



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## POLICY REVIEW COMMITTEE

### AGENDA

February 15, 2023

10:30 a.m.

Council Chambers/Zoom

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#1 CALL TO ORDER

#2 ADOPTION OF THE AGENDA

#3 ADOPTION OF THE MINUTES

#4 POLICIES

4.1 Policy 3023 Volunteer Fire-Rescue Service Awards	p.7
4.2 Policy 6303 Weed Control	p.12
4.3 Policy 7006 Social Media	p.25
4.4 Policy 7001 Communications	p.37
4.5 Policy 7003 Greenview Logo Use	p.44
4.6 Policy 2014 Staff Training and Professional Development	p.49
4.7 Policy 2006 Employee Apprenticeship Training	p.66
4.8 Policy 1043 Commemorative Naming	p.104

#5 NEXT MEETING DATE            March 15, 2023

#6 ADJOURNMENT

Minutes of a  
**POLICY REVIEW COMMITTEE**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
M.D. Administration Building, Council Chambers  
Valleyview, Alberta, on January 11, 2023

**# 1:**  
**CALL TO ORDER**

Vice-chair Sally Rosson called the meeting to order at 10:14 a.m.

**PRESENT**

Vice-chair	Councillor Sally Rosson
Member	Councillor Jennifer Scott
Member	Councillor Dave Berry
Member	Reeve Tyler Olsen
Member	Councillor Christine Schlieff
Member	Councillor Ryan Ratzlaff
Member	Councillor Dale Smith
Member	Deputy Reeve Bill Smith
Member	Councillor Winston Delorme
Member	Councillor Dale Smith
CAO	Stacey Wabick
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
Manager of Operations	Josh Friesen
Community Services Coordinator	Lisa Lenentine

**ABSENT**

Chair	Councillor Tom Burton
Member	Councillor Duane Didow
Member	Councillor Bill Smith (11:59 a.m.)
Member	Councillor Dale Smith (11:59 a.m.)
Member	Councillor Dave Berry (11:59 a.m.)

**#2**  
**POLICY REVIEW**  
**COMMITTEE**  
**AGENDA**

MOTION: 23.01.172. Moved by: COUNCILLOR JENNIFER SCOTT.  
That the Policy Review Committee adopt the Agenda of the Policy Review  
Committee meeting as amended.

- Expression of Interest, Equipment Contractor Package added

For: Vice-chair Sally Rosson, Councillor Jennifer Scott, Reeve Tyler Olsen,  
Councillor Christine Schlieff, Councillor Ryan Ratzlaff, Councillor Winston  
Delorme, Councillor Dave Berry, Councillor Dale Smith, Councillor Bill Smith

**#3  
POLICY REVIEW  
COMMITTEE  
MINUTES**

MOTION: 23.01.173. Moved by: COUNCILLOR DALE SMITH.  
That the Policy Review Committee adopt the minutes of the Policy Review Committee Organizational Meeting held on December 14, 2022 as amended.

- Sally Rosson virtual
- Winston Delorme Absent

For: Vice-chair Sally Rosson, Councillor Jennifer Scott, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Ryan Ratzlaff, Councillor Winston Delorme, Councillor Dave Berry, Councillor Dale Smith, Councillor Bill Smith  
CARRIED

MOTION: 23.01.174. Moved by: REEVE TYLER OLSEN  
That the Policy Review Committee adopt the minutes of the Policy Review Committee meeting held on December 14, 2022 as presented.

For: Vice-chair Sally Rosson, Councillor Jennifer Scott, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Ryan Ratzlaff, Councillor Winston Delorme, Councillor Dave Berry, Councillor Dale Smith, Councillor Bill Smith  
CARRIED

**#4  
BUSINESS**

**EQUIPMENT CONTRACTOR  
REGISTRY**

**4.1 "Equipment Contractor Registry"**

MOTION: 23.01.175. Moved by: COUNCILLOR CHRISTINE SCHLIEFF  
That the Policy Review Committee recommend Council approve Policy 4004 "Equipment Contractor Registry" as amended.

- Define "base within Greenview"
- 3.17: Remove first sentence
- Define "EOI Representative"
- 3.8: Add Admin Building for VV
- 3.19: Fix email address

For: Vice-chair Sally Rosson, Councillor Jennifer Scott, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Ryan Ratzlaff, Councillor Winston Delorme, Councillor Dave Berry, Councillor Dale Smith, Councillor Bill Smith  
CARRIED

Motion: 23.01.176. Moved by: COUNCILLOR DAVE BERRY  
That the Policy Review Committee table Motion 23.01.176.

MOTION TO TABLE

For: Vice-chair Sally Rosson, Councillor Jennifer Scott, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Ryan Ratzlaff, Councillor Winston Delorme, Councillor Dave Berry, Councillor Dale Smith, Councillor Bill Smith

CARRIED

#### 4.2 "Annual Graveling Program"

MOTION: 23.01.177. Moved by: COUNCILLOR RYAN RATZLAFF:  
That the Policy Review Committee recommend Council approve Policy 4014 "Annual Graveling Program" as amended.

ANNUAL GRAVELLING PROGRAM

- Remove section 2.3 from policy
- Section 2: Roads will be gravelled on a 5 year rotation or as required following a road assessment
- Define/parameters of road assessment

For: Vice-chair Sally Rosson, Councillor Jennifer Scott, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Ryan Ratzlaff, Councillor Winston Delorme, Councillor Dave Berry, Councillor Dale Smith, Councillor Bill Smith

CARRIED

Motion: 23.01.178. Moved by: REEVE TYLER OLSEN  
That the Policy review Committee lift the table on Motion 23.01.176.

MOTION TO LIFT TABLE

For: Vice-chair Sally Rosson, Councillor Jennifer Scott, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Ryan Ratzlaff, Councillor Winston Delorme, Councillor Dave Berry, Councillor Dale Smith, Councillor Bill Smith

CARRIED

The Policy Review Committee recessed – 11:59 p.m.

Councillor Bill Smith left the meeting – 11:59 a.m.  
Councillor Dale Smith left the meeting – 11:59 a.m.  
Councillor Dave Berry left the meeting – 11:59 a.m.

PRESENCE

The Policy Review Committee reconvened – 1:22 p.m.

#### 4.3 "Greenview Digital Signs"

MOTION: 23.01.179. Moved by: COUNCILLOR JENNIFER SCOTT

**GREENVIEW DIGITAL SIGNS**

That the Policy Review Committee recommend Council approve Policy 7000 "Greenview Digital Signs" as presented.

For: Vice-chair Sally Rosson, Councillor Jennifer Scott, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Ryan Ratzlaff, Councillor Winston Delorme

Absent: Councillor Bill Smith, Councillor Dale Smith, Councillor Dave Berry

CARRIED

**4.4 "Advertising"**

MOTION: 23.01.180. Moved by COUNCILLOR RYAN RATZLAFF.

**ADVERTISING**

That the Policy Review Committee recommend Council approve Policy 7002 "Advertising" as amended.

- Section 3.2: Change to "Advertising in Greenview facilities or on assets"
- Section 3 formatting

For: Vice-chair Sally Rosson, Councillor Jennifer Scott, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Ryan Ratzlaff, Councillor Winston Delorme

Absent: Councillor Bill Smith, Councillor Dale Smith, Councillor Dave Berry

CARRIED

**4.5 "Special Occasion Messages"**

MOTION: 23.01.181. Moved by: COUNCILLOR JENNIFER SCOTT.

**SPECIAL OCCASION  
MESSAGES**

That the Policy Review Committee recommend Council approve Policy 7004 "Special Occasion Messages" as presented.

For: Vice-chair Sally Rosson, Councillor Jennifer Scott, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Ryan Ratzlaff, Councillor Winston Delorme

Absent: Councillor Bill Smith, Councillor Dale Smith, Councillor Dave Berry

CARRIED

**4.6 "Community Facility Advertising Repeal"**

**COMMUNITY FACILITY  
ADVERTISING REPEAL**

MOTION: 23.01.182. Moved by: COUNCILLOR JENNIFER SCOTT

That the Policy Review Committee recommend Council repeal Policy 8001 "Community Facility Advertising."

For: Vice-chair Sally Rosson, Councillor Jennifer Scott, Reeve Tyler Olsen,

Councillor Christine Schlieff, Councillor Ryan Ratzlaff, Councillor Winston Delorme

Absent: Councillor Bill Smith, Councillor Dale Smith, Councillor Dave Berry

CARRIED

**POSTSECONDARY  
SCHOLARSHIP**

**4.7 “Postsecondary Scholarship”**

MOTION: 23.01.183. Moved by: COUNCILLOR CHRISTINE SCHLIEF  
That the Policy Review Committee recommend Council approve Policy 8008  
“Postsecondary Scholarships” as amended.

- “Greenview Resident” to not include Towns/Sturgeon Lake Cree Nation
- Trade-Diploma Program (in definitions and section 3)

For: Vice-chair Sally Rosson, Councillor Jennifer Scott, Reeve Tyler Olsen,  
Councillor Christine Schlief, Councillor Ryan Ratzlaff, Councillor Winston Delorme  
Absent: Councillor Bill Smith, Councillor Dale Smith, Councillor Dave Berry

CARRIED

**COMPETITION  
SPONSORSHIP**

**4.8 “Competition Sponsorships”**

MOTION: 23.01.184. Moved by: COUNCILLOR JENNIFER SCOTT  
That the Policy Review Committee recommend Council approve Policy 8010  
“Competition Sponsorship” as amended.

- Resident of Greenview definition: Remove second sentence concerning Town/Sturgeon residents
- 5.1: Council may provide funding and promotional products to individuals

For: Vice-chair Sally Rosson, Councillor Jennifer Scott, Reeve Tyler Olsen,  
Councillor Christine Schlief, Councillor Ryan Ratzlaff, Councillor Winston Delorme  
Absent: Councillor Bill Smith, Councillor Dale Smith, Councillor Dave Berry

CARRIED

**#5  
ADJOURNMENT**

**5. Adjournment**

MOTION: 23.01.185. Moved by: COUNCILLOR WINSTON DELORME  
That this meeting adjourn at 2:14 p.m.

For: Vice-chair Sally Rosson, Councillor Jennifer Scott, Reeve Tyler Olsen,  
Councillor Christine Schlief, Councillor Ryan Ratzlaff, Councillor Winston  
Delorme

Absent: Councillor Bill Smith, Councillor Dale Smith, Councillor Dave Berry

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RECORDING CLERK

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CHAIR



# REQUEST FOR DECISION

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SUBJECT:	<b>Policy 3023 “Volunteer Fire-Rescue Service Awards”</b>		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 15, 2023	CAO:	MANAGER:
DEPARTMENT:	PROTECTIVE SERVICES	DIR:	PRESENTER: WB
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG:	

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RELEVANT LEGISLATION:

**Provincial** – None

**Council Bylaw/Policy** – None

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RECOMMENDED ACTION:

**MOTION: That the Policy Review Committee recommend Council approve Policy 3023 “Volunteer Fire-Rescue Service Awards” as presented.**

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BACKGROUND/PROPOSAL:

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

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

The policy is being returned to the Policy Review Committee for consideration as there have been amendments to the policy since being approved by PRC. The policy’s title has changed from “Volunteer Firefighter Awards Program” to “Volunteer Fire-Rescue Service Awards.” Also, there has been an addition to section 3.1 of the policy, which states that auxiliary contributors to the fire station may be recognised.

If approved, an additional motion will be brought to Council to repeal the existing policy EES 23.

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BENEFITS OF THE RECOMMENDED ACTION:

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

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DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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ALTERNATIVES CONSIDERED:

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

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**FINANCIAL IMPLICATION:**

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

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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**FOLLOW UP ACTIONS:**

Administration will apply any amendments, if applicable, and will present the policy Council.

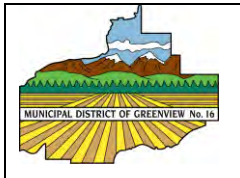
Council will be presented with a motion to repeal Policy EES 23.

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**ATTACHMENT(S):**

- Policy EES 23 “Volunteer Fire / Department Award Program” (Current)
- Policy 3023 “Volunteer Fire-Rescue Award Program” (Draft)





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

Section:  
**ENGINEERING &  
ENVIRONMENTAL  
SERVICES**

**POLICY NUMBER: EES 23**

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

**PURPOSE:**

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

**POLICY:**

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

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

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

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

\_\_\_\_\_  
(Original signed copy on file)  
REEVE

\_\_\_\_\_  
C.A.O.

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



**1. DEFINITIONS**

- 1.1. **Greenview** means the Municipal District of Greenview No. 16.
- 1.2. **Volunteer Fire Fighter** means a person who voluntarily acts as a fire fighter in the fire protection services of a municipality for a nominal consideration or honorarium.

**2. POLICY STATEMENT**

- 2.1. Greenview wishes to acknowledge the selfless sacrifice made by our Volunteer Firefighters by establishing a “Volunteer Firefighter Award Program.”
- 2.2. The Years of Service Award may be considered a taxable benefit in accordance with Canada Revenue Agency.

**3. PROCEDURE**

- 3.1. Upon the retirement or resignation from a Greenview Fire-Rescue Station, a Volunteer Firefighter who has served the community for a minimum of (3) years shall be recognized by receiving a letter of recognition and a monetary gift of appreciation. **Those who have engaged in auxiliary work to support the fire station may also be recognised.**
- 3.2. The gift of appreciation will be presented, if possible, at a regularly scheduled meeting or a special occasion event at their assigned fire station.
- 3.3. Recipients of the “Volunteer Fire-Rescue Awards Program” will be presented with a monetary gift in the value identified as follows:

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

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

DRAFT



# REQUEST FOR DECISION

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<b>SUBJECT:</b>	<b>Policy 6303 “Weed Control Policy”</b>		
<b>SUBMISSION TO:</b>	POLICY REVIEW COMMITTEE	<b>REVIEWED AND APPROVED FOR SUBMISSION</b>	
<b>MEETING DATE:</b>	February 15, 2023	<b>CAO:</b>	<b>MANAGER: SK</b>
<b>DEPARTMENT:</b>	AGRICULTURE	<b>DIR: MH</b>	<b>PRESENTER: SK</b>
<b>STRATEGIC PLAN:</b>	Governance	<b>LEG:</b>	

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## RELEVANT LEGISLATION:

### Provincial (cite) –

- Weed Control Act, S.A. 2008, c.W-5.1
- Weed Control AR 19/2010
- Environmental Protection and Enhancement Act, R.S.A. 2000, c.E-12,
- Environmental Code of Practice for Pesticides

### Council Bylaw/Policy (cite) –

- Policy 6303 “Weed Control Policy”
  - Policy 6318 “Private Land Herbicide”
- 

## RECOMMENDED ACTION:

**MOTION: That the Policy Review Committee recommend Council approve Policy 6303 “Weed Control Policy” as presented.**

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## BACKGROUND/PROPOSAL:

Administration has reviewed Policy 6303 “Weed Control” as the policy has not recorded a review since 2014. The policy was amended to include definitions and to incorporate the separate procedure into the policy body. Other amendments provide more robust direction, clearly delineating the purpose of the policy, and the responsibilities of Administration and Council pertaining to the Weed Control Act.

Policy 6318 – Private Land Herbicide Applications has been incorporated into Policy 6303 due to similar definitions, overarching provincial legislation and administrative responsibilities.

These proposed changes were put towards the Agricultural Services Board and the Agricultural Services Board made the following motion:

**MOTION: To amend the motion that the Agricultural Service Board recommend to the Policy Review Committee that Policy 6318 – Private Land Herbicide Application and Policy 6303-1 – Weed Control Procedure recommend to council to be rescinded as presented.**

If approved, an additional motion will be presented to Council for the repeal of Policy 6318 “Private Land Herbicide Application” and Policy 6303-1 “Weed Control Procedure.”

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. By combining the two policies and incorporating the required procedure steps, Administration will only be required to review one (1) document, lessening the labour hours administration commits to review of multiple documents with similar purpose.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. The Agricultural Service Board has previously stated that they prefer Policy 6303-1 and 6318 to be separate for ease of ratepayers locating the correct information.

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Alternatives considered by Administration include leaving Policy 6303 and Policy 6318 separate, however, this is not recommended due to the similarity of the individual policy’s subject matter.

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

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

Administration will present a motion to Council to repeal Policy 6318 “Private Land Herbicide Applications” and Policy 6301-1 “Weed Control Procedure.”

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ATTACHMENT(S):

- Policy 6303 “Weed Control Policy” (Current)
- Policy 6303-01 “Weed Control Policy Procedure” (Current)
- Policy 6318 “Private Land Herbicide Application” (Current)
- Policy 6303 “Weed Control Policy” (Draft)

**Title: Private Land Herbicide Applications**

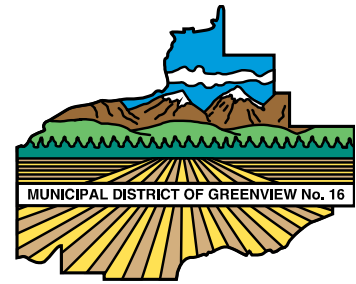
**Policy No: 6318**

**Effective Date: June 24, 2019**

**Motion Number: 19.06.498**

**Supersedes Policy No: AG 14**

**Review Date June 24, 2022**



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

**DEFINITIONS**

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

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

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

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

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

**POLICY**

1. To prevent noxious or prohibited noxious invasive species in fence line/headland areas and to prevent the spread of invasive species into adjacent lands Greenview Agriculture Services will offer a Fence Line/Private Land spray program.
2. Greenview Agriculture Services is authorized to enter into agreements with registered landowners (or their authorized agent) which may provide herbicide applications to control designated weeds (invasive species) on private land at no charge to the landowner.
3. If, at any time it is determined by Agriculture Services personnel that roadsides under a Spray Exemption Agreement require remedial vegetation control measures due to the proliferation of Noxious Weeds, Prohibited Noxious Weeds, or Brush, the terms of the agreement will be deemed

**Policy No:**

to have been breached and the agreement will become null and void for that calendar year. Greenview Agriculture Services will take immediate action to rectify the situation, which may include herbicide applications. In the event of a default of the Spray Exemption Agreement. No exemption will be granted for that property in the subsequent calendar year.

