



MUNICIPAL DISTRICT OF GREENVIEW No. 16

POLICY REVIEW COMMITTEE

AGENDA

March 15, 2023

10:30 a.m.

Council Chambers/Zoom

#1 CALL TO ORDER

#2 ADOPTION OF THE AGENDA

#3 ADOPTION OF THE MINUTES

#4 POLICIES

4.1 Policy HR 03 Moving Expenses	p. 7
4.2 Policy 2007 Recruitment	p. 18
4.3 Policy 1040 Appointment to Boards and Committees	p. 31
4.4 Policy 1043 Commemorative Naming	p. 41
4.5 Policy 8003 Letters of Support	p. 49
4.6 Policy CO 16 Grande Cache Eagles Nest Hall Rental	p. 55
4.7 Policy 1013 Credit Card	p. 64

#5 NEXT MEETING DATE April 12, 2023

#6 ADJOURNMENT

Minutes of a
POLICY REVIEW COMMITTEE
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
M.D. Administration Building, Council Chambers
Valleyview, Alberta, on February 15, 2023

1:
CALL TO ORDER

Chair Tom Burton called the meeting to order at 9:35 a.m.

PRESENT

Chair	Councillor Tom Burton
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 Duane Didow

Chief Administrative Officer	Stacey Wabick
Director of Infrastructure & Planning	Roger Autio
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 Agriculture Services	Sheila Kaus
Regional Fire Chief	Wayne Brown
Manager of Communications and Marketing	Stacey Sevilla
Acting Director of Corporate Services/Manager of Human Resources	Erin Klimp

ABSENT

Director of Corporate Services	Ed Kaemingh
Member	Reeve Tyler Olsen (Left meeting at 10:14 a.m.)

#2
POLICY REVIEW
COMMITTEE
AGENDA

MOTION: 23.02.186. Moved by: COUNCILLOR SALLY ROSSON
That the Policy Review Committee adopt the Agenda of the Policy Review Committee meeting as amended.

- Policy 3023 moved to 4.9.

#3
POLICY REVIEW
COMMITTEE
MINUTES

MOTION: 23.02.187. Moved by: COUNCILLOR JENNIFER SCOTT .
That the Policy Review Committee adopt the minutes of the Policy Review Committee Meeting held on January 11, 2023 as amended.

- Bill Smith to be Deputy Reeve
- Tabled motion to be entirely new item on minutes

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

PRESENCE

Reeve Tyler Olsen left the meeting at 10:14 a.m.

#4
BUSINESS

WEED CONTROL POLICY

4.1 "Weed Control Policy"

MOTION: 23.02.188. Moved by: COUNCILLOR DUANE DIDOW
That the Policy Review Committee recommend Council approve Policy 6303 "Weed Control Policy" as amended.

- 1.6: Municipal Properties means property owned, leased, or managed by Greenview. Remove 'bodies of water'
- 6.2: "Greenview's weed control program to eradicate 'or control' ..."
- 6.6: Add: "and appointed by Council"

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

Absent: Reeve Tyler Olsen

COMMUNICATIONS

4.3 "Communications"

MOTION: 23.02.189. Moved by: COUNCILLOR SALLY ROSSON
That the Policy review Committee recommend Council approve Policy 7001 "Communications" as presented.

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

Absent: Reeve Tyler Olsen

CARRIED

SOCIAL MEDIA

4.4 “Social Media”

MOTION: 23.02.190. Moved by COUNCILLOR DAVE BERRY.

That the Policy Review Committee recommend Council approve Policy 7006 “Social Media” as amended.

- 5.4: Change “on their own platforms” to avoid repetition
- Numbering
- 4.4: Change company to Greenview
- Change organisation to Greenview throughout
- 4.11(v): “during” working hours

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

Absent: Reeve Tyler Olsen

CARRIED

GREENVIEW LOGO USE

4.5 “Greenview Logo Use”

MOTION: 23.02.191. Moved by: COUNCILLOR DALE SMITH

That the Policy Review Committee recommend Council approve Policy 7003 “Greenview Logo Use” as presented.

- 3.1: Change ‘all’ to ‘Internal’ ; 3.1(A) “All departments must consult with the Communications Department...”
- 2.2/2.3: ‘We’ to ‘Greenview’
- Numbering

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

Absent: Reeve Tyler Olsen

CARRIED

STAFF TRAINING &
PROFESSIONAL
DEVELOPMENT POLICY
TRANSFER

4.6 “Staff Training and Professional Development”

MOTION: 23.02.192. Moved by: COUNCILLOR CHRISTINE SCHLIEFF

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.

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Jennifer Scott, Councillor Dave Berry, Councillor Christine Schlieff, Councillor Ryan Ratzlaff, Councillor Dale Smith, Deputy Reeve Bill Smith, Councillor Winston Delorme, Councillor Duane Didow₄

Absent: Reeve Tyler Olsen

CARRIED

EMPLOYEE
APPRENTICESHIPS POLICY

4.7 “Employee Apprenticeship Policy”

MOTION: 23.02.193. Moved by: COUNCILLOR RYAN RATZLAFF
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.

- 2.6: Typo; “Remove may provide supplemental income support”
- 1.6: Typo; second sentence
- 1.1: Journeyman to Journeyperson
- 1.2: Remove ‘Red Seal’
- Numbering
- 2.6-2.9: Review ‘may pay/provide’

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

CARRIED

COMMEMORATIVE NAMING

4.8 “Commemorative Naming”

MOTION: 23.02.194. Moved by: COUNCILLOR JENNIFER SCOTT
That the Policy Review Committee recommend Council approve Policy 1043 “Commemorative Naming” as presented.

- 3.1(c) to be more detailed
- 2.3: Change ‘below’ to ‘Section 4’

DEFERRED

MOTION TO DEFER
POLICY 1043

4.9 “Motion to Defer Policy 1043”

MOTION: 23.02.195. Moved by: COUNCILLOR JENNIFER SCOTT
That the Policy Review Committee defer Policy 1043 “Commemorative Naming.”

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

CARRIED

VOLUNTEER FIRE-RESCUE
SERVICE AWARDS

4.2 “Volunteer Fire-Rescue Service Awards”

MOTION: 23.02.196. Moved by: COUNCILLOR WINSTON DELORME:

That the Policy Review Committee recommend Council approve Policy 3023
“Volunteer Fire-Rescue Service Awards” as amended.

- 2.1: Change to “Volunteer Fire-Rescue Award Program”
- Define Auxiliary Member

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

Against: Councillor Bill Smith

Absent: Reeve Tyler Olsen

CARRIED

#5
ADJOURNMENT

5. Adjournment

MOTION: 23.02.197. Moved by: COUNCILLOR SALLY ROSSON

That this meeting adjourn at 11:25 a.m.

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

Absent: Reeve Tyler Olsen

CARRIED

RECORDING CLERK

CHAIR



REQUEST FOR DECISION

SUBJECT:	Policy HR 03 Moving/Relocation Allowance		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 10, 2022	CAO:	MANAGER:
DEPARTMENT:	HUMAN RESOURCES	DIR:	PRESENTER:EK
STRATEGIC PLAN:	Governance	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy HR 03 Moving/Relocation Allowance

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve the transfer of Policy HR 03 “Moving/Relocation Allowance” from a Council Policy to an Administrative Policy, as presented.

BACKGROUND/PROPOSAL:

Policy No. HR 03 Moving/Relocation Allowance provides for reimbursement of moving expenses to attract employees for certain positions.

The policy was reviewed and updated to reflect current practices and to provide Administration with clearer guidance in policy application.

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.

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 sets out clearer parameters for permitted moving expenses.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

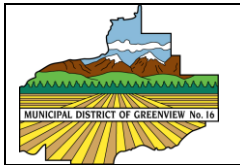
FOLLOW UP ACTIONS:

Administration will be amended to PRC's direction, as applicable, and will be presented to Council for decision making.

Council will be presented with an additional motion to repeal Policy HR 03 "Moving/Relocation Allowance."

ATTACHMENT(S):

- Policy HR 03 Moving/Relocation Allowance (Current)
- Administrative Policy 02-18 "Reimbursement of Moving Expenses" (Draft)
- CRA Form T1-M Moving Expenses Deduction



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

Section:
**HUMAN
RESOURCES**

POLICY NUMBER: HR 03

POLICY TITLE: MOVING/RELOCATION ALLOWANCE

Page 1 of 1

Date Adopted by Council / Motion Number:

12.03.183

PURPOSE:

The Municipal District recognizes the need to provide a relocation allowance when necessary to ensure that the best qualified applicant for a position is hired.

POLICY:

The Municipal District may provide an interview allowance to prospective candidates, and a relocation allowance to successful candidates.

1. In accordance with the hiring policy, Council will establish an annual budget for relocation allowances that may be granted to perspective candidates for job positions.
2. The CAO will determine the amount of relocation allowance using up to \$7,500, but not limited to, the following criteria: Any amount over \$7,500 will be at the discretion of Council.
 - a) Organizational position;
 - b) Job market;
 - c) Economic factors;
 - d) Relocation / interview distance; and
 - e) Personal credentials.
3. Allowable moving expenses may include, but are not limited to:
 - a) Travel expenses including mileage, auto and / or trailer rental, and fuel expenses;
 - b) Moving company expenses;
 - c) Room and meal expenses incurred during the relocation; and
 - d) Room and meal expenses incurred after relocation while waiting for accommodation to become available.
4. The relocation allowance will be prorated on a monthly basis over a twenty-four month period in the event of an individual resigning from their position within 24 months. Relocation must occur within the 24 month period to be eligible for reimbursement.
5. Upon determination of the relocation allowance, Administration will issue payment within one month upon arrival and submission of eligible receipts. Failure to submit receipts within two months of arrival may result in the forfeiture of the allowance.
6. Arrangements for disbursement of the approved allowance (for subsistence, rooms, etc.) may be made through Administration, and will be deductible, at cost, from the initial approved allotment.

(Original signed copy on file)

REEVE

C.A.O.



Information about Moving Expenses

Can you claim moving expenses?

You can claim eligible moving expenses if one of the following applies:

- You moved to a **new home** to work or to run a business out of a **new location**
- You moved to be a **student in full-time attendance** in a post-secondary program at a university, college, or other educational institution

Complete Part 2 of Form T1-M, Moving Expenses Deduction, to determine if you meet the distance requirement to claim your moving expenses. To qualify, your new home must be **at least 40 kilometres closer** (by the shortest public route) to your new work location or school.

You must complete a separate Form T1-M for each eligible move. Enter the total from line 29 in Part 4 of each form on line 21900 of your Income Tax and Benefit Return.

Are you employed or self-employed?

If you are employed or self-employed, you can deduct eligible moving expenses from the employment or self-employment income you earned at your **new work location**, including amounts you received under the Wage Earner Protection Program for your employment at the new work location.

You **cannot** deduct moving expenses from any other type of income, such as investment income or employment insurance benefits, even if you received this income at the new location.

Are you a full-time student?

You can claim eligible moving expenses if you moved to be a **student in full-time attendance** in a post-secondary program at a university, college or other educational institution. However, you can **only** deduct these expenses from the parts of your scholarships, fellowships, bursaries, certain prizes, and research grants that are required to be included in your income.

You can also claim moving expenses if you **moved to work**, including summer employment, or to run a business. However, you can **only** deduct these expenses from the employment or self-employment income you earned at the new work location.

You can claim moving expenses you incur at the beginning of each academic period as long as you meet the **40-kilometre requirement** outlined in Part 2 of Form T1-M and you earned income at your new work location.

For co-operative students moving back after a summer break or a work semester, you can also claim your moving expenses as long as you meet the previously-stated requirements.

