 4014 with a motion recommending Administration bring the policy to the December PRC meeting. As the December meeting had a full agenda, Administration is presenting the policy to the January meeting for discussion.

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)
- Policy 4014 “Road Gravelling Program” (Draft)

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~~ **Road** 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 **three (3) to five (5) year** rotation for all local roads, ~~as needed~~, **or as required following a road assessment.**

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

2.3. **Roads may be removed from the graveling rotation if they are still in adequate condition.**

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 7000 Greenview Digital Signs	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER: SS
MEETING DATE:	January 11, 2023	DIR: MAV	PRESENTER: SS
DEPARTMENT:	COMMUNICATIONS	LEG:	
STRATEGIC PLAN:	Governance		

RELEVANT LEGISLATION:
Provincial – Not Applicable

Council Bylaw/Policy – Not applicable

RECOMMENDED ACTION:
MOTION: That the Policy Review Committee recommend Council approve Policy 7000 “Municipally Owned Digital Signs” as presented.

BACKGROUND/PROPOSAL:
Greenview’s Municipally Owned Digital Signs policy has been reviewed in accordance with the policy review schedule to ensure that it is up to date with municipal and legislative requirements. Upon review, the following changes were made to the policy:

- Added Greenview to definition list and simplified definitions;
- Added Section 2.4 - Greenview reserves the right to amend or modify the submitted message to conform to the specifications and limitations imposed by the sign size and software. Every endeavour will be made to retain the essence of the message;
- Revised Section 3.3 - Advertisement requests are to be submitted directly to the Communications and Marketing Department; and
- Added Section 5.1 for Administration.

These additions clarify that Greenview will make all attempts to maintain the central message of applicants, however due to formatting and display specifications, messages require editing. Furthermore, to ensure a pan-Greenview approach, all digital sign requests will be reviewed and approved by the Communications and Marketing Department. This will ensure that all messages across Greenview assets conforms to visual and branding guidelines.

BENEFITS OF THE RECOMMENDED ACTION:
1. The benefit of the Policy Review Committee approving the recommended motion is that it will ensure that digital messages applications have a determined standardized review and approval process.

2. It would ensure that Greenview’s policies are being reviewed on a timely basis, as per the 2022 Policy Review Schedule.
-

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:

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 implement any PRC amendments, as applicable, and present the policy to Council.

ATTACHMENT(S):

- Policy 7000 “Municipally Owned Digital Signs” (Current)
- Policy 7000 “Greenview Digital Signs” (Draft)

Title: MUNICIPALLY OWNED DIGITAL SIGNS

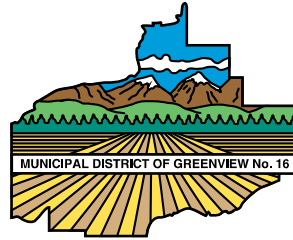
Policy No: 7000

Effective Date: June 11, 2018

Motion Number: 18.06.313

Supersedes Policy No: (None)

Review Date:



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

Purpose: to provide government and community information to residents, ratepayers and visitors to Greenview by displaying events, functions and messages that inform and enrich the community, while establishing rules for information that is provided on municipal digital signs.

DEFINITIONS

Advertisement or Message means the content that is displayed on a Greenview digital or electronic sign board.

Charity means an organization, public foundation, or private foundation that is legally registered with the Canada Revenue Agency or the Government of Alberta and carries a valid registration number for charitable means.

Non-profit means associations, clubs or societies that are not registered charities and operate exclusively for social welfare, civic improvement, pleasure, recreation or any other purpose except for profit.

Greenview Area means the M.D of Greenview, the three towns of Grande Cache, Valleyview and Fox Creek, as well as Sturgeon Lake First Nation.


POLICY

1. Greenview will not be responsible for any sign malfunction beyond its control.
2. The digital sign shall be booked on a first come, first served basis; however, in the event of an emergency, Greenview has the right to suspend all messages and use the sign for emergency purposes only.
3. Greenview, at its sole discretion, may accept or reject the content of a message, if, in its opinion, the content is deemed inappropriate. Greenview also reserves the right to remove messages if a significant number of complaints are received.
4. Greenview reserves the right to amend or modify the submitted message to conform to the specifications and limitations imposed by the sign size and software. Every endeavor will be made to retain the essence of the message.

5. Advertisements should promote events from within Greenview. Greenview reserves the right to deny messages from outside the Greenview Area.
6. From time-to-time, Greenview may establish a fee for Administration of advertisements and messages in accordance with the Schedule of Fees Bylaw.

PROCEDURE

1. The following priority system will be used in selecting messages to be posted on the digital signs:
 - a. Emergency messages;
 - b. Messages from the M.D of Greenview;
 - c. Safety related messages, such as fire prevention, education, or notices;
 - d. Messages from other government agencies that have a local impact or significance; and
 - e. Community events and messages hosted and/or sponsored by a non-profit or charity organization.
2. The following will not be permitted to post on digital signs:
 - a. Private sector messages, whether from an individual, group, organization or business;
 - b. Promotion of political, factional or religious view points;
 - c. False, misleading or deceptive messages;
 - d. Messages expressing discriminating viewpoints pursuant to the *Alberta Human Rights Act*; and/or
 - e. Events and/or functions that are only open to members of a specific organization.
3. Advertisements should be submitted to the Greenview Communications Officer or Economic Development Officer a minimum of three weeks prior to the posting date.

<p>Title: Greenview Digital Signs</p> <p>Policy No: 7000</p> <p>Effective Date:</p> <p>Motion Number:</p> <p>Supersedes Policy No: 7000</p> <p>Department: Communications & Marketing</p> <p>Review Date: June 11, 2021</p>	
	
<p>Legal References: <i>Not applicable</i></p>	<p>Cross References: Policy 7006 "Social Media" Policy 7002 "Advertising"</p>
<p>Purpose: To provide government and community information to residents, ratepayers, and visitors to Greenview by displaying events, functions, and messages that inform and enrich the community while establishing rules for information that is provided on outdoor municipal digital signs.</p>	

1. DEFINITIONS

- 1.1. **Advertisement or Message** means the content displayed on a Greenview digital or electronic sign board.
- 1.2. **Charity** means an organization, public foundation, or private foundation legally registered with the Canada Revenue Agency or the Government of Alberta and carries a valid registration number for charitable ~~purposes means~~.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Greenview Area** means the ~~communities within the~~ Municipal District of Greenview No. 16. ~~means the M.D of Greenview, the three towns of Grande Cache, Valleyview and Fox Creek, as well as Sturgeon Lake First Nation.~~
- 1.5. **Non-profit** means organisations that provide products or services to improve or benefit a community. Any money made by a non-profit is not for the personal gain of its directors, members, or officers but goes back into the organisation to further its aim and project.