### **PROCEDURE**

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

### **APPENDIX**

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

CURRENT



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

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

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

Title: WEED CONTROL

Policy No: 6303

Approval: Council

Effective Date: February 25, 2014

Supersedes Policy No: AG 07



**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

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

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


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

**Principles:**

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

Approved: 14.02.101

CURRENT

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

**1. Definitions**

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

**2. Responsibilities**

- 2.1. Greenview Council to:
  - 2.1.1 Appoint the Agricultural Services Supervisor and other weed/pest inspectors as identified under the *Weed Control Act*.
  - 2.1.2 Appoint an independent appeal committee at the organizational meeting each year to review and render decisions upon appeals submitted.
- 2.2. Manager of Agricultural Services and Appointed Weed Inspectors to:
  - 2.2.1 Serve as Inspectors under the *Weed Control Act* and shall, as authorized under this Act, conduct weed inspections and surveillance and shall monitor and accurately record weed infestations observed.
  - 2.2.2 Encourage voluntary compliance with the requirements of the *Weed Control Act* and shall, as a last resort, take action and/or impose penalties, as required by the noted

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

- 2.2.3 Upon confirmation of a noxious weed infestation on private land, the inspector may notify the landowner by way of telephone or personal visit; followed by correspondence; and then enforcement procedures if required.
- 2.2.4 Issue and enforce such Notices as required by the *Weed Control Act* when the Inspector is of the opinion that the property contains Prohibited Noxious weeds and the landowner or occupant is unwilling to take measures to eradicate the infestation.
- 2.2.5 Provide practical advice and technical assistance to residents, ratepayers, and stakeholders in appropriate weed prevention and management practices, and shall conduct activities to prevent establishment and/or limit the spread of declared weeds.
- 2.3 **Human Resources to:**
  - 2.3.1 Provide appropriate identification to duly appointed Weed Inspectors.
- 2.4 **Registered Landowners and Industrial Lease Holders to:**
  - 2.4.1 Eradicate all Prohibited Noxious weeds observed on private or public lands during inspections conducted pursuant to this procedure, through cooperation or enforcement.
  - 2.4.2 Control all Noxious weeds observed on private or public lands during inspections conducted pursuant to this procedure, through cooperation or enforcement.

**End of Procedure**

Approved: **14.02.102**

**Title: Weed Control**

**Policy No: 6303**

**Effective Date: Date passed in Council**

**Motion Number:**

**Supersedes Policy No: 6303 / 6318**

**Department: Agricultural Services**

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



**Legal References:**

Environmental Protection and Enhancement Act, R.S.A. 2000, c.E-12.

Weed Control Act, S.A. 2008, c.W-5.1  
Weed Control Regulation AR 19/2010

**Cross References:**

Bylaw 22-895 "Unlegislated Agriculture Pest Bylaw"  
Bylaw 22-894 "Designated Noxious Weeds"  
Policy 6319 "Pest Surveillance and Reporting"  
Policy 6317 "Spray Exemptions"  
Policy 6316 "Pest Control"  
Policy 6308 "Clubroot of Canola"  
AG 17 "Equipment Sanitation"

**Purpose:** Greenview believes that it is beneficial for the municipality to implement measures to prevent the establishment and control the spread of invasive plant species on public and privately held lands. ~~Within the boundaries of Greenview.~~

## 1. DEFINITIONS

- 1.1. **Authorized Agent** means the person or persons to whom the registered landowner has authorized to act on their behalf through a contractual agreement.
- 1.2. **Control** means ~~that the plant population and potential propagation has been lessened.~~  
~~inhibit the growth or spread of the plant.~~
- 1.3. **Designated** means a plant that has been elevated to Noxious by Greenview Bylaw No. 22-894.
- 1.4. **Eradicate** means all propagative structures of the plant have been destroyed. ~~destroy all parts of the plant, and render reproductive parts of the plant non-viable.~~
- 1.5. **Greenview** means the Municipal District of Greenview No 16.
- 1.6. **Municipal Properties** means property owned by Greenview and includes, but is not limited to: rights-of-way, approaches, municipally owned roads, waterpoint facilities, parks, green spaces, bodies of water, Greenview operational and administrative offices, and recreation centres.
- 1.7. **Noxious** means a plant species listed on the *Weed Control Regulation 19/2010* as requiring control under the *Weed Control Act*. ~~R.S.A. 2008 (Chapter W-5.1).~~

1.8. **Prohibited Noxious** means a plant listed on the *Weed Control Regulation 19/2010* as requiring destruction under the *Weed Control Act. R.S.A. 2008 (Chapter W-5.1)*.

1.9. **Registered Landowner** means the Person or Persons to whom the land title is registered to.

## 2. POLICY STATEMENT

2.1. Greenview believes that it is beneficial to implement measures to prevent the establishment and to control the spread of **legislated, noxious and prohibited noxious plant species as set out Greenview Bylaw 22-894 and in the Weed Control Regulation AR 19/2010 on all public and private lands within the boundaries of Greenview to protect agricultural production, the environment, and the local aesthetic.**

## 3. PROCEDURE

3.1. Greenview Agricultural Services shall inspect, where reasonably practicable, private, and publicly held lands within Greenview on an annual basis to monitor for Designated, Prohibited Noxious or Noxious plants.

3.2. All Prohibited Noxious weeds observed on Greenview properties during inspections shall be eradicated (destruction of all parts of the plant).

3.3. All Noxious weeds observed on Greenview properties during inspections shall be controlled as to prevent their spread.

3.4. All Prohibited Noxious weeds observed on private or public all lands within Greenview during inspections shall, through cooperation or enforcement, be eradicated by the registered landowner (destruction of all parts of the plant).

3.5. All Designated and Noxious weeds observed on private or public lands within Greenview during inspections shall, through cooperation or enforcement, be controlled by the registered landowner to prevent their spread.

## 4. COUNCL RESPONSIBILITIES

4.1. **Council shall annually approve a budget that is adequate to fund inspection, monitoring, and enforcement activities.**

4.2. **Council shall annually appoint an adequate number of municipal weed inspectors to facilitate inspections.**

4.3. **Council shall annually appoint an independent appeal committee to hear any appeals resultant from issued Weed Notices.**

4.4. **Should the need arise, Council may elevate a plant of concern to Noxious or Prohibited Noxious within Greenview through bylaw and permission of the appropriate Provincial Ministry.**

## 5. PRIVATE LAND HERBICIDE APPLICATION

5.1. **To prevent legislated weed species spread into adjacent lands, Greenview Agricultural Services will offer a 2-acre annual maximum Private Land spray program.**

- 5.2. Greenview Agricultural Services is authorized to enter into hold harmless agreements with registered landowners, or their authorized agent, to provide herbicide applications to control designated weeds on private land, at no charge to the landowner.
- 5.3. Private land herbicide application will only be permitted if service does not negatively impact the roadside vegetation management programs of Greenview and will be conducted at the discretion of the Manager of Agriculture Services or designate.

## 6. ADMINISTRATION RESPONSIBILITIES

- 6.1. Greenview shall ensure that relevant legislation pertaining to herbicide applications and weed control are followed:
  - A) *Weed Control Act; and*
  - B) *Environmental Protection and Enhancement Act.*
- 6.2. Greenview's weed control program will strive to ~~undertake to~~ eradicate legislated weeds within municipal controlled lands ~~such actions as required and as often as resources allow.~~ ~~to eradicate legislated weeds within municipal controlled lands.~~
- 6.3. Greenview will annually advertise the municipality's intention, location and approximate timeline to conduct weed control activities on Municipal Properties. These measures may include but are not limited to mechanical, cultural, or chemical control.
- 6.4. Measures used to control and eradicate weeds under this policy shall minimize the potential for negative impacts on the natural environment and strive to be cost-effective.
- 6.5. Greenview shall train, employ, and appoint sufficient staff to conduct control measures.
- 6.6. Human Resources shall provide Greenview identification cards as specified in the *Weed Control Act* ~~Regulation 19/2010~~ to duly appointed Weed Inspectors.





# REQUEST FOR DECISION

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SUBJECT:	<b>Policy 7006 “Social Media”</b>	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER: SS
MEETING DATE:	February 15, 2023	DIR:	PRESENTER: SS
DEPARTMENT:	COMMUNICATIONS	LEG:	
STRATEGIC PLAN:	Governance		

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RELEVANT LEGISLATION:  
**Provincial** – Not applicable

**Council Bylaw/Policy** –  
Bylaw 18-797 “Councillor Code of Conduct”  
Policy 7001 “Communications”  
Policy 2004 “Employee Code of Conduct”

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RECOMMENDED ACTION:  
**MOTION: That the Policy Review Committee recommend Council approve Policy 7006 “Social Media” as presented.**

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BACKGROUND/PROPOSAL:  
Policy 7006 has been reviewed as per the 2022 Policy Review Schedule. The policy has received minor adjustments to sentence structure to ensure clarity. The policy statement has also been expanded in scope to encompass posts on Greenview’s social media accounts.

The body of the policy has been updated to simplify the applicability of certain sections. This includes Section 4, which outlines the responsibilities of Councillors and Employees in terms of their personal social media accounts and use in relation to Greenview and Section 3, which details when Administration will moderate comments made online.

Section 4 details the expected behaviour of employees on their private social media accounts. This includes not disclosing any operational or administrative information which employees are privy to. However, this is also extended to ensure that the principles of the Employee Code of Conduct (Policy 2004) are followed. Such as not harassing any employees, Councillors, or stakeholders on private social media.

Social media moderation (Section 3) is another key pillar of the policy. The current policy contains limited information on what moderation approach Greenview will employ on its social media pages. The draft policy establishes key criteria when Greenview will take action to delete comments, these generally concern comments which reveal confidential information, discrimination, or third-party involvement (business, political, religious advertising).

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the Policy Review Committee approving the recommended motion is that it will permit Greenview to have an updated social media policy that clarifies actors' roles and limitations.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

There are no perceived disadvantages to the recommended motion.

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**ALTERNATIVES CONSIDERED:**

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

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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**FOLLOW UP ACTIONS:**

Administration will include any amendments, if applicable, and will forward the policy to Council for consideration.

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**ATTACHMENT(S):**

- Policy 1036 "Social Media" (Current)
- Policy 7006 "Social Media" (Draft)

**Title: Social Media**

**Policy No: 1036**

**Effective Date: August 24, 2020**

**Motion Number: 20.08.418**

**Supersedes Policy No: NONE**

**Review Date: August 24, 2023**



**Purpose:** This policy provides guidelines to for Councillor and Employee use of their personal social media accounts, in a manner that is not harmful to the reputation of Greenview.

## 1. DEFINITIONS

- 1.1. **Greenview** means the Municipal District of Greenview No. 16.
- 1.2. **Social Media** means any facility for online publication and commentary, including without limitation blogs, wikis, and social networking sites such as Facebook, LinkedIn, Twitter, YouTube, and Instagram.
- 1.3. **Post** means a posting includes any written comment, content or image, including but not limited to photographs, video, clip art, scanned images, documents and emoticons.
- 1.4. **SOLE** means a State of Local Emergency.

## 2. POLICY STATEMENT

- 2.1. Greenview supports the use of social media to further the strategic direction and goals of the organization. Social media provides additional tools and channels that can complement traditional communications and marketing methods and mediums. The purpose of using social media sites is to present matters of public interest.
- 2.2. The public has the right to access and reference the Greenview's social media sites in the same way as traditional communications methods.
- 2.3. Greenview shall treat public engagement on social media sites in the same manner as they would traditional engagement.
- 2.4. Greenview reserves the right to delete or moderate content posted to their social media sites.
- 2.5. To ensure public accessibility and the protection of all citizens, Greenview reserves the right to remove comments, posts, or content that contains any of the following:
  - A. Confidential or personal information;
  - B. Discriminatory or hateful language;
  - C. Attacks on any person, whether an employee, member of Council, or the public;
  - D. Profanity or abusive language;
  - E. Encouragement or demonstration of illegal behaviour;
  - F. Explicit language or links to explicit content;
  - G. Spam;

- H. Unsolicited commercial advertising that may attempt to sell, promote, or advertise products or services;
  - I. A post that could compromise the well-being, safety, or security of the public, employees, Councillors, or anyone else;
  - J. A post that may compromise the security of public systems, equipment, buildings, or other property;
  - K. Violation of any municipal, provincial, or federal laws or bylaws; or
  - L. Promotion of individual religions, political parties, or candidates in any election.
- 2.6. Posts made by citizens or third-party contributors do not necessarily reflect or represent the views or opinions of Greenview or its employees. Greenview does not necessarily endorse public comments or postings.
- 2.7. Engagement on Greenview-owned social media channels are typically considered transitory records and will not be archived, stored, or kept by Greenview. However, by engaging with and using Greenview social media channels, users acknowledge and consent that their engagement (comments, posts, messages, etc.) may become part of the public record and could potentially be used in Greenview official documentation. Greenview reserves the right to decide what posts, comments, or messages may be saved in official documentation.
- 2.8. Greenview is not responsible for any harm, damages, or losses suffered as a result of using third party social media sites. Participants do so at their own risk and accept that they have no right of action against the Greenview in relation to the use of social media.
- 2.9. Greenview is not responsible for any harm, damages, or losses suffered as a result of using third-party social media sites. Participants do so at their own risk and accept that they have no right of action against the Greenview in relation to the use of social media.
- 2.10. In their capacity as private citizens, Greenview employees and Council Members have the same rights of free speech as other citizens, however, Greenview expects that they will not represent Greenview on their own social media platforms or comment on Greenview programs or operations. Councillors and employees must ensure that their use of social media does not negatively affect the reputation of Greenview.

### 3. COUNCIL RESPONSIBILITIES

- 3.1 Council members are bound by the Council Code of Conduct Bylaw, FOIPP, The Municipal Government Act, and any other legislation as it relates to copyright, privacy, and the disclosure of information.
- 3.2 Council Members who use social media platforms to create an official Councillor profile must ensure that their use of social media does not put Greenview's security, reputation or information at risk.
- 3.3 Council Members should not use their official "@mdgreenview.ab.ca" email address to create social media accounts.
- 3.4 Council Members shall be held personally responsible for the content that they publish on their own political social media platforms and shall not hold Greenview responsible or liable for any content placed on their own platforms.
- 3.5 Council Members may be involved in political debate on their political social media platforms. All actions on Council Members' political social media platforms shall be conducted with respect and in accordance with the Council Code of Conduct Bylaw. Bullying, hatred, bigotry, disrespect, harassment and otherwise bringing Council, Greenview, or Greenview Administration into dispute are all prohibited and subject to disciplinary action as determined by Council in accordance with the Council Code of Conduct Bylaw.

- 3.6 Council Members must not act, claim to act, or give the impression that they are acting as a representative of Council as a whole on their political social media platforms. Council Members using social media must make clear that their actions and opinions on social media are their own.
- 3.7 Council members may not represent themselves as anything other than their official title and capacity on their political social media platforms.
- 3.8 Council members may not publish or report on meeting discussions held in closed session or other confidential matters on social media, regardless of the profile being public or private.
- 3.9 Council members may not use the official Greenview logo on their social media platforms.
- 3.10 Any Council Member's social media platform shall not be promoted by Greenview official social media platforms. Greenview does reserve the right to like or share content that is posted to the Council members social media platforms if the post is deemed to be of informational value to the community as a whole.
- 3.11 Once an elected official's term comes to an end, or they resign from the position, they must delete or rename their political social media platforms to reflect that they are no longer a sitting Member of Council.
- 3.12 Council acknowledges that it is Administration's role to release information on Greenview news, announcements, projects, events, and other relevant items, and shall not circumvent the that duty unless specifically given authorization to do so by a resolution of Council.
  - 3.12.1 Councillors should endeavor to refrain from releasing information on their own social media accounts (Whether private or public pages) prior to Administration releasing the information to the public.
- 3.13 Council Members recognize that any direction of content, administration, creation of posts, and general usage of Greenview social media platforms must come from Council as a whole.
  - 3.13.1 Individual Councillors may make recommendations for content to administration, but the content of Greenview social media is managed by administration in accordance with the relevant policies and bylaws, and as directed by Council as a whole and is subject to the schedules of content managed by the Communications Department.

#### 4. EMPLOYEE RESPONSIBILITIES

- 4.1 Employees must ensure that confidential matters are not disclosed on their private social media accounts. Employees are bound by all federal and provincial legislation, and all Greenview bylaws, policies and procedures, and must not disclose Greenview information or content that they are not specifically authorized to disclose.
- 4.2 Acting as a private citizen, Greenview employees must use a private email address and make every reasonable effort to make it clear that their contribution to social media platforms is as a private individual, and not as a representative of Greenview.
- 4.3 The only role of Greenview Administration and social media platforms during a municipal election period is to promote the election itself, and will not be used to further the campaigns of current or prospective Members of Council.
  - 4.3.1 No sharing of any content for prospective Members of Council shall occur on any official Greenview social media platform.
  - 4.3.2 To safeguard a fair and equitable election period, effective January 1 of an election year, all links, likes, follows and any sharing of content with a current Reeve or Councillor shall be stopped on all official Greenview social media platforms until the Organizational Meeting for the newly elected Council.
  - 4.3.3 Greenview reserves the right to delete any comments or links posted to its pages or social media posts from any persons seeking election in order to maintain neutrality during the election and to avoid the perception of any endorsement of any candidate by Greenview.

- 4.3.4 The only exception to the above is in the event of a State of Local Emergency (SOLE) or community crisis that requires public acknowledgement from a current Member of Council. What constitutes a community emergency shall be determined by the Reeve, CAO and/or Director of Emergency Management.
- 4.4 Any provision of this policy may be superseded at any time by the Director of Emergency Management during activations of the Emergency Operations Centre and surrounding an activation of a SOLE.

CURRENT

**Title: Social Media**

**Policy No: 7006**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No: 1036**

**Department: Communications and Marketing**

**Review Date:**



**Legal References:**

Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, as amended.

Municipal Government Act, R.S.A. 2000, c. M-26, as amended.

**Cross References:**

Bylaw 21-893 "Council Code of Conduct"

Policy 7001 "Communications"

Policy 2004 "Employee Code of Conduct"

**Purpose:** Greenview's Social Media policy is intended to create a fair and transparent means for Greenview to communicate with residents and stakeholders. This policy establishes direction for the use of Greenview Social Media accounts, and expectations for resident interaction.

Additionally, this policy provides guidelines for Councillor and Employee use of their personal social media accounts in a manner that is not harmful to the reputation of Greenview.