For more information, see Guide P105, Students and Income Tax.

Calculating your allowable moving expenses (Part 4)

You can claim most amounts that you paid for moving yourself, your family, and your household items. Not all household members have to travel together or at the same time.

Transportation and storage costs (line 4)

You can claim transportation and storage costs (such as packing, hauling, movers, in-transit storage, and insurance) for household items, including boats and trailers.

Travel expenses (lines 5 to 7)

You can claim travel expenses, including vehicle expenses, meals, and accommodation, to move you and your household members to your new home. You can choose to claim vehicle and meal expenses using one of the following two calculation methods.

Calculation methods

There are two methods (**detailed** and **simplified**) to calculate the meal and vehicle amounts you spent.

If you choose to use the **detailed method** to calculate your **meal expenses**, you must keep all your receipts and claim the actual amount that you spent. If you choose to use this method to calculate your **vehicle expenses**, you must keep all receipts and records for the vehicle expenses. Claim the actual amount that you spent for your moving expenses during the tax year.

If you choose to use the **simplified method** to calculate your **meal expenses**, you may claim a flat rate per person. Although you do not need to keep detailed receipts for actual expenses, the Canada Revenue Agency (CRA) may still ask you to provide some documentation to support your claim.

If you choose to use this method to calculate the amount to claim for **vehicle expenses**, multiply the number of kilometres by the cents/km rate for the province or territory where the travel began. The CRA may still ask you to provide some documentation to support your claim. You must keep track of the number of kilometres driven during the tax year for the trips related to your moving expenses.

To find out the rates for the simplified method, go to canada.ca/taxes-travel-costs or use the CRA's Tax Information Phone Service (TIPS) at **1-800-267-6999**.

Temporary living expenses (line 9 and line 10)

You can claim costs for a **maximum of 15 days** for meals and temporary lodging near the old and the new home for you and your household members. If you choose to use the **simplified method**, the CRA may still ask you to provide documents showing how long you stayed at the temporary lodging.

Cost of cancelling your lease (line 12)

You can claim the cost of cancelling the lease for your old home. However, you **cannot** claim any rental payments before the cancellation of your lease.

Incidental costs related to your move (line 13)

You can claim any of the following costs:

- changing your address on legal documents
- replacing driving licences and non-commercial vehicle permits (not including insurance)
- utility hook-ups and disconnections

Cost to maintain the old home when vacant (line 14)

You can claim the following costs, **up to \$5,000**, for interest, property taxes, insurance premiums, and the cost of heating and utilities expenses you paid to maintain your old home when it was vacant after you moved, and during a period when reasonable efforts were made to sell the home.

You **cannot** claim these costs during a period when the old home was rented. The costs must have been incurred when your old home was not occupied by you or any other person who resided with you at the old home just before the move.

Cost of selling the old home (lines 16 to 19)

You can claim the cost of selling your old home, including advertising, notary or legal fees, real estate commission, and mortgage penalty when the mortgage is paid off before maturity.

Cost of buying the new home (line 21 and line 22)

If you or your spouse or common-law partner sold your old home because of your move, you can claim the legal or notary fees you paid to buy your new home, as well as any taxes paid (other than GST/HST) for the transfer or registration of title to the new home.

Reimbursement or allowance you received for your move (line 25)

If you received a reimbursement or an allowance from your employer for your eligible moving expenses, you can **only** claim your moving expenses if you include the amount you received in your income or if you reduce your moving expenses by the amount received.

The CRA may ask you to provide a letter from your employer saying that you were not reimbursed for the moving expenses you are claiming.

Expenses you paid in a year after you moved

If your moving expenses were paid in a year after the year of your move, you can claim them on your return for the year you paid them against employment or self-employment income earned at the new work location.

The same option is offered to students reporting a taxable amount of scholarships, fellowships, bursaries, certain prizes, and research grants.

This may apply if your old home did not sell until after the year of your move. If this is the case, the CRA may ask you to submit this form with the receipts and explain the delay in selling your home. However, you **cannot** carry back moving expenses to a prior year. For example, if you paid moving expenses in the current year for a move that occurred in a prior year, you cannot claim the expenses paid in the current year on your prior year return. This is the case even if you earned employment income, self-employment income, or received a taxable amount of scholarships, fellowships, bursaries, certain prizes, and research grants at the new location in the prior year.

Your net eligible income (line 28)

If you are an **employee**, your net eligible income is calculated by taking the amounts reported on your T4 or T4A slips (relating to the new work location) included on lines 10100 or 10400 **minus** any amounts relating to the new work location claimed on lines 20700, 21200, 22215, 22900, 23100, and 23200 of your return.

If you are **self-employed**, your net eligible income is usually calculated by taking the net amounts earned at the new work location that are included on lines 13500, 13700, 13900, 14100, and 14300, **minus** any related amounts claimed on lines 21200 and 22200 of your return.

If you are a **student**, your net eligible income is calculated by taking the amounts of scholarship, bursaries, fellowships, research grants, or certain prizes required to be included in your income for the year.

Unused moving expenses available to carry forward to a future year (line 30)

If you are **employed** or **self-employed** and your net moving expenses (line 26) paid in the year of the move are **more than** your net eligible income (line 28) earned at the new work location in that same year, you can carry forward and deduct the unused part of those expenses from the employment or self-employment income you earn at the new work location and report on your return in a future year.

If you are a **full-time student** and your net moving expenses (line 26) paid in the year of the move are **more than** the scholarships, fellowships, bursaries, certain prizes, and research grants income you report for the year (line 28), you can carry forward and deduct the unused part of those expenses from the same type of income you receive and report on your return in a future year.

Ineligible moving expenses

You **cannot** claim any of the following expenses:

- expenses for work done to make your old home more saleable
- any loss from the sale of your home
- travel expenses for house-hunting trips before you move
- travel expenses for job hunting in another city
- the value of items movers refused to take, such as plants, frozen food, ammunition, paint, and cleaning products
- expenses to clean or repair a rented home to meet the landlord's standards
- expenses to replace personal-use items such as tool sheds, firewood, drapes, and carpets
- mail-forwarding costs (such as with Canada Post)
- costs of transformers or adaptors for household appliances
- costs incurred in the sale of your old home if you delayed selling for investment purposes or until the real estate market improved
- mortgage default insurance

Generally, you cannot deduct the cost of moving a mobile home. However, if you have personal items in a mobile home when it is moved, you can deduct the cost of moving the home as long as it is not more than the estimated cost to move those personal items separately.

Did you move to Canada, from Canada, or between two locations outside Canada?

Did you move to or from Canada?

If you meet all of the conditions and requirements for claiming moving expenses from page 1, you can claim eligible expenses for a move to or from Canada if **both** of the following apply:

- You are a **full-time student** (including co-operative student), or a **factual** or **deemed resident** of Canada
- You moved from the place where you ordinarily resided to live in another place where you ordinarily reside

You **cannot** claim moving expenses if you rent an apartment in another country where you are working temporarily and you maintain residential ties in Canada (for example, your spouse and children remain in your home in Canada) because your home in Canada is where we consider you to ordinarily reside.

Did you move between two locations outside Canada?

If you meet all of the conditions and requirements for claiming moving expenses from page 1, you can claim eligible expenses for a move between two locations outside Canada if you are a **factual** or **deemed resident** of Canada.

For more information, see Income Tax Folio S5-F1-C1, Determining an Individual's Residence Status, or section "Deemed residents of Canada" in the Income Tax and Benefit Guide for Non-Residents and Deemed Residents of Canada.

Do you need more information?

For more information, see Income Tax Folio S1-F3-C4, Moving Expenses, go to canada.ca/taxes or call **1-800-959-8281**.

Teletypewriter (TTY) users

If you have a hearing or speech impairment and use a TTY, call **1-800-665-0354** during regular business hours.



Moving Expenses Deduction

Before completing this form, read "Information About Moving Expenses" included with this form.

Complete a separate form for each move to calculate your eligible moving expenses deductions.

If you are filing electronically or filing a paper return, do not send any documents. Keep all of your supporting documents in case you are asked to provide them later. If you are using EFILE, show your documents to your EFILE service provider.

Tax year ► _____

Part 1 – Taxpayer information

First name	Last name	Social insurance number
------------	-----------	-------------------------

Part 2 – Calculation of distance in kilometres

Distance in kilometres between your old home and your new place of work or educational institution	_____	1
Distance in kilometres between your new home and your new place of work or educational institution	_____	2
Line 1 minus line 2	_____	3

If the amount on line 3 is **less than** 40 kilometres, you **cannot** deduct your moving expenses. If this is the case, do **not** complete the rest of this form.

Part 3 – Details of the move

Date of move	Year	Month	Day
Date you started to work, run a business or study full time at a new location	Year	Month	Day
Main reason for the move	<input type="checkbox"/> To work or to run a business or <input type="checkbox"/> To study full time		

Address of your old home

Apt No. – Street No. Street name		
City	Province or territory	Postal or ZIP code
Country (if outside Canada)		

Address of your new home

Apt No. – Street No. Street name		
City	Province or territory	Postal or ZIP code
Country (if outside Canada)		

Information about your employer, business, or educational institution after the move

Name		
Apt No. – Street No. Street name		
City	Province or territory	Postal or ZIP code
Country (if outside Canada)		

Part 4 – Allowable moving expenses**Transportation and storage costs for household items**

Name of mover (if applicable): _____

4

Travel expenses (from old home to new home)

Number of household members in move: _____

Method of travel: _____

Number of kilometres: _____ **Travel expenses**

5

Number of nights: _____ **Accommodation expenses**

+

6

Number of days: _____ **Meal expenses**

+

7

Add lines 5 to 7.

=

▶

+

8

Temporary living expenses near new or old home (maximum 15 days)Number of nights: _____ **Accommodation expenses**

9

Number of days: _____ **Meal expenses**

+

10

Line 9 plus line 10

=

▶

+

11

Cost of cancelling the lease for your old home**Incidental costs related to the move (specify):** _____

+

12

+

13

Costs to maintain your old home when vacant (maximum \$5,000)

+

14

Add lines 12 to 14.

=

▶

+

15

Cost of selling old home

Selling price: \$ _____

Real estate commission

+

16

Legal or notarial fees

+

17

Advertising

+

18

Other selling costs (specify): _____

+

19

Add lines 16 to 19.

=

▶

+

20

Cost of buying the new home

You can claim the expenses on lines 21 and 22 only if you or your spouse or common-law partner sold your old home because of your move.

Purchase price: \$ _____

Legal or notarial fees

+

21

Taxes paid for the registration or transfer of title
(do **not** include GST/HST)

+

22

Line 21 plus line 22

=

▶

+

23

Add lines 4, 8, 11, 15, 20 and 23.

Total moving expenses

=

24

Enter any reimbursement or allowance that is not included in your income and that you received for moving expenses included in the amount on line 24.

-

25

Line 24 minus line 25 (if negative, enter "0")

Net moving expenses

=

26

Part 4 – Allowable moving expenses (continued)

Amount from line 26 of the previous page _____ | **27**

Net eligible income:

If you are an **employee**, enter on line 28 the amounts reported on your T4 or T4A slips relating to the **new work location** that are included on line 10100 or line 10400 **minus** any amounts relating to the new work location claimed on lines 20700, 21200, 22215, 22900, 23100, and 23200 of your return.

If you are **self-employed**, enter on line 28 the net amounts earned at the **new work location** that are included on lines 13500, 13700, 13900, 14100, and 14300 **minus** any amounts claimed on lines 21200 and 22200 of your return.

If you are a **student**, enter on line 28 the amount of scholarships, bursaries, fellowships, research grants, or certain prizes required to be included in your income for the year. _____ | **28**

Allowable moving expenses:

Enter **whichever is less:** amount from line 27 or line 28.

