



MUNICIPAL DISTRICT OF GREENVIEW No. 16

POLICY REVIEW COMMITTEE

AGENDA

June 14, 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 3009 Ice Cover Work Operations	p.6
4.2 Policy 2501 Personal Protective Equipment	p.14
4.3 Policy 02-113 Safety Rules and Disciplinary Action	p.19
4.4 Policy 2500 Corporate Health and Safety	p.35
4.5 Policy 2003 Disclosure of Wrongdoing and Reprisal Protection	p.41
4.6 Policy 7500 Economic Development Grant for Beautification	p.52
4.7 Policy 6009 Patios on Public Property	p.58
4.8 Policy 9000 Contract Management	p.65
4.9 Policy 9001 Procurement and Purchasing	p.71
4.10 Policy 9002 Expenditure Officer	p.79
4.11 Policy 1040 Appointment to Boards and Committees	p.85
4.12 Policy 1015 Council Conference and Professional Development	p.94

#5 NEXT MEETING DATE

July 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 March 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 (Virtual)
Member	Councillor Winston Delorme
Member	Councillor Duane Didow

Chief Administrative Officer	Stacey Wabick
Director of Corporate Services	Ed Kaemingh
Director of Infrastructure & Planning	Roger Autio
Director of Community Services	Michelle Honeyman
Director of Planning and Development	Martino Verhaeghe
Legislative Assistant/Recording Clerk	Drew Melvin
Manager of Agriculture Services	Sheila Kaus
Acting Fire Chief / Deputy Fire Chief	Bill Parsons
Manager of Human Resources	Erin Klimp
Community Services Coordinator	Lisa Lenentine

ABSENT

Legislative Services Officer	Sarah Sebo
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#2
POLICY REVIEW
COMMITTEE
AGENDA

MOTION: 23.03.198. Moved by: COUNCILLOR DALE SMITH
That the Policy Review Committee adopt the Agenda of the Policy Review
Committee meeting as presented.

For: Chair Tom Burton, 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

CARRIED

#3
POLICY REVIEW
COMMITTEE
MINUTES

MOTION: 23.03.199. Moved by: COUNCILLOR SALLY ROSSON.
That the Policy Review Committee adopt the minutes of the Policy Review Committee Meeting held on February 15, 2023 as presented.

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

CARRIED

#4
BUSINESS

MOVING/RELOCATION
ALLOWANCE

4.1 "Moving/Relocation Allowance"

MOTION: 23.03.200. Moved by: COUNCILLOR CHRISTINE SCHLIEF
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.

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

CARRIED

RECRUITMENT

4.3 "Recruitment"

MOTION: 23.03.201. Moved by: COUNCILLOR RYAN RATZLAFF
That the Policy Review Committee recommend Council approve Policy 2018 "Hiring of CAO" as presented.

- Legal references, second/third "Cod" to "code"
- 4.2: Add a child of a Councillor member

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

CARRIED

RECRUITMENT

MOTION: 23.03.202. Moved by: COUNCILLOR DAVE BERRY
That the Policy Review Committee recommend Council approve the transfer of Policy 2007 "Recruitment" from a Council policy to an Administrative Policy as 02-01 "Recruitment" as amended.

- 3.2.: Section reference should say 3.1.
- Legal Reference: 'Cod' to 'Code'
- 5.1 C: clarify and/or internal/external hiring. "All recruitment will be advertised internally, followed by an external recruitment process if no internal candidate is found"

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

CARRIED

APPOINTMENT TO BOARDS
AND COMMITTEES

4.4 “Appointment to Boards and Committees”

MOTION: 23.03.203. Moved by: COUNCILLOR SALLY ROSSON.
That the Policy Review Committee recommend Council approve Policy 1040 “Appointment to Boards and Committees” as presented.

DEFERRED

MOTION: 23.03. Moved by: DEPUTY REEVE BILL SMITH
That the Policy review Committee defer Policy 1040 “Appointment to Boards and Committees” to a future PRC meeting.

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

CARRIED

COMMEMORATIVE NAMING

4.5 “Commemorative Naming”

MOTION: 23.03.204. Moved by: REEVE TYLER OLSEN
That the Policy Review Committee recommend Council approve Policy 1043 “Commemorative Naming” as amended.

- Definition for “Vicinity” (Radius, subdivision)
- Remove 2.2, 6.2, 6.3, 6.1: “roads” change for “parks, trails, benches, and green spaces”
- Roads come back to Council for final decision-making

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

CARRIED

4.6 “Letters of Support”

LETTERS OF SUPPORT

MOTION: 23.03.205. Moved by: COUNCILLOR DUANE DIDOW
That the Policy Review Committee recommend Council approve Policy 8003 “Letters of Support” as presented.

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

CARRIED

**GRANDE CACHE EAGLES
NEST HALL**

4.7 “Grande Cache Eagles Nest Hall”

MOTION: 23.03.206. Moved: COUNCILLOR SALLY ROSSON
That the Policy Review Committee recommend Council repeal Policy CO 16
“Grande Cache Eagles Nest Hall Rental” as presented.

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

CARRIED

CREDIT CARD INFORMATION

4.8 “Credit Card Information”

MOTION: 23.03.207. Moved by: REEVE TYLER OLSEN
That Policy Review Committee accept the presentation on Policy 1013 “Credit
Card” for information, as presented.

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

CARRIED

**#5
ADJOURNMENT**

5. Adjournment

MOTION: 23.03.208. Moved by: COUNCILLOR DALE SMITH
That this meeting adjourn at 11:09 a.m.

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

CARRIED

RECORDING CLERK

CHAIR



REQUEST FOR DECISION

SUBJECT:	Policy 3009 Ice Cover Work Operations		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	June 14, 2023	CAO:	MANAGER: EK
DEPARTMENT:	HUMAN RESOURCES	DIR:	PRESENTER: TH/LM
STRATEGIC PLAN:	Governance	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) –

- Occupation Health and Safety Act, S.A. 2020, c.O-2.2
- Occupation Health and Safety Code

Council Bylaw/Policy (cite) – 3009 Ice Cover Work Operations

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve the transfer of policy 3009 "Ice Cover Work Operations" from a Council policy to a Safe Work Procedure, as presented.

BACKGROUND/PROPOSAL:

Policy 3009 Ice Cover Work Operations was adopted April 12, 2015, after careful review Administration has found areas to amend the policy and remove redundancies.

Administration is recommending creating a procedure specific plan of action and clarifying the scope of work which is essential for maintaining high safety standards which are compliant with the Occupational Health and Safety Act, Code and Regulations.

The updated procedure would incorporate best practises from cited documents within the current policy ("Best Practice for Building and Working on Ice Covers in Alberta," and "Field Guide to Working Safely on Ice Covers"). Pertinent information will now be included in the procedure rather than referring employees to secondary sources. It is expected that this will help familiarise employees with their safety responsibilities and PPE when working on ice covers.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Policy Review Committee approving the recommended motion is that it will permit Greenview to have an updated Ice Cover Work safe work procedure that clarifies the intention, direction, and commitment of the organization overall health and safety.

2. There will be no need for future review of the policy 3009 Ice Cover Work Operations by Council and the procedure can be amended as required.

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:

The Health and Safety Department, along with the assistance of the Health and Safety Committee, will review the 5.109 Ice Cover safe work procedure at minimum every three years or as tasks, equipment, materials change, or following an incident.

ATTACHMENT(S):

- Policy 3009 "Ice Cover Work Operations" (Current)
- Procedure 5.109 "Ice Cover Work Safe Work Procedure" (Draft)

Title: ICE COVER WORK OPERATIONS

Policy No: 3009

Effective Date: April 12, 2016

Motion Number: 16.04.135

Supersedes Policy No: (None)



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: The purpose of Ice Cover Work Operations policy is to specify standards for acceptable safety practices for Greenview staff and Contractors engaged in operations on Ice Covers.

DEFINITIONS

Ice Cover – The portion of an ice surface that is floating (buoyant) on a river, lake, pond or peatland and that is capable of carrying an external load.

Readily Available Assistance – Three factors must be assessed when determining if assistance is “readily available” in the event of an injury, illness or emergency:

- (1) Awareness — will other persons capable of providing assistance be aware of the worker’s needs?
- (2) Willingness — is it reasonable to expect those other persons will provide helpful assistance?
- (3) Timelines — will assistance be provided within a reasonable period of time?

Working Alone – Is where a worker is working by themselves and assistance, in the event of an injury, illness or emergency, is not readily available to the worker.

POLICY

- 1. Work, travel, and parking on Ice Covers shall be carried out as a planned work activity that recognizes and reasonably implements controls for the hazards associated with work activities.
- 2. Working Alone on Ice Covers is prohibited.
- 3. Training shall be provided to those working on Ice Covers and include emergency rescue techniques. Supervisors are responsible to schedule training and ensure an acceptable level of competence in trainees. Documentation of this training shall be sent to the Safety Officer who shall update training records and file with the Records Department and Human Resources.
- 4. All staff and contractors shall comply with the “Best Practice for Building and Working on Ice Covers in Alberta” and “Field Guide to Working Safely on Ice Covers”.

5. All staff and contractors shall comply with Occupational Health and Safety legislation of Alberta and any applicable legislation.

6. Safe work procedures that form part of the Greenview Safety Manual shall be implemented by staff and contractors working on Ice Covers.

PROCEDURE

1. Managers shall ensure that Supervisors, contractors and staff conduct job hazard assessments and training appropriate to the Ice Cover work operations.

2. Supervisors shall ensure that Ice Safety Plans are in place prior to work commencing. Ice Safety Plans must include hazard identification, hazard controls, emergency response plans, and mandated personal protective equipment.

3. Ice Safety Plans shall be reviewed at least once daily and when there is a sudden, significant change in weather, new workers, changes in equipment, changes in work tasks, and at reasonable intervals to prevent the development of any unsafe working conditions.

REGULATIONS

1. Greenview Policy Manual
2. Greenview Health & Safety Manual
3. Occupational Health and Safety Act, Regulations, and Code
4. Best Practice for Building and Working on Ice Covers in Alberta, OHS Alberta
5. Field Guide to Working Safely on Ice Covers, OHS Alberta

CURRENT

Title: Ice Cover Work Operations

Procedure No: 5.109

Effective Date: Date approved by Manager

Review Date: (3 Years from date approved)



Purpose: The purpose of an Ice Cover Work Operations safe work procedure is to specify standards for acceptable safety practices for Greenview staff and Contractors engaged in operations on Ice Covers.