**1. DEFINITIONS**

- 1.1. **Freedom of Information and Protection of Privacy Act (FOIP)** means the *Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-35*, and any amendments thereto.
- 1.2. **Employee** means a person employed by Greenview, in any capacity.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. ~~**Social Media** means any facility for online publication and commentary, including, without limitation, blogs, wikis, and social networking sites such as Facebook, LinkedIn, Twitter, YouTube, and Instagram.~~
- 1.5. **Post** means any posting, including any written comment, content, or image, including but not limited to photographs, video, clip art, scanned images, documents and emoticons.
- 1.6. **Social Media** means any facility for online publication and commentary, including without limitation, blogs, wikis, and social networking sites such as Facebook, Instagram, LinkedIn, Twitter, and YouTube.
- 1.7. **State of Local Emergency (SOLE)** means a local state of emergency, as defined by Bylaw 20-851 "Municipal Emergency Management Bylaw," and any amendments or successor legislation

thereto.

## 2. POLICY STATEMENT

- 2.1. Greenview supports the use of social media to further the strategic direction and goals of the organization. Social media provides additional tools and channels that complement traditional communications and marketing methods and mediums. The purpose of using social media sites is to present matters of public interest.
- 2.2. The public has the right to access and reference Greenview's social media sites in the same way as traditional communication methods.
- 2.3. Greenview shall treat public engagement on social media sites ~~in the same manner as they would the same way as~~ traditional engagement.
- 2.4. Greenview reserves the right to delete or moderate content posted to ~~their~~ Greenview social media sites.

## 3. SOCIAL MEDIA MODERATION

- 3.1. To ensure public accessibility and the protection of all citizens, Greenview reserves the right to remove comments, posts, or content that contains any of the following:
  - A) Confidential or personal information;
  - B) Discriminatory or hateful language;
  - C) Attacks on any person, whether an employee, member of Council or the public;
  - D) Profanity or abusive language;
  - E) Encouragement or demonstration of illegal behaviour;
  - F) Explicit language or links to explicit content;
  - G) Spam;
  - H) Unsolicited commercial advertising that may attempt to sell, promote, or advertise products or services;
  - I) A post that could compromise the well-being, safety, or security of the public, employees, councillors, or anyone else;
  - J) A post that may compromise the security of public systems, equipment, buildings, or other property;
  - K) Violation of any municipal, provincial, or federal laws or bylaws; or
  - L) Promotion of individual religions, political parties, or candidates in any election.
- 3.2. Posts made by citizens or third-party contributors do not necessarily reflect or represent the views or opinions of Greenview or its employees. Greenview does not necessarily endorse public comments or postings.
- 3.3. Engagement on Greenview-owned social media channels is typically considered transitory records and will not be archived, stored, or kept by Greenview. However, by engaging with and using Greenview social media channels, users acknowledge and consent that their engagement (comments, posts, messages, etc.) may become part of the public record and could potentially be used in Greenview's official documentation. Greenview reserves the right to decide what posts, comments, or messages may be saved in official documentation.
- 3.4. ~~Greenview is not responsible for any harm, damages, or losses suffered as a result of using third-party social media sites. Participants do so at their own risk and accept that they have no right of action against Greenview in relation to the use of social media.~~



- 3.5. Greenview is not responsible for any harm, damages, or losses ~~suffered as a result of~~ from using third-party social media sites. Participants do so at their own risk and accept that they have no right of action against Greenview in relation to the use of social media.

#### 4. PERSONAL SOCIAL MEDIA

- 4.1. Whether an employee chooses to engage in personal social media is a personal decision and not a business decision. Greenview neither encourages nor discourages an employee's personal use of personal social media. However, activities that affect an employee's job performance, the performance of other Greenview employees, or Greenview business and reputation are still governed by Greenview's Employee Code of Conduct policy whether or not such activities are undertaken through an employee's personal social media account(s).
- 4.2. Greenview employees who maintain personal social media pages or accounts must comply with the following guidelines as they relate to their association with Greenview. Employees will be held accountable for what they write or post on social media or websites. Inflammatory comments or unprofessional or disparaging remarks made about the organization, its employees, customers, vendors, or ratepayers may result in disciplinary action up to and including termination.
- 4.3. This policy is not intended to interfere with the private lives of our employees, or restrict their freedom of speech. This policy is designed to ensure that the image and branding of Greenview are maintained, as well as the health and safety of employees.
- 4.4. Employees shall conduct themselves professionally both on and off duty. Where an employee publicly associates with the organization, or is known to be employed by Greenview, all materials associated with their personal page may reflect on the company. Please be advised that inappropriate comments, photographs, links, and so on should be avoided.
- 4.5. Posts involving the following will not be tolerated and will subject the individual to discipline:
- A) Proprietary and confidential organization information;
  - B) Discriminatory statements or comments of a harassing or bullying nature regarding co-workers, management, customers, ratepayers or vendors; and
  - C) Defamatory statements regarding the organization, its employees, customers, ratepayers, competitors, or vendors.
- 4.6. Where an employee mentions the organization, they must include a disclaimer stating that any opinions expressed are the employee's own and do not represent Greenview's position, strategies, or opinions.
- 4.7. Employees who use these sites are prohibited from publishing any private organizational information or any negative comments regarding the organization therein.
- 4.8. Greenview employees are prohibited from speaking on behalf of the organization, releasing confidential information, releasing news, or communicating as a representative of the organization without prior authorization to act as a designated company representative.
- 4.9. Use of personal social media may not conflict with any existing policies of Greenview whatsoever. This includes the Employee Code of Conduct Policy.
- 4.10. Employees should abide by these guidelines whether they mention Greenview by name or not. Even if the name is not mentioned in a post, it is possible a connection can be made back to Greenview which can negatively affect the organization's reputation. Where a connection

can be made between a negative or inflammatory post and the organization, even if not named directly, the employee may be subject to disciplinary action.

#### 4.11. Employees MUST NEVER:

- A) Use personal social media accounts to:
  - i. Attack or harass employees, vendors, consumers, customers, contractors or partners, other social media users, etc. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that contribute to a hostile work environment on the basis of race, sex, disability, religion, age, sexual orientation or any other status protected by law or company policy;
  - ii. Give personal information such as, name, driver's license, home address, phone numbers, and social insurance numbers about co-workers, supervisors, direct reports or other staff or ratepayers;
  - iii. Access or participate in social media activities that promote behaviour which is contrary to the Employee Code of Conduct;
  - iv. Make reference, post or upload images of vendors, ratepayers, contractors, competitors or partners etc. onto social media sites without approval. In order to comply with privacy and intellectual property laws, it is recommended that permission is obtained before publishing images onto social media channels; and
  - v. Spend excessive time on social media sites working hours, unless role related.

## 5. COUNCIL RESPONSIBILITIES

- 5.1. Council members are bound by the Council Code of Conduct Bylaw, FOIP, The Municipal Government Act, and any other legislation relating to copyright, privacy, and the disclosure of information.
- 5.2. Council Members who use social media platforms to create an official Councillor profile must ensure that their use of social media does not put Greenview's security, reputation, or information at risk.
- 5.3. Council Members should not use their official "@mdgreenview.ab.ca" email address to create social media accounts.
- 5.4. Council Members shall be held personally responsible for the content they publish on their own political and social media platforms ~~that they publish on their own political social media platform~~ and shall not hold Greenview responsible or liable for any content placed on their own platforms.
- 5.5. Council Members may be involved in political debate on their political and social media platforms. All actions on Council Members' political and social media platforms shall be conducted ~~with respect~~ respectfully and in accordance with the Council Code of Conduct Bylaw. Bullying, hatred, bigotry, disrespect, harassment, and otherwise bringing Council, Greenview, or Greenview Administration into dispute are ~~all~~ prohibited and subject to disciplinary action as determined by Council in accordance with the Council Code of Conduct Bylaw.
- 5.6. Council Members must not act, claim to act, or give the impression that they are acting as a representative of Council as a whole on their political social media platforms. Council Members using social media must make clear that their actions and opinions on social

media are their own.

- 5.7. Council Members may not represent themselves as anything other than their official title and capacity on their political and social media platforms.
- 5.8. Council Members may not publish or report on meeting discussions held in closed sessions or other confidential matters on social media, regardless of the profile being public or private.
- 5.9. Council Members may not use the official Greenview logo on their social media platforms.
- 5.10. Greenview's official social media platforms shall not promote any Council Member's social media platform. ~~Any Council Member's social media platform shall not be promoted by Greenview official social media platforms.~~ Greenview ~~does~~ reserves the right to like or share content that is posted to the Council members' social media platforms if the post is deemed to be of informational value to the community as a whole.
- 5.11. Once an elected official's term ~~comes to an end~~ ends or they resign from the position, they must delete or rename their political and social media platforms to reflect that they are no longer a sitting member of Council.
- 5.12. Council acknowledges that it is Administration's role to release information on Greenview news, announcements, projects, events, and other relevant items and shall not circumvent that duty unless specifically given the authorization to do so by a resolution of Council.
- 5.13. Councillors should refrain from releasing information on their own private or public social media accounts prior to Administration releasing the information to the public.
- 5.14. Council Members recognize that any direction of content, administration, creation of posts, and general usage of Greenview social media platforms must come from Council as a whole.
- 5.15. Individual Councillors may ~~make recommendations for~~ recommend content to Administration, but ~~Administration manages the content of Greenview social media the content of Greenview social media is managed by Administration~~ in accordance with relevant policies and bylaws, and as directed by Council as a whole and is subject to the schedules of content managed by the Communications Department.

## 6. ADMINISTRATION RESPONSIBILITIES

- 6.1. Employees must ensure that confidential matters are not disclosed on their private social media accounts. Employees are bound by all federal and provincial legislation, and all ~~Greenview~~, ~~Greenview~~ bylaws, policies, and procedures. They must not disclose Greenview information or content they are not specifically authorized to disclose.
- 6.2. The only role of Greenview Administration and social media platforms during a municipal election period is to promote the election itself. ~~Greenview Social Media~~ will not be used to further the campaigns of current or prospective Council Members.

- A) No sharing of any content for prospective Members of Council shall occur on any official Greenview social media platform.
- B) To safeguard a fair and equitable election period, effective January 1 of an election year, all links, likes, follows, and any sharing of content with a current Reeve or Councillor shall cease on all official Greenview social media platforms until the Organizational Meeting for the newly elected Council.
- C) Greenview reserves the right to delete any comments or links posted to its pages or social media posts from any persons seeking election to maintain neutrality during the election and to avoid the perception of any candidate endorsement ~~in order to maintain neutrality during the election and to avoid the perception of any endorsement of any candidate~~ by Greenview.
- D) The only exception to the above is in the event of a State of Local Emergency (SOLE) or community crisis that requires public acknowledgment from a current Member of Council. The Reeve, CAO and/or Director of Emergency Management shall determine what constitutes a community emergency. ~~What constitutes a community emergency shall be determined by the Reeve, CAO and/or Director of Emergency Management.~~

6.3. Any provision of this policy may be superseded at any time by the Director of Emergency Management during the activation of the Emergency Operations Centre and surrounding an activation of SOLE.

DRAFT



# REQUEST FOR DECISION

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SUBJECT:	<b>Policy 7001 “Communications”</b>	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER: SAS
MEETING DATE:	February 15, 2023	DIR:	PRESENTER: SAS
DEPARTMENT:	CORPORATE SERVICES	LEG:	
STRATEGIC PLAN:	Governance		

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## RELEVANT LEGISLATION:

**Provincial** – None

## **Council Bylaw/Policy** –

- Bylaw 20-851 “Municipal Emergency Management”
  - Policy 7006 “Social Media”
  - Greenview’s Strategic Plan 2022-2025
- 

## RECOMMENDED ACTION:

**MOTION: That the Policy Review Committee recommend Council approve Policy 7003 “Communications” as presented.**

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## BACKGROUND/PROPOSAL:

Administration is presenting Policy 7001 “Communications” for the Policy Review Committee’s analysis. This policy details the governance framework of the Communications Department and establishes procedures on how different types of inquiries are to be addressed.

Section 2 provides an overview of the policies, documents, and bylaws that guide the Communications Department's functions. This includes the department’s purpose and mission as it relates to municipal operations and providing information to residents.

Sections 3 through 5 detail how the Communications Department responds to inquiries. Incorporated into this policy are the department's most common types of inquiries. This includes media-legal questions (section 3), Council questions to Administration (section 5), and external inquiries to Council (section 4).

Information campaigns and general administration are governed by sections 6 through 8 of the policy. These sections incorporate roles for the Communications Department, as well as Council, the CAO, and SLT.

This policy seeks to reinforce best practices while engaging with internal and external stakeholders. The policy would establish roles and responsibilities for actors within Greenview’s Administration and Council if approved. Doing so would ensure greater communication accountability and eliminate ambiguity for inquiries Administration receives communications programs and Council inquiries.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the recommended motion is that the policy establishes key procedures on how to manage media inquiries dependent on the subject and target actor of the inquiry.
2. It establishes a delineation between Administrative inquiries on municipal operations and political inquiries, which are to be addressed by Council.
3. Lists the policy framework which governs the Communications Department and its operations.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

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

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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**FOLLOW UP ACTIONS:**

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

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**ATTACHMENT(S):**

- Policy 7001 "Communications" (Draft)

**Title: Communications**

**Policy No: 7001**

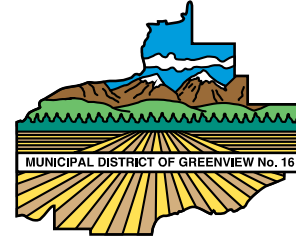
**Effective Date: Date passed in Council**

**Motion Number:**

**Supersedes Policy No: None**

**Department: Communications**

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



**Legal References:**

*Not applicable*

**Cross References:**

Bylaw 20-851 "Municipal Emergency Management"  
 Policy 7006 "Social Media"  
 Greenview's Strategic Plan 2022-2025

**Purpose:** The purpose of Greenview's communication policy is to ensure that communications – both external and internal – are proactive, strategic, consistent, and effectively manage and respond to the diverse information needs of Greenview.

**1. DEFINITIONS**

- 1.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of the Municipal District of Greenview No 16.
- 1.2. **Communications Manager** means the Manager of Communications and Marketing
- 1.3. **Director** means the Directors of Corporate Services, Infrastructure and Engineering, Community Services, Greenview Industrial Gateway, and Planning & Economic Development.
- 1.4. **Greenview** means the Municipal District of Greenview No 16.

**2. POLICY STATEMENT**

- 2.1. The Communications and Marketing Department's functions are governed and guided by policies, practices, acts, plans, and related procedures to ensure professional and ethical conduct, and alignment with other municipal requirements. These include:
  - A) Greenview's Strategic Plan;
  - B) Greenview's Corporate Values;
  - C) Council Code of Conduct Bylaw;
  - D) Employee Code of Conduct Policy;
  - E) Access to Information Policy;
  - F) Social Media Policy;
  - G) Public Engagement Policy; and the
  - H) Freedom of Information and Protection of Privacy Act.
- 2.2. It is the endeavor of Greenview, in accordance with its Strategic Plan to:

- A) Inform citizens about Greenview’s policies, programs, services, projects, and initiatives through communication that is effective, timely, accurate, and consistent.
- B) Consult and inform stakeholders when establishing or developing priorities, policies, programs, and services where reasonable and practical.
- C) Anticipate the needs of the community, Council, and Administration for timely and relevant information.
- D) Engage in a proactive communications program that uses a variety of formats to accommodate diverse needs and that reflects the diversity of the community.
- E) Ensure Greenview is visible and responsive to the citizens it serves.
- F) Communicate activities with neighbouring jurisdictions, industry and other partners, where possible, in an effort to communicate more effectively and efficiently with the public.
- G) Ensure all strategic communications plans and activities comply with existing municipal, provincial and federal laws and regulations.

2.3. Clear and consistent corporate identity will help the public in recognizing and accessing programs and services. The Greenview logo will appear on all publications and information produced by the organization, with the support of the Communications Department.

2.4. Greenview recognizes that effective communication is key in the time of crisis or emergency. Greenview is committed to communicating information that will protect the health, safety and security and property of their citizens. In the confines of the Greenview Emergency Management Plan, the Communications Department, will strive to ensure citizens receive accurate, timely and relevant information to prevent, mitigate, respond to, or recover from an emergency.

### 3. EXTERNAL INQUIRES

#### 3.1. Media Inquiries

- A) The media play an important role in the disseminating information to the public. Due to the delicate balance that must be struck between freedom of information and protection of privacy when dealing with the media, all media inquiries shall be directed to the Communications Manager, CAO or designate.
- B) In accordance with Council Code of Conduct Bylaw, the Reeve is Council’s official spokesperson. In the absence of the Reeve, it is the Deputy Reeve. The Communications Manager shall direct all appropriate inquiries regarding Council matters to the Reeve and CAO.
- C) The CAO is the spokesperson for administrative and operational matters, but may direct inquiries of a technical nature to the director of individual departments, programs, or projects. With the approval of the CAO, directors may designate technical experts to present information on specific programs or projects with which they are intimately familiar.

#### 3.2. Legal, Personnel, and Election Inquiries

- A) Inquiries regarding pending litigation, or involving a significant exposure to litigation, should be directed to the CAO.
- B) Inquires regarding personnel-related information should be directed to the CAO.
- C) Inquiries regarding municipal election and campaign issues should be directed to the Returning Officer or the CAO.



**4. COUNCIL MEMBER INQUIRIES**

4.1. Inquiries made to Council members, whether by phone, email, social media, letter, or in person, must be addressed as soon as reasonably possible.

4.2. Formal Inquiries

A) If citizens are requesting action from Greenview or wish to ensure their communication is addressed formally by all of Council, they must submit their inquiry or request in writing.

i. Formal inquiries received by a member of Council must be forwarded to the CAO or designate as soon as reasonable.

ii. All formal inquiries requesting Council decision or policy formulation shall be forwarded to Council, or the appropriate committee for recommendation to Council, as an agenda item at the meeting following the date of the request was received by the CAO.

iii. Any formal inquiries that can be handled internally will be dealt with by the CAO. The formal inquiry and information regarding action taken by Administration will be forwarded as information to Council at a subsequent meeting.

4.3. Informal Inquiries

A) Any informal inquiry would be defined as citizens communicating verbally with any member of Council where the discussion is general in nature and does not require any action.

i. Informal inquiries may be responded to by the Council member who receives the request.

ii. Where a response is provided to an informal inquiry that is expected to attract media attention or become part of a Council or committee agenda in the future, the response shall be provided to all members of Council and the CAO.

iii. The will of Council must be represented in response to all informal inquiries, unless explicitly prefaced as an individual Council member’s personal opinion.

**5. INTERNAL COMMUNICATION**

5.1. Inquiries made by Members of Council:

A) The CAO shall be the primary contact for Councillor inquiries.

B) Councillor inquiries by any medium must be addressed promptly.

C) Formal inquiries are directed to the CAO.