2. POLICY STATEMENT

- 2.1. Greenview will not be responsible for any sign malfunction beyond its control.
- 2.2. ~~The~~ Digital signs shall be booked on a first-come first-served basis; however, Greenview ~~in~~ ~~the event of an emergency~~ ~~has~~ ~~retains~~ the right to suspend all messages and use the sign for emergency purposes. ~~only~~.

- 2.3. Greenview, at its sole discretion, may accept or reject the content of a message if, in its opinion, the content is deemed inappropriate. Greenview also reserves the right to remove messages if a significant number of complaints are received.
- 2.4. **Greenview reserves the right to amend or modify the submitted message to conform to the specifications and limitations imposed by the sign size and software. Every endeavour will be made to retain the essence of the message.**
- 2.5. Advertisements should promote events ~~from~~ within Greenview. Greenview reserves the right to deny messages from outside of the Greenview Area.
- 2.6. From time to time, Greenview may establish a fee for Administration of advertisements and messages in accordance with the Schedule of Fees Bylaw.

3. PROCEDURE

- 3.1. The following priority system will be used in selecting messages to be posted on the digital signs:
 - A) Emergency messages;
 - B) Messages from Greenview;
 - C) Safety-related messages, such as fire prevention, education, or notices;
 - D) Messages from other government agencies that have a local impact or significance; and
 - E) Community events and messages hosted or sponsored by a non-profit or charity organization.
- 3.2. The following will not be permitted to post on digital signs:
 - A) Private sector messages, whether from an individual, group, organization, or business;
 - B) Promotion of political, factional or religious viewpoints;
 - C) False, misleading or deceptive messages;
 - D) Messages expressing discriminatory ~~ing~~ viewpoints or hateful language; and
 - E) Events and functions that are only open to members of a specific organization.
- 3.3. Advertisements should be submitted to the Greenview Communications ~~Officer~~ and Marketing department ~~or Economic Development Officer~~ a minimum of three (3) weeks prior to the posting date.

4. APPLICATION

- 4.1. **Request for advertising on municipally owned digital signs shall** be submitted to the Greenview Communications and Marketing department a minimum of three (3) weeks prior to the posting date.

5. ADMINISTRATION RESPONSIBILITIES

- 5.1. **Administration shall advertise and approve events as applicable. ~~and approved.~~**



REQUEST FOR DECISION

SUBJECT:	Policy 7002 Advertising		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 11, 2023	CAO:	MANAGER: SS
DEPARTMENT:	COMMUNICATIONS	DIR: MAV	PRESENTER: SS
STRATEGIC PLAN:	Governance	LEG:	

RELEVANT LEGISLATION:
Provincial – Not Applicable

Council Bylaw/Policy – Not applicable

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 7002 “Advertising” as presented.

BACKGROUND/PROPOSAL:

Greenview’s Advertising policy 7002, formerly 1035, has been reviewed in accordance with the policy review schedule to ensure that it is up to date with municipal and legislative requirements. Upon review, the following changes were made to the policy:

- Simplified the purpose statement and included recreation facilities, events and ongoing economic development strategies;
- Added 3.2.J to include Greenview assets, facilities, programs and/or Greenview media to require communications approval;
- Revised 2.3 to include events or ongoing economic development strategies. As well as including telecommunication companies in the exclusion for advertising on behalf of for-profit companies.
- Revised 2.6 to include economic development campaigns and strategies.

These additions to the Advertising policy will allow for third-party advertising by the Recreation and Economic Development departments to support ongoing campaigns and strategies.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Policy Review Committee approving the recommended motion is that it will provide guidelines and authorization for the Recreation and Economic Development departments to advertise their campaigns and ongoing strategies.
 2. It would ensure that Greenview’s policies are being reviewed on a timely basis, as per the 2022 Policy Review Schedule.
-

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:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

If approved, Administration will implement any PRC amendments, as applicable, and present the policy to Council.

ATTACHMENT(S):

- Policy 1035 "Advertising" (Current)
- Policy 7002 "Advertising" (Draft)

Title: Advertising

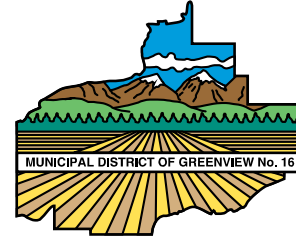
Policy No: 1035

Effective Date: May 25, 2021

Motion Number: 21.05.271

Supersedes Policy No: NONE

Review Date: May 25, 2024



Purpose: The purpose of this policy is to ensure that all third-party advertising on Greenview property, facilities, and media is consistent with Greenview’s corporate values, image, and strategic goals.

Generally, Greenview will not advertise for for-profit organizations except through sponsorship at recreation facilities and events.

Greenview shall meet specific criteria, as outlined in this policy, without unreasonable interference with rights under the Canadian Charter of Rights and Freedoms.

1. DEFINITIONS

- 1.1. **Advertising** means any paid or in-kind communications that are utilized to influence, educate or inform the public. This includes all forms of advertising and sponsorship.
- 1.2. **CAO** means the Chief Administrative Officer of the M.D. of Greenview.
- 1.3. **Community** means the residents, landowners, business owners, organizations and agencies that make up Greenview.
- 1.4. **Employee** means those people employed full-time, part-time, casually, seasonally, on contract, as a volunteer, or elected or appointed.
- 1.5. **For-Profit** means an organizations that provide products or services for profit; established, maintained, or conducted for the purpose of making a profit.
- 1.6. **Greenview** means the Municipal District of Greenview No. 16.
- 1.7. **Greenview Assets** means Greenview corporate website, social media, mobile app, and electronic sign boards.
- 1.8. **Greenview Media** means any outlet used by Greenview to carry and deliver advertisements, and includes but is not limited to, direct mail; print (e.g. newspaper, brochure, flyer, magazine); digital media (e.g. web, e-mail, social media, mobile media); television; radio; billboard or message board.

- 1.9. **Greenview Program** means any activity which is operated by Greenview and includes any Greenview events and scheduled activities for the public and communities.
- 1.10. **Non-Profit** means organizations that provide products or services to improve or benefit a community. Any money made by a Non-Profit is not for the personal gain of its directors, members or officers, but goes back into the organization to further its aims and projects.

2. POLICY STATEMENT

- 2.1. Greenview supports the placement of advertisements on Greenview assets and Greenview media to assist in the provision of programs and services.
- 2.2. Third party advertising requests by registered non-profit groups on Greenview assets, in Greenview media, on Greenview property or facilities, will be considered in accordance with the criteria outlined in section 4.2 of this policy.
- 2.3. Third party advertising requests by for-profit groups or organizations on Greenview assets or in Greenview media shall not be considered, except in the following circumstance. Third-party advertising requests from for-profit organizations as a result of a sponsorship or paid advertising of a Greenview event, or the hosting of an event in a recreation facility, including advertising in arenas or ball diamonds, will be considered in accordance with the criteria outlined in section 4.2.
- 2.4. All advertising shall be consistent with Greenview's vision, mission and values and will not compromise or contradict any laws of Canada or Alberta, by-laws or policies of Greenview, or reflect negatively on Greenview's public image.
- 2.5. All advertising agreements shall be established in a manner that ensures access and fairness, and results in the optimal balance of benefits to Greenview and its communities.
- 2.6. Administration will refrain from advertising on behalf of individuals and individual businesses, unless said advertisement is in relation to an advertising campaign or economic development campaign that involves a group or category of businesses.