Enter this amount on **line 21900** of your return. _____ | **29**

Line 27 minus line 28 _____ | **28**
(if negative, enter "0") **Your unused moving expenses available to carry forward to a future year** = _____ | **30**

You can carry forward your unused moving expenses and deduct them from the same type of eligible income for the years after you move. For more information, see "Information About Moving Expenses" included with this form.

See the privacy notice on your return.

Title: Moving Expenses

Policy No: 02-18

Effective Date: Date approved by the CAO

Responsible Department: Human Resources

Review Date: (3 Years from date approved)



Legal References:

Canada Revenue Agency Form T1-M Moving Expenses Deduction

Cross References:

Policy 2004 "Employee Code of Conduct"
Policy 02-01 "Recruitment"

Purpose: Greenview recognizes that there may be a need to provide reimbursement of moving expenses in order to attract employees for certain positions. ~~there may be a need to provide for a reimbursement of moving expenses.~~

1. DEFINITIONS

- 1.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Moving Expense** means reasonable moving expenses, as defined by Canada Revenue Agency (CRA) in Form T1-M Moving Expenses Deduction, to assist a new employee with their move to a Greenview location as a result of an offer of employment.

2. POLICY STATEMENT

- 2.1. This policy is designed to work together with the CRA form and information entitled T1-M Moving Expenses Deduction. Additional information can be located on the Canada Revenue Agency website.
- 2.2. Any allowable moving expenses not reimbursed may be claimed as a deduction in calculation of personal income taxes as specified on CRA Form T1-M.
- 2.3. Any reimbursement of moving expenses for new hires is a benefit that is determined and pre-approved on a case-by-case basis. Not all new hires will qualify to receive this benefit.

3. PROCEDURE

- 3.1. Where the reimbursement of moving expenses is contemplated, the following will apply:
 - A) Details are to be included in the offer letter.
 - B) Relocation must occur within the first twenty-four (24) months of employment to be eligible for reimbursement.
 - C) In the event an employee resigns from employment with Greenview, within twenty-four (24) months of the employment start date, **the employee will repay Greenview on or before the effective date of resignation, that portion of the total relocation expenses paid by Greenview on a prorated basis.**
 - i. **The proration will be based on the amount of full months remaining in the twenty-four (24) month term.**

- ii. Any outstanding moving expense amounts owed to Greenview may be deducted from the employee's earnings.
 - D) Should an employee be granted a leave of absence without pay during the twenty-four (24) month period, the twenty-four (24) month relocation expense period will be automatically extended by the period of the leave and the time will not be included as service time.
 - E) Submit an Expense Claim form, with receipts attached to Human Resources within two (2) months of relocating.
 - F) Failure to submit a claim within two (2) months of relocating may result in the forfeiture of reimbursement of moving expenses.
- 3.2. The CAO will determine the amount of reimbursement of moving expenses up to \$7500.00, but not limited to, the following criteria.
- A) Organizational position;
 - B) Job market;
 - C) Economic factors;
 - D) Relocation distance;
 - E) Personal credentials; and
 - F) Consistency.
- 3.3. Allowable moving expenses as described in CRA Form T1-M include, but are not limited to:
- A) Transportation and storage costs;
 - B) Travel expenses;
 - C) Temporary living expenses;
 - D) Cost of cancelling a lease;
 - E) Incidental costs related to the move;
 - F) Legal or notary fees to sell the old home; and
 - G) Legal or notary fees to buy the new home.
 - ~~H) Room and meal expenses incurred during the relocation~~
 - ~~I) Room and meal expenses incurred after relocation while waiting for accommodation to become available.~~

4. ADMINISTRATION RESPONSIBILITIES

- 4.1. Administration will ensure the policy is enforced during the hiring of all employees.

CHIEF ADMINISTRATIVE OFFICER

These additions build on the Employee Code of Conduct (Policy 2004) which outlines the rules regarding nepotism and real or perceived conflicts of interest. Additionally, the policy includes a full recruitment procedure for employees. Previously, the recruitment procedure was not included in the policy as it concerned the internal operations of Greenview.

Administration is further recommending that Policy 2018 “Hiring of CAO” be recommended for Council approval by the Committee. The policy will provide Council with guidelines as to how future CAOs will be hired. The additions and expanded sections include:

- Principles by which Greenview Council will recruit a CAO (Section 2)
- Conflict of Interest section, whereby Council may ask an individual to recuse themselves from the recruitment process if there is a real or perceived conflict (Section 3)
- Nepotism section, whereby the CAO is to inform Council if a familial relationship develops (Section 4);
- Administration responsibilities has been updated to reiterate that Administration will assist Council in recruiting a CAO, but only to the extent Council wishes (Section 6).

As the recruitment of the CAO is vested in Council, these are guidelines to support Council during the process.

BENEFITS OF THE RECOMMENDED ACTION:

1. Amending the Recruitment Policy will provide transparency of current practices and expands the governance guidelines regarding recruitment.
2. It will give Council guidelines when it conducts its recruitment for the position of CAO.
3. It will permit Administration to change its internal recruitment policy as legislative and organisational needs change.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: The Committee has the option to amend or deny the recommended motions.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motions.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motions.

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 amend the policies to PRC's direction, as applicable, and will present the policy to Council for decision-making.

Council will be presented with an additional motion to repeal Policy 2007 "Recruitment."

ATTACHMENT(S):

- Policy 2007 "Recruitment" (Current)
- Policy 2018 "Hiring of CAO" (Draft)
- Policy 02-01 "Recruitment" (Draft)

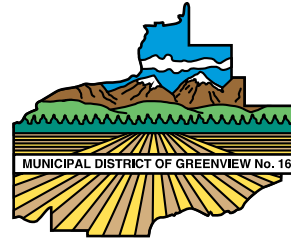
Title: RECRUITMENT

Policy No: 2007

Effective Date: January 8, 2018

Motion Number: 18.01.18

Supersedes Policy No: HR 01



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

“A Great Place to Live, Work and Play”

Purpose: To ensure a consistent and fair approach to the recruitment and selection of staff that complies with all legislative requirements and enables the Municipal District of Greenview No. 16 (Greenview) to continue to provide high quality public service.

DEFINITIONS

1. None

POLICY

Greenview is committed to recruiting and selecting individuals who are qualified to perform the requirements of each position available. Candidates for job vacancies may be selected from existing staff or recruited externally. Where the qualifications of candidates are deemed ‘essentially equal’ preference will be given to internal candidates, unless extenuating circumstances arise.

1. When filling a position, in any department, Greenview will award that position to the most qualified applicant, with the understanding that Greenview residents shall be given preference when all other qualifications are deemed equivalent.
2. Due to a potential conflict, under no circumstances should members of any ‘major’ board of Greenview be employed by Greenview, or be paid as a day labourer or contractor, or paid a per diem or honorarium through any of Greenview’s Operational programs or events. A major board consists of, but is not limited to, the Agricultural Service Board, Family & Community Support Services Board, and the Municipal Planning Commission.
3. This policy does not negate members of the immediate families of major board members the opportunity to be gainfully employed with Greenview.
4. An employee will not be employed in a position that is directly supervised by a family member or relative.
5. Only with Chief Administrative Officer (CAO) approval, will an employee be indirectly supervised by a family or relative.
6. Any grievances in relation to this policy will be dealt with in accordance to the Staff Agreement Dispute Resolution Procedure.

PROCEDURE

Employees

1. All positions will be advertised internally and/or externally and interviewed for, unless the general manager and department manager approve filling the position with a current employee or returning seasonal employee.
 - a. Internally advertised positions will be emailed to 'All Staff,' and posted on the SharePoint.
 - b. Externally advertised positions will be posted on the Career Opportunities section of Greenview's website and in the local newspaper, regularly.
 - c. Hard-to-recruit / specialty positions may benefit from additional advertising, which requires the request and discretion of both the hiring Manager and the Human Resources Officer, Recruitment.

Chief Administrative Officer (CAO) - Recruitment

1. Council will hire the CAO and may establish a selection committee to assist them.
2. Council may contract an external agency, of their choice, to assist the council with sourcing potential CAO candidates.
3. The selection committee may request assistance from the Human Resources, as deemed necessary, to support them through the recruitment process.
4. Council will pass a motion to appoint the selected CAO.

APPENDIX

1. None

CURRENT

Title: Hiring of CAO

Policy No: 2018

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 2007

Department: Human Resources

Review Date: (3 Years from date approved)



Legal References:

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

Employment Standards Cod, R.S.A 2000, c.E-9.
Freedom of Information and Protection of

Privacy Act, R.S.A. 2000, c.F-25.
Employment Standards Cod, R.S.A 2000, c.E-9.

Municipal Government Act, R.S.A 2000, c.M-26, Part
6, s. 206.

Municipal Affairs "Hiring a Chief Administrative
Officer"

Cross References:

Bylaw 22-929 "Records Retention and Disposition"

Bylaw 21-893 "Council Code of Conduct"

Bylaw 07-548 "Authority of the Chief
Administrative Officer"

Policy 2004 "Employee Code of Conduct"

Policy 1040 "Appointments to Boards and
Committees"

Policy 02-01 "Recruitment"

Purpose: To continue to provide high quality public service, and to ensure a consistent and fair approach for the recruitment of the Chief Administrative Officer Greenview.

1. DEFINITIONS

- 1.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview.
- 1.2. **Family Member** means a spouse, including common law and same-sex spouse; parent, including stepparent and legal guardian; child, including stepchild; sibling; and any person who lives with an employee or Council member on a permanent basis.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.

2. POLICY STATEMENT

- 2.1. The policy applies to the recruitment process for the position of Chief Administrative Officer of Greenview.
- 2.2. Greenview is committed to recruiting and selecting an individual who is qualified to perform the requirements of CAO.
- 2.3. Greenview is an equal opportunity employer committed to a work environment that supports, inspires, and respects all individuals and in which personnel processes are merit-

based and applied without discrimination on the basis of race, religious beliefs, colour, gender identity, gender expression, physical disability, ancestry, place of origin, marital status, age, source of income, family status, sexual orientation or any other protected characteristic.

- 2.4. Greenview is committed to attracting, hiring, and retaining a qualified CAO to meet organizational objectives and to provide excellent service to the public.
- 2.5. When filling the position of CAO, Greenview Council will award that position to the most qualified applicant, with the understanding that Greenview residents shall be given preference when all other qualifications are deemed equivalent.

3. CONFLICT OF INTEREST

- 3.1. Due to a potential conflict, under no circumstances should an individual be employed by Greenview in the position of CAO who is:
 - A. Members of any 'Major' board of Greenview.
 - i. A major board includes, but is not limited to, the Agricultural Service Board, the Family and Community Support Services, the Subdivision and Development Appeal Board, the Greenview Regional Multiplex Advisory Board, the Grande Cache Recreation Board and the Valleyview and District Regional Recreation Board.
 - B. Paid as a day labourer or contractor.
 - C. Paid a per diem or honorarium through Greenview's operational programs or events.
- 3.2. If an individual offered employment with Greenview in the position of CAO has a potential conflict as outlined in 3.1, said individual will need to resign their position prior to accepting the offer of employment.
- 3.3. No individual involved in the hiring process may exercise their powers in their own interest or in the interest of a third person, nor may they place themselves in a situation of conflict or potential conflict between their personal interest and their duties regarding this policy or Bylaw 21-893 "Council Code of Conduct."
- 3.4. Individuals involved in the hiring process shall disclose any direct or indirect association, material interest, or involvement that would result in any actual, potential, or perceived conflict of interest in the hiring process.
- 3.5. Should a real or perceived conflict arise, Council shall discuss the matter with the individual concerned and, if in the opinion of Council, there is a real or significant perceived conflict of interest, Council may request that the individual not participate in the hiring process.