D) Informal inquiries may be delegated to individual staff members who are knowledgeable in the specific area of inquiry.

E) Where a response is required to an inquiry that is expected to attract media attention, the response shall be provided to all members of Council and the CAO.

F) At no time should a member of Council direct the operations or any employee of Greenview, excluding the CAO.

**6. EXTERNAL COMMUNICATIONS**

6.1. The CAO is responsible for the overall coordination of communications and the carrying out of this policy.

6.2. The Manager of Communications and Marketing or designate is normally responsible for carrying out external and internal communications.

6.3. General guidelines for external communications include:

A) Respect the authority and responsibility of Greenview’s Council, whose members are

entitled to learn about proposed policy initiatives, major new services, programs or initiatives before information about them is released to the general public or the media.

- B) Consult with the CAO when preparing information campaigns or strategies, or when preparing a response to a media inquiry.
- C) Keep information that is related to matters in draft form, under investigation, before the courts, or under the jurisdiction of another authority in strict confidence.
- D) Represent the will of Council in all communications.

## 7. ADMINISTRATION RESPONSIBILITIES

- 7.1. The Senior Leadership Team provides leadership to the Manager of Communications in establishing communication priorities and themes and approves corporate communications priorities. The Manager of Communications acts as the first level of response for day-to-day communications requirements and issues, and is responsible for establishing and managing Greenview's communications policies, guidelines, protocols and standards.
- 7.2. As part of keeping Greenview's employees current on programs and services, when new information is communicated to the public, every attempt will be made to inform employees before or at the same time as the information is shared with the public. Managers are expected to communicate with their employees openly and frequently. The Communications Department will work collaboratively with all Managers to support internal communications and will strive to develop mechanisms and tools to enhance interaction.
- 7.3. Greenview supports that communication is a shared responsibility that is often coordinated within and across various departments. Departments are expected to share materials and information on key programs, decisions, and events with other departments, and to maintain awareness and support corporate messages.
- 7.4. Greenview supports the use of electronic communications and views the various tools as a means to build and sustain effective communication internally and externally. To ensure alignment with all communication activities, website content will be provided to the Communications Department for review before being published. This will ensure standardization and a common look and feel throughout the website.

## 8. COMMUNICATIONS DEPARTMENT

- 8.1. In support of the municipality's strategic direction, communications policy and guidelines, Greenview's Communications Department will:
  - A) Advance the reputation and a positive image of the organization to the public through timely, accurate and integrated communications of Greenview policies, programs and activities.
  - B) Advise and assist elected officials, senior management and departmental staff in areas related to communications planning, stakeholder relations such as issues management, internal communications, and emergency and crisis communications, digital media such as websites, digital assets and social media, and production including advertising, and public engagement.
  - C) Use a variety of new and traditional methods of communication to accommodate the needs of a diverse public. To promote two-way communication. Greenview materials will provide residents with a phone number, email, mailing address, internet address and social media channel as applicable for more information or input.
  - D) Manage the effective and appropriate use of the organization's brand and visual identity.

- E) Collaborate with department management and staff to facilitate effective integration of individual department activities with the overall corporate objectives.
- F) Manage the production and delivery of all advertising and creative services including writing, design, print and digital production, for organization-wide programs and initiatives, and advise and provide assistance for departmental programs and initiatives.

DRAFT



# REQUEST FOR DECISION

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SUBJECT:	<b>Policy 7003 “Greenview Logo Use”</b>	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER: SAS
MEETING DATE:	February 15, 2023	DIR:	PRESENTER: SAS
DEPARTMENT:	COMMUNICATIONS	LEG:	
STRATEGIC PLAN:	Governance		

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RELEVANT LEGISLATION:  
**Provincial** – Not applicable

**Council Bylaw/Policy** –  
Policy 7001 “Communications”  
Policy 1035 “Advertising”  
Greenview Logo Request Form  
MD of Greenview Visual Standards Guide

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RECOMMENDED ACTION:  
**MOTION: That the Policy Review Committee recommend Council approve Policy 7003 “Greenview Logo Use” as presented.**

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BACKGROUND/PROPOSAL:  
As Greenview grows its brands within the region, provincially, and internationally, it is pertinent that the municipality creates a policy on how organizations may use approved Greenview logos. A defined procedure is beneficial as it allows Greenview to convey its expectations to organizations seeking to use any municipal logos.

Policy 7003 establishes the standard which organizations are expected to follow when using Greenview logos for advertising purposes. This includes references to the Greenview Visual Standards Guide, which provides detailed use of all Greenview logos as it relates to the overall Greenview brand.

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BENEFITS OF THE RECOMMENDED ACTION:  
1. The benefit of the Policy Review Committee approving the recommended motion is that it will give Administration a Council-approved foundation of rules for external Greenview logo use.

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

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ALTERNATIVES CONSIDERED:

**Alternative #1:** The Policy Review Committee may alter or deny the recommended motion; however, this is not recommended as Greenview currently needs a policy governing the external use of Greenview logos.

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FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---


FOLLOW UP ACTIONS:

Administration will incorporate any amendments recommended by the Policy Review Committee, if applicable, and will present the policy to Council for consideration.

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ATTACHMENT(S):

- Policy 7003 “Greenview Logo Use” (Draft)

<p><b>Title: Greenview Logo Use</b></p> <p><b>Policy No: 7003</b></p> <p><b>Effective Date: Date passed in Council</b></p> <p><b>Motion Number:</b></p> <p><b>Supersedes Policy No: None</b></p> <p><b>Department: Communications and Marketing</b></p> <p><b>Review Date: (3 Years from date approved)</b></p>	
	
<p><b>Legal References:</b> <i>Not applicable</i></p>	<p><b>Cross References:</b> Policy 7001 "Communications" Policy 1035 "Advertising" Greenview Logo Request Form MD of Greenview Visual Standards Guide</p>
<p><b>Purpose:</b> To regulate and provide a framework to guide the external use of Greenview logos. To protect the integrity of all Greenview logos, organizations, businesses or individuals wishing to use Greenview logos must receive written approval through the Communications Department by completing the "Greenview Logo Request Form."</p>	

## 1. DEFINITIONS

- 1.1. **Greenview** means the Municipal District of Greenview No. 16.
- 1.2. **Marketing Materials** means any branded element that contains an approved Greenview logo or brand. Examples include promotional items, flyers, brochures, or apparel.
- 1.3. **Logos** means any approved official Greenview logos. The list includes the following Greenview logos (including any and all iterations); Greenview corporate logo, Greenview Industrial Gateway logo, Economic Development and Tourism logo, Fire-Rescue Service logos, and Enforcement Services logos.

## 2. POLICY STATEMENT

- 2.1. Greenview's corporate identity is an essential element of its print and digital brand. The consistency of visual standards is imperative to maintain the organization's corporate identity.
- 2.2. Visual standards maintain the integrity associated with the Greenview name. We must retain a clear set of standards to manage Greenview brands as a whole.
- 2.3. We maintain a uniform tone with one common voice of messaging and image. All graphic or typographical elements used in print or digital materials, regardless of size, format, or colour, must maintain a consistent tone according Greenview branding guidelines.
- 2.4. The Visual Standards Guide is a resource for anyone responsible for creating or implementing marketing and communications materials related to Greenview. This ensures consistent and

robust application of Greenview's visual expression and helps form its image and profile locally, nationally and internationally.

- A) Greenview's Visual Standards Guide provides details on acceptable uses, acceptable backgrounds, improper use, protected space and minimum size and fonts which must be adhered to.
- B) This guiding document is available on the server for internal users and will be provided for external users.

2.5. The Greenview logo may not be used in print, visual or digital media without prior authorization from Greenview. All individuals, groups, and organizations must be granted written authorization from Greenview to display any Greenview logo in digital or print format from the Greenview Communications department.

2.6. No individual or organization other than Greenview and those authorized by Greenview is permitted to sell any product or regalia incorporating any Greenview logo.

2.7. Consent is required in relation to a sponsorship or grant application, fundraising, and event recognition using any Greenview logo.

2.8. Approval must be obtained for programs or initiatives that Greenview undertakes with another level of government, agency or private organization, either directly or as part of a grant or sponsorship program or intergovernmental initiative.

2.9. If approved to use a Greenview logo, it is the responsibility of the requestor to ensure correct logo use as per the Greenview Visual Standards Guide and with the appropriate level of respect.

- A) Greenview reserves the right to withdraw logo use authorization at any time and without notice.

### 3. EXEMPTIONS

3.1. All boards, committees and departments of Greenview shall be exempt from the approval process contained in this policy.

- A) All departments must obtain approval from the Communications Department to use any logo on any documents and marketing materials for external purposes.

3.2. Newspapers and other media outlets shall be exempt from the approval process contained in this policy as they pertain to promotional releases directly relating to Greenview.

### 4. PROCEDURE

3.6. An individual or organization wishing to use a Greenview logo must:

- A) Complete the *Greenview Logo Request Form*
- B) Submit the form to:  
  - Communications, MD of Greenview
  - [communications@mdgreenview.ab.ca](mailto:communications@mdgreenview.ab.ca)
- C) The Communications Department for Greenview will review all requests and approve the application.
  - i. If approved, a signed copy of the Greenview Logo Request Form will be emailed to you.
  - ii. Approval shall be granted on a per project basis and shall include an expiration date.
- D) Any appeal of the decision made by Greenview shall be made in writing to the CAO, whose decision shall be final.

E) There shall be no cost to use a Greenview logo.

DRAFT





# REQUEST FOR DECISION

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SUBJECT:	<b>Staff Training &amp; Professional Development Policy Transfer</b>		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 15, 2023	CAO:	MANAGER:
DEPARTMENT:	HUMAN RESOURCES	DIR:	PRESENTER: EK
STRATEGIC PLAN:	Governance	LEG:	

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#### RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – 2014 Training and Staff Development

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#### RECOMMENDED ACTION:

**MOTION: That the Policy Review Committee recommend Council to approve the transfer of Policy 2014 “Staff Training and Professional Development” from a Council policy to an administrative policy, as presented.**

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#### BACKGROUND/PROPOSAL:

Policy 2014 Staff Training and Professional Development was adopted by Council July 2021. After having facilitated the program for a year and a half, Administration has found opportunities to amend the policy to remove redundancies, clarify course work, attendance, and retro-active Return Service Agreements.

Administration is recommending the Policy Review Committee and ultimately Council transfer this Policy from a Council Policy to an Administrative Policy as it only pertains to staff. As an administrative policy it will be under the authority of the Chief Administrative Officer.

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#### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the recommended motion is future revisions to the policy will only require CAO approval and expectations for staff will be clear regarding course work and attendance.

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#### DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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#### ALTERNATIVES CONSIDERED:

**Alternative #1:** The alternative to the recommended motion would be that the policy remains a Council policy. This is not being recommended since the policy only affects staff.

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#### FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Review the policy three years from the date approved.

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**ATTACHMENT(S):**

- Staff Training and Professional Development Policy (Current)
- Staff Training and Professional Development (Administrative Policy – Draft)

**Title: Staff Training and Professional Development**

**Policy No: 2014**

**Effective Date: July 27, 2021**

**Motion Number:21.07.382**

**Supersedes Policy No: HR 09**

**Review Date: July 27, 2024**



**Purpose:** Greenview recognizes the need for and importance of investing in the learning and development of its workforce to increase employee engagement, career growth, high performance and innovation in municipal government. Greenview supports training and development of its staff with levels of financial support which vary depending on the relevancy of the training opportunity to a current position or future need within the organization. The purpose of this policy is to establish guidelines on how employees may receive training and pursue professional development opportunities.

1. DEFINITIONS

- 1.1. **CAO** means the Chief Administrative Officer of Greenview.
- 1.2. **Conference/Convention** means an activity related to a professional association or municipal organization or related to the employee’s work with a Board or Committee.
- 1.3. **Cost-Share Agreement** means an agreement where Greenview agrees to pay part of the enrollment costs in a college diploma, university degree, masters, doctorate, professional certificate or designation, but does not require a work commitment as a condition of financial assistance.
- 1.4. **Cross-training** means training an employee to do a different job, or portion of a job, in another area of the organization.
- 1.5. **Development** means a program or activity designed to raise an employee's performance for future job responsibilities.
- 1.6. **Employee-Initiated** means a request by an employee for permission to participate in training and development activities with or without assistance from Greenview.
- 1.7. **Employer-Initiated** means a request by Greenview for employee participation in training and development activities as a requisite for maintaining or increasing individual performance levels in accordance with municipal goals, objectives and needs.
- 1.8. **Educational Course** means a program or course offered by an accredited educational institution that Greenview recognizes as contributing to improving the skill and knowledge of an employee.

- 1.9. **Educational Leave of Absence** means a leave of absence, whether paid or unpaid, from job duties on a part-time or full-time basis for the purpose of advancing an employee's abilities or supplementing professional or skill training.
- 1.10. **Greenview** means the Municipal District of Greenview No. 16.
- 1.11. **In-House Training and Development** means a program or course offered or sponsored by the municipality that is available or required for Greenview employees. This includes, but is not limited to, instruction, seminars, courses or required health and safety training.
- 1.12. **Return Service Agreement** means an agreement requiring a work commitment of continued employment with Greenview as a condition of financial assistance.
- 1.13. **Training** means a program or activity designed to prepare an employee to the level of competence required for present job responsibilities.
- 1.14. **Work Commitment** means the period of work obligation an employee is required to undertake as a condition of receiving financial assistance granted under the terms of this policy or a Return Service Agreement entered into between Greenview and the employee.

## 2. GENERAL GUIDELINES AND STANDARDS

- 2.1. Managers and Directors are encouraged to develop professional development goals and plans with each employee annually during performance appraisals.
- 2.2. When considering professional development, Managers and Directors should reflect on education and training needs within their departments, and succession planning within the organization as a whole.
- 2.3. Managers and Directors will review all requests from employees in their departments, to attend direct and indirect job-related courses, conferences, seminars, workshops, or conventions.
- 2.4. All employee-initiated training requires a request to be made to the employee's Manager and Director in writing with a completed "Professional Development Request Form".
- 2.5. Employees will receive written and prior approval from the required level of authorization in accordance with Section 2.15 prior to attending any courses, conferences, seminars, workshops or conventions.
- 2.6. Any employee who attends any course, conference, seminar, workshop, or convention without obtaining prior approval of their Manager, Director, and CAO where required, will do so at their own expense, and will not be reimbursed for costs they incurred.
- 2.7. Greenview will pay all registration, travel, hotel, meals and related costs for employees to attend approved courses, conferences, seminars, workshops, or conventions, in accordance with Greenview's policies and procedures.
- 2.8. Sufficient funds must be in the current years' budget to offset all related costs for employees attending courses, conferences, seminars, workshops or conventions.

- 2.9. Courses requiring educational leave will be dealt with in accordance with Greenview’s policies and procedures, and/or in accordance with the individual’s Cost-Share Agreement or Return Service Agreement.
- 2.10. All Cost-Share Agreements and Return Service Agreements will be approved by the CAO.
- 2.11. Employees are required to submit a “Learning Evaluation Form” after attending any course, conference, seminar, workshop, convention, or after completion of their diploma, degree, masters, doctorate, professional certificate or designation.
- 2.12. Greenview will reimburse the enrollment expenses and all costs directly related to an approved course or course of study, upon the employee's successful completion of the course(s), the submission of receipts, and submission of a “Learning Evaluation Form”.
- 2.13. Greenview will pay the employee's membership fees for associations directly related to their job.
- 2.14. If authorized attendance is not used as an opportunity to learn and participate on behalf of Greenview, and an employee does not attend an authorized event fully, it may be considered as abuse and any further privilege may be lost.
- 2.15. Approval Thresholds:
  - A) **Employee requested In-house training:** Manager
  - B) **Conferences/Seminars under \$1999.00:** Manager and Director
  - C) **Individual Courses under \$1999.00:** Manager and Director
  - D) **College diploma, university bachelor’s degree, masters or doctorate degree, professional certificate, or designation, or any course, conference, seminar over \$2000.00:** Director and CAO approval. A Cost-Sharing or Return Service Agreement may be required at the discretion of the CAO for a college diploma, university bachelor’s degree, masters or doctorate degree, professional certificate, or designation.
- 2.16. CAO training or conference attendance is subject to Council approval during the annual budget process. Additional training or conference attendance for the CAO beyond what is captured in the annual budget requires Council approval.

### 3. IN-HOUSE TRAINING AND DEVELOPMENT

- 3.1. Training activities may vary from short, informal, on-the-job instruction and guidance to more structured programs, courses, workshops, and seminars offered internally to employees, or sponsored directly by the municipality either during or after work hours. In-house training may also include cross-training or health and safety training.
- 3.2. Participation in in-house training and development activities may be requested by the employee or assigned by the employee’s Supervisor or Manager.
- 3.3. Requests by the employee to participate in in-house training or development must be submitted on the “Professional Development Request Form” and approved by the employee’s Manager.

- 3.4. All costs for in-house training and development activities are to be assumed by the appropriate departmental budget, unless otherwise specified.

#### 4. FINANCIAL ASSISTANCE AND EDUCATIONAL COURSES

- 4.1. To qualify for financial assistance, an employee must be a permanent employee, have completed their probationary period prior to enrolling in a particular course of study, and costs must be in the appropriate departmental budget.
- 4.2. Greenview may agree to fund, wholly or in part, an employee's pursuit of a college diploma, university bachelor's degree, masters or doctorate degree, professional certificate, or designation. This may require entering into a Cost-Share Agreement or a Return Service Agreement at the discretion of the CAO.
- 4.3. Tuition fees that are either directly related to the employee's current job or create a mutual advantage to both the employee and the department would be eligible for funding for 100% of course costs. For Example:
  - A) Individual courses taken independently of enrolment in a degree, certificate, or diploma program; or
  - B) Courses leading to a college diploma, university bachelor's degree, masters or doctorate degree, professional certificate, diploma or designation.
- 4.4. Tuition fees that are related to the organization's function but not directly related to the employee's current job or division/department function may be eligible for funding for 50% of course costs at the discretion of the department Director and the CAO.
- 4.5. For employee-initiated education, the employee must submit the "Professional Development Request Form" and obtain the appropriate approval signatures prior to enrollment.
- 4.6. A Return Service Agreement requiring a work commitment of continued employment with Greenview may be required as a condition of financial assistance. The period of the work commitment will be outlined in the Return Service Agreement and shall generally begin upon completion of the course of study. The work commitment may take into account whether the employee retained full-time employment while completing the course of study and prorate the work commitment accordingly.
- 4.7. When an employee leaves the employment of Greenview, whether voluntary or not, prior to fulfilling the work commitment stipulated in their Return Service Agreement, the outstanding commitment will be become and Account Receivable by Greenview.
- 4.8. Non-tuition related fees are ineligible for assistance, except where permitted in other Greenview policies. These fees include, but are not limited to:
  - A) Deferred or late payments;
  - B) Fees for extensions;
  - C) Cancellation fees;
  - D) Course credit transfer fees;
  - E) Student medical insurance; or
  - F) Capital projects;
- 4.9. Should an employee fail a course, the employee will be required to:

- A) Successfully complete the course within one year at their own expense; or
- B) Reimburse Greenview for all expenses incurred on the employee's behalf in accordance with the terms of an applicable Return Service Agreement or Cost-Share Agreement. The employee may enter into an agreement with Greenview to establish a payment plan. If the employee leaves the employment of Greenview, any outstanding commitments will become an Account Receivable by Greenview.