3. SCOPE

- 3.1. This policy only applies to advertising from external advertisers:
 - on Greenview owned facilities;
 - on Greenview owned assets;
 - at Greenview programs; and
 - in Greenview media.

4. APPLICATION

- 4.1. The placement of any advertising on Greenview property, Greenview facilities, at Greenview programs, and/or in Greenview media does not represent or imply any partnership with Greenview; or Greenview's endorsement of any product, service, person(s), company, organization, beliefs, views, or any contents contained in the advertisement; and does not

constitute information or communication by or on behalf of Greenview.

4.2. Advertising on Greenview property, facilities, assets and media must meet all of the following criteria, including criteria 1 and 2 from the Canadian Code of Advertising Standards deemed appropriate by the Supreme Court of Canada:

- A. The advertising does not demean, denigrate or disparage any identifiable person, group of persons, firm, organization, industrial or commercial activity, profession, product or service or attempt to bring it or them into public contempt or ridicule;
- B. The advertising does not undermine human dignity; or display obvious indifference to, or encourage, gratuitously and without merit, conduct or attitudes that offend the standards of public decency prevailing among a significant segment of the population;
- C. The advertising adheres to the Canadian Code of Advertising Standards;
- D. The advertising is not in conflict with any applicable laws, Greenview bylaws or policies;
- E. The advertising does not breach or conflict with any existing Greenview advertising agreements and/or contracts;
- F. There are no adverse effects on public safety;
- G. The advertising does not incite violence and hatred;
- H. The advertising does not present demeaning or derogatory portrayals of individuals or groups;
- I. Alcohol, tobacco and cannabis advertising will not be permitted at events geared to children or youth;
- J. The proposed location of the advertising may have an impact when determining whether or not the criteria have been met.

4.3 In order for Greenview to ensure that all advertising complies with this policy, requests for placement of non-English language advertising must be accompanied by a certified English translation of the ad content.

5. COUNCIL RESPONSIBILITIES

- 5.1. Council must approve any advertising agreements that grant naming rights to a Greenview property or facility.
- 5.2. To approve and periodically review the Advertising Policy.

6. ADMINISTRATION RESPONSIBILITIES

- 6.1. Administer, review, and recommend revisions to the Advertising Policy guidelines.
- 6.2. Has authority to enter into agreements with non-profit and for-profit organizations for the purposes of third-party advertising on Greenview property, at Greenview programs, and in Greenview media.
- 6.3. Communications:
 - A. The decision as to where advertising will be permitted (i.e. on which Greenview property or facility, at which Greenview programs and in which Greenview media) is the responsibility of the Communications department.

- B. Communications is also responsible for administering such requests or offers of advertising in accordance with this policy.
- C. Advertising agreements, which must be in a form satisfactory to the CAO, are managed by the Communications department.

CURRENT

Title: Advertising

Policy No: 7002

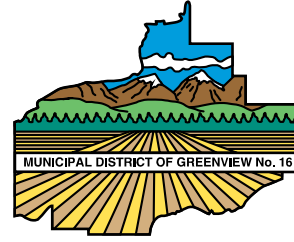
Effective Date:

Motion Number:

Supersedes Policy No: 1035

Department: Communications and Marketing

Review Date:



Legal References:

Not applicable

Cross References:

Bylaw 22-930 "Schedule of Fees Bylaw"
Policy 7000 "Municipally Owned Digital Signs"

Purpose: The purpose of this policy is to ensure that all third-party advertising on Greenview property, facilities, and media is consistent with Greenview's corporate values, image, and strategic goals.

Generally, Greenview will not advertise for for-profit organizations except through sponsorship at recreation facilities and events. **Greenview will not advertise for for-profit organizations except through sponsorships at recreation facilities, events, or ongoing Economic Development strategies.**

~~Greenview shall meet specific criteria, as outlined in this policy, without unreasonable interference with rights under the Canadian Charter of Rights and Freedoms.~~

1. DEFINITIONS

- 1.1. **Advertising** means any paid or in-kind communications that are utilized to influence, educate, or inform the public. This includes all forms of advertising and sponsorship.
- 1.2. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of the Municipal District of Greenview No. 16.
- 1.3. **Community** means the residents, landowners, business owners, organizations, and agencies which make up Greenview.
- 1.4. **Employee** means those people employed full-time, part-time, casually, seasonally, on contract, as a volunteer, or elected or appointed.
- 1.5. **For-Profit** means an organization that provides products or services for profit; established, maintained, or conducted for the purpose of making a profit.
- 1.6. **Greenview** means the Municipal District of Greenview No. 16.

- 1.7. **Greenview Assets** means Greenview corporate website, social media, mobile app, and electronic sign boards.
- 1.8. **Greenview Media** means any outlet used by Greenview to carry and deliver advertisements, and includes but is not limited to, direct mail; print (e.g., newspaper, brochure, flyer, magazine); digital media (e.g., web, e-mail, social media, mobile media); television; radio; billboard or message board.
- 1.9. **Greenview Program** means any activity operated by Greenview and includes any Greenview events and scheduled activities for the public and communities.
- 1.10. **Non-Profit** means organizations that provide products or services to improve or benefit a community. Any money made by a Non-Profit is not for the personal gain of its directors, members, or officers but goes back into the organization to further its aim and projects.

2. POLICY STATEMENT

- 2.1. Greenview supports the placement of advertisements on Greenview assets and Greenview media to assist in the provision of **Greenview** programs and services.
- 2.2. Third-party advertising requests by registered non-profit groups on Greenview assets, in Greenview media, on Greenview property or facilities will be considered per the criteria outlined in section ~~4.2~~ 3.2 of this policy.
- 2.3. Third-party advertising requests by for-profit groups or organizations on Greenview assets or in Greenview media shall not be considered except in the following circumstances.
 - A) Third party advertising requests from for-profit organizations as a result of sponsorship or paid advertising of a Greenview event or the hosting of an event in a recreation facility, including advertising in arenas or ball diamonds, **and events or ongoing Economic Development strategies** will be considered in accordance with the criteria outlined in section ~~4.2~~ 3.2.
 - B) **Website advertising requests from telecommunication companies that are required to notify adjacent landowners and have no other means but to advertise through Greenview. These for-profit companies will be required to pay a fee in accordance with the Schedule of Fees Bylaw.**
- 2.4. All advertising shall be consistent with Greenview’s vision, mission and values and will not compromise or contradict any laws of Canada or Alberta, bylaws or policies of Greenview or reflect negatively on Greenview’s public image.
- 2.5. All advertising agreements shall be established ~~in a manner that ensures access and fairness, and results~~ **to ensure access and fairness, resulting** in the optimal balance of benefits to Greenview and its communities.
- 2.6. Administration will refrain from advertising on behalf of individuals and individual businesses unless said advertisement is related to **an advertising campaign or economic development campaign involving** ~~in relation to an advertising campaign or economic development campaign that involves a group~~ **or ongoing economic development strategies.** ~~or category of businesses.~~