4. NEPOTISM

- 4.1. No Family Members of members of Council will be hired into a position where their direct reporting relationship is to Council.
- 4.2. In cases where a familial relationship develops with a member of Council, the CAO must bring the matter to the attention of Council as whole. It shall be the responsibility of Council to address the issue to ensure appropriate measures are taken to address the matter in a fair and equitable manner.

5. COUNCIL RESPONSIBILITIES

- 5.1. Council will hire the CAO and may establish a selection committee to assist them.
- 5.2. Council may contract an external agency, of their choice, to assist the Council with sourcing potential CAO candidates.
- 5.3. Council, or the selection committee if one is established, may request assistance from the Manager of Human Resources or delegate, as deemed necessary, to support them through the recruitment process.
- 5.4. Council will pass a motion to appoint the selected candidate as Greenview’s CAO *as per Section 206 of the **Municipal Government Act***.

6. ADMINISTRATION RESPONSIBILITIES

- 6.1. *Administration will support Council, as directed by Council, in its recruitment of a CAO.*
- 6.2. *Administration will offer advice, as directed by Council, when cases of perceived or real nepotism or conflicts of interest arise.*

DRAFT

Title: Recruitment

Policy No: 02-01

Effective Date: Date approved by the CAO

Responsible Department: Human Resources

Supersedes Policy: 2007

Review Date: (3 Years from date approved)



Legal References:

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

Employment Standards Cod, R.S.A 2000, c.E-9.

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

Cross References:

Bylaw 22-929 “Records Retention and Disposition”
Policy 2018 “Hiring of CAO”

Policy 2004 “Employee Code of Conduct”
Policy 1040 “Appointments to Boards and Committees”

Policy 02-18 “Moving Expenses”

Purpose: To ensure a consistent and fair approach to the recruitment and selection of staff that complies with all legislative requirements and enables the Municipal District of Greenview No. 16 to continue to provide high quality public service.

1. DEFINITIONS

- 1.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview.
- 1.2. **Family Member** means a spouse, including common law and same-sex spouse; parent, including stepparent and legal guardian; child, including stepchild; sibling; and any person who lives with an employee or Council member on a permanent basis.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Hiring Manager** means the direct supervisor (CAO, Director, Manager, Assistant Manager, or Supervisor) of a vacant position or a designate as may be required in some circumstances.

2. POLICY STATEMENT

- 2.1 The policy applies to positions of employment with Greenview.
- 2.2 Greenview is committed to recruiting and selecting individuals who are qualified to perform the requirements of each position available.
- 2.3 Greenview is an equal opportunity employer committed to a work environment that supports, inspires, and respects all individuals and in which personnel processes are merit-based and applied without discrimination on the basis of race, religious beliefs, colour, gender identity, gender expression, physical disability, ancestry, place of origin, marital status, age, source of income, family status, sexual orientation or any other protected characteristic.

- 2.4. Greenview is committed to attracting, hiring, and retaining qualified candidates to meet organizational objectives and to provide excellent service to the public.
- 2.5. The Human Resources department will coordinate the recruitment process for all positions, except the position of CAO.
- 2.6. Only at the request of Council, will the Human Resources department support the recruitment for the position of CAO.
- 2.7. Candidates for job vacancies may be selected from existing staff or recruited externally.
- 2.8. Where qualifications are deemed 'essentially equal' preference will be given to internal candidates unless extenuating circumstances arise.
- 2.9. When filling a position, in any department, Greenview will award that position to the most qualified applicant, with the understanding that Greenview residents shall be given preference when all other qualifications are deemed equivalent.

3. CONFLICT OF INTEREST

- 3.1. Due to a potential conflict, under no circumstances should individuals be employed by Greenview who are:
 - A. Members of any 'Major' board of Greenview.
 - i. A major board includes, but is not limited to, the Agricultural Service Board, the Family and Community Support Services, the Subdivision and Development Appeal Board, the Greenview Regional Multiplex Advisory Board, the Grande Cache Recreation Board and the Valleyview and District Regional Recreation Board.
 - B. Paid as a day labourer or contractor.
 - C. Paid a per diem or honorarium through Greenview's operational programs or events.
- 3.2. If an individual is offered employment with Greenview and has a potential conflict as outlined in 3.2, said individual will need to resign their position prior to accepting the offer of employment.
- 3.3. No individual involved in the hiring process may exercise their powers in their own interest or in the interest of a third person, nor may they place themselves in a situation of conflict or potential conflict between their personal interest and their duties regarding this policy or Policy 2004 "Employee Code of Conduct."
- 3.4. Individuals involved in the hiring process shall disclose, to the Manager, Human Resources, or designate, any direct or indirect association or material interest or involvement that would result in any actual, potential, or perceived conflict of interest in the hiring process.
- 3.5. The Human Resources Manager shall discuss the matter with the individual concerned and, if the Human Resources Manager determines that there is a real or significant perceived conflict of interest, it is agreed that the individual will not participate in the hiring process.

4. NEPOTISM

- 4.1. No individual will be hired into a position that is directly or indirectly supervised by a family member.

- 4.2. No family members of members of Council will be hired into a position where their direct reporting relationship is to Council.
- 4.3. In cases where a family relationship develops that puts members of Council or employees in a direct reporting relationship, the individual(s) involved must bring these types of matters to the attention of the Human Resources Manager. It shall be the responsibility of the direct Supervisor along with the Human Resources Manager to address the issue to ensure appropriate measures are taken to address these types of matters in a fair and equitable manner.

5. PROCEDURE

5.1. Posting Vacancies

- A. A 'Request to Post' (RTP) must be submitted by the Hiring Manager and must receive Director and/or CAO approval for vacant positions to be advertised.
- B. Human Resources in consultation with the Hiring Manager will prepare a job description relating to the duties, experience, education, professional certification, qualification, skills, and any other requirements of the position.
- C. All vacant positions will be advertised internally and/or externally.
- D. Internally advertised positions will be emailed to 'All Staff' and posted on SharePoint for a minimum period of one (1) week. If the internal posting has not yielded a qualified candidate, after a minimum period of one (1) week, the employment opportunity may be posted externally.
- E. Externally advertised positions will be posted on the 'Career Opportunities' section of Greenview's website for a minimum of two (2) weeks.
- F. Additional advertising requires the request and discretion of the Hiring Manager and the Human Resources representative supporting the recruitment.

5.2. Application Process

- A. All candidates are requested to submit a cover letter and current resume in application for any job posting through the designated email address, by mail, in person, or to the designated confidential fax number to the Human Resources department.
- B. The Human Resources department will work with the Hiring Manager to provide thorough service. Submissions may be short listed by the Human Resources representative at the request of the Hiring Manager.
- C. The requirements as stated in the job description shall be consistently applied by the Hiring Manager when reviewing applications and considering candidates to interview.
- D. The Hiring Manager will provide a short list of candidates for interview to Human Resources.
- E. Human Resources will schedule interviews with the short-listed candidates.
- F. Only candidates that are chosen for an interview will be contacted.

5.3. Interviews

- A. All positions will be interviewed for unless the Hiring Manager, Director, and the CAO approve filling the position with a current employee or returning seasonal employee.
- B. Employment interviews shall be conducted by the Hiring Manager, or designate, and a Human Resources representative, reflecting a structured interview approach. While larger interview panels may be favoured in certain circumstances or for certain positions, a smaller interview panel is preferred whenever possible.
- C. Human Resources will lead the interview process to ensure legal compliance and interview efficacy.

- D. Interview questions shall be structured to acquire further information regarding the candidate's knowledge, skills, abilities, and competencies, and to help determine if the candidate(s) will be a good fit in the organization.
- E. Interview questions will be prepared by Human Resources in conjunction with the Hiring Manager.
- F. For each competition, a standardized evaluation will be utilized to assess each candidate.

5.4. Selection

- A. Upon completion of the interview the results shall be reviewed by the Hiring Manager and Human Resources to determine which candidate should proceed to the reference check portion of the recruitment process.

5.5. Reference Checks

- A. Reference checks shall be conducted only for candidates who have been selected through the interview stage.
- B. Written consent will be obtained from candidates to contact the referees provided.
- C. Reference checks shall be conducted to verify information contained in the candidate's resume and provided through the interview process.
- D. Questions shall be focused on the candidate's knowledge, skills, abilities and competencies and no questions will be asked pertaining to any prohibited ground.

5.6. Offer of Employment

- A. After a successful candidate has been chosen Human Resources will submit a 'Request to Hire' (RTH), which includes pertinent information for the offer of employment, for approval by the Hiring Manager, Director, and CAO.
- B. On approval of the RTH, Human Resources will extend a written offer of employment to the successful candidate.
- C. When an offer of employment is accepted Human Resources will advise the Hiring Manager to begin the onboarding process.
- D. Where a vacancy posting yields a successful candidate who declines an employment offer or whose employment with Greenview terminates within the first ninety (90) days of hiring, Human Resources, at the direction of the Hiring Manager, may, in accordance with the applicable provision of this recruitment policy, offer employment to an alternate interviewed candidate, from the same competition instead of re-posting the vacancy.
- E. If an offer of employment is declined the Hiring Manager will inform Human Resources if they wish to have reference checks completed for another interviewed candidate or if they wish to repost.

5.7. Regrets

- A. Interviewed candidates not selected for employment will be notified by Human Resources.
- B. For competitions where a current employee was interviewed and not selected, the Hiring Manager will contact the unsuccessful candidate.

5.8. Confidentiality

- A. The personal information of applicants and successful candidates in Greenview's custody or control is subject to the Freedom of Information and Protection of Privacy Act.
- B. Hiring announcements of a successful candidate will include only the successful candidates' name, position title, start date, and work location.

6. HUMAN RESOURCES RESPONSIBILITIES

6.1. Human Resources will ensure the Recruitment policy is followed.

CHIEF ADMINISTRATIVE OFFICER

DRAFT



REQUEST FOR DECISION

SUBJECT:	Policy 1040 “Appointment to Boards and Committees”		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 15, 2023	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER: DM
STRATEGIC PLAN:	Governance	LEG:	

RELEVANT LEGISLATION:
Provincial – Not applicable

Council Bylaw/Policy –

- Bylaw 22-899 “Audit Committee”
- Bylaw 22-898 “Grande Cache Recreation Board”
- Bylaw 21-886 “Greenview Industrial Gateway Committee”
- Bylaw 21-885 “Committee of the Whole”
- Bylaw 21-884 “Policy Review Committee”
- Bylaw 20-861 “Greenview Regional Multiplex Advisory Board”
- Bylaw 18-805 “Municipal Library Board”
- Bylaw 14-722 “Green View FCSS Board Creation”
- Bylaw 13-712 “Assessment Review Board”
- Bylaw 03-399 “Municipal Planning Commission”
- Bylaw 97-224 “Agricultural Service Board Establishment”
- Bylaw 95-157 “Subdivision and Development Appeal Board Establishment”
- Policy 2004 “Employee Code of Conduct”
- Policy 2007 “Recruitment”

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 1040 “Appointment to Boards and Committees” as presented.

BACKGROUND/PROPOSAL:

Policy 1040 was last brought to the Policy Review Committee’s attention in 2022. During the initial presentation, it was identified that allowing Greenview employees to sit on municipal boards, in exceptional circumstances, would operationally benefit Greenview’s boards and committees.

Since that time Administration has identified precisely which boards and committees Greenview employees may be appointed. Therefore, Administration is recommending that the policy limit employees to only sit on Greenview Cemetery Committees.