1. DEFINITIONS

- 1.1. **Ice Cover** means a portion of an ice surface that is floating (buoyant) on the river, lake pond or peatland and that is capable of carrying an external load.
- 1.2. **OHS** means Occupational Health and Safety.
- 1.3. **Working Alone** means a worker who is working by themselves and in the event of an injury, illness or emergency, assistance is not readily available to the worker.

2. RELEVANT LEGISLATION

- 2.1 OHS Part 12, Section 195, Working on Ice.
- 2.2 Alberta's Best Practice for Building and Working Safely on Ice Covers.

3. SUPERVISOR RESPONSIBILITY

- 3.1. The supervisor is responsible for the work shall.
 - A) Ensure all workers required to travel or work around ice are made aware of the hazards.
 - B) Ensure all workers have read and understand this safe work procedure and relevant hazards.
 - C) Ensure workers travelling and working around ice are properly trained.
 - D) Ensure all relevant personal protective equipment is provided to the workers and they are trained in the proper use of.
 - E) Ensure all equipment is in working condition.

4. WORKER RESPONSIBILITY

- 4.1. The worker shall:
 - A) Ensure all hazards are identified and controlled as reasonably practicable.
 - B) Ensure to select and use the appropriate personal protective equipment.
 - C) When Working Alone ensure to follow the applicable safe work procedures.
 - D) Ensure to read and comply with this procedure, best practices, field guidelines for working on ice covers and OHS legislation.

5. IDENTIFIED HAZARDS

- 5.1. The following are pre identified hazards of working on ice covered water:
- A) Drowning;
 - B) Cold weather, water exposure (hypothermia);
 - C) Snow cover (reduced visibility of ice conditions);
 - D) Slipping and falling;
 - E) Fatigue (added gear, deep snow).

6. TRAINING REQUIRED

- 6.1. Cold water immersion
- 6.2. Emergency rescue
- 6.3. Standard first aid
- 6.4. Competency training
- 6.5. Best practices for Building and Working Safely on Ice Covers in Alberta
- 6.6. Field guide to Working Safely on Ice Covers

7. PERSONAL PROTECTIVE EQUIPMENT

- 7.1. Floatation suit (jacket/pant combo).
- 7.2. Floatation device.
- 7.3. Fall arrest systems, if applicable.
- 7.4. Whistle.

8. PROCEDURE

- 8.1. All possible frozen bodies of water shall be identified, controls are put in place and routes are to be planned accordingly.
- 8.2. Travelling or working on frozen bodies of water shall only occur when deemed necessary to complete a job or when no other routes exist.
- 8.3. If work is to be conducted on ice where water is more than 1 metre deep at any point, it must be determined that the ice will support the load.
- 8.4. A communication plan must be implemented and followed. Where communication services are limited ensure a secondary communication device such as Zoleo's are used.
- 8.5. An emergency response plan is to be developed and communicated before any travel and or work on ice begins.
- 8.6. If there is a sudden or significant change in the weather, new works, changes in equipment or work task the Ice safety plan shall be reviewed at least once per day or reasonable intervals to prevent the development of any unsafe working conditions.

8.7. If worker is to fall through the ice, self-rescue is the preferred option:

- A) Worker is to kick feet to become parallel with the ice and use ice picks to begin the self-rescue process.
- B) If self-rescue is not an option, other worker to throw a safety line or object to aid in the rescue.
- C) The rescuing worker is to remain on solid ground to ensure a solid stance.
- D) Once out of the water, the worker is to remain flat to ice and either crawl, roll, or be pulled by the rescuing worker to solid ground.
- E) Wet clothing is to be removed and dried.
- F) When at all possible, ensure an additional means of travel is available. I.e., two ATV's, snowmobiles, or Argos.
- G) Avoid crossing ice when visibility is reduced due to time of day or weather conditions.
- H) Working on frozen bodies of water should be avoided whenever possible and be done only as a last resort. Test the thickness of the ice prior to the start of travel or work on ice coverings and as often during the course of the work as necessary.
- I) When testing, learn as much as possible about the ice conditions. Testing should be done by two persons on foot and proceed with caution.
- J) The worker(s) must wear PPE, communication device and ice picks. If Working Alone, worker must be tied off and anchored on solid land. To gauge integrity of the ice, worker will make a hole in the ice and assess the ice integrity.
- K) Testing the ice for thickness by.
 - i. Observe the ice to see if there are any cracks, breaks, holes, open water, weak spots, or abnormal surfaces and to identify the colour(s) of the ice to decide if safe to proceed to next step of testing the ice.
 - ii. While testing ice for thickness ensure all PPE is worn and tools readily available and workers should stay about 10 metres (20 feet) apart. .
 - iii. If alone securely attached rope to your person and firmly anchored to snowmobile, tree, etc. on shore.
 - iv. If the edge of the ice is not solid, has cracks or is slushy, avoid going out on.
 - v. Use an axe or ice auger to determine firmness by make a hole to determine if at least 4" thickness.
 - vi. Do not walk on ice less than 4" thick. NOTE: Even at 9" – 10" thickness, there may be unforeseen hazards such as flowing current underneath that could weaken the ice.
 - vii. Record ice thickness, location, date, and time.
- L) Ice thickness charts:
 - i. Blue Ice: Blue ice is the strongest ice, as it forms vertical columnar crystals that contain few air bubbles. It is formed by a quick drop in temperature and appears to be blue because it is clear enough to see the water underneath it.
 - ii. White (snow) Ice: This type of ice contains a significant amount of air bubbles and forms on top of the surface ice by natural or man-made flooding of snow. It is considered to be 50% weaker than blue ice.

Blue Ice		Maximum Load Capacity
Inches	Centimeters	
<4	<10	Unsafe for one person
4	10	One-person, multiple employees must remain at least 3 meters apart
7	18	One person with snowmobile and sled
13	33	Light-duty vehicles separated by a safe driving distance (100M) (i.e., truck)

White/Snow ice		Maximum Load Capacity
Inches	Centimeters	
<8	<20	Unsafe for one person
8	20	One-person, multiple employees must remain at least 3 meters apart
14	36	One person with snowmobile and sled
26	66	Light-duty vehicles separated by a safe driving distance (100M) (i.e., truck)

9. EQUIPMENT

- 9.1. Snowmobile
- 9.2. UTV/ATV
- 9.3. Ice pick
- 9.4. Buoyant polypropylene rescue rope

10. PRE-USE INSPECTION

- 10.1. Prior to operating power mobile equipment or using any other tools, equipment, or PPE, a pre-use inspection of equipment must be completed to ensure it is in safe operating condition as per manufactures instructions, safe work procedure and or policy.
- 10.2. Inspections must be conducted by a competent worker.
- 10.3. If an inspection indicates equipment is hazardous or potentially hazardous the equipment is locked out and inform the supervisor and not put into operations.
- 10.4. The defective tools or equipment is not placed into operation until defect is repaired, or unsafe condition is corrected.
- 10.5. Record of the inspection and maintenance of equipment is kept at the worksite and readily available to the worker.

11. USE/OPERATION

- 11.1. Use and operate all tools and equipment are as per manufactures specifications and regulations.

12. CLEAN-UP

- 12.1. Conduct an after-use inspection of all tools and equipment.
- 12.2. Establish and maintain good housekeeping practices by picking up any garbage or loose materials by storing in a refuse container and dispose of properly.



REQUEST FOR DECISION

SUBJECT:	Policy 2501 Personal Protective Equipment		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	June 14, 2023	CAO:	MANAGER: EK
DEPARTMENT:	HUMAN RESOURCES	DIR:	PRESENTER: TH/LM
STRATEGIC PLAN:	Governance	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) –3006 Personal Protective Equipment Policy.

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 2501 “Personal Protective Equipment” as presented.

BACKGROUND/PROPOSAL:

Policy 3006 has been reviewed as per the 2023 Policy Review Schedule and has been amended to conform to the 2021 safety maintenance audit recommendations.

The policy has been revised to include responsibilities, update definitions, and changes have been made to sentence structure to ensure clarity. As well, the policy has been renumbered so that it aligns with other health and safety policies.

The updated policy will ensure that supervisors and employees will better understand their role in the disbursement and use of personal protective equipment.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Policy Review Committee approving the recommended motion is that it will permit Greenview to have an updated Personal Protective Equipment policy that clarifies the intention, direction, and commitment of the organization to health and safety.

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:

Review of the Personal Protective Equipment Policy in three years.

ATTACHMENT(S):

- Policy 3006 "Personal Protective Equipment (PPE) Policy" (Current)
- Policy 2501 "Personal Protective Equipment" (Draft)

Title: PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

Policy No: 3006

Approval: Council

Effective Date: January 13, 2015

**Supersedes Policy No: PPE Policy
Safety Manual**



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Policy Statement: The Municipal District of Greenview No. 16 (Greenview) shall establish the standard and proper usage of personal protective equipment in compliance with Occupational Health and Safety legislation.

Purpose: The Personal Protective Equipment (PPE) Policy & Procedure shall make requirements for personal protective equipment as determined by Job Hazard Analysis, legislation and where other controls are inadequate. Personal protective equipment is part of the overall Occupational Health & Safety Program and is intended to be used in combination with other safe work practices to provide protection from work place hazards.

Principles:

1. When the hazard cannot be removed or controlled adequately, approved personal protective equipment must be used if the work process is to continue.
2. The proper use of personal protective equipment can provide an additional degree of protection against harm or injury in the workplace and therefore its importance must be established.
3. It is the responsibility of all persons at a Greenview work site to follow the requirements for the use of PPE where they pertain to their respective activities and job duties.
4. Greenview may supply and make requirements for using specified personal protective equipment. Allowances provided for specified personal protective equipment shall be used first in accordance with the provisions of the allowance.
5. When employees provide their own protective equipment the supervisor must be informed, and make assessments to ensure it meets Greenview personal protective equipment standards and any applicable legislation. The Safety Officer may assist in making personal protective equipment assessments.

Regulations:

1. Occupational Health & Safety (OHS) Code Alberta Part 18
2. Applicable standards Canada Standards Association (CSA)
3. Greenview Staff Agreement

Title: Personal Protective Equipment ~~(PPE) POLICY~~

Policy No: ~~3006~~2501

Effective Date: January 13, 2015

Motion Number:

Supersedes Policy No: 3006

Department: Health and Safety

Review Date: (3 Years from date approved)



Legal References:

Occupational Health and Safety Code,
Part 18 Personal Protective Equipment.