3. SCOPE

- 3.1. ~~This policy only applies to advertising from external advertisers:~~

- ~~on Greenview owned facilities;~~
- ~~on Greenview owned assets;~~
- ~~at Greenview programs; and~~
- ~~in Greenview media.~~

3. APPLICATION

3.1. The placement of any advertising on Greenview ~~property~~ **assets**, Greenview facilities, at Greenview programs, or in Greenview media does not represent or imply any partnership with Greenview; or Greenview’s endorsement of any product, service, person(s), company, organization, beliefs, views, or any contents contained in the advertisement; and does not constitute information or communication by or on behalf of Greenview.

3.2. Advertising on Greenview ~~property~~, facilities, assets, and media must meet all of the following criteria: ~~including criteria 1 and 2 from the Canadian Code of Advertising Standards deemed appropriate by the Supreme Court of Canada:~~

- A) The advertising does not demean, denigrate, or disparage any identifiable person, group of persons, firm, organization, industrial or commercial activity, profession, product or service or attempt to bring it or them into public contempt or ridicule;
- B) The advertising does not undermine human dignity; or display obvious indifference to, or encourage, gratuitously and without merit, conduct or attitudes that offend the standards of public decency prevailing among a significant segment of the population;
- ~~C) The advertising adheres to the Canadian Code of Advertising Standards;~~
- D) The advertising is not in conflict with any applicable laws, Greenview bylaws or policies;
- E) The advertising does not breach or conflict with any existing Greenview advertising agreements and/or contracts;
- F) There are no adverse effects on public safety;
- G) The advertising does not incite violence and hatred;
- H) The advertising does not present demeaning or derogatory portrayals of individuals or groups;
- I) Alcohol, tobacco and cannabis advertising will not be permitted at events geared to children or youth;
- J) The proposed ~~location of the advertising~~ **advertising location** may have an impact when determining whether or not the criteria have been met; and
- K) **Requests for placement of advertising on Greenview assets, facilities, programs, or Greenview media require the approval of the Greenview Communications and Marketing department.**

3.3. In order for Greenview to ensure that all advertising complies with this policy, requests for placement of non-English language advertising must be accompanied by a certified English translation of the ad content.

4. COUNCIL RESPONSIBILITIES

4.1. Administer, review, and recommend revisions to the Advertising Policy.

4.2. To approve and periodically review the Advertising Policy.

~~4.3. Council must approve any advertising agreements that grant naming rights to a Greenview property or facility.~~

5. ADMINISTRATION RESPONSIBILITIES

- 5.1. Administer, review, and recommend revisions to the Advertising Policy guidelines.
- 5.2. Has authority to enter into agreements with non-profit and for-profit organizations for the purposes of third-party advertising on Greenview ~~property~~ **assets**, Greenview programs, and in Greenview media.
- 5.3. The Communications **and Marketing** department has the decision as to where advertising will be permitted (i.e. on which Greenview ~~property~~ **assets** or facilities, ~~at which Greenview programs, and in which Greenview media~~).
- 5.4. The Communications **and Marketing** department is also responsible for administering such requests or offers of advertising in accordance with this policy.
- 5.5. Advertising agreements, which must be in a form satisfactory to the CAO, are managed by the Communications **and Marketing** department, **with the exception of Greenview facilities, which are managed by a third-party agreement.**

DRAFT



REQUEST FOR DECISION

SUBJECT:	Policy 7004 “Special Occasion Messages”		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 11, 2022	CAO:	MANAGER: SS
DEPARTMENT:	COMMUNICATIONS	DIR: MAV	PRESENTER: SS
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG:	

RELEVANT LEGISLATION:
Provincial – Not applicable

Council Bylaw/Policy – Not applicable

RECOMMENDED ACTION:
MOTION: That the Policy Review Committee recommend Council approve Policy 7004 “Special Occasion Messages” as presented.

BACKGROUND/PROPOSAL:
Greenview’s Special Occasion Messages Policy, formerly Policy 1024, has been reviewed in accordance with the policy review schedule to ensure its accuracy and relevance, and has been prepared on the new policy template.

The body of the policy has received minor adjustments for sentence structure clarity.

BENEFITS OF THE RECOMMENDED ACTION:
1. The benefit of the Policy Review Committee approving the recommended motion is that it will follow the 2022 Policy Review Schedule for policies being reviewed on a periodic basis.

DISADVANTAGES OF THE RECOMMENDED ACTION:
1. There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:
Alternative #1: The Policy Review Committee may repeal the policy. Special occasion messages are not a common practice at Greenview.

Alternative #2: The Policy Review Committee 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 include any amendments, if applicable, and will forward the policy to Council for consideration.

ATTACHMENT(S):

- Policy 1024 “Special Occasion Messages” (Current)
- Policy 7004 “Special Occasion Messages” (Draft)

Title: SPECIAL OCCASION MESSAGES

Policy No: 1024

Effective Date: February 12, 2018

Motion Number: 18.02.76

Supersedes Policy No: AD 24

Review Date:



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: The purpose of this policy is to give recognition to Greenview residents and businesses for their significant birthday or anniversary.

POLICY

1. Upon request, Greenview will send congratulatory messages to citizens and businesses within Greenview on the event of a special birthday or anniversary as per the following procedure.

PROCEDURE

Upon request, special congratulatory message certificates may be arranged for the following events:

1. A 75th birthday and every five years thereafter to age 95, and every year following the 95th birthday.
2. A 50th, 55th, 60th wedding anniversary and yearly thereafter.
3. The 25th, 50th, 75th anniversary and every five years thereafter of a business or organization within Greenview.
4. Greenview should receive the request at least four weeks prior to the occasion.

Title: Special Occasion Messages

Policy No: 7004

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 1024

Department: Communications and Marketing

Review Date: (3 Years from date approved)



Legal References:
Not Applicable

Cross References:
Not applicable

Purpose: The purpose of this policy is to give recognition to Greenview residents and businesses for their significant birthday or anniversary.