This limitation would ensure that boards and committees remain operationally independent from Greenview Administration, thereby fulfilling their advisory role to Council and permitting greater resident input.

BENEFITS OF THE RECOMMENDED ACTION:

1. The recommended motion will ensure there is a division between Greenview’s Administration and Council’s advisory boards and committees.
 2. At large board and committee appointments will be reserved for Greenview residents.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: The Policy Review Committee may make additional amendments to the policy.

FINANCIAL IMPLICATION:

Board members will be remunerated in accordance with Policy 1008 “Council and board Remuneration.”

STAFFING IMPLICATION:

Henceforth individuals who work for Greenview in any capacity will not be permitted to sit on Greenview boards and committees, except cemetery committees.

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, as applicable, and will present the policy to Council for consideration.

ATTACHMENT(S):

- Policy 1040 “Appointment to Boards and Committees” (Current)
- Policy 1040 “Appointment to Boards and Committees” (Draft)

Title: Appointment to Boards and/or Committees

Policy No: 1040

Effective Date: October 11, 2022

Motion Number:

Supersedes Policy No: 1040

Department: CAO Services

Review Date: October, 2025



Legal References:

Cross References:

- Bylaw 22-899 "Audit Committee"
- Bylaw 22-898 "Grande Cache Recreation Board"
- Bylaw 21-886 "Greenview Industrial Gateway Committee"
- Bylaw 21-885 "Committee of the Whole"
- Bylaw 21-884 "Policy Review Committee"
- Bylaw 20-861 "Greenview Regional Multiplex Advisory Board"
- Bylaw 18-805 "Municipal Library Board"
- Bylaw 14-722 "Green View FCSS Board Creation"
- Bylaw 13-712 "Assessment Review Board"
- Bylaw 03-399 "Municipal Planning Commission"
- Bylaw 97-224 "Agricultural Service Board Establishment"
- Bylaw 95-157 "Subdivision and Development Appeal Board Establishment"
- Policy 2004 "Employee Code of Conduct"

Purpose: To establish eligibility criteria and guidelines for public and Council appointments to Greenview Boards and Committees and to ensure a consistent and open process allowing all residents and other eligible persons interested with the opportunity to participate.

1. DEFINITIONS

- 1.1. **Appointment** means the act of appointing someone to serve on a Greenview Board or Committee.
- 1.2. **Boards and Committees** means any committee, board, commission or other body established by Council.
- 1.3. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview, or their delegate.
- 1.4. **Greenview** means the Municipal District of Greenview No. 16.

- 1.5. **Organizational Meeting** means the Meeting held annually not later than 2 weeks after the 3rd Monday in October at which appointments are made to Greenview Boards and Committees.
- 1.6. **Public** means a member of the public who is a resident of Greenview, a resident of a participating municipality in the case of joint boards or committees, or otherwise eligible to sit on a Greenview board or committee.
- 1.7. **Resident** means a member of the public whose current and primary residence is within Greenview or within a participating municipality in the case of joint boards or committees.

2. POLICY STATEMENT

- 2.1. The Municipal District of Greenview values public engagement. Involving the public in committees strengthens Greenview’s sense of community and encourages public involvement.

3. APPOINTMENT OF COUNCIL MEMBERS TO COUNCIL COMMITTEES

- 3.1. Council Members shall be appointed to Council Committees at the annual Organization Meeting of Council, and at other times as required.
- 3.2. The appointment term for Council Members shall:
 - A) Be until the next annual Organizational Meeting of Council, unless otherwise specified by a resolution of Council or a Council Committee Bylaw; and
 - B) Terminate immediately upon leaving office.
- 3.3. In the case of a mid-term Council Member vacancy, administration will bring the position in the applicable Council Committee forward for Council to make an appointment.

4. ELIGIBILITY

- 4.1 Board and Committee members-at-large shall:
 - A) Be 18 years of age at the time of appointment;
 - B) Be a current resident and/or ratepayer of Greenview unless the bylaw for the applicable committee allows otherwise;
 - C) Not be in arrears to Greenview;
 - D) Not be in litigation with Greenview;
 - E) Not have any current or outstanding compliance order issued by Greenview against them;
 - F) Be removed from the Board or Committee if the member becomes an employee of Greenview or ceases to be a Greenview resident, unless the bylaw of the applicable committee allows otherwise; and
 - G) Be eligible if appointed by a municipality whereby there is an intermunicipal agreement for a reciprocal use of board or committee members.
- 4.2. Greenview employees may be appointed to boards or committees, under exceptional circumstances when no public members present themselves, and provided they:
 - A) Do not violate Policy 2004 – *Employee Code of Conduct*;

- B) Do not directly administer the board, committee, or commission for which they would like to be appointed.

5. APPOINTMENTS OF MEMBERS AT LARGE

- 5.1 All appointments will be by resolution of Council unless legislation states it must be done otherwise.
- 5.2 Public appointments to eligible Boards and Committees shall be on the basis of public advertisement inviting applications from residents or other eligible persons for the appointments. Applications are to be submitted to Council for consideration and appointment.
- 5.3 Public advertisement will take place prior to the annual Organizational Meeting and Council shall approve all public appointments to Boards and Committees at the annual Organizational Meeting. If a vacancy occurs prior to the end of the term, advertisement and appointment of a new member may take place before the annual Organizational Meeting.
- 5.4 When a Committee or Board’s terms of reference or bylaw allows for members that are not a resident or ratepayer of Greenview, preference will be given to Greenview residents.
- 5.5 Appointed members will be compensated in-line with the rates contained in Policy 1008 – *Council and Board Remuneration*.

6. RESPONSIBILITIES

- 6.1 Individuals appointed to a Committee must:
 - A) As part of the condition of accepting an appointment agree to abide by the mandate and objectives of the Committee or Board; and
 - B) Comply and conduct themselves in accordance with Greenview’s Procedural Bylaw.
- 6.2 Members are permitted to attend meetings electronically so long as criteria in the Procedural Bylaw (Bylaw 21-876) are met.

7. LENGTH OF APPOINTMENT

- 7.1 Unless otherwise provided for by bylaw, all appointments shall be for a one-year term, commencing on the date of appointment at the Organizational Meeting.
- 7.2 If a vacancy occurs and an appointment is made mid-term, the term will be for the duration of the original one-year term for the vacant position.
- 7.3 Members may be re-appointed, upon application, for a consecutive term as determined by Council and/or subject to the limits contained within applicable legislation or bylaws.

8 RESIGNATION

- 8.1 Committee members wishing to resign their position mid-term shall submit their resignation in writing to CAO services.

8.2 Members who miss three (3) consecutive meetings without explanation and authorization from the Committee or Board Chair will be deemed to have resigned from that Committee or Board. The Council representative for this Committee or Board will request Council to have the Member removed from the assigned Committee or Board at a Council meeting following the missed meetings.

8.3 Not attending a meeting in person is permissible and will not count as a meeting missed as long as the committee member is able to attend online via zoom, telephone or another method.

9 ROLE OF COUNCIL

9.1 Council is responsible for considering applications and appointing public members to Greenview Boards and Committees.

10 ROLE OF ADMINISTRATION

10.1 The CAO or designate is responsible to review applications to determine eligibility, and to bring eligible applications forward for Council’s consideration.

10.2 The CAO or designate is responsible for maintaining records of board and committee memberships.

CURRENT

Title: Appointment to Boards and Committees

Policy No: 1040

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 1040

Department: CAO Services

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



Legal References:

Municipal Government Act RSA 2000, c.M-26, s.145

Cross References:

- Bylaw 22-899 "Audit Committee"
- Bylaw 22-898 "Grande Cache Recreation Board"
- Bylaw 21-886 "Greenview Industrial Gateway Committee"
- Bylaw 21-885 "Committee of the Whole"
- Bylaw 21-884 "Policy Review Committee"
- Bylaw 21-876 "Procedural Bylaw"
- Bylaw 20-861 "Greenview Regional Multiplex Advisory Board"
- Bylaw 18-805 "Municipal Library Board"
- Bylaw 14-722 "Green View FCSS Board Creation"
- Bylaw 13-712 "Assessment Review Board"
- Bylaw 03-399 "Municipal Planning Commission"
- Bylaw 97-224 "Agricultural Service Board Establishment"
- Bylaw 95-157 "Subdivision and Development Appeal Board Establishment"
- Policy 2004 "Employee Code of Conduct"

Purpose: To establish eligibility criteria and guidelines for public and Council appointments to Greenview Boards and Committees and to ensure a consistent and open process allowing all residents and other eligible persons interested with the opportunity to participate.

1. DEFINITIONS

- 1.1. **Appointment** means the act of appointing someone to serve on a Greenview Board or Committee.
- 1.2. **Boards and Committees** means any committee, board, commission or other body established by Council.
- 1.3. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview, or their delegate.
- 1.4. **Employee** means a person employed by Greenview, in any capacity.

- 1.5. **Greenview** means the Municipal District of Greenview No. 16.
- 1.6. **Organizational Meeting** means the Meeting held annually not later than 2 weeks after the 3rd Monday in October at which appointments are made to Greenview Boards and Committees.
- 1.7. **Public** means a member of the public who is a resident of Greenview, a resident of a participating municipality in the case of joint boards or committees, or otherwise eligible to sit on a Greenview board or committee.
- 1.8. **Resident** means a member of the public whose current and primary residence is within Greenview or within a participating municipality in the case of joint boards or committees.

2. POLICY STATEMENT

- 2.1. The Municipal District of Greenview values public engagement. Involving the public in committees strengthens Greenview’s sense of community and encourages public involvement.

3. APPOINTMENT OF COUNCIL MEMBERS TO COUNCIL COMMITTEES

- 3.1. Council Members shall be appointed to Council Committees at the annual Organization Meeting of Council, and at other times as required.
- 3.2. The appointment term for Council Members shall:
 - A) Be until the next annual Organizational Meeting of Council, unless otherwise specified by a resolution of Council or a Council Committee Bylaw; and
 - B) Terminate immediately upon leaving office.
- 3.3. In the case of a mid-term Council Member vacancy, administration will bring the position in the applicable Council Committee forward for Council to make an appointment.

4. ELIGIBILITY

- 4.1 Board and Committee members-at-large shall:
 - A) Be 18 years of age at the time of appointment;
 - B) Be a current resident and/or ratepayer of Greenview unless the bylaw for the applicable committee allows otherwise;
 - C) **Not be an Employee of Greenview, with the exception of Cemetery Committees;**
 - D) Not be in arrears to Greenview;
 - E) Not be in litigation with Greenview;
 - F) Not have any current or outstanding compliance order issued by Greenview against them;
 - G) Be removed from the Board or Committee if the member becomes an Employee of Greenview or ceases to be a Greenview resident, unless the bylaw of the applicable Board or Committee otherwise permits non-residents;
 - H) Be eligible if appointed by a municipality whereby there is an intermunicipal agreement for a reciprocal use of board or committee members.

~~4.2. Greenview employees may be appointed to Boards and Committees, under exceptional circumstances, provided they:~~

~~A) Do not violate Policy 2004 – Employee Code of Conduct;~~

~~B) Do not directly administer the board, committee, or commission for which they would like to be appointed.~~

5. APPOINTMENTS OF MEMBERS AT LARGE

5.1 All appointments will be by resolution of Council unless legislation states it must be done otherwise.

5.2 Public appointments to eligible Boards and Committees shall be on the basis of public advertisement inviting applications from residents or other eligible persons for the appointments. Applications are to be submitted to Council for consideration and appointment.

5.3 Public advertisement will take place prior to the annual Organizational Meeting and Council shall approve all public appointments to Boards and Committees at the annual Organizational Meeting. If a vacancy occurs prior to the end of the term, advertisement and appointment of a new member may take place before the annual Organizational Meeting.