## 5. CONFERENCE AND SEMINAR ATTENDANCE

- 5.1. Greenview shall assume allowable costs associated with attendance at approved conferences and seminars in accordance with Greenview policies, including registration fees, transportation costs, accommodation, meals, and incidental expenses.
- 5.2. Requests to attend Conferences and Seminars must be made with the "Professional Development Request Form". Approval from the employee's Manager and Director is required for all conferences in the prescribed form. In addition, CAO approval is required for any conference that is anticipated to cost over \$2000.00, as well as any conference that is out of province or country.
- 5.3. Council approval is required for any out of country courses, training, or conferences for the CAO.
- 5.4. Conference attendance should be discussed annually during the employee's performance appraisal.
- 5.5. Attendance at work shops and seminars that have no associated costs, but occur during business hours, require the approval of the employee's Supervisor.

## 6. RESPONSIBILITIES

### 6.1. Employee Responsibilities:

- A) Prepare an annual learning and development plan that identifies their training and educational needs to be reviewed and discussed at the employee's annual performance appraisal with their Manager or Director. Once reviewed by the Manager, the appropriate forms should be submitted for Manager, Director or CAO approval, where needed, to allow for the budgeting of professional development expenses.
- B) Making a personal commitment to career planning and any associated learning and development.
- C) Using long-range planning to determine future requests.
- D) Selecting the most cost-effective options.
- E) Accounting for all expenses incurred for professional development.
- F) Providing a statement of grades and certificate of completion to the department director and submitting the designated professional development feedback form for manager and director review.

### 6.2. Manager and Director Responsibilities:

- A) Reviewing and approving requests for professional development for employees within their departments.
- B) Ensuring there is appropriate budget allocation to undertake all approved and anticipated employee training.
- C) Ensuring all professional development activities are done in accordance with this policy.

D) Ensuring all required documentation is completed and submitted.

6.3. CAO Responsibilities:

- A) Review and approve professional development activities under their scope of approval.
- B) Negotiate and approve Return Service Agreements or Cost-Share Agreements with employees for tuition assistance for college diploma, university bachelor's degree, masters or doctorate degree, professional certificate, diploma or designations.

CURRENT



**Title: Staff Training and Professional Development**

**Policy No: 02-16**

**Effective Date:** Date approved by the CAO

**Responsible Department:** Human Resources

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



**Legal References:**

Not applicable

**Cross References:**

Policy 02-17 "Employee Apprenticeship Training"

**Purpose:** Greenview recognizes the need for and importance of investing in the learning and development of its workforce to increase employee engagement, career growth, high performance, **employee retention, and advancing Greenview's Strategic Plan**. Greenview supports training and development of its staff with levels of financial support which vary depending on the relevancy of the training opportunity to a current position or future need within the organization. The purpose of this policy is to establish guidelines on how employees may receive training and pursue professional development opportunities.

## 1. DEFINITIONS

- 1.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview.
- 1.2. **Conference/Convention** means an activity related to a professional association or municipal organization or related to the employee's work with a Board or Committee.
- 1.3. **Cost-Share Agreement** means an agreement where Greenview agrees to pay part of the enrollment costs in a college diploma, university degree, masters, doctorate, professional certificate or designation, but does not require a work commitment as a condition of financial assistance.
- 1.4. **Course Work** means homework and assignments, self-taught material, and studying that can be completed at anytime of day as there is no scheduled time for it.
- 1.5. **Cross-training** means training an employee to do a different job, or portion of a job, in another area of the organization.
- 1.6. **Development** means a program or activity designed to raise an employee's performance for future job responsibilities.
- 1.7. **Employee-Initiated** means a request by an employee for permission to participate in training and development activities with or without assistance from Greenview.
- 1.8. **Employer-Initiated** means a request by Greenview for employee participation in training and development activities as a requisite for maintaining or increasing individual performance levels in accordance with municipal goals, objectives and needs.

- 1.9. **Educational Course** means a program or course offered by an accredited educational institution that Greenview recognizes as contributing to improving the skill and knowledge of an employee.
- 1.10. **Educational Leave of Absence** means a leave of absence, whether paid or unpaid, from job duties on a part-time or full-time basis for the purpose of advancing an employee's abilities or supplementing professional or skill training.
- 1.11. **Greenview** means the Municipal District of Greenview No. 16.
- 1.12. **In-House Training and Development** means a program or course offered or sponsored by the municipality that is available or required for Greenview employees. This includes, but is not limited to, instruction, seminars, courses or required health and safety training.
- 1.13. **Performance Management Process** is the process where Supervisors meet with employees at the beginning of the year or at the time a new employee completes probation, to set goals. Following goal setting there should be regular discussions and a Year End Review.
- 1.14. **Return Service Agreement** means an agreement requiring a work commitment of continued employment with Greenview as a condition of financial assistance.
- 1.15. **Self-Directed Learning** is course work that is employee initiated and differs from training in that it is usually a long-term course of study that will result in the employee obtaining a degree, license, or credential.
- 1.16. **Training** means a program or activity designed to prepare an employee to the level of competence required for present job responsibilities.
- 1.17. **Work Commitment** means the period of work obligation an employee is required to undertake as a condition of receiving financial assistance granted under the terms of this policy or a Return Service Agreement entered into between Greenview and the employee.

## 2. POLICY STATEMENT

- 2.1. Training and professional development may take the form of in-house training, courses, conferences, cross-training, and special projects.
- 2.2. Training and professional may be employee-initiated, employer initiated, or self-directed.
- 2.3. All employee-initiated training requires a request to be made to the employee's Manager and Director in writing with a completed "Professional Development Request Form".
- A) Employees will receive written and prior approval from the required level of authorization in accordance with Section 2.11 prior to attending any courses, conferences, seminars, workshops or conventions.
- B) Any employee who attends any course, conference, seminar, workshop, or convention without obtaining prior approval of their Manager, Director, and CAO where required, will do so at their own expense, and will not be reimbursed for costs they incurred.
- 2.4. Greenview will pay all registration, travel, hotel, meals and related costs for employees to attend approved courses, conferences, seminars, workshops, or conventions, in accordance with Greenview's policies and procedures.

- 2.5. Sufficient funds must be in the current years' budget to offset all related costs for employees attending courses, conferences, seminars, workshops or conventions.
- 2.6. Courses requiring educational leave will be dealt with in accordance with Greenview's policies and procedures, and/or in accordance with the individual's Cost-Share Agreement or Return Service Agreement.
- 2.7. All Cost-Share Agreements and Return Service Agreements must be approved by the CAO, in advance of the enrollment.
- 2.8. **Greenview will reimburse expenses and all costs directly related to an approved course or course of study, upon proof of receipt, or a corporate credit card can be used by those approved. Employees can request to use their Manager's or Director's corporate credit card to pay for registration fees as they are typically a large, up front cost.**
- 2.9. Greenview will pay the employee's membership fees for associations directly related to their job.
- 2.10. If authorized attendance is not used as an opportunity to learn and participate on behalf of Greenview, and an employee does not attend an authorized event fully, it may be considered as abuse and any further privilege may be lost.
- 2.11. Approval Thresholds:
  - A) **Employee requested in-house training:** Manager
  - B) **Conferences/Seminars under \$499.99:** Manager
  - C) **Conferences/Seminars \$500 up to \$1999.99:** Manager and Director
  - D) **Single course(s) that do not lead to college diploma, university bachelor's degree, masters or doctorate degree, professional certificate, or designation under \$1999.99:** Manager and Director
  - E) **College diploma, university bachelor's degree, masters or doctorate degree, professional certificate, or designation, or any course, conference, seminar over \$2,000.00:** Manager, Director, and CAO approval. A Cost-Sharing or Return Service Agreement may be required at the discretion of the CAO for a college diploma, university bachelor's degree, masters or doctorate degree, professional certificate, or designation.
- 2.12. CAO training or conference attendance is subject to Council approval during the annual budget process. Additional training or conference attendance for the CAO beyond what is captured in the annual budget requires Council approval.
- 2.13. **Apprenticeship training should be referred to Policy 02-17 Employee Apprenticeship Training.**

### 3. IN-HOUSE TRAINING AND DEVELOPMENT

- 3.1. Training activities may vary from short, informal, on-the-job instruction and guidance to more structured programs, courses, workshops, and seminars offered internally to employees, or sponsored directly by the municipality either during or after work hours. In-house training may also include cross-training or health and safety training.

- 3.2. Participation in in-house training and development activities may be requested by the employee or assigned by the employee's Supervisor or Manager.
- 3.3. Requests by the employee to participate in in-house training or development must be submitted on the "Professional Development Request Form" and approved by the employee's Manager.
- 3.4. All costs for in-house training and development activities are to be assumed by the appropriate departmental budget, unless otherwise specified.

#### **4. CONFERENCE AND SEMINAR ATTENDANCE**

- 4.1. Greenview shall assume allowable costs associated with attendance at approved conferences and seminars in accordance with Greenview policies, including registration fees, transportation costs, accommodation, meals, and incidental expenses.
- 4.2. Requests to attend Conferences and Seminars must be made with the "Professional Development Request Form". Approval from the employee's Manager and Director is required for all conferences in the prescribed form. In addition, CAO approval is required for any conference that is anticipated to cost over \$2000.00, as well as any conference that is out of province or country.
- 4.3. Council approval is required for any out of country courses, training, or conferences for the CAO.
- 4.4. Conference attendance should be discussed as part of the Performance Management Process.

#### **5. COURSE WORK AND ATTENDANCE**

- 5.1. If there are required in-person or virtual lectures, exams, or group work, that must be attended at a specific time, employees can attend during work hours, as long as approved by Manager or Director prior to attending.
- 5.2. For self-directed learning, any course work should be completed on the employee's own time. This means that the employee cannot complete course work during work hours and they will not be paid for time to complete course work. Exceptions may be granted on a case-by-case basis at the Manager's discretion.
- 5.3. For employer-initiated learning, the time allowed to do course work during work hours must be agreed upon with the Manager or Director. The Manager or Director must approve any overtime to complete course work, prior to it commencing.

#### **6. FUNDING AND REQUIREMENTS**

- 6.1. To qualify for financial assistance, an employee must be a permanent employee, have completed their probationary period prior to enrolling in a particular course of study, and costs must be in the appropriate departmental budget.
- 6.2. Greenview may agree to fund, wholly or in part, an employee's pursuit of a college diploma, university bachelor's degree, masters or doctorate degree, professional certificate, or

designation. This may require entering into a Cost-Share Agreement or a Return Service Agreement at the discretion of the CAO.

- 6.3. Tuition fees that are either directly related to the employee's current job or create a mutual advantage to both the employee and the department would be eligible for funding for 100% of course costs. For Example:
  - A) Individual courses taken independently of enrolment in a degree, certificate, or diploma program; or
  - B) Courses leading to a college diploma, university bachelor's degree, masters or doctorate degree, professional certificate, diploma or designation.
- 6.4. Tuition fees that are related to the organization's function but not directly related to the employee's current job or division/department function may be eligible for funding for 50% of course costs at the discretion of the department Director and the CAO.
- 6.5. Employees must disclose the total estimated cost of a course, program, or designation. For example, if an employee needs to take six individual courses to earn a certificate, the Professional Development Request Form must display the cost of the six courses, not the cost of one of the courses, even though only one course may be taken at a time.
- 6.6. A Return Service Agreement requiring a work commitment of continued employment with Greenview may be required as a condition of financial assistance. The period of the work commitment will be outlined in the Return Service Agreement and shall generally begin upon completion of the course of study. The work commitment may take into account whether the employee retained full-time employment while completing the course of study and prorate the work commitment accordingly.
- 6.7. **Greenview reserves the right to create a retroactive Return Service Agreement if the total costs of a course or program accumulates to over \$2000.00.**
- 6.8. When an employee leaves the employment of Greenview, whether voluntary or not, prior to fulfilling the work commitment stipulated in their Return Service Agreement, the outstanding commitment will become an Account Receivable by Greenview.
- 6.9. Non-tuition related fees are ineligible for assistance, except where permitted in other Greenview policies. These fees include, but are not limited to:
  - A) Deferred or late payments;
  - B) Fees for extensions;
  - C) Cancellation fees;
  - D) Course credit transfer fees;
  - E) Student medical insurance; or
  - F) Capital projects;
- 6.10. Should an employee fail a course or exam, the employee may be required to:
  - A) Successfully complete the course within one year at their own expense; or
  - B) Reimburse Greenview for all expenses incurred on the employee's behalf in accordance with the terms of an applicable Return Service Agreement or Cost-Share Agreement. The employee may enter into an agreement with Greenview to establish a payment plan. If the employee leaves the employment of Greenview, any outstanding commitments will become an Account Receivable by Greenview.

- 6.11. If the employee chooses to rewrite an exam or retake a course, they have already passed in order to achieve a higher grade, the rewrite cost or the course cost will be at the employee's expense.

## 7. ROLES AND RESPONSIBILITIES

### 7.1. Employee Responsibilities:

- A) Prepare an annual learning and development plan that identifies their training and educational needs to be reviewed and discussed as part of the Performance Management Process with their Supervisor. Once reviewed by the Manager, the appropriate forms should be submitted for Manager, Director or CAO approval, where needed, to allow for the budgeting of professional development expenses.
- B) Make a personal commitment to career planning and any associated learning and development.
- C) Use long-range planning to determine future requests.
- D) Select the most cost-effective options.
- E) Account for all expenses incurred for professional development.
- F) Provide a statement of grades and certificate of completion to the Manager, department Director and Human Resources.
- G) Complete and submit to your supervisor a "Learning Evaluation Form" after attending any training, except for in-house training.
- H) Submit professional development time on timesheet, using appropriate professional development pay code.

### 7.2. Manager and Director Responsibilities:

- A) Develop professional development goals and plans with employees as part of the Performance Management Process.
- B) Consider education and training needs within their departments and succession planning within the organization as a whole.
- C) Review and approve requests for professional development for employees within their departments.
- D) Ensure there is appropriate budget allocation to undertake all approved and anticipated employee training.
- E) Ensure all professional development activities are done in accordance with this policy.
- F) Ensure all required documentation is completed and submitted.

### 7.3. CAO Responsibilities:

- A) Develop professional development goals and plans with employees as part of the Performance Management Process.
- B) Consider education and training needs within their departments and succession planning within the organization as a whole.
- C) Review and approve professional development activities under their scope of approval.
- D) Negotiate and approve Return Service Agreements or Cost-Share Agreements with employees for tuition assistance for college diploma, university bachelor's degree, masters or doctorate degree, professional certificate, diploma or designations.
- E) Promote an organizational culture that encourages training and professional development.

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CHIEF ADMINISTRATIVE OFFICER



# REQUEST FOR DECISION

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SUBJECT:	<b>Employee Apprenticeships Policy</b>	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER:
MEETING DATE:	February 15, 2023	DIR:	PRESENTER: EK
DEPARTMENT:	HUMAN RESOURCES	LEG:	
STRATEGIC PLAN:	Governance		

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## RELEVANT LEGISLATION:

**Provincial** (cite) – Skilled Trades and Apprenticeship Education Act, Statutes of Alberta, 2021, Chapter S-7.88.

Apprenticeship Education and Industry Training Program Regulation, Alberta Regulation 160/2022.

**Council Bylaw/Policy** (cite) – Policy 1002 “Travel and Subsistence”

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## RECOMMENDED ACTION:

**MOTION: That the Policy Review Committee recommend Council approve the transfer of Policy 2006 “Employee Apprenticeships” from a Council Policy to an administrative policy, as presented.**

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## BACKGROUND/PROPOSAL:

The apprenticeship policy creates guidelines and a process for Greenview employees to gain accreditation while apprenticing.

Updates to the policy include the removal of earning regular wages while at a technical training session, the addition of compensation rates while the apprentice is employed, and the addition of Roles and Responsibilities for the Employee, Manager and Director, the CAO, and Human Resources.

This policy is currently a Council policy, however as the policy only directly applies to and impacts Greenview employees, administration is recommending the policy be changed over to an administration policy, under the authority of the Chief Administrative Officer.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the recommended motion is future revisions to the policy will only require CAO approval.
  2. The updated policy clearly sets out compensation rates for apprentice staff, removing any room for misinterpretation and inconsistency.
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## DISADVANTAGES OF THE RECOMMENDED ACTION:

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



**Alternative #1:** The alternative to the recommended motion would be that the policy remains a Council policy. This is not being recommended since the policy only affects staff.

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**FINANCIAL IMPLICATION:**

There will be a cost savings to Greenview as Greenview will no longer pay full wages to apprentices while they attend technical training sessions.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

Using that framework outline the proposed level of public engagement associated with the recommended action.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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**FOLLOW UP ACTIONS:**

Administration will implement any amendments, as applicable, and will review the policy three years from the date approved.

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**ATTACHMENT(S):**

- Employee Apprenticeship Training (Current)
- Employee Apprenticeships (Administrative Policy Draft)
- Apprenticeship Education and Industry Training Programs Regulation
- Skilled Trades and Apprenticeship Education Act



**Title: Employee Apprenticeship Training**

**Policy No: 2006**

**Effective Date: 2015.09.22**

**Motion Number: 15.09.433**

**Supersedes Policy No: (None)**



**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

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

**Purpose:** The purpose of this Policy is to establish criteria and guidelines related to Greenview providing financial support to apprentice employees when attending accredited technical training courses within an apprenticeship program to attain the Journeyman Red Seal status.

**DEFINITIONS**

**Apprentice** - a person who is learning a trade from a skilled employer, having agreed to work for a fixed period at a percentage of a Journeyman’s wage.