Canadian Standards Association (CSA)

Cross References:

Policy 3016 "Safety Rules"
Policy 3013 "Safety Training and Communication"
Policy 3008 "Contractor Health and Safety Management"
Policy 3001 "Safety Infractions"

Purpose: ~~The Personal Protective Equipment (PPE) Policy & Procedure shall make requirements for personal protective equipment as determined by Job Hazard Analysis, legislation and where other controls are inadequate. Personal protective equipment is part of the overall Occupational Health & Safety Program and is intended to be used in combination with other safe work practices to provide protection from work place hazards.~~

The purpose of this policy is to ensure the proper use and selection of Personal Protective Equipment (PPE) provides an additional degree of protection against harm or injury in the workplace; therefore, its importance must not be underestimated. PPE is intended to be used in conjunction with, and never to the exclusion of, other safe workplace practices.

1. DEFINITIONS

- 1.1. **CSA** means Canadian Standards Association.
- 1.2. **Greenview** means Municipal District of Greenview No. 16.
- 1.3. **JHA** means Job Hazard Assessment.
- 1.4. **OHS** means Occupational Health and Safety.
- 1.5. **PPE** means personal protective equipment.
- 1.6. **SWP** means Safe Work Procedure.

2. POLICY STATEMENT

- 2.1. ~~The Municipal District of Greenview No. 16 (Greenview)~~ Greenview shall ~~establish~~ comply the with the standard ~~and~~ of proper selection, use and maintenance ~~usage~~ of personal protective equipment in compliance with Occupational Health and Safety legislation, ~~established~~ SWPs and Code of Practice.

3. PROCEDURE

- 3.1. When the hazard cannot be removed or controlled adequately, approved personal protective equipment must be used if the work process is to continue.
- 3.2. The proper ~~selection~~, use, ~~and of maintenance~~ personal protective equipment can provide an additional degree of protection against harm or injury in the workplace. ~~and therefore its importance must be established.~~
- 3.3. It is the responsibility of all persons at a Greenview work site to follow the requirements for the use of PPE where they pertain to their respective activities and job duties ~~as outlined in the JHA.~~
- 3.4. Greenview may supply and make requirements for using specified ~~PPE personal protective equipment~~. Allowances provided for specified ~~PPE personal protective equipment~~ shall be used first in accordance with the provisions of the allowance.
- 3.5. ~~Where employees~~ a worker provides their own protective equipment the supervisor must be ~~informed, and informed and~~ conduct an assessment to ensure it meets Greenview's ~~PPE personal protective equipment~~ standards and any applicable legislation. The Safety ~~Officer~~ department may assist in making ~~PPE personal protective equipment~~ assessments.

4. EMPLOYER RESPONSIBILITIES

- 4.1. If the hazard assessment indicates the need for personal protective equipment, an employer must ensure that:
 - A) Workers wear personal protective equipment that is correct for the hazard and protects workers,
 - B) Workers properly use and wear the personal protective equipment,
 - C) The personal protective equipment is in a condition to perform the function for which it is designed, and
 - D) Workers are trained in the correct use, care, limitations and assigned maintenance of the personal protective equipment.
 - E) Ensure that the use of PPE does not itself endanger the worker.

5. EMPLOYEE RESPONSIBILITIES

- 5.1. A worker must use and wear properly the appropriate personal protective equipment specified in this Code in accordance with the training and instruction received and shall:
 - A) Inspect the personal protective equipment before using it, and
 - B) Not use personal protective equipment that is unable to perform the function for which it is designed.



REQUEST FOR DECISION

SUBJECT:	Administrative Policy 02-113 “Safety Rules and Disciplinary Policy”		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	June 14, 2023	CAO:	MANAGER:
DEPARTMENT:	HUMAN RESOURCES	DIR:	PRESENTER: TH/LM
STRATEGIC PLAN:	Governance	LEG:	SS

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) –

- Staff Agreement, Article 11 – Workplace Discipline
- Code of Conduct 2.2 – Confined Space
- Procedure No. 5.33 – Ground Disturbance, Excavating, and Trenching

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council transfer Policy 02-113 “Safety Rules and Disciplinary Policy” from a Council policy to an Administrative Policy as presented.

BACKGROUND/PROPOSAL:

Administration is recommending that policies 3016 “Safety Rules,” 3001 “Safety Infractions” and 3001-01 “Safety Infractions” be combined as administrative policy 02-113 “Safety Rules and Disciplinary Policy.”

Administration has found an opportunity to amend the policies to reduce redundancy and clarify the requirements under Occupational Health and Safety Act, Code and Regulation. The above-mentioned policies only pertain to staff, which is why it is being recommended to transfer them to an Administrative policy. Greenview is committed to safety and these policies have not been reviewed by Administration or Council since 2014.

As an administrative policy this will be under the authority of the Chief Administrative Officer.

Upon the policy approval by Policy Review Committee, Administration will bring a motion to Council to request the repeal of Policies 3016, 3001, 3001-01.

BENEFITS OF THE RECOMMENDED ACTION:

1. Improved clarity on expectations of workers from all levels of the organization regarding their individual responsibilities and accountability for non-compliance to the health and safety legislation.

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 to remain a Council policy. However Administration does not recommend this as the policy creates internal processes for staff to follow.

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 incorporate any amendments made by the Policy Review Committee.

If approved, Council will be presented with an additional motion to repeal policies 3016 "Safety Rules," 3001 "Safety Infractions," and procedure 3001-01 "Safety Infractions."

ATTACHMENT(S):

- Procedure 3001-01 "Safety Infractions" (Current)
- Policy 3001 "Safety Infractions" (Current)
- Policy 3016 "Safety Rules" (Current)
- Administrative Policy 02-113 "Safety Rules and Disciplinary Policy" (Draft)



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Procedure Title: SAFETY INFRACTIONS

Procedure No: 3001-01

Approval: CAO

Effective Date: September 9, 2014

Supersedes Procedure No: HR 07

1. Definitions

- 1.0 If an employee observes an unsafe work habit being practiced by another employee or contractor, or an unsafe working condition, the employee will immediately take the necessary steps to correct the situation.
- 2.0 The employee observing the infraction will immediately report it to the employee's supervisor, who in turn will advise the Health and Safety Committee *in writing*.
- 3.0 Disciplinary action up to and including termination for cause will be taken against any employee who violates established workplace safety requirements. The supervisor will discipline the employee who created the unsafe condition, or specific incident, in the following manner:
 - 3.1 *First offence* - verbal warning from supervisor.
 - 3.2 *Second offence* - written reprimand from supervisor.
 - 3.3 *Third offence* - written suspension from supervisor.
 - 3.4 *Fourth offence* - dismissal by the C.A.O.
- 4.0 A supervisor or the C.A.O. may discipline the employee to a greater degree if the unsafe condition or action is of a severe nature.

2. End of Procedure

Approved: 10.03.824

Title: SAFETY INFRACTIONS

Policy No: 3001

Approval: Council

Effective Date: September 9, 2014

Supersedes Policy No: (HR 07)



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Policy Statement: The Municipal District of Greenview No. 16 (Greenview) strives to create and maintain a safe workplace in order to minimize and/or prevent occupational injuries and illnesses. Consistent and continuous efforts by all employees will be directed to preventing workplace accidents and maintaining the workplace and equipment in a safe condition. At all times, the M.D., its employees, and contractors are required to observe and comply with the requirements of the *Alberta Occupational Health and Safety Act*, *Occupational Health and Safety Code* and *Workers Compensation Act* and their regulations.

Purpose: The purpose of establishing minimum guidelines for providing and maintaining a safe work environment for all employees. Everyone who undertakes, or has the authority, to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from the work or task.

Approved: 10.03.824

Title: Safety Rules

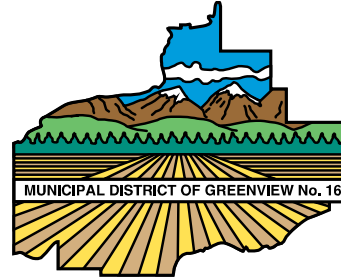
Policy No: 3016

Effective Date: January 14, 2020

Motion Number:20.01.25

Approved by: CAO

Review Date: January 14, 2023



Purpose: The purpose of this policy is to outline the general safety rules for Greenview.

DEFINITIONS

CSA means Canadian Standards Association.

FLHA means a Field Level Hazard Assessment.

JHA means Job Hazard Assessment.

Powered Mobile Equipment is any equipment that is a self-propelled machine that assists in the movement or transport of a worker’s materials or provides a work platform for workers.

PPE means Personal Protective Equipment.

OH&S means Occupational Health and Safety

POLICY

1. Policy Statement:

- 1.1 Greenview will take every practicable action to assure safe and efficient work operations. The Greenview management team does require that each and every worker will actively participate in the Safety Program to ensure completion of work safely; to minimize exposure to personal hazard; and to provide a safe work place for all.
- 1.2 A **competent worker** means an adequately qualified, suitably trained individual and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision. Work that may endanger a worker must be completed by a worker who is competent to do the work, or by a worker who is working under the direct supervision of a worker who is competent to do the work. All workers must be trained in procedures until they are deemed competent. A competent person (Supervisors, Lead Hand, etc.) must verify that a worker is competent to perform their roles and responsibilities before being allowed to work independently.

THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER OH&S REGULATIONS. ALL WORKERS MUST BE FAMILIAR WITH THE OH&S ACT, REGULATIONS AND CODE.