1. DEFINITIONS

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

2. POLICY STATEMENT

- 2.1. Upon request Greenview will send congratulatory messages to citizens and businesses within Greenview on the event of a special birthday or anniversary. ~~as per the following procedure.~~

3. PROCEDURE

- 3.1. **Applicants** should send their request **to the Manager of Communications and Marketing** at least four (4) weeks prior to the occasion.
- 3.2. Greenview residents may request congratulatory messages for the following events:
- A) A 75th birthday and every five years thereafter to age 95, and every year following the 95th birthday.
 - B) A 50th, 55th, and 60th wedding anniversary and annually thereafter.
- 3.3. Greenview businesses may request congratulatory messages for the following events:
- A) The 25th, 50th, and 75th anniversary and every five (5) years thereafter.



REQUEST FOR DECISION

SUBJECT:	Policy 8001 Community Facility Advertising Repeal		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 11, 2023	CAO:	MANAGER: SS
DEPARTMENT:	COMMUNICATIONS	DIR: MAV	PRESENTER: SS
STRATEGIC PLAN:	Governance	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – Not applicable

Council Bylaw/Policy (cite) – Policy 8001 – Community Facility Advertising

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommends Council repeal Policy 8001 “Community Facility Advertising.”

BACKGROUND/PROPOSAL:

Greenview’s Community Facility Advertising policy has been reviewed in accordance pursuant to the policy review schedule. Upon review by the Communications and Marketing department, there appears to be no value in this outdated policy.

Policy 7002 “Advertising” was revised to include recreation facilities and third-party advertising, which would replace this policy.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Policy Review Committee recommending the repeal of Policy 8001 is that it would remove a policy which is not providing value and increasing the complexity of our policy framework.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: The Policy Review Committee may recommend that Policy 8001 remain and be revised. However, this is not recommend as it will take administrative time away from other objectives and will not add value.

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 8001 Community Facility Advertising (Current)
- Policy 8001 Community Facility Advertising – Procedure (Current)

<p>Title: COMMUNITY FACILITY ADVERTISING</p> <p>Policy No: 8001</p> <p>Approval: Council</p> <p>Effective Date: November 26, 2013</p> <p>Supersedes Policy No: (None)</p>	 <p>MUNICIPAL DISTRICT OF GREENVIEW NO. 16</p> <p><i>"A Great Place to Live, Work and Play"</i></p>
<p>Policy Statement: The Municipal District of Greenview No. 16 (Greenview) will provide funding for advertising, in the form of poster-board, signs or other such similar methods, within community facilities that serve Greenview residents, both within and outside of the M.D. of Greenview, as a means of providing financial and moral support to these facilities.</p>	
<p>Purpose: The purpose of this policy is provide for a process for advertising within community facilities which serve Greenview residents.</p>	
<p>Principles:</p> <ol style="list-style-type: none"> 1. Each year, Council will consider allocating funding in the operating budget for the purpose of affecting this policy. 2. Facilities within Greenview will be given preference under this policy over other facilities, however Council will give consideration to all requests for funding where not-for-profit facilities outside of Greenview’s corporate limits provide services to Greenview residents. 3. In addition to approved contributions for advertising, Greenview will pay for the cost of constructing the sign/poster-board unless the not-for-profit entity provides this for no charge to Greenview. 4. All requests under this policy will come before Council for consideration; ideally, all requests will be presented each year to Council at the same meeting. 	

Regulations:

1. None

Approved: 13.11.652



MUNICIPAL DISTRICT OF GREENVIEW NO. 16
"A Great Place to Live, Work and Play"

Procedure Title: COMMUNITY FACILITY ADVERTISING

Procedure No: 8001-01

Approval: CAO

Effective Date: November 26, 2013

Supersedes Procedure No: None

1. Definitions

1.1 Nil

2. Responsibilities

2.1. Council Members to:

2.1.1. Annually consider allocating funding in the operating budget for this program;

2.1.2. Review all applications annually and approve or deny each application;

2.1.3 Bring to the attention of Council and Greenview staff any applications which have not otherwise been submitted directly by a not-for-profit entity.

2.2 General Manager, Community Services to:

2.2.1 Advertise each fall for applications under this policy, with a submission due-date of October 31;

2.2.2 Communicate and correspond with all submitting entities;

2.2.3 Annually contact each entity for which funding under this policy has been provided in the previous year to ascertain whether or not they wish to re-apply and whether or not there has been any changes in the request (such as a change in the requested amount);

2.2.4 Arrange for the construction and delivery of signs poster/boards;

2.2.5 Arrange for the recycling or disposal of any signs no longer required;

2.2.6 Submit source documentation to Corporate Services to provide for payment processing.

2.3 Corporate Services Staff to:

2.3.1 Issue payment for advertisements;

2.3.2 Track expenditure levels under the designated G/L.

2.4 Communications Staff to:

2.4.1 Establish the graphical elements of the advertisements in accordance with Greenview's visual standards guide.

2.5 Applicants under this policy to:

2.5.1 Ensure that their applications are submitted in time to Greenview;

2.5.2 Return to Greenview any poster boards or signs no longer required for advertising.

3. End of Procedure

Approved: 13.11.652

CURRENT



REQUEST FOR DECISION

SUBJECT:	Policy 8008- Postsecondary Scholarship	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER:
MEETING DATE:	January 11, 2023	DIR: MH	PRESENTER: LL
DEPARTMENT:	COMMUNITY SERVICES	LEG:	
STRATEGIC PLAN:	Governance		

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) – Policy 1028-University 4-year College Program Scholarship, Policy 1032-College Trades Apprenticeship Scholarship

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 8008 “Postsecondary Scholarship” as presented.

BACKGROUND/PROPOSAL:

Currently Greenview scholarships are applied through Policy 1028 “University 4-year College Program Scholarship” or through Policy 1032 “College Trades Apprenticeship Scholarship”.

Administration has reviewed these policies and combined them into a new Policy 8008 “Postsecondary Scholarship” with changes. The new policy will provide clarity and transparency for all applicants, focusing on the program type the student is attending rather than the type of academic institution they are attending.

Several changes have been made to the new policy including definitions for Degree Program, Diploma Program, and Resident of Greenview.

Technical changes include:

- 2.1 now includes Greenview residents instead of youth
- 2.2 explains students enrolled in a diploma program or degree program can apply
- 2.3 the deadline date was moved later in the year and closer the date school applications would be approved
- 2.4 this new section was added to have a procedure developed if a successful applicant does not attend a post secondary institution
- 3.2 states the scholarship eligibility amount when attending a diploma program
- 3.3 has been removed and is listed under section 5-applicant responsibilities
- 4.2 states the scholarship eligibility amount when attending a diploma program
- 5.2 removed as this is included in the definition of diploma program
- 6.1 clarity provided indicating Council approves the postsecondary scholarships

Administration is proposing issuing scholarship funding to the academic institution directly with the student's information attached, instead of to the successful applicant directly. This will allow the successful applicant to receive the tuition payment directly from the academic institution and prevent the successful applicant from having to wait for Greenview to release scholarship funding upon proof of paid tuition. If the student does not attend the academic institution, the funds would be returned to Greenview. Administration confirmed with Canada Revenue Agency that T-4A's can continue to be issued to the student directly. Because of this addition to the policy, changes have been made to the following sections:

- 5.3 explains what applicants must provide to Greenview
- 6.5 indicates who the scholarship will be sent to

Administration recommends repealing Policy 1028 "University 4-year College Program Scholarship" through and Policy 1032 "College Trades Apprenticeship Scholarship" at a future Council meeting.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Policy Review Committee accepting the recommended motion is that it will ensure Greenview scholarship applicants will have a clear understanding of the scholarship application requirements and eligibility.
2. The benefit of the Policy Review Committee accepting the recommended motion is that scholarships will be paid directly towards the successful applicant's tuition through the academic institution.
3. The benefit of the Policy Review Committee accepting the recommended motion is that the term "Greenview Resident" will be clear and defined.