**Journeyman Red Seal** - An experienced, certified, and competent trades’ person.

**POLICY**

1. Greenview promotes the attainment of job skills and is committed to investing its resources in the training and development of its employees who are registered in an apprenticeship program recognized by the Province of Alberta.
2. Greenview recognizes that sessions for the completion of Journeyman status under the apprenticeship program, normally require the apprentice to attend training 8 weeks per year for up to 4 years.
3. Successful completion of apprenticeship training courses required combined with the number of hours of on-the-job experience required for each year of the apprenticeship program, will permit the employee to advance from the apprentice status to Journeyman status.
4. Greenview may provide income support to an apprentice employee when attending technical training courses as follows:
  - a. If the employee receives Employment Insurance (EI) benefits while attending the technical training courses, Greenview may provide supplemental income support in an amount permissible by EI guidelines to supplement the EI benefits the employee receives, less deductions and withholdings required by law.

OR

Greenview may pay the employee their regular salary for the period while the employee is taking apprenticeship courses at a technical training institute, less deductions and withholdings as required by law.

- b. Greenview may provide a vehicle to the employee for agreed upon travel to and from the technical institute. Alternatively, Greenview may reimburse the employee for return travel from Greenview's Head Office or Sub-Offices to the technical training institute at the annual per kilometer rate set by Greenview's Council, if the employee uses their personal vehicle, or such other rate as permitted by the Canada Revenue Agency and adopted by Greenview.
  - c. Greenview may pay the employee's registration and tuition fees for the required courses.
  - d. Greenview may pay for the employee's lodging at the technical institute in the on-site Dorm Style Cooking Units while the employee attends the technical training courses, or provide a lodging allowance of similar value to the employee.
  - e. Due to the extensive amount of time the apprenticeship program requires the employee to be away from their normal duties and the extensive cost involved, Greenview may provide a meal allowance at 50% of the current daily meal allowance for 5 days per week for the duration of the annual training.
5. This Policy does not guarantee any specific amount of Income support from Greenview.
  6. Within any given year, Greenview may restrict the number of apprentices it permits to attend courses at technical institutes.
  7. At no time is the employee to abuse the opportunity for apprenticeship course training and Income Support or benefits provided by Greenview for such purposes.
  8. When an apprentice fails to comply with the provisions of this policy, Greenview may take disciplinary action up to and including termination of employment.

#### **PROCEDURE**

1. Apprenticeship employee attendance at technical training depends on the operational and other requirements of Greenview.
2. The apprentice employee will work and cooperate with Greenview management in obtaining advance approval for the time necessary to attend technical training courses for his or her apprenticeship.
3. Prior to Greenview providing approval for an employee to attend an apprenticeship program, the employee is to provide Greenview with confirmation of acceptance for such training at a recognized technical institute in Alberta.
4. The employee is required to successfully complete the courses for the apprenticeship training. Shortly after each session of technical training attended, evidence of successful completion of the apprenticeship courses will be provided to Greenview by the employee for their Personnel File.

5. An employee who attends a technical training sessions is expected to make a reasonable effort to successfully complete the required courses to pass each level of apprenticeship training to attain the Journeyman status.
6. When an employee fails to successfully complete a session of technical training courses, Greenview may require the employee to reimburse the organization for the Income Support provided. Any extenuating circumstances may be taken into consideration by Greenview.
7. An employee who plans on attending technical courses will endeavour to take the courses at a technical training institute which is closest to Greenview's Head Office or sub-offices. Other technical training institutes may be authorized by Greenview.
8. When an employee is attending apprenticeship courses, Greenview will continue to provide group benefits and Local Authority Pension Plan (LAPP) to the employee during the time away from work. Employees are responsible to pay their share of the costs for such benefits. Or the employee has the option to opt out of the LAPP if the employee receives income support via Employment Insurance (EI). At all times, the provisions, rules and procedures of the group benefits plans and the LAPP will apply.
9. The apprentice employee remains a Greenview employee while they are attending courses under the apprenticeship program.
10. Unless advised otherwise by Greenview, upon completion of a session of technical training, the employee will return to his or her duties at Greenview.
11. After each technical course session that the employee attends where Greenview provides Income Support, Greenview will advise the employee, in writing, of the total Income Support provided for that session.
12. Considering the significant investment that Income Support for employees undertaking apprenticeships entails, Greenview will seek assurances, in writing, that the employee will return to work following their attendance at each session of technical training.
13. Each time Greenview provides the employee with Income Support up to \$5,000.00 to attend an apprenticeship training session of 8 weeks (more or less), the employee is required to continue to work for Greenview for a period of 1 year from the end of the session of the technical training. Otherwise the employee is required to reimburse Greenview for the Income Support on a prorated basis for the time the employee does not continue working for Greenview during such 1 year time period, and such is a debt is legally due and owing to Greenview by the Employee.
14. In the event that an employee does not return to work for Greenview after a session of technical training ends, or in the event the employee resigns from Greenview within 1 year from the end of each session of technical training, or employment is terminated for just cause within 1 year from the end of each session of technical training, the employee will be required to reimburse Greenview for the cost of the Income Support on a pro-rated basis based on the total amount of the income support provided by Greenview for each technical training session. Such sum shall become immediately due and owing upon the termination of employee's employment with Greenview and the debt become legally due and owing to Greenview by the employee.

15. The apprentice employee is required to sign a letter or other documents which details the terms and conditions for attending technical training courses and receiving income support from Greenview during that training period.

CURRENT



Province of Alberta

SKILLED TRADES AND APPRENTICESHIP  
EDUCATION ACT

**APPRENTICESHIP EDUCATION  
AND INDUSTRY TRAINING  
PROGRAMS REGULATION**

**Alberta Regulation 160/2022**

Filed on July 6, 2022, in force July 20, 2022

**Extract**

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E-mail: [kings-printer@gov.ab.ca](mailto:kings-printer@gov.ab.ca)  
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### **Note**

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(no amdt)

**ALBERTA REGULATION 160/2022**

**Skilled Trades and Apprenticeship  
Education Act**

**APPRENTICESHIP EDUCATION AND INDUSTRY  
TRAINING PROGRAMS REGULATION**

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Schedules

### **Definitions**

1 In this Regulation,

- (a) “Act” means the *Skilled Trades and Apprenticeship Education Act*;
- (b) “approved program” means a program authorized by the Registrar in which a person is provided with an opportunity to engage in an apprenticeship education program who may not otherwise have an opportunity or be able to engage in an apprenticeship education program;
- (c) “employer” means a person who employs an apprentice during the on-the-job instruction component of an apprenticeship education program;
- (d) “mentor” means a person who meets the criteria of a mentor established by the Registrar, with whom a sponsor has made arrangements for the mentorship of the apprentice;
- (e) “mentorship”, in relation to an apprenticeship education program, means the instruction, guidance and supervision provided by a mentor to an apprentice and includes the obligations of a mentor as determined by the Registrar;
- (f) “period” means a length of time, as determined by the Registrar, during which classroom instruction and on-the-



job instruction of an apprenticeship education program are to be completed;

- (g) “records of progress” means the records, as determined by the Registrar, to document the apprentice’s progress in respect of an apprenticeship education program;
- (h) “sponsor” means a sponsor as defined in Part 1 of the Act and may include a prospective sponsor.

## **Part 1 Program Requirements**

### **Apprenticeship education program requirements**

**2(1)** When establishing the classroom instruction and on-the-job instruction requirements of an apprenticeship education program, the Registrar shall include

- (a) the hours, competencies and assessments for classroom instruction,
- (b) the hours, competencies and assessments for on-the-job instruction, and
- (c) the total duration and number of periods of the apprenticeship education program.

**(2)** In addition to the requirements under subsection (1), the Registrar may include

- (a) a timeline for suitable progress by the apprentice, and
- (b) a minimum term of instruction.

### **Industry training program requirements**

**3(1)** When establishing the training requirements of an industry training program, the Registrar shall set

- (a) the hours for training, and
- (b) the competencies for training.

**(2)** In addition to the requirements under subsection (1), the Registrar may include

- (a) the total duration of the industry training program, and
- (b) the assessments for training, and

- (c) any other training as determined by the Registrar.

## **Part 2**

### **Apprenticeship Education Programs**

#### **Registration in an apprenticeship education program**

- 4(1)** An individual may apply to the Registrar for registration in an apprenticeship education program.
- (2)** An application under subsection (1) must
- (a) be submitted in a form and manner that are acceptable to the Registrar, and
  - (b) include the information required by the Registrar.
- (3)** The Registrar shall register an individual in an apprenticeship education program if
- (a) the application meets the requirements under subsection (2), and
  - (b) the Registrar is satisfied that the individual meets the eligibility criteria established by the Registrar in order to be accepted in the apprenticeship education program.
- (4)** The Registrar shall notify the individual in writing of the Registrar's decision as to whether the individual is registered in an apprenticeship education program.
- (5)** On the registration of an individual in an apprenticeship education program, the individual
- (a) becomes an apprentice, and
  - (b) is eligible to receive classroom instruction as part of the apprenticeship education program.

#### **Refusal to register in an apprenticeship education program**

- 5(1)** The Registrar may refuse to register an individual in an apprenticeship education program if
- (a) the individual does not meet the eligibility criteria established by the Registrar for the apprenticeship education program,

- (b) the application is submitted in a form or manner that is not acceptable to the Registrar,
- (c) the application does not include the information required by the Registrar, or
- (d) the application is submitted in error.

**(2)** Where the Registrar refuses to register the individual in an apprenticeship education program, the Registrar shall

- (a) notify the individual in writing of the Registrar's decision,
- (b) provide the reasons for the decision, and
- (c) advise the individual that the individual may request a reconsideration of the decision in accordance with section 23.

**Suspension or cancellation of registration  
in an apprenticeship education program**

**6(1)** The Registrar may suspend the registration of an apprentice in an apprenticeship education program

- (a) during the course of an inspection under section 30 of the Act, and
- (b) on any terms and conditions the Registrar considers appropriate.

**(2)** The Registrar may cancel the registration of an apprentice in an apprenticeship education program if

- (a) the apprentice, in the opinion of the Registrar, fails to progress in a timely manner in the apprenticeship education program,
- (b) there has been an irregularity in the taking of an assessment as part of the classroom instruction or on-the-job instruction requirements of the apprenticeship education program,
- (c) the apprenticeship education program was entered into due to an administrative or other error,
- (d) the apprentice ceases to participate in the apprenticeship education program,
- (e) the apprentice cannot be located,

- (f) the apprentice, in the case of an apprenticeship education program in a designated trade,
    - (i) ceases to work in the designated trade, and
    - (ii) requests that the apprentice's registration be cancelled,
  - (g) the apprentice fails to meet any terms or conditions imposed by the Registrar on the apprentice at the time of registration in the apprenticeship education program, or
  - (h) the registration was obtained fraudulently or by means of misrepresentation.
- (3)** Where the Registrar suspends or cancels the registration of an apprentice in an apprenticeship education program, the Registrar shall
- (a) notify the apprentice in writing of the Registrar's decision,
  - (b) provide the reasons for the decision, and
  - (c) advise the apprentice that the apprentice may request a reconsideration of the decision in accordance with section 23.

### **Part 3**

## **Apprenticeship Education Agreements**

### **Entering into an apprenticeship education agreement**

- 7(1)** An individual and a sponsor may enter into an apprenticeship education agreement only if
- (a) the individual is an apprentice, and
  - (b) the sponsor meets the eligibility criteria for sponsors.
- (2)** An apprenticeship education agreement must
- (a) be submitted in a form and manner that are acceptable to the Registrar,
  - (b) contain the apprenticeship education program requirements, and
  - (c) contain any other information the Registrar considers relevant.

- (3) If the Registrar is satisfied that all the requirements under this Part have been met, the Registrar shall approve an apprenticeship education agreement.
- (4) The Registrar shall notify the apprentice and the sponsor in writing of the Registrar's decision to approve an apprenticeship education agreement.
- (5) An apprenticeship education agreement does not come into effect until it is approved by the Registrar.

#### **Transfer of apprenticeship education agreement**

- 8(1)** An apprentice may, with the approval of the Registrar, transfer an apprenticeship education agreement from one sponsor to another sponsor.
- (2) The Registrar shall consider any transfer of an apprenticeship education agreement as if it were a new apprenticeship education agreement entered into between the apprentice and sponsor under section 7.

#### **Refusal to approve apprenticeship education agreement**

- 9(1)** The Registrar may refuse to approve an apprenticeship education agreement if
- (a) the individual is not an apprentice in the apprenticeship education program for which the apprenticeship education agreement is submitted,
  - (b) the sponsor does not meet the eligibility criteria for sponsors, or
  - (c) the apprenticeship education agreement
    - (i) is submitted in a form or manner that is not acceptable to the Registrar,
    - (ii) does not contain the apprenticeship education program requirements, or
    - (iii) does not contain any other information the Registrar considers relevant.
- (2) Where the Registrar refuses to approve an apprenticeship education agreement, the Registrar shall
- (a) notify the apprentice and the sponsor in writing of the Registrar's decision,

- (b) provide the reasons for the decision, and
- (c) advise the apprentice and the sponsor that the apprentice or the sponsor may request a reconsideration of the decision in accordance with section 23.

**Suspension or cancellation of approval of an apprenticeship education agreement**

**10(1)** The Registrar may suspend the approval of an apprenticeship education agreement during the course of an inspection under section 30 of the Act on any terms and conditions the Registrar considers appropriate.

**(2)** The Registrar may cancel the approval of an apprenticeship education agreement if

- (a) the apprentice is not receiving the classroom instruction or on-the-job instruction requirements of the apprenticeship education program,
- (b) the apprentice, in the opinion of the Registrar, fails to progress in a timely manner in the apprenticeship education program,
- (c) the sponsor fails to meet the sponsor's obligations under sections 13 and 14,
- (d) there has been an irregularity in the taking of an assessment as part of the classroom instruction or on-the-job instruction requirements of the apprenticeship education program,
- (e) the apprenticeship education agreement has been altered without the approval of the Registrar,
- (f) the apprenticeship education agreement was entered into due to an administrative or other error,
- (g) the apprenticeship education agreement has been used for any purpose by a person other than the apprentice or sponsor who is a party to the apprenticeship education agreement,
- (h) the apprenticeship education agreement has been transferred from one sponsor to another sponsor without the approval of the Registrar,
- (i) the apprentice ceases to participate in the apprenticeship education program,

- (j) the apprentice cannot be located,
- (k) the apprentice fails to meet any additional obligations of an apprentice as determined by the Registrar under section 16(g),
- (l) the approval was obtained fraudulently or by means of misrepresentation, or
- (m) the sponsor charges or collects a fee for acting as a sponsor in contravention of section 15.

**(3)** Notwithstanding subsections (1) and (2), an apprentice may continue to receive classroom instruction in an apprenticeship education program during the suspension or after the cancellation of the approval of an apprenticeship education agreement as long as the apprentice remains registered in the apprenticeship education program.

**(4)** Where the Registrar suspends or cancels the approval of an apprenticeship education agreement, the Registrar shall

- (a) notify the apprentice and the sponsor in writing of the Registrar's decision,
- (b) provide the reasons for the decision, and
- (c) advise the apprentice and the sponsor that the apprentice or the sponsor may request a reconsideration of the decision in accordance with section 23.

### **Ending an apprenticeship education agreement**

**11** An apprenticeship education agreement ends

- (a) when the Registrar notifies the apprentice in writing that the apprentice has successfully met all the requirements of the apprenticeship education program,
- (b) when the apprentice or sponsor notifies the Registrar in writing that the apprenticeship education agreement has ended, or
- (c) when the Registrar cancels the approval of an apprenticeship education agreement.

## Part 4 Sponsors

### Eligibility criteria for a sponsor

**12** A person or entity is eligible to enter into an apprenticeship education agreement as a sponsor if

- (a) the Registrar is satisfied that the person or entity can meet the obligations under sections 13 and 14, and
- (b) in the case of an entity, the entity is recognized as a legal entity under the laws of Alberta.

### Obligations of a sponsor

**13** Every sponsor shall

- (a) ensure the apprentice is provided with mentorship relevant to the apprenticeship education program,
- (b) ensure the apprentice receives on-the-job instruction that enables the apprentice to meet the required competencies for the apprenticeship education program,
- (c) ensure the apprentice is paid wages for the on-the-job instruction component of an apprenticeship education program in accordance with section 20,
- (d) ensure the apprentice-to-mentor ratio for the on-the-job instruction component of the apprenticeship education program complies with section 21,
- (e) keep a record of the employment of the apprentice, including the names and addresses of all employers and the dates of employment with each employer,
- (f) provide the record referred to in clause (e) to the Registrar, on request,
- (g) encourage and enable the apprentice to regularly attend the classroom instruction component of the apprenticeship education program,
- (h) ensure that the appropriate competency assessments have been completed,
- (i) ensure records of the apprentice's successful completion of the requirements of the apprenticeship education program are submitted to the Registrar on a regular basis as determined by the Registrar,



- (j) submit to the Registrar any forms or other documents that are required by the Registrar,
- (k) ensure that mentors are able to meet their obligations under section 14,
- (l) immediately notify the Registrar of any change in the sponsor's contact information, and
- (m) meet any additional obligations that the Registrar considers appropriate.

**Obligations of a sponsor re mentors**

**14** In addition to the obligations set out in section 13, a sponsor shall ensure that a mentor is available to the apprentice to

- (a) communicate with the apprentice as is appropriate for the level and ability of the apprentice within the apprenticeship education program,
- (b) educate the apprentice in respect of any activities being performed,
- (c) provide the apprentice with the information, knowledge, guidance, supervision and opportunities necessary for the apprentice to develop the skills and competencies to meet the on-the-job instruction component of the apprenticeship education program,
- (d) provide the apprentice with a learning environment that supports on-the-job instruction and continuous development,
- (e) provide the apprentice with continual evaluation and feedback in alignment with the apprenticeship education program requirements,
- (f) provide the apprentice with competency assessments in alignment with the on-the-job instruction component of the apprenticeship education program requirements,
- (g) provide the apprentice with on-the-job instruction that integrates with the knowledge and skills of the classroom instruction component of the apprenticeship education program, and
- (h) meet any additional obligations that the Registrar considers appropriate.