2. Safety Rules:

- 2.1 The following safety rules require mandatory compliance. This list does not cover all the safety requirements workers will be expected to follow, but is intended as a reminder of the more obvious conditions. **It is the individual responsibility of the worker to practice safe working habits.** A successful Safety Program requires the total involvement of all concerned.
- 2.2 Failure to follow safety rules can lead to serious injury or death. If you have any questions regarding safety ask your supervisor. If they cannot answer the question, it will be referred to the Safety Representative or the Safety Committee.
- 2.3 No worker shall work unsafely. Greenviews workers have the right and the responsibility to refuse to do unsafe work.
- 2.4 No worker is to commence work without completing the Greenview Worker Orientation Questionnaire.
- 2.5 USE GOOD HOUSEKEEPING PRACTICES. Put everything you use in its proper place and keep your work area clean and orderly. Disorder causes injury and wastes time, energy and material.
- 2.6 No worker shall engage in any work without first conducting a Field Level Hazard Assessment (FLHA) and reviewing their Job Hazard Assessment (JHA).
- 2.7 No worker will Work Alone until completion of a detailed Hazard Assessment and an effective means of communication has been established.
- 2.8 All hazardous conditions are to be reported to your immediate supervisor without delay in order that they can be corrected.
- 2.9 All injuries, incidents and near misses (no matter how slight) will be reported IMMEDIATELY to your supervisor.
- 2.10 All PPE will be inspected daily for damage and prior to use.
- 2.11 CSA approved safety glasses will be worn at all times in areas where they are required.
- 2.12 Special eye and face protection will be worn when required by the job or in locations where airborne debris may cause eye damage.
- 2.13 Workers are required to wear appropriate gloves at all times, when their completed FLHA deems gloves necessary. Glove selection will be advised in the hazard assessment for that specific task.
- 2.14 Long pants and long sleeve shirts will be worn at all times on the job site if the FLHA deems it necessary.
- 2.15 High visible vests shall be worn at all times in the work areas excluding office administration.
- 2.16 Hearing protection devices are available and are to be used when necessary. Decibel limits will be posted along with proper hearing protection required for that area.
- 2.17 CSA approved safety footwear will be worn at all times in work areas excluding office administration.
- 2.18 Respirators will be required for certain tasks and that will be outlined in the hazard assessment.
- 2.19 Fall protection system must be in place prior to **working at heights in excess of 10 feet feet/3 metres.**

- 2.20 Harnesses and tie off is mandatory while moving or working inside the basket of any aerial work platform.
- 2.21 All Fall Protection Equipment will be inspected prior to use.
- 2.22 No worker shall prepare to enter a confined space without following the procedures as described in Confined Space Entry procedure.
- 2.23 Lockout shall not be performed without following the procedures described in Lockout Procedure.
- 2.24 Only ticketed competent workers are permitted to operate any Aerial Work platform.
- 2.25 Proper slings, chokers, etc. shall be used for all lifting. If proper gear is not readily available, take the time to find and use the proper gear.
- 2.26 Any excavation greater than 4 feet in depth must have an Excavation permit in place.
- 2.27 No worker shall enter an open excavation greater than 4 feet in depth, which is not properly sloped to the OH&S standard of 45 degrees or has a proper shoring installed.
- 2.28 Become familiar with location of all emergency exits, wash and shower stations, fire stations, and other safety equipment.
- 2.29 No worker is permitted to modify or remove safety accessories or guards from any piece of equipment.
- 2.30 No worker is permitted to tamper with, change or adjust any setting on equipment being used by other workers.
- 2.31 No Worker is permitted to operate any powered mobile equipment unless trained and competent to do so.
- 2.32 All workers must complete a visual inspection on any powered mobile equipment before starting.
- 2.33 Wear seatbelts in all powered mobile equipment and automobiles at all times.
- 2.34 A spotter is required when moving equipment in congested work areas.
- 2.35 All incidents involving powered mobile equipment and automobiles must be **immediately** reported to your supervisor.
- 2.36 All ladders must be secured against movement and placed on a base that is stable.
- 2.37 All ladders must be safely secured at the top. Maintain three-point contact when accessing ladders and equipment.
- 2.38 Work must not be performed from the top two rungs of a step ladder or cleats of a portable ladder unless specifically approved by the manufacturer.
- 2.39 Smoking is permitted only in designated areas which are outlined in Greenview smoking policy.
- 2.40 Safety Data Sheets for all hazardous materials that you may be using are available from the Supervisor or Safety Representative and should be consulted before handling any hazardous material.
- 2.41 Keep all flammable liquids in properly marked safety cans (acetone, gasoline, diesel oil, etc.) in accordance with WHMIS guidelines; store in a suitable area.
- 2.42 When working on roadways, within Greenview, all traffic control signs and barriers need to be erected to let the public know of the hazards that are within that work location.

- 2.43 Workers must attend all prescribed Safety Meetings.
- 2.44 The use of drugs or alcoholic beverages on the job site will be cause for immediate removal from job site.
- 2.45 If you are currently or have been prescribed any medication that may cause adverse effects while working for Greenview, please speak with your supervisor to ensure all appropriate precautions are taken.
- 2.46 All workers are responsible to protect the health and safety of themselves and other persons at or in the vicinity of the work site while the worker is working.
- 2.47 Working safely is a mandatory requirement.
- 2.48 All volunteers working within the perimeters of Greenview need to also adhere to these safety rules outlined in this document.
- 2.49 All Contractors working within the perimeters of Greenview need to also adhere to these safety rules outline in this document.
- 2.50 The above rules and the Occupational Health and Safety act, regulations and code are policy on all Greenview job sites.

By signing below, I acknowledge that I have read and understood this policy, and accept all responsibilities outlined within.

Worker Print Name	Signature	Date

Witness Print Name	Signature	Date

ARTICLE 10

Probationary Period of Employment

- 10.1 Newly hired permanent full-time employees shall serve a probationary period of six (6) months.
- 10.2 Newly hired permanent part-time employees shall serve a probationary period of six (6) months.
- 10.3 The purpose of the probationary period of employment is to allow Greenview a suitable period of time to determine the overall suitability of the new employee.
- 10.4 A probationary employee may be terminated without notice or cause at any point during the probationary period.
- 10.5 The probationary period of a permanent employee may be extended one (1) time for an additional six (6) months with the written approval of the Chief Administrative Officer.
- 10.6 An employee who is still in their probationary period of employment will be eligible to apply for positions within Greenview. If successful in the application for a subsequent position, the employee will be treated as a new hire for probation purposes.
- 10.7 Internally promoted employees will still be subject to a probationary period in accordance with Article 10.6. This period may be shortened to three (3) months at the discretion of the General Manager or CAO.
- 10.8 Internal promotions may be granted on a trial basis. If within the probationary period of six (6) months either the employee or the Manager feel that new position is not the right fit, they may request to return to or be returned to their former position if that position is still open. This decision will be made at the discretion of the General Manager or Chief Administrative Officer and will be based on operational feasibility. For clarification, an internally promoted employee is not entitled to a trial period and, if granted, may not be granted the full six (6) month trial

ARTICLE 11

Workplace Discipline

- 11.1 The Parties to this Agreement agree that the purpose and nature of workplace discipline is to effect a positive change in workplace behaviour.
- 11.2 Discipline should always be administered fairly and within the parameters of due process. Discipline should follow a progression of actions, each designed to give the employee every opportunity to successfully correct inappropriate behaviour. The progression should normally apply as follows:
 - 11.2.1 Pre-Discipline. Pre-discipline is a documented coaching and training intervention with the employee to ensure awareness, understanding and capability.
 - 11.2.2 Verbal Warning. Verbal warning is a documented discussion and cites the specific

behaviours that are required to change and must indicate to the employee that failure to correct the behaviour will result in formal discipline.

11.2.3 **Written Warning.** Written warning is a documented discussion and cites the specific behaviours that are required to change and must indicate to the employee that failure to correct the behaviour places the employment relationship at risk. It also indicates that the onus of responsibility for change rests with the employee.

11.2.4 **Suspension.** Suspension without pay must be documented and must cite the specific behaviours that have resulted in the suspension, the specific behaviours that must change and must indicate to the employee that failure to correct the behaviour will result in termination at the next occurrence. It reinforces for a final time that the onus of responsibility for change rests with the employee.

11.2.5 **Termination.** Termination of employment with cause must cite the specific behaviours that have resulted in the termination. If warranted, due to compelling mitigating factors, the employee may be demoted with the written approval of the Chief Administrative Officer.

11.3 Notwithstanding the provisions of Article 10.2, misconduct of a serious nature that violates the trust of the employment relationship may result in discipline that skips steps in the progression based on the serious nature of the conduct, up to and including the potential for immediate termination with cause. Examples of serious misconduct may include, but are not limited to, theft, fraud, intoxication or impairment (alcohol, legal or illegal substances), physical assault, dishonesty, and unethical behavior, violation of the oath of confidentiality and/or serious breach of health and safety policies.

11.4 All employee disciplinary action shall be conducted with the Human Resources Manager and/or the employee's Manager or General Manager.

ARTICLE 12

Dispute Resolution

12.1 If a difference between an employee and Greenview arises out of the interpretation, application, or administration of any aspect of the Staff Agreement the employee shall first seek to settle the difference through discussion with the immediate supervisor. If the difference cannot be resolved the employee may, within ten (10) business days, advance the matter to step 1 of the dispute resolution procedure.

12.2 **Step 1:** The dispute must be submitted in writing and delivered to the Human Resources Manager. The dispute must indicate the nature of the disagreement, the specific clauses, or clauses, of the Staff Agreement that are alleged to have been violated and the redress sought. The Human Resources Manager shall investigate and reply in writing to the employee within ten (10) business days of the receipt of the dispute. If the matter is not resolved at this point, the employee may advance the matter to Step 2.

12.3 **Step 2:** Within ten (10) days of receipt of the decision of the Human Resources Manager, the dispute may be advanced to Step 2 by submitting to the General Manager a copy of the original dispute along

Title: Safety Rules and Disciplinary Policy

Policy No: 02-113

Effective Date: Date approved by the CAO

Responsible Department: Health and Safety

Supersedes Policy: 3001 / 3001-01 / 3016

Review Date: (3 Years from date approved)



Legal References:

Occupational Health and Safety Act, S.A. 2020, c.O-2.2.
Occupational Health and Safety Code.

Cross References:

Employee Staff Agreement, Article 11 Workplace Discipline.
2.2 Confined Space Code of Practice.
Procedure No. 5.33 Ground Disturbance, Excavating, and Trenching.

Purpose: The purpose of this policy is to outline the general safety rules and disciplinary guidelines for Greenview employees to review and follow to minimize occupational hazards.

~~The Municipal District of Greenview No. 16 (Greenview) strives to create and maintain a safe workplace in order to minimize and/or prevent occupational injuries and illnesses. Consistent and continuous efforts by all employees will be directed to preventing workplace accidents and maintaining the workplace and equipment in a safe condition. At all times, the M.D., its employees, and contractors are required to observe and comply with the requirements of the Alberta Occupational Health and Safety Act, Occupational Health and Safety Code and Workers Compensation Act and their regulations.~~
~~The purpose of this policy is to outline the general safety rules for Greenview.~~

1. DEFINITIONS

- 1.1. **CSA** means Canadian Standards Association.
- 1.2. **Competent Worker** means an adequately qualified, suitably trained individual and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.
- 1.3. **FLHA** means Field Level Hazard Assessment.
- 1.4. **Greenview** means Municipal District of Greenview No. 16.
- 1.5. **JHA** means Job Hazard Assessment.
- 1.6. **Powered Mobile Equipment** means any equipment that is a self-propelled machine that assists in the movement or transport of a works, worker’s material or provides a platform for worker.
- 1.7. **PPE** means Personal Protective Equipment.