5.4 When a Committee or Board's terms of reference or bylaw allows for members that are not a resident or ratepayer of Greenview, preference will be given to Greenview residents.

5.5 Appointed members will be compensated in-line with the rates contained in Policy 1008 "*Council and Board Remuneration.*"

6. RESPONSIBILITIES

6.1 Individuals appointed to a Committee must:

A) As part of the condition of accepting an appointment agree to abide by the mandate and objectives of the Committee or Board; and

B) Comply and conduct themselves in accordance with Greenview's Procedural Bylaw.

6.2 Members are permitted to attend meetings electronically so long as criteria in the *Procedural Bylaw* are met.

7. LENGTH OF APPOINTMENT

7.1 Unless otherwise provided for by bylaw, all appointments shall be for a one-year term, commencing on the date of appointment at the Organizational Meeting.

7.2 If a vacancy occurs and an appointment is made mid-term, the term will be for the duration of the original one-year term for the vacant position.

7.3 Members may be re-appointed, upon application, for a consecutive term as determined by Council or subject to the limits contained within applicable legislation or bylaws.

8. ADMINISTRATION RESPONSIBILITIES

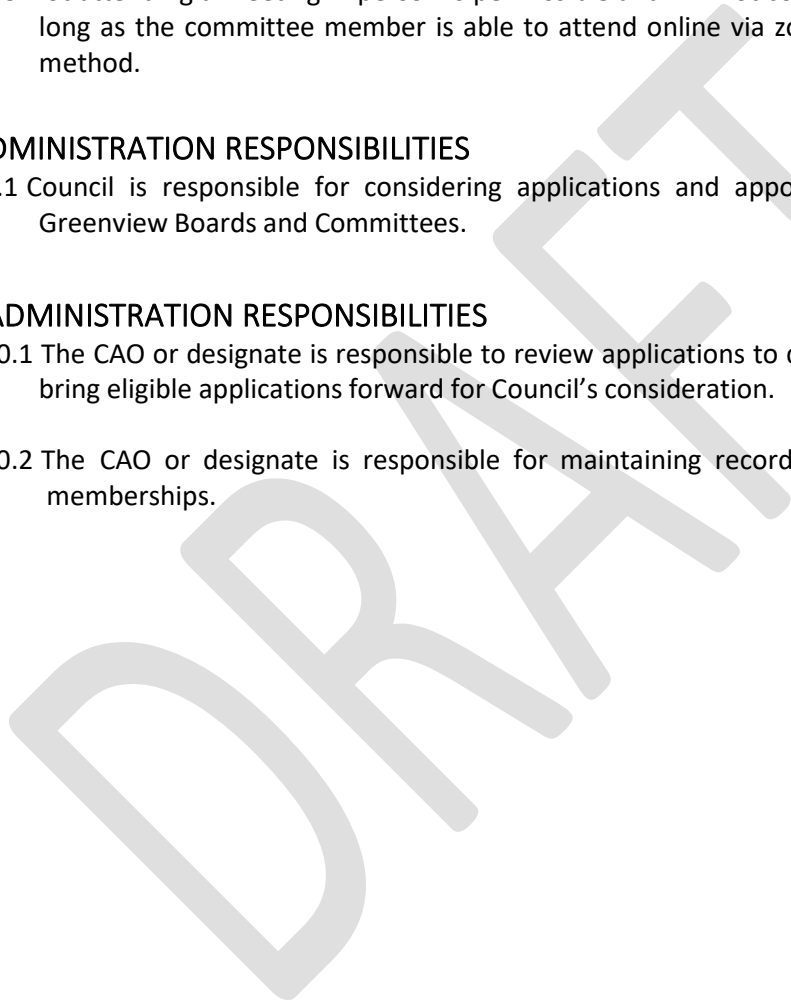
- 8.1 Committee members wishing to resign their position mid-term shall submit their resignation in writing to CAO services.
- 8.2 Members who miss three (3) consecutive meetings without explanation and authorization from the Committee or Board Chair will be deemed to have resigned from that Committee or Board. The Council representative for this Committee or Board will request Council to have the Member removed from the assigned Committee or Board at a Council meeting following the missed meetings.
- 8.3 Not attending a meeting in person is permissible and will not count as a meeting missed as long as the committee member is able to attend online via zoom, telephone or another method.

9. ADMINISTRATION RESPONSIBILITIES

- 9.1 Council is responsible for considering applications and appointing public members to Greenview Boards and Committees.

10. ADMINISTRATION RESPONSIBILITIES

- 10.1 The CAO or designate is responsible to review applications to determine eligibility, and to bring eligible applications forward for Council’s consideration.
- 10.2 The CAO or designate is responsible for maintaining records of board and committee memberships.





REQUEST FOR DECISION

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

RELEVANT LEGISLATION:

Provincial –

- Municipal Government Act, R.S.A 2000, c.M-26, section 223

Council Bylaw/Policy – None

RECOMMENDED ACTION:

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

BACKGROUND/PROPOSAL:

During the Regular Council Meeting held on October 25, 2022, Council was presented with a motion to rename 110th 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.

Policy 1043 was presented to the Policy Review Committee on February 15, 2023. The Committee opted to defer the policy until a future meeting. Since that time, Administration has updated the policy to conform to the Committee’s discussion prior to its deferral. This includes creating a defined procedure for residents to demonstrate community support for commemorative names. As well, the requirement for a person to be deceased prior to a name change has been removed. The 10% figure for petitions of support (Section 3.1(C)) is based on the *Municipal Government Act* requirements for petitions to municipal governments.

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: Council may alter or deny the recommended motion.

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, dependent on size.

STAFFING IMPLICATION:

There would be no impact to staffing levels, however the Committee should be aware that an additional program may require additional personnel hours on top of regular duties.

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.

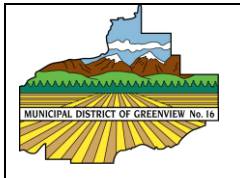
FOLLOW UP ACTIONS:

1. If the Policy Review Committee approves the policy, Administration will implement any amendments as applicable and will present the policy to Council. Council will be presented with an additional motion to repeal Greenview Policy EES "Naming of Roads" and Town of Grande Cache Policy 353/15 "Street Naming and Renaming."

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.

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.

(Original signed copy on file)

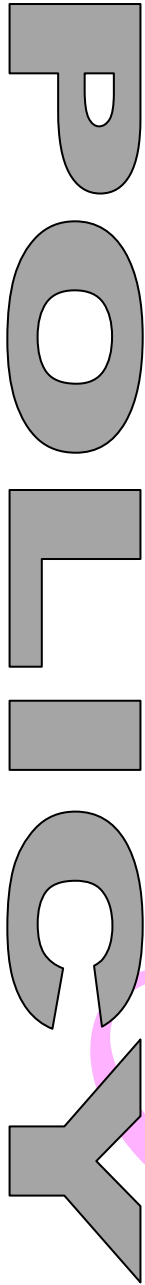
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TOWN OF GRANDE CACHE
Policy and Procedures

Title	Street Naming and Renaming	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 **Resolution No.** 353/15
Department Council **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 12-681 "Grande Cache Rural Municipal Addressing"
- Bylaw 11-659 "Municipal Rural Addressing System"
- Bylaw 799 "Land Use Bylaw" – Grande Cache
- Bylaw 226 "Addressing Businesses"
- Bylaw 135 "Addressing"

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. Proposed road name will not replace the township, range road, or civic addressing nomenclature, but instead an additional sign will be displayed.
- 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 presented to the Committee of the Whole 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) Community support demonstrated through a petition signed by a minimum of 10% of residents within the vicinity of the proposed name change, based on the population count from the most recent Greenview census.

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.

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. Administration shall add all adopted road names, 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.



REQUEST FOR DECISION

SUBJECT:	Policy 8003 “Letters of Support”	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER:
MEETING DATE:	March 15, 2023	DIR:	PRESENTER:
DEPARTMENT:	COMMUNITY SERVICES	LEG:	
STRATEGIC PLAN:	Culture, Social & Emergency Services		

RELEVANT LEGISLATION:

Provincial – None

Council Bylaw/Policy – None

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 8003 “Letters of Support” as presented.

BACKGROUND/PROPOSAL:

Administration has reviewed Policy 8003 “Letters of Support” as per the 2022 Policy Review Calendar. Several amendments have been made to ensure that Administration has a defined procedure when processing requests for support from both non-profit organizations and other organizations. The draft policy proposes two streams for requests for support, dependent on the organization which is seeking support.

The first stream is for “Non-Profit Organizations (NPO),” which includes recognised non-profits operating within Greenview or which provide services to Greenview residents. The NPO stream is intended to be a largely administrative process for organizations which have a history or similar community goals as Greenview. These Letters of Support will be approved by the Chief Administrative Officer or designate.

The second stream is intended for all other organizations. This includes requests for support of initiatives by municipalities, private companies, and other groups. The approval process for this stream will remain a Council prerogative. Additionally, any Letter of Support requests which contain a “Major Request,” which includes any partnership, financial request, or which will impact intergovernmental relations, will continue to be brought forward for Council’s review.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommendation is that Greenview will have an updated Letter of Support policy which details the administrative procedure when Administration receives a request for support from both non-profit organizations and other associations.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will apply any amendments, as applicable, and will present the policy for Council's consideration.

ATTACHMENT(S):

- Policy 8003 "Letters of Support" (Current)
- Policy 8003 "Letters of Support" (Draft)

Title: Letters of Support

Policy No: 8003

Effective Date: January 26, 2016

Motion Number: 16.01.29

Supersedes Policy No: (None)



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: The purpose of the Letters of Support Policy is to establish a fair policy and consistent procedure for Greenview’s Administration to follow while providing Community-Recognized Non-Profit Organizations (NPO) with an opportunity to apply for a Letter of Support, in which Greenview’s Administration recognizes the merit of the NPO’s respective initiative.

DEFINITIONS

Community-Recognized Non-Profit Organization (NPO) – Greenview-based organizations (may include but are not limited to: school, sports, youth, and seniors groups) with an identified non-profit mission, operation or purpose and are commonly or traditionally known in/to the community

Letter of Support – A written document provided by Greenview’s Administration to a NPO which recognizes the merit of the NPO’s respective initiative and may be used elsewhere by the NPO for requesting financial assistance, goods or services.

POLICY


1. Greenview will accept and consider requests for a Letter of Support from NPO which is seeking written support of their respective initiative.
2. Greenview will provide a Letter of Support to a NPO which has identified why they are applying for assistance elsewhere, as well as how, when, where and what it will contribute to community-betterment.
3. Greenview may choose not to provide a Letter of Support to a NPO which has not identified the aforementioned criteria.

PROCEDURE

1. A NPO request for a Letter of Support will be received and reviewed by Greenview on a first come first serve basis.
2. Upon receipt of a request for a Letter of Support, Greenview will evaluate the application on the basis of who, what, when, where, why and how the initiative will contribute to community-betterment.

3. Providing these conditions have been met, Greenview will provide the NPO with a Letter of Support for their future use.
4. Greenview Administration will provide Council with a copy of the Letter of Support at the next Council Meeting for their information.