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 take no action on the recommended motion.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

If the recommended motion is approved, Administration will present Policy 8008 at a future Council meeting and request Policy 1032- College Trades Apprenticeship Scholarship and Policy 1028- University 4-year College Program Scholarship be repealed.

ATTACHMENT(S):

- Policy 8008- Postsecondary Scholarship
- Policy 1032- College Trades Apprenticeship Scholarship
- Policy 1028- University 4-year College Program Scholarship

Title: University 4 year College Program Scholarships

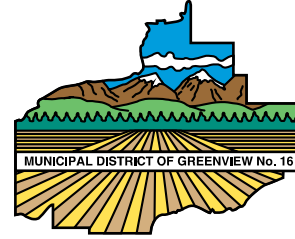
Policy No: 1028

Effective Date: November 25, 2019

Motion Number: 19.11.833

Supersedes Policy No: CO 18 and CO 19

Review Date: November 25, 2022



Purpose: Greenview Council wishes to recognize community involvement and academic achievement of students to enhance the future of individuals within Greenview and to encourage students from Greenview to pursue further education, thereby making meaningful contributions to their community.

DEFINITIONS

Eligible Student means a student who meets the scholarship criteria established in the general principles for selection.

POLICY

1. Greenview Council will dedicate \$25,000 in the annual operating budget for scholarships and bursaries.
2. Students enrolled in four (4) year college or university programs are eligible for a \$2,500 scholarship. Students enrolled in two (2) year college programs or apprenticeships programs are eligible for a \$1,500 scholarship.
3. The scholarships will be awarded to students who are a resident of Greenview (when not attending post-secondary) and who are enrolled in post-secondary studies at a college, university, or apprenticeship program.
4. Council will review the scholarship applications annually and select scholarship recipients.
5. General Principles for selection:
 - a. The student is a resident of Greenview;
 - b. The student has demonstrated financial need;
 - c. The student demonstrates community involvement, volunteering or extra-curricular activities;
 - d. The student has demonstrated high academic achievement;
 - e. Consideration may be given to scholarship recipients from the previous year.
6. Students may apply, or re-apply, for the scholarship each year that they are enrolled in university, college, or apprenticeship programs.

PROCEDURE

1. Application forms will be available at, and should be returned to, any Greenview Administration office. The deadline for applications will be the second Friday in May of each year.
2. Successful applicants will be notified by Greenview Administration.
3. The successful applicant must provide proof of enrollment through proof of payment of tuition to Greenview Administration in order to receive scholarship funding.

CURRENT

Title: College, Trades and Apprenticeships Scholarships

Policy No: 1032

Effective Date: February 24, 2020

Motion Number: 20.02.124

Supersedes Policy No: CO 18 and CO 19

Review Date: February 24, 2023



Purpose: Greenview Council wishes to support students pursuing post-secondary education in Trades and Apprenticeship fields and wish to create an opportunity through financial assistance for those individuals as they make meaningful contributions to their community.

DEFINITIONS

Eligible Student means a student who meets the scholarship criteria established in the general principles for selection.

POLICY

1. Greenview Council will dedicate \$15,000 in the annual operating budget for the College, Trades and Apprenticeships scholarships. The scholarships will be awarded for Post-Secondary Trades and Apprenticeship programs.
2. Students enrolled in two (2) year college, trades, or apprenticeship programs are eligible for a \$1,500 scholarship.
3. The scholarships will be awarded to students who are a resident of Greenview (when not attending post-secondary) and who are enrolled in post-secondary studies at a college, trades or apprenticeship program.
4. Council will review the scholarship applications annually and select scholarship recipients.
5. General Principles for selection:
 - a. The student is a resident of Greenview;
 - b. The student has demonstrated financial need;
 - c. The student demonstrates community involvement, volunteering or extra-curricular activities;
 - d. The student has participated in a work experience or other work placement program (i.e. RAP, CTS programs, etc.) in High School;
 - e. Apprenticeship applicants must be enrolled in a registered apprenticeship program.
 - f. The applicants G.P.A or course average in the last two semesters may be factor for Council’s consideration of the application. A minimum average of 60% will be considered.
 - g. Consideration may be given to scholarship recipients from the previous year.

6. Students may apply, or re-apply, for the scholarship each year that they are enrolled in university, college, or apprenticeship programs.

PROCEDURE

1. Application forms will be available at, and should be returned to, any Greenview Administration office. The deadline for applications will be the second Friday in May of each year.
2. Only completed applications will be considered.
3. Applicants must submit a transcript of their two most recent semesters with their application (a working copy is acceptable). Applicants participating in an apprenticeship should provide proof that they are a registered apprentice.
4. Successful applicants will be notified by Greenview Administration.
5. The successful applicant (following the receipt of an acceptance letter from Greenview) must provide proof of enrollment through a receipt indicating payment of tuition to Greenview Administration in order to receive scholarship funding.

CURRENT

Title: Postsecondary Scholarships

Policy No: 8008

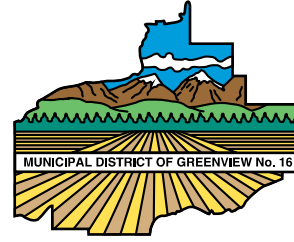
Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 1028 and 1032

Department: Community Services

Review Date: (3 Years from date approved)



Legal References:

Canada Revenue Agency – Taxable scholarships, fellowships, bursaries, and artists' project grants

Cross References:

Not Applicable

Purpose: Greenview Council wishes to support applicants pursuing postsecondary education in trades and apprenticeship fields, college, and university. This policy seeks to provide financial assistance for individuals as they make meaningful contributions to their community.

1. DEFINITIONS

- 1.1. **Degree Program** means an integrated course of study leading to an academic degree.
- 1.2. **Diploma Program** means a program of study that leads to the granting of a Diploma, Certificate, or Trades and Apprenticeship program.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Resident of Greenview (Resident)** means an applicant who resides, normally resides in, or whose parents reside in Greenview. Resident includes those who live in the Town of Fox Creek, Town of Valleyview and Sturgeon Lake Cree Nation.