1.8. **OH&S** means Occupational Health and Safety.

1.9. **SDS** means Safety Data sheets.

2. POLICY STATEMENT

- ~~2.1. The purpose of establishing minimum guidelines for providing and maintaining a safe work environment for all employees. Everyone who undertakes, or has the authority, to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from the work or task.~~
- 2.2. Greenview will take every practicable action to assure safe and efficient work operations, and ~~The Greenview management team does~~ requires that each and every all workers to ~~will~~ actively participate in the safety program to ensure completion of work safely, to minimize exposure to personal hazard, and to provide a safe workplace for all.
- ~~2.3. A competent worker means an adequately qualified, suitably trained individual and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision. Work that may endanger a worker must be completed by a worker who is competent to do the work, or by a worker who is working under the direct supervision of a worker who is competent to do the work. All workers must be trained in procedures until they are deemed competent. A competent person (Supervisors, Lead Hand, etc.) must verify that a worker is competent to perform their roles and responsibilities before being allowed to work independently.~~

~~**THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER OH&S REGULATIONS. ALL WORKERS MUST BE FAMILIAR WITH THE OH&S ACT, REGULATIONS AND CODE.**~~

3. PROCEDURE

- 3.1. If a worker observes an unsafe work habit being practiced by another worker or contractor, or an unsafe working condition, the worker will immediately report the infraction to their supervisor. The supervisor will then take the necessary steps to correct the unsafe situation. Where a worker violates the established workplace safety requirements, the supervisor will discipline the employee who created the unsafe condition, or specific incident as outlined in Article 11 Workplace Discipline.
- 3.2. Article 11, Workplace Discipline:
- A) The Parties to this Agreement agree that the purpose and nature of workplace discipline is to effect a positive change in workplace behaviour.
 - B) Discipline should always be administered fairly and within the parameters of due process. Discipline should follow a progression of actions, each designed to give the employee every opportunity to successfully correct inappropriate behaviour. The progression should normally apply as follows:
 - i. Pre-Discipline: Pre-discipline is a documented coaching and training intervention with the employee to ensure awareness, understanding and capability.
 - ii. Verbal Warning: Verbal warning is a documented discussion and cites the specific behaviours that are required to change and must indicate to the employee that failure to correct the behaviour will result in formal discipline.
 - iii. Written Warning: Written warning is a documented discussion and cites the specific behaviours that are required to change and must indicate to the employee that failure to correct the behaviour places the employment relationship at risk. It also indicates that the onus of responsibility for change rests with the employee.

- iv. Suspension: Suspension without pay must be documented and must cite the specific behaviours that have resulted in the suspension, the specific behaviours that must change and must indicate to the employee that failure to correct the behaviour will result in termination at the next occurrence. It reinforces for a final time that the onus of responsibility for change rests with the employee.
 - v. Termination: Termination of employment with cause must cite the specific behaviours that have resulted in the termination. If warranted, due to compelling mitigating factors, the employee may be demoted with the written approval of the Chief Administrative Officer.
- C) Notwithstanding the provisions of Article 10.2, misconduct of a serious nature that violates the trust of the employment relationship may result in discipline that skips steps in the progression based on the serious nature of the conduct, up to and including the potential for immediate termination with cause. Examples of serious misconduct may include, but are not limited to, theft, fraud, intoxication or impairment (alcohol, legal or illegal substances), physical assault, dishonesty, and unethical behavior, violation of the oath of confidentiality and/or serious breach of health and safety policies.
- D) All employee disciplinary action shall be conducted with the Human Resources Manager and/or the employee's Manager or Director.

4. SAFETY RULES

- 4.1. The following safety rules require mandatory compliance. This list does not cover all the safety requirements workers will be expected to follow, however is intended as a reminder of the more obvious conditions. It is the individual responsibility of the worker to practice safe working habits. A successful safety program requires the total involvement of all employees.
- 4.2. Failure to follow safety rules can lead to serious injury or death. If you have any questions regarding safety ask your supervisor. If they cannot answer the question, it will be referred to the Safety Department and Safety Committee.
- A) No worker shall work unsafely. Greenview workers have the right and the responsibility to refuse unsafe work.
 - B) No worker is to commence work without completing the Greenview worker Orientation.
 - C) Use good housekeeping practices. Put everything you use in its proper place and keep your work area clean and orderly. Disorder causes injury and wastes time, energy, and material.
 - D) No worker shall engage in any work without first conducting a Field Level Hazard Assessment (FLHA) and reviewing their Job Hazard Assessment (JHA).
 - E) No worker will work alone until completion of a detailed hazard assessment and an effective means of communication has been established.
 - F) All hazardous conditions are to be reported to your immediate supervisor without delay in order that they can be corrected.
 - G) All injuries, incidents, and near misses (no matter how slight) will be reported IMMEDIATELY to your supervisor.
 - H) All PPE will be inspected for damage prior to use.
 - I) CSA approved safety glasses will be worn at all times in areas where they are required.
 - J) Special eye and face protection will be worn when required by the job or in locations where airborne debris may cause eye damage.
 - K) Workers are required to wear appropriate gloves at all times, when their completed FLHA deems gloves necessary. Glove selection will be advised in the JHA for that specific task.

- L) Long pants and long sleeve shirts will be worn at all times on the job site if the JHA or FLHA deems it necessary.
- M) High visible vests shall be worn at all times in the work areas excluding office administration.
- N) Hearing protection devices are available and are to be used when necessary. Decibel limits will be posted along with proper hearing protection required for that area.
- O) CSA approved safety footwear will be worn at all times in work areas excluding office administration.
- P) Respirators will be required for certain tasks will be outlined in the JHA, FLHA, and SDS.
- Q) All work performed at heights, shall only be performed by a formally trained and competent worker.
- R) Fall protection system must be in place prior to working at heights in excess of 3 metres/10 feet.
- S) Harnesses and tie off is mandatory while moving or working inside the basket of any aerial work platform.
- T) All fall protection equipment will be inspected prior to use.
- U) No worker shall prepare to enter a confined space without formal training and must follow the procedures as described in Confined Space Code of Practice.
- V) Lockout tagout shall not be performed without following the procedures described in Lockout tagout Procedure.
- W) Only ticketed competent workers are permitted to operate any aerial work platform.
- X) Proper slings, chokers, etc. shall be used for all lifting. If proper gear is not readily available, take the time to find and use the proper gear.
- Y) Any excavation greater than 4 feet in depth must have an Ground Disturbance permit in place.
- Z) No worker shall enter an open excavation greater than 4 feet in depth, which is not properly sloped to the OH&S standard of 45 degrees or has a proper shoring installed and be without formal ground disturbance training
- AA) Become familiar with the location of all emergency exits, wash and shower stations, fire stations, and other safety equipment.
- BB) No worker is permitted to modify or remove safety accessories or guards from any piece of equipment.
- CC) No worker is permitted to tamper with, change or adjust any setting on equipment being used by other workers.
- DD) No worker is permitted to operate any powered mobile equipment unless trained and competent to do so.
- EE) All workers must complete a pre-use inspection on any powered mobile equipment before starting.
- FF) Wear seatbelts in all powered mobile equipment and automobiles at all times.
- GG) All incidents involving powered mobile equipment and automobiles must be immediately reported to your supervisor.
- HH) All ladders must be secured against movement and placed on a base that is stable.
- II) All ladders must be safely secured at the top. Maintain three-point contact when accessing ladders and equipment.
- JJ) Work must not be performed from the top two rungs of a step ladder or cleats of a portable ladder unless specifically approved by the manufacturer.
- KK) Smoking is permitted only in designated areas which are outlined in Greenview smoking policy.
- LL) Safety data sheets for all hazardous materials that you may be using are available from the supervisor, Safety Department or applicable QR code and should be consulted before handling any hazardous material.

- MM) Keep all flammable liquids in properly marked safety cans (acetone, gasoline, diesel oil, etc.) in accordance with WHMIS guidelines; store in a suitable area.
- NN) When working on roadways, within Greenview, all traffic control signs and barriers need to be erected to let the public know of the hazards that are within that work location.
- OO) Workers must participate in all prescribed safety meetings.
- PP) The use or possession of drugs or alcoholic beverages at the worksite will be cause for immediate removal from worksite until an investigation has been completed.
- QQ) If you are currently on or have been prescribed any medication that may cause adverse effects while working for Greenview, please speak with your supervisor to ensure all appropriate precautions are taken.
- RR) All workers are responsible to protect the health and safety of themselves and other persons at or in the vicinity of the work site.
- SS) Working safely is a mandatory requirement.
- TT) All volunteers working within the perimeters of Greenview need to also adhere to these safety rules outlined in this document.
- UU) All contractors working within the perimeters of Greenview need to also adhere to the safety rules outlined in this document.
- VV) The above rules and the Occupational Health and Safety Act, Regulations and Code are policy on all Greenview work sites.

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

SUBJECT:	Policy 2500 Corporate Health and Safety		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	June 14, 2023	CAO:	MANAGER:
DEPARTMENT:	HUMAN RESOURCES	DIR:	PRESENTER: TH/LM
STRATEGIC PLAN:	Governance	LEG:	SS

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 2500 “Corporate Health and Safety,” as presented.

BACKGROUND/PROPOSAL:

Policy 2500, formally policy 3015, has been reviewed to reflect 2021 safety maintenance audit recommendations and as part of the 2023 Policy Review Schedule. The policy has received minor adjustments to sentence structure to ensure clarity. At the request of the safety auditor, accidents are now to be referred to as incidents. This has been reflected in the policy. Although this is a Council policy, the Chief Administrative Officer (CAO) is required to sign it on behalf of Greenview, as directed by the safety audit. The CAO has signed previous versions of this policy.

Additionally, the policy has been numbered to the 2500 series, which henceforth will be used for human resource policies concerning health and safety.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Policy Review Committee accepting the recommended motion is that it will permit Greenview to have an updated Corporate Health and Safety policy, which clarifies the intention, direction and commitment of the organization to health and safety.