CURRENT

<p>Title: Letters of Support</p> <p>Policy No: 8003</p> <p>Effective Date: Date passed in Council</p> <p>Motion Number:</p> <p>Supersedes Policy No: 8003</p> <p>Department: Community Services</p> <p>Review Date: (3 Years from date approved)</p>	
	
<p>Legal References: <i>Not applicable</i></p>	<p>Cross References: <i>Not applicable</i></p>
<p>Purpose: This policy establishes a fair and consistent procedure for Greenview to review and provide Letters of Support. Letters of Support may be provided when a project or initiative will benefit Greenview, its residents, or partners.</p>	

1. DEFINITIONS

- 1.1. **Association** means groups which Greenview supports through advocacy or strategic directive, inclusive of municipalities, private companies, associations, or other groups.
- 1.2. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer for the Municipal District of Greenview No. 16.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Letter of Support (Letter)** means a written document by Greenview which recognizes the merit of the organization’s initiatives or potential benefit to Greenview or its partners.
- 1.5. **Major Request** means a Letter of Support which is requesting a partnership, financial commitment, or will affect Greenview’s intergovernmental relations.
- 1.6. **Non-Profit Organization (NPO)** means an organization which provides products or services to improve or benefit a community. Any money made by a Non-Profit Organization is not for the personal gain of its directors, members, or officers, but whose excess revenue goes back into the organization to further its aims and projects. For the purposes of this policy, a charity registered with the Canada Revenue Agency is considered an NPO.

2. POLICY STATEMENT

- 2.1. Greenview is committed to supporting groups which positively impact the social and economic development of the Greenview community.
- 2.2. Greenview will consider Letter of Support requests from NPOs or Associations which are seeking written support for their initiatives.

- 2.3. Requests for Letters of Support will be reviewed by Greenview on a first come first serve basis.
- 2.4. Greenview will prioritise Letters of Support for projects or initiatives which benefit Greenview, its residents, or its partners.
- 2.5. Greenview reserves the right to deny a Letter of Support request for any reason.
- 2.6. Any Letter of Support which contains a Major Request shall be administered by the stipulations set in Section 4.

3. NON-PROFIT ORGANIZATION

- 3.1. An NPO requesting a Letter of Support from Greenview shall identify the following in their request:
 - A) The name and objective or mission of the NPO;
 - B) The name and contact information of a representative of the NPO;
 - C) The specific project or initiative for which support is being requested;
 - D) How the project or initiative will benefit Greenview, its residents, or partners.
- 3.2. The Director of Community Services, or designate, shall approve Letters of Support in principle and draft the Letter for final approval.
- 3.3. The CAO, or designate, shall approve Letters of Support for NPOs.

4. ASSOCIATIONS

- 4.1. An Association requesting a Letter of Support from Greenview shall identify the following in their request:
 - A) The name and objective of the Association;
 - B) The name and contact information of a representative of the Association;
 - C) The specific project or initiative for which support is being requested;
 - D) How the project or initiative will benefit Greenview, its residents, or partners.
- 4.2. The CAO, or designate, shall approve Letters of Support in principle and draft the Letter for final approval.
- 4.3. Administration shall present the Letter of Support to Council for final approval.

5. COUNCIL RESPONSIBILITIES

- 5.1. Council is responsible for reviewing and approving Letters of Support to Associations.

6. ADMINISTRATION RESPONSIBILITIES

- 6.1. Administration is responsible for reviewing Letter of Support requests and determining if the initiative will benefit Greenview, its residents, or partners.
- 6.2. Once Administration agrees to the Letter of Support in principle, it shall draft a Letter of Support to be submitted to Council or the CAO, as the case may be.
- 6.3. Once the Letter of Support has been approved, Administration shall notify the requestor and shall deliver the Letter of Support.



REQUEST FOR DECISION

SUBJECT:	Policy CO 16 “Grande Cache Eagles Nest Hall Rental” Repeal		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 15, 2023	CAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR:	PRESENTER: LL
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – None

Council Bylaw/Policy (cite) –

- Bylaw 22-930 “Schedule of Fees”
- Policy CO 16 “Grande Cache Eagles Nest Hall Rental”

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council repeal Policy CO 16 “Grande Cache Eagles Nest Hall Rental.”

BACKGROUND/PROPOSAL:

The Eagles Nest Hall in Grande Cache, Alberta is a community hall that is owned and operated by Greenview and rented to various people and organizations in the Grande Cache community. The Eagle’s Nest Hall is also utilized by members of the Cooperative and Enterprises for wakes at no cost, upon availability.

Administration recently updated the Eagles Nest Hall Agreement (attached) and recommends the current Policy CO 16 “Grande Cache Eagles Nest Hall Rental” be repealed. The rental fee has not changed and all fees in the agreement coincide with the current Schedule of Fees. Greenview Administration coordinates the rental agreements concerning the Eagles Nest Hall, and as it is an administrative process it does not require a Greenview Policy.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Policy Review Committee accepting the recommended motion is that Greenview will have a robust rental agreement for the operations of the Eagles Nest Hall.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: The Policy Review Committee has the alternative to choose not to repeal Policy CO 16, however Administration does not recommend this action because this is an Administrative process.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

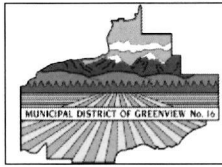
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will present the recommended motion to Council, if approved.

ATTACHMENT(S):

- Policy CO 16 “Grande Cache Eagles Nest Hall Rental” (Current)
- Eagles Nest Hall Agreement



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

Section:
ADMINISTRATION

POLICY NUMBER: CO 16

POLICY TITLE: Grande Cache Eagles Nest Hall Rental

Page 1 of 1

Date Adopted by Council / Motion Number:

11.05.292

PURPOSE:

The purpose of this policy is to provide guidelines for the rental of Eagles Nest Community Hall.

POLICY:

The M.D. of Greenview is responsible for the operation and maintenance of the Eagles Nest Community Hall.

1. The M.D. of Greenview may rent the hall and kitchen facilities of the Eagles Nest Community Hall to any appropriate organizations.
2. The M.D. of Greenview may give preferential rates to non-profit organizations and clubs from within the M.D. of Greenview.
3. In the event of a death of a community member of a Cooperative or Enterprise, wakes will be free of charge, subject to availability
4. The M.D. of Greenview will review and establish rental rates on an annual basis.
5. Revenue and expenditures related to the hall will be managed through the normal budgeting process for the M.D. of Greenview.

REEVE

C.A.O.

THIS HALL RENTAL AGREEMENT FOR EAGLE'S NEST HALL

made this ____ day of _____, 20__.

BETWEEN:

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

(hereinafter referred to as "Greenview")

-and-

~

Contact Person: _____

(Hereinafter referred to as the "User")

WHEREAS Greenview is the registered owner of the Eagle's Nest Hall located within Greenview at 10028 99 Street, Grande Cache Alberta, T0H 0Y0 (the "Hall");

WHEREAS The User has requested, and Greenview has agreed, to rent to the User the Hall or an area within the Hall, subject to the terms, covenants and conditions contained herein;

In consideration of being permitted to rent the Hall or an area within the Hall, the User covenants and agrees with Greenview as follows:

Rental Area, Date and Time and Fees:

- 1) Greenview hereby rents to the User and the User hereby rents from Greenview upon and subject to the terms, covenants, conditions, and agreement contained within this Agreement:
 - a. Rental Area: Main Hall and Kitchen
 - b. Date and Time: _____;
 - c. Key Card Number Assigned _____;
 - d. Rental Fee: \$12.50/hour or \$62.50/day; At the discretion of the Director of Community Services, an in-kind grant for non profit organizations could be accepted and approved.

- e. Cancellation Fee: At the discretion of Greenview; If cancellation notification is under 48 hours notice a \$25 cancellation fee will apply.
- f. Deposit: A \$100.00 rental deposit is required at the time of booking.
- g. Key Pickup – The hall key can be picked up at the Grande Cache Public Service Building between 8:00 am and 4:30 pm the day of confirmed rental and the key can be returned to the Public Service Building on the next available business day between 8:00 am and 4:30 pm (closed between 12:00-1:00 pm). If the key is not returned, there will be a replacement fee of \$50.00 deducted from the Users deposit.

Use of Rental Area

- 1) The User shall not carry on any business or do or suffer any act or thing which in the opinion of Greenview constitutes a nuisance or would result in a nuisance or cause any waste, damage or injury to the Hall.
- 2) The User shall only use the Rental Area set out in this Agreement and shall ensure that its agents, employees, servants or invitees (“Invitees”) abide by the terms of this Agreement.
- 3) Any construction or set-up required by the User must be approved in writing by Greenview and shall be erected and dismantled at the User's expense within the Date and Time.
- 4) The Hall is non-smoking; smoking is only allowed in designated smoking areas.
- 5) The User shall abide by, and shall ensure that its Invitees abide by, all federal, provincial, and municipal laws, rules, and regulations or those of the Hall applicable to the Use, including but not limited to those specific Hall Rules and Regulations which are attached hereto as Schedule “A”, which Hall Rules and Regulations may be amended from time to time by Greenview.
- 6) The fire permit numbers are mounted in the building and must not be exceeded by the User.

Deposit and Cancellation

That Greenview may apply the Deposit to any amounts owed by the User to Greenview pursuant to this Agreement. The Cancellation Fee, if any, shall be forfeited to Greenview in the event that the User cancels this Agreement at any time within 48 hours of the event.

Hall Cleaning

Any cleaning required to bring the hall back to the condition it was in prior to rental will be taken off your damage deposit return at a rate of \$20/hour.

Any damage incurred by the User or the User's guests will be taken off of the User's damage deposit return. If the amount of damage is over the amount of the damage deposit being returned, the User is legally responsible to pay for the difference.

Kitchen Equipment

- 1) Use of any equipment or materials provided by Greenview shall be at the User's own risk and the User shall be responsible for all loss or damage to such equipment.

Payment Terms

- 1) Unless otherwise agreed to by the Parties, the User shall pay the invoice for the Rental Fee, Deposit and Cancellation Fee forthwith upon receipt of such invoice.
- 2) If live or recorded music of any kind is included in the event, the User is required to pay a license fee to the Society of Composers, Authors and Music Publishers of Canada ("SOCAN").
- 3) Invoices which remain unpaid for more than 30 days shall accrue interest of 18 percent annum (calculated and compounded monthly). The User shall pay all costs payable to Greenview, including costs relating to any damage caused as a result of the User or its Invitees to Greenview property ("Related Costs"). All fees are subject to GST.

Liability

- 1) The User shall indemnify and save harmless the Greenview from any and all liabilities, damages, costs, claims, suits, or actions (including without limitation legal fees and disbursements on a solicitor-client, full indemnity, basis) growing out of:
- 2) Any breach, violation or non-performance of any covenants, conditions or agreements in this Lease set forth and contained on the part of the Lessee to be fulfilled, kept, observed, or performed;
- 3) Any damage to property occasioned by the use and occupation of the Property or any part thereof;
- 4) Any injury to any person or persons, including death resulting at any time therefrom, occurring in or about the Properties or any part thereof during the term of this lease and arising from or occasioned by any cause whatsoever except for an act or omission of the Greenview's agents or servant.

Insurance

The User shall obtain and maintain during the Date and Time a policy of general liability insurance in the minimum amount of \$1,000,000.00 relating to the Use. The User has

Additionally Named Greenview as an Insurer. The User shall provide at Greenview's request the certificate of insurance evidencing such insurance coverage.

Termination

- 1) Termination of this agreement by the User shall be upon 30 days written notice to Greenview.
- 2) Termination of this agreement by Greenview shall be upon 30 days written notice to the User.
- 3) The User shall, upon expiration of term of the agreement, or where the agreement is terminated, give up occupation of the lands to Greenview. The User will at the expiration or termination of the Term peaceably surrender and yield up to the Greenview the Properties with the improvements thereon and appurtenances thereto in good and substantial repair and condition, reasonable wear and tear excepted.
- 4) Greenview has the right to terminate this Agreement (a) immediately for a breach of its terms by the User or its Invitees or (b) immediately where Greenview believes that the use would or could damage Greenview's property or would otherwise be unsafe, in which case the User and its Invitees shall forthwith vacate the Rental Area and the Hall. The User remains liable for the Rental Fee and Related Costs if this Agreement is terminated pursuant to this paragraph.
- 5) Greenview may cancel this Agreement for any reason by providing notice to the User of not less than 48 hours prior to the commencement of the Date and Time. The User shall not be liable for the Rental Fee if this Agreement is terminated pursuant to this paragraph.