**Charging sponsor fees prohibited**

**15** A person or entity shall not charge or collect any fee for acting as a sponsor.

## **Part 5 Apprentices and Trainees**

**Obligations of an apprentice**

**16** Every apprentice shall

- (a) demonstrate timely progress in the apprentice's apprenticeship education program as determined by the Registrar,
- (b) meet all the requirements for the apprentice's apprenticeship education program,
- (c) review with the apprentice's sponsor at the completion of each period of the apprenticeship education program
  - (i) the on-the-job instruction hours,
  - (ii) the on-the-job instruction assessments, and
  - (iii) the classroom instruction assessmentscompleted for that period,
- (d) ensure that the apprentice's records of progress in the apprenticeship education program are kept up to date,
- (e) immediately notify the Registrar of any change in the apprentice's contact information,
- (f) be able to produce proof of an approved apprenticeship education agreement on request, and
- (g) meet any additional obligations that the Registrar considers appropriate.

**Obligations of a trainee**

**17** Every trainee shall

- (a) meet all the requirements for the trainee's industry training program,
- (b) ensure that records of the trainee's successful completion of the trainee's industry training program requirements are sent to the Registrar,

- (c) immediately notify the Registrar of any change in the trainee's contact information, and
- (d) meet any additional obligations that the Registrar considers appropriate.

**Issuance of a credential to an apprentice, trainee**

**18** The Registrar shall issue a credential to

- (a) an apprentice who, in the opinion of the Registrar, has successfully met all the requirements of the apprenticeship education program, or
- (b) a trainee who, in the opinion of the Registrar, has successfully met all the requirements of the industry training program.

**Refusal to issue, suspension or revocation of credentials**

**19(1)** The Registrar may refuse to issue a credential, or may suspend or revoke a credential issued to an apprentice or trainee, if in the opinion of the Registrar,

- (a) the credential
  - (i) has been altered in any manner,
  - (ii) was granted due to an administrative or other error,
  - (iii) was obtained fraudulently or by means of misrepresentation, or
  - (iv) has been used for any purpose by a person other than the person to whom the credential was issued,

or

- (b) there has been an irregularity in the taking of an assessment required under an apprenticeship education program or industry training program.

**(2)** Where the Registrar refuses to issue a credential, or suspends or revokes a credential, the Registrar shall,

- (a) notify the apprentice or trainee in writing of the Registrar's decision,
- (b) provide the reasons for the decision, and

- (c) advise the apprentice or trainee that the apprentice or trainee may request a reconsideration of the decision in accordance with section 23.

**Employment of apprentices — wages**

**20(1)** Where Schedule 1 of this Regulation lists the percentage of wages to be paid to an apprentice for the on-the-job instruction component of an apprenticeship education program, an employer employing an apprentice in the apprenticeship education program shall, subject to the *Employment Standards Code*,

- (a) pay wages to the apprentice at a rate that is not less than the percentage listed in Schedule 1, and
- (b) ensure that the apprentice is paid the required rate increment commencing on the date that the Registrar is satisfied that the apprentice has completed all the requirements to advance into the next period of the apprenticeship education program.

**(2)** An apprentice in an apprenticeship education program that is not listed in Schedule 1 must be paid wages for the on-the-job instruction component of the apprenticeship education program in accordance with the *Employment Standards Code*.

**(3)** Nothing in this Regulation is to be construed to require an employer to pay wages or prohibit an employer from paying wages to an apprentice during the time that the apprentice is attending the classroom instruction component of the apprenticeship education program.

**(4)** An employer shall not employ an apprentice for the on-the-job instruction component of an apprenticeship education program except in accordance with this section.

**(5)** Notwithstanding subsections (1) and (2), but subject to the *Employment Standards Code*, where an apprentice is employed in an apprenticeship education program in an approved program, an employer employing that apprentice may, while the apprentice is participating in the approved program, pay to that apprentice wages at a rate approved by the Registrar that is less than the rate listed for the apprenticeship education program in Schedule 1.

**(6)** This section does not apply to an employer who employs an apprentice for the on-the-job instruction component of an apprenticeship education program if that employment is carried out in another province of Canada.

**Employment of apprentices — apprentice-to-mentor ratios**

**21(1)** Where an apprentice-to-mentor ratio is listed under Schedule 2 for an apprenticeship education program, the number of apprentices from an apprenticeship education program that an employer may employ for the on-the-job instruction component of the apprenticeship education program is determined in accordance with this section.

**(2)** Where

- (a) an employer is eligible to employ an apprentice for the on-the-job instruction component of an apprenticeship education program, and
- (b) the number of additional apprentices that the employer may employ is based on the number of additional mentors available to that employer,

that employer, in determining the number of additional apprentices that may be employed, shall take into account only those mentors who will be providing mentorship with respect to the work of the apprentices.

**(3)** This section does not apply to an apprentice

- (a) who is registered in an apprenticeship education program that has 3 or more periods, and
- (b) who has completed all the requirements, or has otherwise been approved by the Registrar, to advance to the final period of the apprenticeship education program.

**(4)** An employer shall not employ an apprentice for the on-the-job instruction component of an apprenticeship education program except in accordance with this section.

**(5)** This section does not apply to an employer who employs an apprentice registered in an apprenticeship education program

- (a) where the on-the-job instruction component of an apprenticeship education program is carried out in another province of Canada, or
- (b) that is not listed in Schedule 2.

## Part 6 Registrar

### Additional powers and functions of the Registrar

**22** In addition to the powers and functions of the Registrar under section 6 of the Act, the Registrar may, for the purposes of Part 1 of the Act,

- (a) refuse to approve an apprenticeship education agreement,
- (b) refuse to issue a credential,
- (c) set terms and conditions on the suspension of a credential issued to an individual,
- (d) set criteria for examinations and other assessments of learning or competencies to be conducted by the Registrar with respect to apprenticeship education programs and industry training programs,
- (e) set eligibility criteria and obligations for mentors,
- (f) approve or recognize supplemental learning recognition programs, including
  - (i) the establishment of processes for the administration of those programs, and
  - (ii) the issuance of forms of proof to individuals who meet all the requirements of those programs,
- (g) authorize approved programs,
- (h) determine what records or documents form the records of progress,
- (i) determine the number of periods in an apprenticeship education program,
- (j) establish processes for the approval of transfers of apprenticeship education agreements from one sponsor to another sponsor,
- (k) define progression differently for an individual whose registration in an apprenticeship education program has previously been cancelled for failing to progress in a timely manner, and
- (l) make exceptions to, or set terms and conditions on, the criteria established under section 6(1)(c) of the Act when

it would be to the benefit of the apprentice to be registered in an apprenticeship education program.

### **Reconsideration of decision**

**23(1)** In addition to the decisions set out in section 8 of the Act for which a person may request that the Registrar reconsider a decision, where the Registrar has made a decision

- (a) revoking the credential of an apprentice or trainee, the apprentice or trainee, as the case may be, may request that the Registrar reconsider the decision to revoke the credential, or
- (b) refusing to approve an apprenticeship education agreement, the apprentice or sponsor may request that the Registrar reconsider the decision to refuse to approve the apprenticeship education agreement.

**(2)** A request for the Registrar to reconsider a decision must

- (a) be in writing,
- (b) be served on the Registrar within 30 days of when the person is served the decision, and
- (c) include the following:
  - (i) the name and contact information of the person;
  - (ii) the decision to be reconsidered;
  - (iii) the reason for requesting the reconsideration;
  - (iv) if applicable, any other information
    - (A) requested by the Registrar, or
    - (B) that the person wishes the Registrar to take into account in the reconsideration.

**(3)** On being served a request that complies with subsection (2), the Registrar

- (a) may decide to confirm, reverse or vary the decision that is the subject of the reconsideration, and
- (b) within 60 days of being served the request, shall serve on the person the decision of the Registrar to confirm, reverse or vary the decision that is the subject of the reconsideration.

- (4) A decision of the Registrar under subsection (3) must be in writing and include
- (a) reasons for confirming, reversing or varying the decision that is the subject of the reconsideration, and
  - (b) a statement of the right of the person to request a review by the Minister under section 24 of the decision of the Registrar to confirm, reverse or vary the decision that is the subject of the reconsideration.
- (5) The Registrar shall not delegate any of the powers or functions of the Registrar under this section to any person.

#### **Review of decision**

- 24(1)** A person affected by a decision of the Registrar under section 23 to confirm, reverse or vary a decision that is the subject of a reconsideration may request a review by the Minister of the decision of the Registrar.
- (2) A request for the Minister to review a decision must
- (a) be in writing,
  - (b) be served on the Minister and the Registrar within 45 days of the date shown on the decision of the Registrar, and
  - (c) include the following:
    - (i) the name and contact information of the person;
    - (ii) the decision to be reviewed;
    - (iii) the reason for requesting the review;
    - (iv) if applicable, any other information
      - (A) requested by the Minister, or
      - (B) that the person wishes the Minister to take into account in the review.
- (3) On being served a request that complies with subsection (2), the Minister may decide to confirm, reverse or vary the decision of the Registrar.
- (4) A decision of the Minister under subsection (3) must be in writing and include reasons for confirming, reversing or varying the decision of the Registrar.
- (5) A decision of the Minister under this section is final.



**Coming into force**

**25** This Regulation comes into force on the coming into force of section 10(2) of the *Skilled Trades and Apprenticeship Education Act*.

**Schedule 1**  
**Apprentice Wages**

Column 1	Column 2	Column 3	Column 4			
Item Number	Apprenticeship Education Program	Number of Periods	Minimum Wage Rate Per Period (%)			
			1	2	3	4
<b>1</b>	<b>Agricultural Equipment Technician</b>	4	60	70	80	90
<b>2</b>	<b>Appliance Service Technician</b>					
	Appliance Service Technician Branch	3	55	70	85	—
	Commercial Appliance Service Technician Branch	3	55	70	85	—
<b>3</b>	<b>Auto Body Technician</b>					
	Auto Body Technician Branch	4	55	70	75	80
	Auto Body Repairer Branch	3	55	70	80	—
	Auto Body Refinisher Branch	2	55	70	—	—
	Auto Body Prepper Branch	2	55	70	—	—
<b>4</b>	<b>Automotive Service Technician</b>	4	55	70	80	90
<b>5</b>	<b>Baker</b>	3	65	75	85	—
<b>6</b>	<b>Boilermaker</b>	3	60	75	90	—
<b>7</b>	<b>Bricklayer</b>	3	60	80	90	—
<b>8</b>	<b>Cabinetmaker</b>	4	55	65	75	85
<b>9</b>	<b>Carpenter</b>	4	60	70	80	90
<b>10</b>	<b>Communication Technician</b>	4	40	50	60	75
<b>11</b>	<b>Concrete Finisher</b>	2	65	75	—	—
<b>12</b>	<b>Cook</b>	3	60	75	85	—
<b>13</b>	<b>Crane and Hoisting Equipment Operator</b>					
	Mobile Crane Operator Branch	3	70	80	90	—
	Tower Crane Operator Branch	2	70	85	—	—
	Boom Truck Operator Branch	1	70	—	—	—
	Wellhead Boom Truck Operator Branch	1	70	—	—	—
<b>14</b>	<b>Electric Motor Systems Technician</b>	4	55	65	75	85
<b>15</b>	<b>Electrician</b>	4	50	60	70	80
<b>16</b>	<b>Gasfitter</b>					
	Gasfitter — Class A Branch	3	50	60	80	—
	Gasfitter — Class B Branch	2	90	95	—	—
<b>17</b>	<b>Glazier</b>	4	55	60	65	70
<b>18</b>	<b>Heavy Equipment Technician</b>					
	Heavy Equipment Technician Branch	4	60	70	80	90

	<b>Heavy Duty Equipment Mechanic (Off Road) Branch</b>	<b>3</b>	<b>60</b>	<b>70</b>	<b>80</b>	<b>—</b>
	Truck and Transport Mechanic Branch	3	60	70	80	—
	Transport Trailer Mechanic Branch	2	60	70	—	—
<b>19</b>	<b>Industrial Mechanic (Millwright)</b>	4	60	70	80	90
<b>20</b>	<b>Instrumentation and Control Technician</b>	4	55	65	75	85
<b>21</b>	<b>Insulator (Heat And Frost)</b>	3	50	60	70	—
<b>22</b>	<b>Ironworker</b>					
	Ironworker (Generalist) Branch	4	60	70	80	90
	Ironworker (Metal Building Systems Erector) Branch	2	60	70	—	—
	Ironworker (Structural/Ornamental) Branch	3	60	70	80	—
	Ironworker (Reinforcing) Branch	2	60	70	—	—
<b>23</b>	<b>Landscape Horticulturist</b>	4	60	70	80	90
<b>24</b>	<b>Lather (Interior Systems Mechanic)</b>	3	55	70	80	—
<b>25</b>	<b>Locksmith</b>	3	60	70	80	—
<b>26</b>	<b>Machinist</b>	4	55	65	75	85
<b>27</b>	<b>Metal Fabricator (Fitter)</b>	3	60	75	90	—
<b>28</b>	<b>Motorcycle Mechanic</b>	4	55	65	75	90
<b>29</b>	<b>Natural Gas Compression Technician</b>	4	60	70	80	90
<b>30</b>	<b>Painter and Decorator</b>	3	55	75	85	—
<b>31</b>	<b>Parts Technician</b>					
	Materials Technician Branch	3	65	75	85	—
	Parts Technician Branch	3	65	75	85	—
<b>32</b>	<b>Plumber</b>	4	50	60	70	80
<b>33</b>	<b>Powerline Technician</b>	4	50	60	67.5	75
<b>34</b>	<b>Power System Electrician</b>	4	50	60	67.5	75
<b>35</b>	<b>Recreation Vehicle Service Technician</b>	3	55	65	75	—
<b>36</b>	<b>Refrigeration and Air Conditioning Mechanic</b>	4	50	60	75	85
<b>37</b>	<b>Roofer</b>	4	65	75	85	95
<b>38</b>	<b>Sheet Metal Worker</b>	4	50	65	75	85
<b>39</b>	<b>Sprinkler Systems Installer</b>	4	45	60	70	80
<b>40</b>	<b>Steamfitter-Pipefitter</b>	4	50	65	80	90
<b>41</b>	<b>Transport Refrigeration Technician</b>	3	60	75	90	—
<b>42</b>	<b>Water Well Driller</b>					
	Earth Loop Technician Branch	2	60	85	—	—
	Water Well Driller Branch	2	60	85	—	—
<b>43</b>	<b>Welder</b>					
	Welder Branch	3	60	75	90	—
	Wire Process Operator Branch	2	60	75	—	—

**Schedule 2**  
**Apprentice-to-Mentor Ratio**

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<b>Item Number</b>	<b>Apprenticeship Education Program</b>	<b>Apprentice-to-Mentor Ratio</b>
1	<b>Agricultural Equipment Technician</b>	2:1
2	<b>Appliance Service Technician</b>	
	Appliance Service Technician Branch	2:1
	Commercial Appliance Service Technician Branch	2:1
3	<b>Auto Body Technician</b>	
	Auto Body Technician Branch	2:1
	Auto Body Repairer Branch	2:1
	Auto Body Refinisher Branch	2:1
	Auto Body Prepper Branch	2:1
4	<b>Automotive Service Technician</b>	2:1
5	<b>Baker</b>	2:1
6	<b>Boilermaker</b>	2:1
7	<b>Bricklayer</b>	2:1
8	<b>Cabinetmaker</b>	2:1
9	<b>Carpenter</b>	2:1
10	<b>Communication Technician</b>	2:1
11	<b>Concrete Finisher</b>	2:1
12	<b>Cook</b>	2:1
13	<b>Crane and Hoisting Equipment Operator</b>	
	Mobile Crane Operator Branch	2:1
	Tower Crane Operator Branch	2:1
	Boom Truck Operator Branch	2:1
	Wellhead Boom Truck Operator Branch	2:1
14	<b>Electric Motor Systems Technician</b>	2:1
15	<b>Electrician</b>	2:1
16	<b>Elevator Constructor</b>	2:1
17	<b>Floorcovering Installer</b>	2:1
18	<b>Gasfitter</b>	
	Gasfitter - Class A Branch	2:1
	Gasfitter - Class B Branch	2:1
19	<b>Glazier</b>	2:1
20	<b>Hairstylist</b>	
	Hairstylist Branch	2:1
	Barber Branch	2:1
21	<b>Heavy Equipment Technician</b>	
	Heavy Equipment Technician Branch	2:1
	Heavy Duty Equipment Mechanic (Off Road) Branch	2:1
	Truck and Transport Mechanic Branch	2:1
	Transport Trailer Mechanic Branch	2:1
22	<b>Industrial Mechanic (Millwright)</b>	2:1
23	<b>Instrumentation and Control Technician</b>	2:1
24	<b>Insulator (Heat And Frost)</b>	2:1
25	<b>Ironworker</b>	
	Ironworker (Generalist) Branch	2:1
	Ironworker (Metal Building Systems Erector) Branch	2:1

	Ironworker (Structural/Ornamental) Branch	2:1
	Ironworker (Reinforcing) Branch	2:1
26	<b>Landscape Horticulturist</b>	2:1
27	<b>Lather (Interior Systems Mechanic)</b>	2:1
28	<b>Locksmith</b>	2:1
29	<b>Machinist</b>	2:1
30	<b>Metal Fabricator (Fitter)</b>	2:1
31	<b>Motorcycle Mechanic</b>	2:1
32	<b>Natural Gas Compression Technician</b>	2:1
33	<b>Painter and Decorator</b>	2:1
34	<b>Parts Technician</b>	
	Parts Technician Branch	2:1
	Materials Technician Branch	2:1
35	<b>Plumber</b>	2:1
36	<b>Powerline Technician</b>	2:1
37	<b>Power System Electrician</b>	2:1
38	<b>Recreation Vehicle Service Technician</b>	2:1
39	<b>Refrigeration and Air Conditioning Mechanic</b>	2:1
40	<b>Roofer</b>	2:1
41	<b>Sheet Metal Worker</b>	2:1
42	<b>Sprinkler Systems Installer</b>	2:1
43	<b>Steamfitter-Pipefitter</b>	2:1
44	<b>Transport Refrigeration Technician</b>	2:1
45	<b>Water Well Driller</b>	
	Water Well Driller Branch	2:1
	Earth Loop Technician Branch	2:1
46	<b>Welder</b>	
	Welder Branch	3:1
	Wire Process Operator Branch	5:1







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**Title: Employee Apprenticeships**

**Policy No: 02-17**

**Effective Date:** Date approved by the CAO

**Responsible Department:** Human Resources

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



**Legal References:**

Apprenticeship Education and Industry Training Program Regulation, AR 160/2022.