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:

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:

Review of the Corporate Health and Safety Policy and up-to-date signed copy prior to the 2024 recertification audit

Council will be presented with an additional motion to repeal the current policy version, Policy 3015 "Corporate Health and Safety."

ATTACHMENT(S):

- Policy 3015 "Corporate Health and Safety" (Current)
- Policy 2500 "Corporate Health and Safety" (Draft)

Title: Corporate Health and Safety Policy

Policy No: 3015

Effective Date: January 25, 2022

Motion Number: 22.01.52

Supersedes Policy No: NONE

Review Date: January 25, 2025



Purpose: The purpose of this policy is to ensure everyone is aware of the Health and Safety Commitment from Greenview.

1. DEFINITIONS

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

2. POLICY

2.1. Greenview is committed to the protection of the Health and Safety of each worker. Greenview is committed to promoting a safe and healthy workplace for all workers, contractors, citizens and visitors. Council and Management support the implementation of a Health and Safety Program, which:

- A) Ensures procedures and practices for safe work performance.
- B) Provides protective equipment as required.
- C) Is committed to providing training to all workers in safety and health practices
- D) Encourages active involvement by all workers in developing and maintaining an effective Health and Safety Program.

2.2. In pursuit of Greenview’s commitment, Greenview will develop, implement and enforce such policies and procedures that promote and provide a healthier, safer work environment. In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and health work environment in accordance with industry standards and legislative requirements. Greenview will strive to eliminate any foreseeable hazards which may result in accidents, personal injury/illness and property damage.

2.3. Greenview is committed to working closely and proactively with Greenview’s Occupational Health and Safety Committee with an aim to prevent injuries and accidents within Greenview’s facilities and on our worksites. Greenview recognize that the responsibilities for health and safety must be shared to effectively maximize our efforts. Active worker involvement is encouraged and in conjunction with good management will help to control the potential for accidents. Safety is the direct responsibility of the CAO, Directors, Managers, Supervisors, workers, and contractors.

2.4. Recognizing that Greenview is engaged in providing public services there is an obligation to provide those services in an efficient, effective and safe manner. All management activities will comply with Greenview’s safety requirements as they relate to planning, operation and

maintenance of facilities and equipment. All workers will perform their jobs properly in accordance with established procedures and safe work practices.

- 2.5. The employer, supervisor and workers at every level are responsible and accountable for Health and Safety. Active participation by all worksite parties in health and safety excellence includes maintaining the physical, psychological and social well-being of Greenview workers.
- 2.6. Please refer to Greenview’s Occupational Responsibility Policy 3012 for guidance on individual work parties’ responsibilities.

3. PURPOSE OF THE HEALTH AND SAFETY PROGRAM

- 3.1. Greenview’s Health and Safety Manual is based on the fundamental concept that through knowledge, cooperation and adherence to provincial legislation and accident prevention measures, a healthy and safe work environment can be achieved.

CURRENT



Chief Administrative Officer

January 25, 2022

Date Approved

Title: Corporate Health and Safety Policy

Policy No: 2500

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 3015

Department: Health and Safety

Review Date: 1 year from Council

Approval



Legal References:

CSA Standard Z45001-19 Occupational Health and Safety Management Systems

Cross References:

Policy 02-115 "Occupational Responsibilities"

Purpose: Greenview supports a safe and healthy working environment. The purpose of this policy is to ensure everyone is aware of the Health and Safety Commitment from Greenview.

1. DEFINITIONS

1.1. **Chief Administrative Officer** means the Chief Administrative Officer of Greenview, or designate.

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

2. POLICY STATEMENT

2.1. Greenview is committed to the protection of the Health and Safety of each worker.

2.2. This policy shall be reviewed annually following the completion of the safety audit.

2.3. Greenview is committed to promoting a safe and healthy workplace for all workers, contractors, citizens, and visitors. Council and Management support the implementation of a Health and Safety Program, which:

- A) Ensures procedures and practises for safe work performance;
- B) Provides protective equipment as required;
- C) Is committed to providing training to all workers in safety and health practises; and
- D) Encourages active involvement by all workers in developing and maintaining an effective Health and Safety Program.

2.4. In pursuit of Greenview's commitment, Greenview will develop, implement, and enforce such policies and procedures which promote and provide a healthy and safe work environment. In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthy work environment in accordance with industry standards and legislative requirements. Greenview will strive to eliminate any foreseeable hazards which may result in ~~accidents~~ incidents that may cause death, property damage, or personal injury or illness.

- 2.5. Greenview is committed to working closely and proactively with Greenview's **Occupational Health and Safety Committee** with an aim to prevent injuries and **accidents incidents** within Greenview's facilities and worksites. Greenview recognizes that the responsibilities for health and safety must be shared to effectively maximize our efforts. Active worker involvement is encouraged and in conjunction with good management will help to control the potential for **accidents-incidents**. Safety is the direct responsibility of the CAO, Directors, Managers, Supervisors, workers, and contractors.
- 2.6. Recognizing that Greenview is engaged in providing public services there is an obligation to provide those services in an efficient, effective, and safe manner. All management activities will comply with Greenview's safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All workers will perform their jobs properly in accordance with established **polices procedures** and safe work **practices-procedures**.
- 2.7. The employer, supervisor and workers at every level are responsible and accountable for health and safety. Active participation by all worksite parties in health and safety excellence includes maintaining the physical, psychological, and social well-being of Greenview workers.
- 2.8. Please refer to Greenview's Occupational Responsibility Policy **3012 02-115** for guidance on individual work parties' responsibilities.

3. PURPOSE OF THE HEALTH AND SAFETY PROGRAM

- 3.1. Greenview's Health and Safety **Manual-Program** is based on the fundamental concept that a healthy and safe work environment can be achieved through knowledge, cooperation, and adherence to provincial legislation, and **accident-incident** prevention measures.

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

SUBJECT: Policy 2003 Disclosure of Wrongdoing and Reprisal Protection
SUBMISSION TO: POLICY REVIEW COMMITTEE REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: June 14, 2023 CAO: MANAGER: EK
DEPARTMENT: HUMAN RESOURCES DIR: PRESENTER: EK
STRATEGIC PLAN: Governance LEG: SS

RELEVANT LEGISLATION:

Provincial –

- Municipal Government Act, R.S.A. 2000, c.M-26.
- Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c.F-25.

Council Bylaw/Policy –

- Bylaw 21-893 “Council Code of Conduct”
 - Policy 2004 “Employee Code of Conduct”
-

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 2003 “Disclosure of Wrongdoing and Reprisal Protection” as presented.

BACKGROUND/PROPOSAL:

Greenview’s Whistleblower Policy and the corresponding Procedure 2003-1 have not been updated since 2013 and are in need of amendment.

Thorough research and review have gone into the necessary requirements for a Whistleblower policy. The intention is to ensure a mechanism exists for safe disclosures that are made in the public interest. Additionally, these policies and procedures are intended to protect any person(s) who brings forward a disclosure of that nature. The draft policy and included procedures were reviewed and updated to provide clear guidance in policy application.

A change to the policy name is recommended by Administration to accurately reflect the intentions of the policy, to reduce fear or stigma of being labelled a ‘whistleblower’ and to align with other municipalities who have also moved away from the ‘whistleblower’ term.

Upon the policy approval by Policy Review Committee, Administration will bring a motion to Council to request the repeal of Policies 2003-01.

BENEFITS OF THE RECOMMENDED ACTION:

1. The updated policy sets out clearer parameters for the disclosure of wrongdoing and reprisal protection.

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:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

If approved Council will be presented with a second motion to repeal Procedure 2003-01 "Whistleblower."

ATTACHMENT(S):

- Policy 2003 "Whistleblower" (Current)
- Policy 2003-01 "Whistleblower" (Current Procedure)
- Policy 2003 "Disclosure of Wrongdoing and Reprisal Protection" (Draft)



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Procedure Title: WHISTLEBLOWER

Procedure No: 2003-01

Approval: CAO

Effective Date: March 12, 2013

Supersedes Procedure No: None

1. Definitions

- 1.1. Lawful authority means any police or law enforcement agency with respect to an offence within its power to investigate; or any person whose duties include the enforcement of provincial or federal law within his or her power to investigate.
- 1.2. Misconduct means conduct which results in, or could result in, a contravention of federal or provincial law, serious breach of Greenview policy, misuse of Greenview's resources, financial mismanagement or misuse of authority. Misconduct also includes any retaliatory measures against any employee who is protected under this procedure.

2. Responsibilities

- 2.1. Chief Administrative Officer, General Managers and Chief Financial Officer to:
 - 2.1.1. Act upon any instance, or potential instance of misconduct brought to his or her attention by any employee, Member of Council, contractor conducting work on behalf of the municipality or member of the public;
 - 2.1.2. Assess concerns brought to their attention and undertake appropriate action which may include the use of internal or external resources, such as law enforcement agencies or professional consulting services, to investigate and resolve the matter;
 - 2.1.3. To resolve any instance of reprisal or retaliation against any employee or any other party acting in good faith who lodges a complaint under the this procedure;
 - 2.1.4. Hold in strict confidence any information or incidence brought forward by an employee or any other party pursuant to this procedure;

2.1.5. In the case of the Chief Financial Officer or a General Manager, report the incident to the Chief Administrative Officer in confidence for information and guidance if necessary; the Chief Administrative Officer will respond to the complainant within 14 days, after which if no response has been received the whistleblower shall escalate their complain to the Reeve and Deputy Reeve.

2.1.6. Assess and identify any policy, procedure or internal changes which may assist in preventing any further such occurrence.

2.2. Staff to:

2.2.1. Report any instances, or potential instances, of misconduct to:

2.2.1.1. Lawful authorities where a breach of law is known or suspected;

2.2.1.2. Report to their General Manager, Chief Financial Officer or Chief Administrative Officer all instances of misconduct immediately.

2.2.2. Where there is an instance of misconduct or potential misconduct involving a General Manager, Chief Financial Officer or Chief Administrative Officer, no staff member shall alert the alleged perpetrator;

2.2.3 Report any instances or potential instances of misconduct regarding the actions of the Chief Administrative Officer to the Reeve and Deputy Reeve.