Miscellaneous

- 1) The User is responsible for any personal items of the User, or its Invitees left unattended at any time. Greenview is not responsible for providing secure storage or security personnel. Greenview shall not be liable for any theft, loss, or damage of, to, or from the persons or property of the User or its Invitees, however caused.
- 2) Should Greenview be unable to perform its obligations by reason of any law or any other reason beyond its control, Greenview shall be relieved from the fulfillment of such obligation and the User shall not be entitled to any compensation.
- 3) This Agreement may be amended by written agreement executed by Greenview only.
- 4) The User agrees that there have been no promises, representations, or undertakings given by Greenview with respect to the facilities or the services to be provided save as are set forth in this Agreement and that this Agreement contains all the terms and conditions agreed to between the parties.

- 5) This Agreement may not be assigned by the User without the prior written consent of Greenview.
- 6) This Agreement shall terminate without liability to either party if the performance of either party's obligations is prevented by an unforeseeable event of force majeure.
- 7) Greenview may enter the Hall and the Rental Area at any time for the purposes of inspecting the condition of the Hall and the Rental Area and confirming the performance of the User's obligations under this Agreement. The office space is not available for rent.
- 8) This Agreement shall be governed in accordance with the laws of the Province of Alberta and the parties hereto submit to such jurisdiction.
- 9) Time shall be of the essence for this Lease and for each and every part thereof.
- 10) In the event of a death of a community member of a Co-operative or Enterprise, wakes will be free of charge, subject to availability.

The parties indicate their assent to this Agreement:

Municipal District of Greenview No. 16

Per: _____

Per: _____

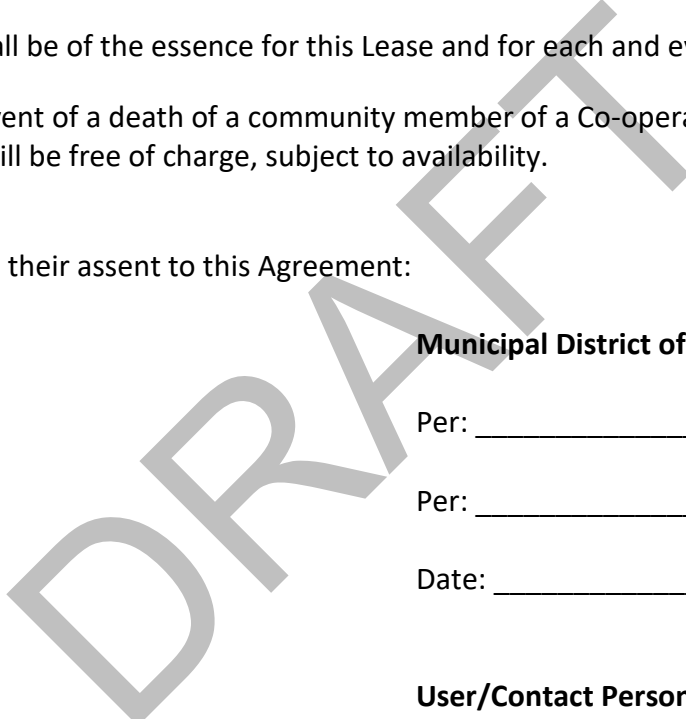
Date: _____

User/Contact Person

Per: _____

Per: _____

Date: _____



SCHEDULE "A"**RULES AND REGULATIONS OF THE HALL**

- Please ensure the hall is cleaned prior to returning the key
- Decorations are permitted so long as they do not damage the walls
- No open flames/candles allowed except for ceremonial or spiritual practices
- Confetti/glitter of any kind not permitted.
- Additional Cleaning charges of \$20/hr will apply if required
- Due to fire regulations, all exit doors cannot be blocked and must remain free and clear of any décor, tables etc.
- Renter agrees to pay for any or all damages that may exceed the damage deposit
- Please keep all exterior doors closed when the air conditioners are running
- Pets are not allowed in the hall, except for service animals. All dogs must be leashed outside.
- Prior day entry for function setup, only upon availability
- No smoking, no vaping in the hall, except for ceremonial or spiritual practices.

Cleanup requirements

- Tables & chairs wiped and stacked
- Remove all decorations.
- Sweep Floors
- All garbage bagged and removed from premises.
- Cleanup & mop all spills and mishaps including bathrooms.
- Main door all interior room doors locked.
- All lights turned off.
- All taps checked and turned off.

The security code will be supplied on the date the agreement is signed.



REQUEST FOR DECISION

SUBJECT:	Policy 1013 Credit Card	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER:
MEETING DATE:	March 15, 2023	DIR:	PRESENTER:DM
DEPARTMENT:	FINANCE	LEG:	
STRATEGIC PLAN:	Governance		

RELEVANT LEGISLATION:

Provincial – N/A

Council Bylaw/Policy –

- Policy 1013 “Credit Card”
- Policy 1002 “Travel and Subsistence”

RECOMMENDED ACTION:

MOTION: That Policy Review Committee accept the presentation on Policy 1013 “Credit Card” for information, as presented.

BACKGROUND/PROPOSAL:

Administration is bringing Policy 1013 Credit Card for discussion with the committee. Recently, the idea of providing corporate credit cards to members-at-large of Greenview Boards and Committees has been floated by members of Council.

Currently Greenview appoints members-at-large to the following boards and committees:

- Agricultural Service Board
- Assessment Review Board
- Grande Cache Recreation Board
- Family and Community Support Services Board
- Subdivision and Development Appeal Board
- Greenview Regional Multiplex Board
- Grovedale Cemetery Committee
- Little Smoky Cemetery Committee
- New Fish Creek Cemetery Committee
- Sunset House Cemetery Committee

In 2022, one board member expensed their hotel for a board related conference. All subsequent expense claims from boards and committee members for 2022 and 2023 YTD have been meeting per diems and milage.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the recommended motion is that PRC will be more informed regarding its options for providing board and committee chairs with credit cards.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: The Policy Review Committee has the alternative to recommend Council amend the policy to include corporate credit cards be issued to Greenview Board and Committee members-at-large.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion. However, there may be additional costs for Greenview if PRC recommends Council issue credit cards to board member chairs.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

If directed by the Policy Review Committee, Administration will amend the policy.

ATTACHMENT(S):

- Policy 1013 Credit Card

Title: Credit Card

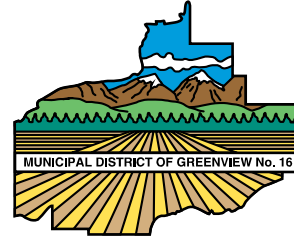
Policy No: 1013

Effective Date: January 25, 2022

Motion Number: 22.01.51

Supersedes Policy No:

Review Date: January 25, 2025



Purpose: To provide a convenient, cost-effective and more efficient method of procuring goods and services by simplifying the procurement process, speeding up vendor payments and empowering staff who have procurement responsibilities.

1. DEFINITIONS

- 1.1. **Cardholder** means a Greenview Councillor or Greenview employee who has been issued a credit card and who is authorized to make purchase in accordance with this policy.
- 1.2. **CAO** means Chief Administrative Officer.
- 1.3. **Corporate Credit Card Administrator** means the Manager of Finance or delegate.
- 1.4. **Credit Card Use Authorization Agreement** means a contract to define the limits and use for Greenview issued credit cards provided to Councillors and employees in order to make purchase of goods and services.
- 1.5. **Director** means the Directors of Infrastructure and Planning, Community Services and Corporate Services.
- 1.6. **Greenview** means Municipal District of Greenview No. 16.

2. POLICY STATEMENT

- 2.1. Greenview may issue Corporate Credit Cards to Council Members as per resolution of Council.
- 2.2. Greenview employees may be issued corporate Credit Cards as approved by the CAO. The use of the Corporate Credit Card for Greenview business will not circumvent the intention or application of any other Greenview policy.
- 2.3. Greenview Councillors may be issued Corporate Credit Cards during Council Orientation following the General Election.
- 2.4. Credit cards may be issued to the CAO, Directors and, Managers on an as-needed basis, after being employed with Greenview for a continuous period of six months. Other employees

may be issued a credit card, on an exception basis, after being employed with Greenview for a continuous period of six months.

- 2.5. A credit card issued in the name of the Councillor or Employee is the property of Greenview.
- 2.6. The Corporate Credit Card will not be used to purchase items or services for personal use. The Corporate Credit Card will not be used to purchase restricted items as defined within this policy.

3. RESPONSIBILITIES & REVIEW

3.1. Corporate Credit Card Administrator(s):

- A) Maintain and control a central record of all cardholders, limits, etc.
- B) Monitor and evaluate spending patterns.
- C) Assist with concerns or card holder inquiries.
- D) Assist in rectifying disputed credit card charges with suppliers and the credit card company.

3.2. Cardholders

- A) Councillors and employees will be required to sign a Credit Card Use Authorization Agreement prior to being issued a credit card.
- B) Cardholders will supply signed and coded receipts for each purchase to Accounts Payable on a monthly basis. If the assigned cardholder cannot produce a receipt, they shall be responsible to reimburse Greenview for the full amount of the charge, for which a receipt is not supplied. Receipts must be legible and show the amounts to purchase.
- C) Take appropriate action to resolve any problem.
- D) Ensure their credit card is secure to avoid risk of unauthorized use.
- E) Return the credit card immediately upon request.
- F) Credit cards may be used for lodging, meals, travel expenses, conferences, workshops and appropriate purchases in accordance with the Expenditure and Disbursement Policy.
- G) Cardholders will use prudence in making purchases.
- H) Lost or stolen credit cards must immediately be reported to the Credit Card company as well as the Manager, Finance & Administration.

3.3. The Reeve or Designate

- A) Will review the monthly statement for the CAO and councillors to ensure purchases are within policy guidelines.

3.4. The Deputy Reeve

- A) Will review the monthly statement for the Reeve to ensure purchases are within policy guidelines.

3.5. The CAO

- A) Will review the monthly statement for Directors to ensure purchases are within policy guidelines.

3.6. Directors

- A) Will review the monthly statement for their department managers (and other) to ensure purchases are within policy guidelines.

3.7. Accounts Payable

- A) Will ensure reviews have been completed within 30 days of statements being available and electronically file the approved statements.

4. CREDIT LIMITS

- 4.1. Credit card limits for employees shall be determined in accordance with the Expenditure and Disbursement Policy to a maximum of \$20,000.
- 4.2. The Reeve and Deputy Reeve’s maximum shall be \$10,000 and Councillor’s maximum shall be \$5,000.

5. CORPORATE CREDIT CARD RESTRICTIONS

- 5.1. The Corporate Credit Card will not be used to purchase items or services for personal use or the purchase of alcohol, unless the purchase is for a corporate event approved by Council and a direct invoice is not possible. Corporate Credit Cards will not be used for the purchase of any other controlled substance.
- 5.2. Any violation of this policy will be investigated and could result in loss of credit card privileges, termination and/or criminal prosecution.
- 5.3. Credit Card may not be used to obtain cash advances.
- 5.4. E-Mail and Internet purchases are prohibited unless the purchase is placed through a secure website.
- 5.5. Employees and Councillors will be required to reimburse Greenview for all costs associated with unauthorized use through direct payment and/or payroll deduction.