2. POLICY STATEMENT

- 2.1. Greenview Council will budget funds to assist youth Greenview residents in their pursuit of higher education.
- 2.2. Applicants may apply for a scholarship each year they are enrolled in a Diploma Program or a Degree Program.
- 2.3. The deadline for applications shall be the 31st of June annually. ~~second Friday of May of each year.~~
- 2.4. If a successful applicant decides not to attend a post secondary institution after being awarded the scholarship:
 - A) The funds will be returned to Greenview from the postsecondary institution;

- B) Administration will attempt to award the scholarship to the next successful applicant; and
- C) Advise Council of the matter.

3. DIPLOMA PROGRAM SCHOLARSHIP

- 3.1. Greenview Council shall dedicate \$15,000 in the annual operating budget for the Diploma Programs.
- 3.2. Applicants enrolled in a two (2)-year Diploma Program are eligible for a \$1,500 scholarship.
- ~~3.3. Applicants who have demonstrated the following initiatives shall be prioritised to receive a scholarship:~~
 - ~~A) The applicant is a resident of Greenview.~~
 - ~~B) A student who has participated in a work experience or other work placement program such as the Registered Apprenticeship Program, or Career and Technology Studies.~~
 - ~~C) The applicant's final course average in the last two semesters may factor into Council's consideration of the application.~~
 - ~~i) An applicant shall have a minimum average of 60%.~~

4. DEGREE PROGRAM SCHOLARSHIP

- 4.1. Greenview Council shall dedicate \$25,000 in the annual operating budget for the Degree Program scholarships.
- 4.2. Applicants enrolled in a four (4)-year college or Degree Program are eligible for a \$2,500 scholarship.

5. APPLICANT RESPONSIBILITIES

- 5.1. Applicants must ensure that their application is complete and submitted to Greenview prior to the application deadline.
- 5.2. In the application, applicants shall outline how they meet the following criteria:
 - A) Greenview residency;
 - B) Financial need;
 - C) Community involvement, volunteerism, or extracurricular activities;
 - D) Participation in a work experience program or other work placement program (applicable for Diploma Program only); and
 - E) Apprenticeship applicants must be enrolled in a registered apprenticeship program;
 - F) Academic achievement.

5.3. Successful applicants must provide proof of enrollment, student ID number, name of academic institution, program of study, and complete the social insurance number (SIN) form.

~~5.4. Following the receipt of an acceptance letter from Greenview, applicants must provide proof of enrollment through a receipt indicating payment of tuition to Greenview Administration in order to receive scholarship funding.~~

6. COUNCIL RESPONSIBILITIES

6.1. Council will annually approve the Greenview Postsecondary Scholarship recipients ~~annually review the scholarship applications and select the recipients~~ based on Administration's recommendations.

7. ADMINISTRATION RESPONSIBILITIES

7.1. Administration will ~~from time to time~~ establish a matrix to effectively evaluate scholarship applications.

7.2. Administration will annually accept and prepare scholarship applications.

7.3. Administration shall present the applications to Council for final approval.

7.4. Administration will notify all applicants of Council's decision.

7.5. Upon approval, Administration will send the scholarship directly to the postsecondary institution.

DRAFT



REQUEST FOR DECISION

SUBJECT: **Policy 8010 Competition Sponsorships**
SUBMISSION TO: POLICY REVIEW COMMITTEE REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: January 11, 2023 CAO: MANAGER:
DEPARTMENT: COMMUNITY SERVICES DIR: MH PRESENTER: LL
STRATEGIC PLAN: Governance LEG:

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) – Policy 7002- Financial Assistance for Achievement Recognition

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 8010 “Competition Sponsorship” as presented.

BACKGROUND/PROPOSAL:

Administration has reviewed Policy 7002- Financial Assistance for Achievement Recognition and are proposing several changes. Changes include the policy number to align with the numbering of community services policies, a name revision as this is sponsorship type funding and clear definitions. The revised policy will provide clarity and transparency for all applicants.

Technical changes include:

- 1.4 Clearly defines the definition of “Greenview Resident” for applicants
- 2.2 Indicates this a sponsorship
- 3.2 A recognized event is difficult for administration to define, therefore the term has changed to organized
- 9.0 Revised to indicates Applicants Responsibilities

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Policy Review Committee accepting the recommended motion is that it will ensure applicants will have a clear understanding of the competition sponsorship application requirements and eligibility.
2. The benefit of the Policy Review Committee accepting the recommended motion is that the term “Greenview Resident” will be clear and defined.

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 take no action on the recommended motion.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

If the recommended motion is approved, Administration will present Policy 8010 at a future Council meeting or decision.

ATTACHMENT(S):

- Policy 7002- Financial Assistance for Achievement Recognition (Current)
- Policy 8010- Competition Sponsorship (Draft)

Title: Financial Assistance for Achievement Recognition

Policy No: 7002

Effective Date: April 27, 2021

Motion Number: 21.04.229

Supersedes Policy No: AD 14

Review Date: April 27, 2024



Purpose: To provide a guideline when awarding financial assistance to non-profit organizations, school participants or groups, or individuals not associated with a school or non-profit group in offsetting costs when participating in provincial, national or international events.

1. DEFINITIONS

- 1.1. **CAO** means Chief Administrative Officer of Greenview.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Non-Profit** means organizations that provide products or services to improve or benefit a community. Any money made by a Non-Profit is not for the personal gain of its directors, members, or officers, but goes back into the organization to further its aims and projects.

2. POLICY STATEMENT

- 2.1. Greenview may financially assist non-profit organizations and school groups or individuals when they qualify to compete at provincial, national and/or international levels to recognize their significant achievement.
- 2.2. Individuals not associated with non-profit organizations or school groups may also apply for financial assistance from Greenview.

3. PROGRAM PARAMETERS

- 3.1. Applicants must be a resident of Greenview or of the incorporated municipalities within Greenview.
- 3.2. Applicants must be attending a recognized provincial, national or international event.

4. GREENVIEW NOTIFICATION REQUIREMENT

- 4.1. Greenview Administration will notify applicants of their status within 90 days of receiving the application.

5. COUNCIL RESPONSIBILITIES

- 5.1. Council may provide funding to individuals or teams that compete at provincial, national and/or international competitions.

5.2. Grant applications over \$2,000.00 are subject to Council approval.

6. ADMINISTRATION RESPONSIBILITIES

6.1. The CAO will inform Council of all payments made under this policy.

6.2. The CAO may authorize the payment of a base grant of \$200.00 plus \$100.00 per participant, to a maximum of \$2,000.00 subject to available funds in the established annual budget.

7. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

7.1. The information that the applicant provides for the grant application form is collected under the authority of the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, Section 33(c). Information gathered will be utilized to assess the application. The applicant's personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act.