2.3 Reeve and Deputy Reeve to:

2.3.1 Bring to Council's attention, in camera, at a duly constituted Council meeting or Special Council meeting, any matter brought to their attention regarding the conduct of the Chief Administrative Officer;

2.3.2 If appropriate, employ the use of resources including, but not limited to, opinions from legal counsel, third-party consulting and lawful authorities to assist with investigating the alleged incident or activity.

3. General Provisions

3.1 Nothing in this procedure is meant to take precedence over an employee's duties under federal or provincial law, or common law.

3.2 Any unlawful misconduct or incident which may affect employee or public safety must be reported in accordance with Greenview's health and safety policies and procedures.

3.3 An employee who makes a complaint or report of misconduct under this procedure which is found to be BOTH unfounded and made with malicious intent will be subject to disciplinary measures up to and including termination for cause.

- 3.4 Anonymous complaints are discouraged, however, if an employee, for whatever reason, believes that he or she cannot report an incidence of alleged misconduct without remaining anonymous, he or she may do so to the most senior person within their division or, if that is not appropriate due to the nature of the complaint, to the Chief Administrative Officer or, if the complaint is regarding alleged conduct by the Chief Administrative Officer, to the Reeve and Deputy Reeve.
- 3.5 All parties involved in a complaint are required to remain cooperative at all times with those investigating the complaint.

4. **End of Procedure**

Approved: 13.03.173

CURRENT

Title: WHISTLEBLOWER

Policy No: 2003

Approval: Council

Effective Date: March 21, 2013

Supersedes Policy No: (None)



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

Policy Statement: The Municipal District of Greenview No. 16 believes that it is important to provide a process by which employees can, without fear of reprisal or harassment, report instances, or suspected instances of misconduct, unlawful activity, suspicious financial management, or other such similar ethical or legal concerns.

Purpose: To provide a process for employees to report incidents of misconduct without fear of retribution.

- Principles:
1. Employees of Greenview have the right and the duty to report any instances, or suspected instances of wrong-doing on the part of staff, Council Members and Contractors/Service Providers carrying out work on behalf of Greenview.
 2. Any employee who acts in good faith when reporting any incidence, or perceived incidence of misconduct or other matter pursuant to this policy shall not be acted against in any manner and shall be able to act without fear of reprisal or mistreatment.
 3. Employees acting in good faith and on the basis of reasonable belief, may refuse to carry-out any order or request which would result an illegal or unethical act or which is contrary to any legislation, Greenview Bylaw or Greenview Policy.

Approved: 13.03.173

Title: Disclosure of Wrongdoing and Reprisal Protection

Policy No: 2003

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 2003 / 2003-01

Department: Human Resources

Review Date: (3 Years from date approved)



Legal References:

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

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

Cross References:

Bylaw 21-893 "Council Code of Conduct"

Policy 2004 "Employee Code of Conduct"

Purpose:

The purpose of this policy is to:

- A) Facilitate the disclosure and investigation of significant and serious matters in or relating to Greenview's operations, employees, Councillors, members of any Council committee, and contractors or service providers carrying out work on behalf of the Greenview, that an employee believes may be unlawful, dangerous to the public, or injurious to the public interest;
- B) Protect employees who make disclosures;
- C) Manage, investigate and make recommendations respecting disclosures of alleged wrongdoing and reprisals;
- D) Promote public confidence in the administration of or service provided by the Greenview; and
- E) Any other purpose prescribed in this policy.

1. DEFINITIONS

- 1.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview, or designate.
- 1.2. **Council Committee** means any committee, board, commission or other body established by Council.
- 1.3. **Councillor** means a duly elected member of Greenview Council.
- 1.4. **Disclosure** means a disclosure of alleged wrongdoing made in Good Faith by an employee in accordance with this policy.
- 1.5. **Good Faith** means a sincere belief that is absent of malice.

- 1.6. **Greenview** means the Municipal District of Greenview No. 16.
- 1.7. **Lawful Authority** means any police, law enforcement agency, or regulatory body with respect to an offence within its power to investigate, or any person whose duties include the enforcement of municipal, provincial or federal law within their power to investigate.
- 1.8. **Reprisal** means the imposition of, and any threat to impose, discipline, demotion, termination, or any other act that adversely affects employment or working conditions of an employee because they made a disclosure, sought advice, made a complaint about a reprisal, or participated in an investigation.
- 1.9. **Respondent** means a person against whom allegations of wrongdoing, or a complaint of reprisal is made.
- 1.10. **Wrongdoing** means:
 - A) A serious act or omission which could constitute an offence under an Act or regulation of Alberta or Canada;
 - B) A serious act or omission which could constitute an offence against a Greenview bylaw or serious violation of Greenview policy;
 - C) An act or suspected act that creates a substantial and specific danger to the life, health, or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;
 - D) A serious misuse of public funds or public assets;
 - E) Gross or systematic mismanagement; or
 - F) Knowingly directing or coaching an individual to commit an act of wrongdoing.

2. POLICY STATEMENT

- 2.1. Greenview is committed to supporting ethical conduct and accountability in its operations and seeks to foster a culture in which employees are encouraged to disclose wrongdoing, including by receiving, investigating, and responding to disclosures and by providing information and training about this policy and the procedures.
- 2.2. This policy applies to the disclosure of wrongdoing related to Greenview's operations, employees, Councillors, members of any Council committee, and contractors or service providers carrying out work on behalf of Greenview.
- 2.3. **This policy does not replace other mechanisms set out in other Greenview policy for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, violence and harassment, occupational health and safety, or disputes over employment matters.**
- 2.4. Employees of Greenview have a right and the duty to disclose wrongdoing.
- 2.5. Greenview encourages and supports all employees in the disclosure of wrongdoing without fear of reprisal.
- 2.6. No person shall take:
 - A) Take or direct any of the following measures against an employee because said employee has, in Good Faith, sought advice about making a disclosure, made a disclosure, cooperated in an investigation under this policy, declined to participate in an act of wrongdoing or done anything in accordance with this policy.

B) Counsel or direct another person any of the following measures against an employee because said employee has, in Good Faith, sought advice about making a disclosure, made a disclosure, cooperated in an investigation under this policy, declined to participate in an act of wrongdoing or done anything in accordance with this policy.

- i. A dismissal, layoff, suspension, demotion, transfer, discontinuation, elimination of a job, change of job location, reduction in wages, change in hours of work, or reprimand.
- ii. Any measure, other than one mentioned in subsection A, which adversely affects the employee's employment or working conditions.
- iii. A threat to take any of the measures mention in subsections A or B.

2.7. Greenview will investigate, or direct a third party to investigate, disclosures received under this policy.

2.8. Investigations under this policy will be carried out in accordance with the principles of procedural fairness and natural justice.

2.9. All parties required during an investigation must always remain cooperative with those investigating a Disclosure.

2.10. An employee who makes a Disclosure of wrongdoing under this policy which is found to be BOTH unfounded AND made with malicious intent will be subject to disciplinary measures up to and including termination of employment.

2.11. Greenview is committed to protecting the privacy of employees who make a disclosure, persons accused of wrongdoing and those who participate in investigations in a manner that is consistent with its obligations under the Freedom of Information and Protection of Privacy (FOIP) Act except where the Act provides otherwise.

3. PROCEDURE

3.1. Disclosure:

- A) An employee who is considering making a disclosure of wrongdoing may request advice from the Manager of Human Resources or designate.
- B) An employee must not make a disclosure of wrongdoing to a person if the allegations relate, in whole or in part, to wrongdoing by that person.
- C) If an employee has information that could show that a wrongdoing has been committed or is about to be committed, or that could show that the employee has been asked to commit wrongdoing, the employee may make a disclosure:
 - i. To the Manager of Human Resources or designate;
 - ii. To the CAO;
 - iii. To a Director; or
 - iv. To Council, through the Reeve or designate, only if the disclosure of wrongdoing relates to the CAO, a Councillor, or a member of any Council committee.
- D) Unless the disclosure of wrongdoing relates to the CAO, a Director who receives a disclosure of wrongdoing will promptly refer the disclosure of wrongdoing, including all written and non-written information, to the CAO who will refer the matter to the Manager of Human Resources or designate, or to an independent third-party to investigate.
- E) A disclosure of wrongdoing must be made in formal writing and must include the following information if known:
 - i. A description of the alleged wrongdoing
 - ii. The name of the individual or individuals alleged to have committed wrongdoing.

- iii. The date or timeframe of the alleged wrongdoing.
- iv. Whether the alleged wrongdoing has previously been reported, and if so, to whom, when, and any response that may have been received.
- v. Any additional information that may reasonably be required to investigate the matters set out in the disclosure of wrongdoing.

- F) Anonymous disclosures of wrongdoing will only be considered when,
 - i. There is a significant imminent risk to Greenview;
 - ii. There is evidence of past, present, or imminent criminal activity involving Greenview;
 - iii. The allegation of wrongdoing creates a substantial and specific danger to the life, health, or safety of persons, or to the environment; or
 - iv. There is sufficient evidence to substantiate the allegation.

3.2. Disclosure involving a possible offence or an imminent risk:

- A) If the CAO, or during an investigation the Manager of Human Resources, has reason to believe that an offence has been committed under an Act or regulation of Alberta or Canada, that person must, as soon as reasonably practicable, report the alleged offence to the appropriate Lawful Authority.
- B) If the CAO, or during an investigation the Manager of Human Resources, reasonably believes that the matter could constitute an imminent risk of a substantial and specific danger to the life, health, or safety of individuals, or to the environment, that person must disclose the matter:
 - i. To an appropriate law enforcement agency; or
 - ii. The appropriate regulatory authority.

3.3. Reprisal protection:

- A) It is strictly prohibited that a respondent, or someone acting on behalf of a respondent, or someone acting independently from a respondent, perform any act, whether verbal or physical, to punish or otherwise retaliate against an employee who has made a disclosure of wrongdoing or anyone who has participated in the investigation of an allegation of wrongdoing.
- B) Any acts of reprisal towards an employee who has made a disclosure of wrongdoing are to be reported to the Manager of Human Resources or designate.
- C) Any acts of reprisal will be investigated by the Manager of Human Resources, or designate, and any person who has been found to have engaged in acts of reprisal will be subject to discipline up to and including termination.
- D) Protection against reprisal cannot effectively be provided to those who choose to keep their identities anonymous.

3.4. Investigations shall:

- A) Be conducted with a sense of urgency and time dependency;
- B) Ensure any party implicated by wrongdoing are granted due process; and
- C) Be carried out in accordance with the principles of procedural fairness and natural justice.