**Cross References:**

Policy 1002 Travel and Subsistence

**Purpose:** The purpose of this Policy is to establish criteria and guidelines related to Greenview providing financial support to apprentice employees when attending accredited technical training courses within an apprenticeship program to attain the Journeyman Red Seal status. **This policy also establish guidelines for apprentice employees compensation while working.**

## 1. DEFINITIONS

- 1.1. **Apprentice** means a person who is learning a trade from a skilled employer, having agreed to work for a fixed period at a percentage of a Journeyman’s wage.
- 1.2. **Journeyman Red Seal** means an experienced, certified, and competent trades’ person.
- 1.3. **Employee or Employees** means all employees currently employed with Greenview, including but not limited to permanent, seasonal, casual, and contract employees, students, and interns.
- 1.4. **Greenview** means the Municipal District of Greenview No. 16.
- 1.5. **Return Service Agreement** means an agreement requiring a work commitment of continued employment with Greenview as a condition of financial support.
- 1.6. **Technical Training Session** means the 8-week period that the apprentice is required to attend in the in school portion of their apprenticeship training program.

## 2. POLICY STATEMENT

- 2.1. Greenview promotes the attainment of job skills and is committed to investing its resources in the training and development of its employees who are registered in an apprenticeship program recognized by the Province of Alberta.
- 2.2. Greenview recognizes that sessions for the completion of Journeyman status under the apprenticeship program, normally require the apprentice to attend training 8 weeks per year for up to 4 years.
- 2.3. Successful completion of apprenticeship training courses required combined with the number of hours of on-the-job experience required for each year of the apprenticeship

program, will permit the employee to advance from the apprentice status to Journey person status.

2.4. ~~Greenview may provide income support to an apprentice employee when attending technical training courses as follows:~~

2.5. ~~If the employee receives Employment Insurance (EI) benefits while attending the technical training courses, Greenview may provide supplemental income support in an amount permissible by EI guidelines to supplement the EI benefits the employee receives, less deductions and withholdings required by law.~~

OR

~~Greenview may pay the employee their regular salary for the period while the employee is taking apprenticeship courses at a technical training institute, less deductions and withholdings as required by law.~~

2.6. When the apprentice employee leaves their regular duties to attend a technical training session, Greenview will temporarily lay the employee off so that the employee can receive Employment Insurance (EI) benefits. Greenview may provide supplemental income support in an amount permissible by EI guidelines to supplement the EI benefits the employee receives, less deductions and withholdings required by law.

2.7. Greenview may provide a vehicle to the employee for agreed upon travel to and from the technical institute. Alternatively, Greenview may reimburse the employee for return travel from Greenview's Head Office or Sub-Offices to the technical training institute at the annual per kilometer rate set by Greenview's Council, if the employee uses their personal vehicle, or such other rate as permitted by the Canada Revenue Agency and adopted by Greenview.

2.8. Greenview may pay the employee's registration and tuition fees for the required courses.

2.9. Greenview may pay for the employee's lodging at the technical institute in the on-site Dorm Style Cooking Units while the employee attends the technical training courses, or provide a lodging allowance of similar value to the employee.

2.10. Due to the extensive amount of time the apprenticeship program requires the employee to be away from their normal duties and the extensive cost involved, Greenview may provide a meal allowance at 50% of the current daily meal allowance, as per Policy No. 1002, for 5 days per week, for the duration of the annual training.

2.11. This Policy does not guarantee any specific amount of Income Support from Greenview.

2.12. Within any given year, Greenview may restrict the number of apprentices it permits to attend courses at technical institutes.

2.13. At no time is the employee to abuse the opportunity for apprenticeship course training and Income Support or benefits provided by Greenview for such purposes.

2.14. When an apprentice fails to comply with the provisions of this policy, Greenview may take disciplinary action up to and including termination of employment.

### 3. PROCEDURE

- 3.1. Apprenticeship employee attendance at technical training depends on the operational and other business requirements of Greenview.
- 3.2. The apprentice employee will cooperate with Greenview management in obtaining advance approval for the time necessary to attend technical training courses for their apprenticeship.
- 3.3. Prior to Greenview providing approval for an employee to attend an apprenticeship program, the employee is to provide Greenview with confirmation of acceptance for such training at a recognized technical institute in Alberta.
- 3.4. The employee is required to successfully complete the courses for the apprenticeship training. Shortly after each session of technical training attended, evidence of successful completion of the apprenticeship courses must be provided to Human Resources by the employee for their Personnel File and to adjust their rate of pay.
- 3.5. An employee who attends a technical training session is expected to make a reasonable effort to successfully complete the required courses to pass each level of apprenticeship training to attain the Journeyman status.
- 3.6. When an employee fails to successfully complete a session of technical training courses, Greenview may require the employee to reimburse the organization for the Income Support provided. Any extenuating circumstances may be taken into consideration by Greenview.
- 3.7. An employee who plans on attending technical courses will endeavour to take the courses at a technical training institute which is closest to Greenview's Head Office or sub-offices. Other technical training institutes may be authorized by Greenview.
- 3.8. ~~When an employee is attending apprenticeship courses, Greenview will continue to provide group benefits. and Local Authority Pension Plan (LAPP) to the employee during the time away from work. Employees are responsible to pay their share of the costs for such benefits. Or~~ **The employee has the option to opt in of the LAPP if while the employee receives income support via Employment Insurance (EI).** At all times, the provisions, rules and procedures of the group benefits plans and the LAPP will apply.
- 3.9. The apprentice employee remains a Greenview employee while they are attending courses under the apprenticeship program **with no impact to their years of service.**
- 3.10. Unless advised otherwise by Greenview, upon completion of a session of technical training, the employee will return to their duties at Greenview.
- 3.11. After each technical training session that the employee attends where Greenview provides Income Support, Greenview will advise the employee, in writing, of the total Income Support provided for that session.

- 3.12. Considering the significant investment that Income Support for employees undertaking apprenticeships entails, Greenview will seek assurances, in writing, that the employee will return to work following their attendance at each session of technical training.
- 3.13. Each time Greenview provides the employee with Income Support up to \$5,000.00 to attend an apprenticeship training session of 8 weeks (more or less), the employee is required to continue to work for Greenview for a period of 1 year from the end of the session of the technical training. Otherwise, the employee is required to reimburse Greenview for the Income Support on a prorated basis for the time the employee does not continue working for Greenview during such 1 year time period, and such a debt is legally due and owing to Greenview by the Employee.
- 3.14. In the event that an employee does not return to work for Greenview after a session of technical training ends, or in the event the employee resigns from Greenview within 1 year from the end of each session of technical training, or employment is terminated for just cause within 1 year from the end of each session of technical training, the employee will be required to reimburse Greenview for the cost of the Income Support on a prorated basis based on the total amount of the income support provided by Greenview for each technical training session. Such sum shall become immediately due and owing upon the termination of employee's employment with Greenview and the debt become legally due and owing to Greenview by the employee.
- 3.15. The apprentice employee is required to sign a Return Service Agreement, which details the terms and conditions for attending technical training courses and receiving Income Support from Greenview during that training period.

#### **4. COMPENSATION**

- 4.1. Apprentices will be paid a rate of the Journeyman wage for their position as they complete their apprenticeship, as per the Apprenticeship Education and Industry Training Programs Regulation. The rates are as follows:
- A) First Year = 60% of Journeyman rate
  - B) Second Year = 70% of Journeyman rate
  - C) Third Year = 80% of Journeyman rate
  - D) Fourth Year = 90% of Journeyman rate
- 4.2. For clarity, an apprentice is a "First Year" apprentice until they have accumulated the sufficient number of hours for their first year and completed their first technical training session, then they will be classified as a "Second Year", etc.

#### **5. ROLES AND RESPONSIBILITIES**

- 5.1. Employee Responsibilities:
- A) Make a personal commitment to career planning and completion of apprenticeship.
  - B) Enrolment in the Alberta Apprenticeship Program.
  - C) Keep apprenticeship records up to date.
  - D) Enrolment in technical training sessions, once approved.
  - E) Application for Employment Insurance (EI) while attending technical training.
  - F) Provide a statement of grades after each technical training session and a copy of Journeyman certificate after completion of apprenticeship.
- 5.2. Manager and Director Responsibilities:

- A) Approve when the apprentice can attend technical training sessions.
- B) Ensure the apprentice is receiving sufficient guidance from their Journey person.
- C) Ensure appropriate budget is allocated for apprentices to attend technical training sessions.

5.3. CAO Responsibilities:

- A) Negotiate and approve Return Service Agreements with apprentices.

5.4. Human Resources Responsibilities:

- A) Lay the apprentice off prior to their technical training session commencing and submit Record of Employment (ROE) to Service Canada.
- B) Provide a summary of hours worked to apprentice as requested.

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CHIEF ADMINISTRATIVE OFFICER

DRAFT



# REQUEST FOR DECISION

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SUBJECT: **Policy 1043 “Commemorative Naming”**  
SUBMISSION TO: POLICY REVIEW COMMITTEE REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: February 15, 2023 CAO: MANAGER:  
DEPARTMENT: CAO SERVICES DIR: PRESENTER: SS  
STRATEGIC PLAN: Culture, Social & Emergency Services LEG:

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RELEVANT LEGISLATION:

**Provincial** – None

**Council Bylaw/Policy** – None

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RECOMMENDED ACTION:

**MOTION: That the Policy Review Committee recommend Council approve Policy 1043 “Commemorative Naming” as presented.**

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BACKGROUND/PROPOSAL:

During the Regular Council Meeting held on October 25, 2022, Council was presented with a motion to rename 110<sup>th</sup> Street in Grande Cache to “Beland Boulevard.” At the time, Council opted to defer the motion until Administration could produce a renaming policy.

Administration is presenting Policy 1043 for the Policy Review Committee’s consideration. The policy establishes general naming guidelines to ensure names are appropriate and reflect the history of the region. The policy also includes a brief procedure for how residents may go about requesting a name change to a roadway, and a process by which Council and its committees will make decisions regarding commemorative naming.

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BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that it will permit residents to be more engaged with their community, and will also highlight residents’ contributions to the community.
  2. It fulfills the Action Item as Council directed on October 25, 2022.
- 

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. If requests become overly frequent it may lead to wayfinding confusion among visitors, and emergency personnel.
  2. If requests become overly frequent it will lead to higher costs to procure new signage.
-

ALTERNATIVES CONSIDERED:

**Alternative #1:** An additional consideration would be to maintain the existing naming of roads for navigability, but instead name other items to showcase resident contributions to the community. This may take the form of naming green spaces or street furniture (Eg: benches, playgrounds).

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FINANCIAL IMPLICATION:

There is no direct costs to the recommended motion, however sign procurement would be an additional cost if the policy is approved. The cost for replacing or adding a street sign is approximately \$150.00.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

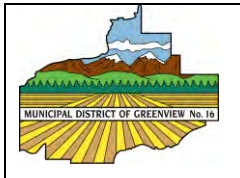
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FOLLOW UP ACTIONS:

1. If the Policy Review Committee approves of the policy, Administration will implement any amendments as applicable and will present the policy to Council.
  2. If the Policy Review Committee recommends an alternative approach, Administration will re-draft the policy as per the Committee's recommendations and will present the new draft to a future PRC meeting.
  3. If the presented policy is approved, Council will be presented with the policy and two additional motions to repeal Policy EES 14 "Naming of Roads" and 353/15 "Street Naming and Renaming."
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ATTACHMENT(S):

- Policy EES 14 "Naming of Roads" (Current)
- Policy 353/15 "Street Naming and Renaming" (Current – Grande Cache)
- Policy 1043 "Commemorative Naming" (Draft)



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

Section:  
**ENGINEERING &  
ENVIRONMENTAL  
SERVICES**

**POLICY NUMBER: EES 14**

**POLICY TITLE: NAMING OF ROADS**

**Page 1 of 1**

**Date Adopted by Council / Motion Number:**

**09.12.661**

**PURPOSE:**

To provide direction and guidelines for official naming of roads.

**POLICY**

Wherever possible, M.D. roads are to be provided a number using the rural addressing system.

- 1.0 Requests for official sanctioning of a road name will be in writing and directed to Council. Names proposed for roadways should be positive in nature, descriptive of an area, in common use and of regional significance or fame. Use of personal names will not be considered unless they meet these criteria.
- 2.0 An official road name will not replace the township or range road nomenclature but will complement it.
- 3.0 All requests to name roads inside residential subdivisions will be dealt with by the Municipal Planning Commission.
- 4.0 The M.D. of Greenview will include officially designated road names on future editions of the Municipal Map.
- 5.0 The Provincial Transportation Department is to be contacted regarding supply and installation of road signs to be placed adjacent to Provincial highways. All other road signs will be supplied and purchased by the M.D. of Greenview.

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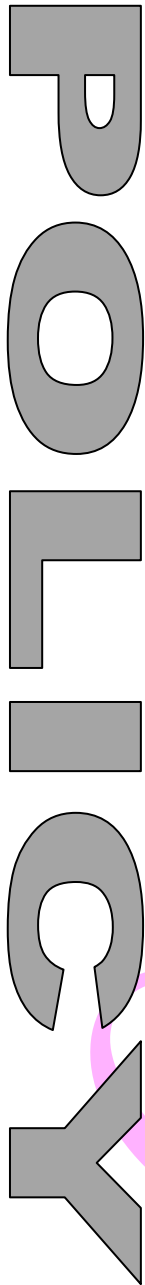
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TOWN OF GRANDE CACHE  
**Policy and Procedures**

<b>Title</b>	<b>Street Naming and Renaming</b>		Page 1 of 2
Section	C-1	Resolution No.	353/15
Department	Council	Effective Date	November 25, 2015



**POLICY STATEMENT**

Council for the Town of Grande Cache acknowledges that street names in Grande Cache were originally established by engineers involved in the planning of the community and were based on decisions made in Edmonton with little local input. These street names have become imbedded in the history of the community and are very important to our citizens. Specific street names may be changed to recognize contributions made to the community or events that occurred in the community.

**POLICY**

1. The existing street names remain as they are.
2. An individual or group may submit a written request to Council to change a street name from a number to a name. The request must include the following:
  - a) clear description of the street or portion of a street to be re-named;
  - b) detailed explanation of why the request is being made - ie. the contributions the individual has made to the community, the history of the individual and its relationship to the development of the community;
  - c) indication of support from the community at large for the name change, for example, a letter being signed a number of residents in the immediate area of the street being proposed for change and the community at large.
3. Council will either:
  - a) decide if the reason for the requested name change and community support shown with the request is sufficient, or
  - b) initiate a public consultation process inviting input from the community in general in a manner they consider appropriate.
4. If the community support shown with the request or the public consultation supports changing the street name, the request for the street name will be approved with Council establishing an effective date for the change.



TOWN OF GRANDE CACHE  
**Policy and Procedures**

**Title**            **Street Naming and Renaming**

Page 2 of 2

Section        C-1  
Department   Council

Resolution No.    353/15  
Effective Date    November 25, 2015

5.     A sign with the new name and the existing name in brackets will be installed.
6.     Changes to street names will be provided to the utility companies and emergency response providers on approval of the name change and installation of the street sign(s).
7.     The street name will be shown on Town mapping when it is next updated.
8.     Streets in new subdivisions be named having consideration for the history of the community and the citizens who contributed to the Town over the years.

CURRENT

**Title: Commemorative Naming**

**Policy No: 1043**

**Effective Date: Date passed in Council**

**Motion Number:**

**Supersedes Policy No: EES 14 and 353/15**

**Department: Legislative Services**

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



**Legal References:**

Alberta Human Rights Act, R.S.A 2000, c. A-25.5

**Cross References:**

- Bylaw 18-800 "Land Use Bylaw"
- Bylaw 799 "Land Use Bylaw" – Grande Cache
- Bylaw 11-659 "Municipal Rural Addressing System"
- Bylaw 12-681 "Grande Cache Rural Municipal Addressing"
- Bylaw 135 "Addressing"
- Bylaw 226 "Addressing Businesses"

**Purpose:** To provide a process for residents to request the renaming of roads, parks and trails. This policy seeks to enhance a sense of place, promote local histories, and highlight points of interest.

**1. DEFINITIONS**

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

**2. POLICY STATEMENT**

2.1. Greenview wishes to establish a policy and procedure for the renaming of roads, parks and trails to highlight the region’s history and local points of interest.

2.2. An official proposed road name will not replace the township, range road, or civic addressing nomenclature, instead an additional sign will be displayed. ~~but will instead complement existing road names.~~

2.3. Greenview administration will review all submission for compliance with the criteria detailed below prior to submitting the request to Council for consideration.

2.4. Greenview reserves the right to rename roads, parks and trails at their own discretion.

**3. NAMING REQUEST PROCEDURE**

3.1. Requests for official sanctioning of road, parks or trail names shall be made in writing and ~~directed~~ presented to the Committee of the Whole Council with the following information:

- A) A proposed name which is positive in nature and conforms to the criteria outlined in section 4;
- B) A detailed explanation of the request, rationale, and location; and
- C) Demonstration of community support for the proposed name change.

3.2. The Committee of the Whole shall deliberate the merits of the request, and may:

- A) Recommend Council deny the request;
- B) Recommend Council approve the request with amendments; or
- C) Recommend Council approve the request as presented.

~~3.3. All requests to name roads within a residential subdivision will be dealt with shall be forwarded to the Municipal Planning Commission.~~

#### 4. NAMING PRINCIPLES

4.1. A proposed name shall give a sense of place, community, belonging, and celebrates the distinguishing characteristics and uniqueness of Greenview.

4.2. A proposed name should be distinct from other names used elsewhere in the community and should establish a sense of identity.

4.3. Proposed names shall not be derogatory, discriminatory in nature, or in anyway violate the principles of the *Alberta Human Rights Act*.

4.4. Use of personal names shall be discouraged unless the proposed personal name conforms to one or more of the elements in section 4.5 and the individual whose name is proposed is deceased.

4.5. Names shall have regard to:

- A) Physical, topographic, or environmental features;
- B) Category of land use;
- C) Nature of the development or object;
- D) Common theme in the planned area;
- E) Historical events or notable persons;
- F) Indigenous place names or traditional land usage; and
- G) Local area identification.

#### 5. COUNCIL RESPONSIBILITIES

5.1. Council shall hear and have final decision-making authority regarding proposed names.

#### 6. ADMINISTRATION RESPONSIBILITIES

6.1. ~~The M.D. of Greenview Administration~~ shall add all ~~designated~~ **adopted** road names ~~to the Municipal Maps~~ and when appropriate, park and trail names, to Greenview maps.

6.2. Administration shall contact Alberta Transportation regarding the supply and installation of road signs which are adjacent to provincial highways.

6.3. All road signs **within Hamlets or the Rural Service Area shall be purchased** and installed by Greenview.