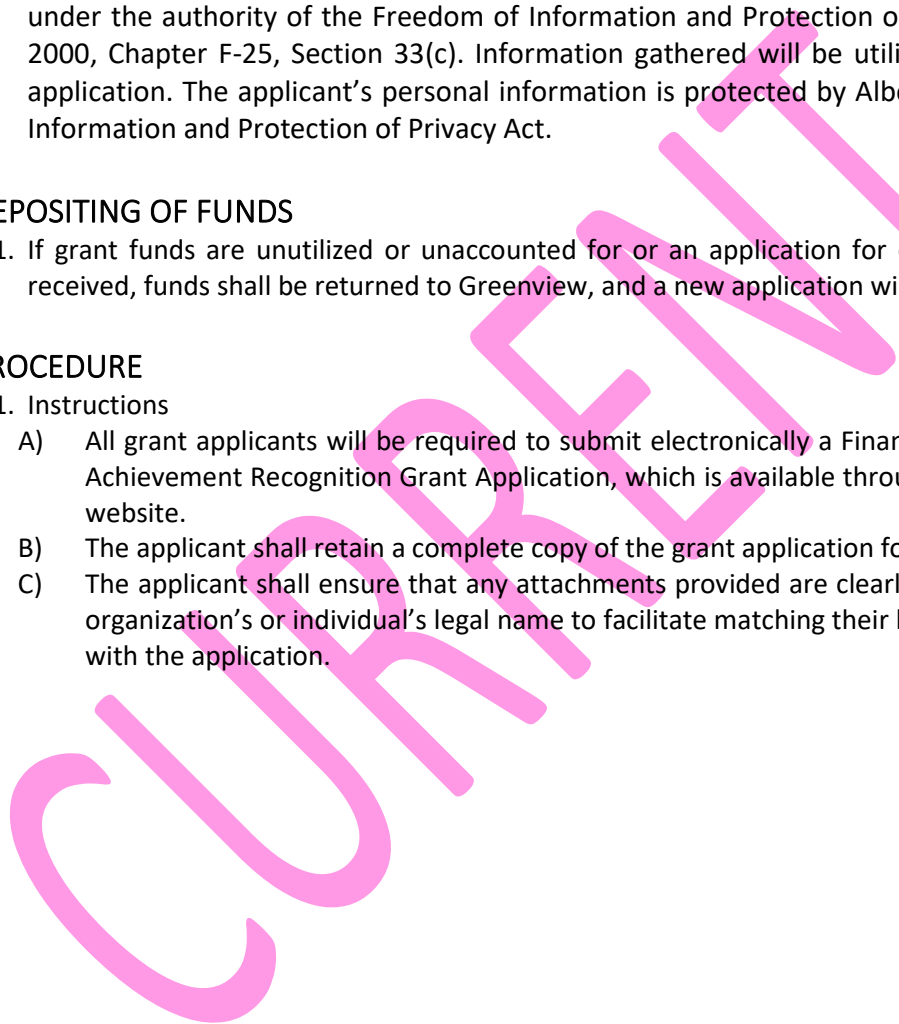
8. DEPOSITING OF FUNDS

8.1. If grant funds are unutilized or unaccounted for or an application for extension was not received, funds shall be returned to Greenview, and a new application will be required.

9. PROCEDURE

9.1. Instructions

- A) All grant applicants will be required to submit electronically a Financial Assistance for Achievement Recognition Grant Application, which is available through the Greenview website.
- B) The applicant shall retain a complete copy of the grant application for their records.
- C) The applicant shall ensure that any attachments provided are clearly marked with the organization's or individual's legal name to facilitate matching their backup documents with the application.



Title: ~~Financial Assistance for Achievement Recognition~~ **Competition Sponsorships**

Policy No: 8010

Effective Date:

Motion Number:

Supersedes Policy No: 7002

Review Date:



Purpose: To provide a guideline when awarding financial assistance to non-profit organizations, school participants or groups, or individuals not associated with a school or non-profit group in offsetting costs when participating in provincial, national or international **events competition**.

1. DEFINITIONS

- 1.1. **Chief Administrative Officer (CAO)** means Chief Administrative Officer of Greenview.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Non-Profit** means organizations which provide products or services to improve or benefit a community. Any money made by a Non-Profit is not for the personal gain of its directors, members, or officers, but goes back into the organization to further its aims and projects.
- 1.4. **Resident of Greenview (Resident)** means an applicant who resides, normally resides in, or whose parents reside in Greenview. Residents includes the Town of Fox Creek, Town of Valleyview and Sturgeon Lake Cree Nation.

2. POLICY STATEMENT

- 2.1. Greenview may financially assist non-profit organizations, school groups, or individuals when they qualify to compete at provincial, national, or international levels to recognize their significant achievement.
- 2.2. ~~Individuals not associated with non-profit organizations or school groups may also apply for financial assistance~~ **this competition sponsorships** from Greenview.

3. PROGRAM PARAMETERS

- 3.1. Applicants must be a Resident of Greenview. ~~or of the incorporated municipalities within Greenview.~~
- 3.2. Applicants must be attending an **organized** ~~recognized~~ provincial, national or international event.

4. GREENVIEW NOTIFICATION REQUIREMENT

- 4.1. ~~Greenview Administration will notify applicants of their status within 90 days of receiving the application.~~

5. COUNCIL RESPONSIBILITIES

- 5.1. Council may provide funding to individuals or teams that compete at **organized** provincial, national, or international competitions.
- 5.2. Grant applications over \$2,000.00 are subject to Council approval.

6. ADMINISTRATION RESPONSIBILITIES

- 6.1. The CAO will inform Council of all payments made under this policy.
- 6.2. The CAO may authorize the payment of a base grant of \$200.00 plus \$100.00 per participant, to a maximum of \$2,000.00 subject to available funds in the established annual budget.

~~7. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT~~

- ~~7.1. The information that the applicant provides for the grant application form is collected under the authority of the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, Section 33(c). Information gathered will be utilized to assess the application. The applicant's personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act.~~

8. DEPOSITING OF FUNDS

- 8.1. If grant funds are unutilized, unaccounted for, or an application for extension was not received, the funds shall be returned to Greenview and a new application will be required.

9. ~~PROCEDURE~~ **APPLICANT RESPONSIBILITIES**

- 9.1 **It is the applicant's responsibility to ensure the application is properly completed and submitted to Greenview**

9.2 Instructions

- 9.3 All grant applicants will be required to electronically submit a ~~Financial Assistance for Achievement Recognition Grant~~ **Competition Sponsorship** Application, which is available through the Greenview website.

- 9.4 The applicant shall retain a complete copy of the ~~grant application~~ **Competition Sponsorship** for their records.

- 9.5 The applicant shall ensure that any attachments provided are clearly marked with the organization's or individual's legal name to facilitate matching their backup documents with the application.