3.5. Investigations shall ensure:

- A) All parties who are aware, or become aware, of an investigation shall keep confidential and not disclose any knowledge they have or obtain concerning the details or results of an investigation;
- B) Any party who breaches confidentiality with respect to an investigation may be subject to disciplinary action, regardless of the impact of the disclosure of wrongdoing on the investigation.

5. COUNCIL RESPONSIBILITIES

- 5.1. The Reeve or designate shall bring to Council's attention, in closed session, at a Regular Council Meeting or Special Council Meeting, any disclosure of wrongdoing relating to the CAO, a Councillor, or member of any Council committee.
- 5.2. If appropriate, Council will employ the use of resources including, but not limited to, opinion from legal counsel, an independent third-party, or Lawful Authorities to investigate the alleged wrongdoing.
- 6.1. Council must immediately report alleged wrong-doing to the appropriate Lawful Authorities when it is known or believed to be illegal in nature.

6. ADMINISTRATION RESPONSIBILITIES

- 6.2. Establish and maintain written procedures for managing and investigating disclosures of wrongdoing by employees for whom the CAO is responsible.
- 6.3. Ensure that information about this policy and the procedures established are communicated to the employees of Greenview.
- 6.4. Advise Council, in closed session, of any substantiated disclosure of wrongdoing that may involve imminent or significant risk to Greenview.
- 6.5. Ensure all involved parties are treated fairly and impartially.
- 6.6. Ensure that employees who make a disclosure of wrongdoing, in Good Faith, are protected from reprisal regardless of the outcome of the investigation.
- 6.7. Assess and identify any policy, procedure for internal changes which may assist in preventing a wrongdoing from happening again.



REQUEST FOR DECISION

SUBJECT:	Policy 7500 Economic Development Grant for Beautification		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	June 14, 2023	CAO:	MANAGER:
DEPARTMENT:	ECONOMIC DEVELOPMENT	DIR: MAV	PRESENTER: LG
STRATEGIC PLAN:	Economy	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 7500 “Economic Development Grant for Beautification” as presented.

BACKGROUND/PROPOSAL:

The 2023 Operating budget included \$30,000 for a beautification grant as a new investment grant under the Business Retention Expansion & Investment programs. In reviewing similar programs supported by Community Futures, its shown beautification is an investment with a tremendous return by attracting customers and making them want to linger, building customer loyalty. Research has also shown beautification can increase sales in downtown areas by up to 18 percent and has been accredited with places like Whistler BC, a winter resort town, now hosting more visitors in the summer than the winter. Overall, the benefits Administration is trying to deliver through this program are as follows:

- Beautification promotes and encourages residents and tourists to shop local.
- Beautification installs a sense of pride and self esteem within the community as well the municipality.
- Beautification will positively impact recruiting and retention efforts of the local businesses as well as non-profits and government sectors.
- Beautification will encourage people to set up residence in Greenview.
- Beautification will increase tourism.
- Community beautification will create camaraderie between businesses and the community resulting in spin-off economic development project.
- Increases direct and neighbouring property values and therefore taxable assessment.

This is an incentive for business owners within Greenview to provide a more positive, memorable image to attract visitors, businesses, and residents. Those eligible for the grant with a store front can apply for 70% of the cost of their beautification project to a maximum of \$5,000, and a funding stream for General Business Beautification can apply for 50% of the cost of their beautification project to a maximum of \$5,000. Projects

will be provided funding on a first come first served basis until funding is exhausted. Funds are conditionally approved at the start of a project and released following submission of actual qualifying costs.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is to positively impact Greenview’s overall appearance and increase economic growth, boosting positive tourism experiences, increase property values, gain a higher rate of attraction and retention and creating community camaraderie throughout Greenview.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Policy Review Committee may adjust the qualifying criteria for the grant, or the levels of support provided for improvements. However, Administration suggests Store Front at 70% and General Business Beautification at 50% to show the beautification support to all or most Greenview Businesses rather than just the Store Front Businesses within the Hamlets.

FINANCIAL IMPLICATION:

Administration has budgeted \$30,000 for the Beautification Grant Program in the Economic Development Budget.

STAFFING IMPLICATION:

There will be minimum staffing implications to administer this program, as well as pay out of the grant funding.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Collaborate

PUBLIC PARTICIPATION GOAL

Collaborate - To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solutions.

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Policy will be presented at a future Council meeting for consideration.

ATTACHMENT(S):

- Economic Development Grant for Beautification (Draft)

Title: Economic Development Grant for Beautification

Policy No: 7500

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: None

Department: Economic Development

Review Date: (3 Years from date approved)



Legal References:

Income Tax Act (Canada), R.S.C 1985, c.1 (5th Supp.).

Cross References:

Bylaw 18-800 "Land Use Bylaw"
Bylaw 799 "Land Use Bylaw" – Grande Cache

Purpose: Greenview is committed to supporting small businesses and entrepreneurs in our communities. Greenview aims to advance our local economic goals by encouraging pride in the success and potential of our local businesses by implementing a Beautification Grant.

1. DEFINITIONS

- 1.1. **Beautification** means enhancing the visual appeal and appearance of a building’s exterior or frontage through various improvements.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Non-profit Organization (NPO)** means an organization that 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 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.
- 1.4. **Small Business** means a business whose annual active income is at most \$500,000, is not part of a franchise and is based within Greenview but does not include the Town of Fox Creek, Town of Valleyview, or Sturgeon Lake Cree Nation. For the purpose of this policy, Small Business includes home-based businesses as recognized under the *Land Use Bylaw*.
- 1.5. **Store Front** means a Small Business operating on a parcel of land zoned for commercial purposes as per Greenview’s *Land Use Bylaw*.

2. POLICY STATEMENT

- 2.1. Greenview believes in supporting local businesses and entrepreneurs within its communities.
- 2.2. Based on the approved annual budget, the Beautification Grant is available first-come-first-served.
- 2.3. The Beautification Grant may not be stacked with any other Greenview grant.

2.4. Beautification Grant funds may only be used for capital purposes relating to the exterior or signage of the building. Improvement must be consistent with any permitting or architectural guidelines imposed through bylaw or policy by Greenview, should any apply to the property. Requests for operating assistance are not eligible.

2.5. The Beautification Grant will begin accepting applications on the first Monday of March each year. Applications not served due to a lack of funding must reapply the following year.

2.6. The following items will generally be considered qualifying for the Beautification Grant:

- A) restoration of exterior finishes and repainting, including murals;
- B) planter, hanging baskets, and garden areas, especially in downtown hamlet setting;
- C) repair or replacement of storefront windows, patios, and doors;
- D) exterior lighting of the building and signage;
- E) signage on the front of the business location;
- F) replacement of awnings and signs;
- G) new architectural details such as entryways features and cornices;
- H) addition of patio areas and permanent landscaping elements; and
- I) removal of barriers to access for people with disabilities and mobility challenges.

Note: the above list is not exhaustive, and other improvements may be considered eligible if they align with the program’s objectives and comply with the applicable development regulations.

2.7. The following items will not be approved for the Beautification Grant:

- A) improvements to residential infrastructure; and
- B) improvements to large-scale businesses.

3. STOREFRONT STREAM

3.1. Any Small Business may apply for the Beautification Grant, so long as the Small Business:

- A) meets the definition of Small Business;
- B) meets the definition of Store Front;
- C) includes a financial report with their application; and
- D) holds a valid business license.

3.2. The following criteria make an organization ineligible to apply for the Storefront stream of the Beautification Grant:

- A) A Non-profit Organization or a registered charity; and
- B) Located outside of Greenview, including the Town of Fox Creek, Town of Valleyview, or Sturgeon Lake Cree Nation.

3.3. A qualifying Small businesses may receive a grant up to 70% of the total Storefront beautification project to a maximum of \$5,000.00. All amounts require receipts, and only materials and professionally contracted services or trades related to the qualifying improvement will be reimbursed.

3.4. Applicants may re-apply during the program’s operating year; however, new applicants will be given priority.

4. SMALL BUSINESS STREAM

4.1. Any Small Business may apply for the Beautification Grant, so long as the applicant:

- A) meets the definition of Small Business;
- B) includes a financial report with their application; and

C) holds a valid business license.

4.2. The following criteria make an organization ineligible to apply for the Small Business Stream of the Beautification Grant program:

- A) a Non-profit Organization or a registered charity; and
- B) Located outside of Greenview, including the Town of Fox Creek, Town of Valleyview, or Sturgeon Lake Cree Nation;
- C) a Multi-level Marketing Business.

4.3. An Approved Small Business within the Small Business Stream may receive a grant of up to 50% of the total beautification upgrades to a maximum of \$5,000.00.

4.4. Applicants may re-apply during the program’s operating year; however, new applicants will be given priority.

5. APPLICANT RESPONSIBILITIES

5.1. Applicants must annually submit their application following the first Monday of March when applications open. Applications from the previous year will not be kept. All work must be completed in the year of application.

- A) For the first year of this program, 2023, applications will be open in June.

5.2. The applicant must identify whether they are applying for the Store Front Stream or Small Business Stream. Dependent on the stream, the applicant must demonstrate that they:

- A) meet the definition of Small Business;
- B) have included a financial report as per section 5.3.;
- C) have included a plan of improvements, listing what improvements will be made, the scope of improvements and estimate cost;
- D) hold a valid Business License; and
- E) meet the definition of Storefront (Storefront applications only); and
- F) a letter of permission from the property owner, if applicable.

5.3. The applicant must provide a financial report within six (6) months of the application which details:

- A) receipts or invoices associated with the beautification upgrades;
- B) a description of what improvements were made to the Small Business; and
- C) proof that the upgrades have been completed.

6. COUNCIL RESPONSIBILITIES

6.1. Council shall annually set a budget for the Beautification Grant program to ensure the program continues.

7. ADMINISTRATION RESPONSIBILITIES

7.1. Administration shall annually prepare the receipt of Beautification Grant applications following the first Monday of March.

7.2. Administration shall review, approve and arrange appropriate payment with the applications in accordance with this policy.

7.3. Administration shall report all grants awarded under this policy to Council.



REQUEST FOR DECISION

SUBJECT:	Policy 6009 Patios on Public Property Policy		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	June 14, 2023	CAO:	MANAGER: SD
DEPARTMENT:	PLANNING & EC. DEVELOPMENT	DIR: MAV	PRESENTER: SD
STRATEGIC PLAN:	Economy	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – Section 658 Municipal Government Act R.S.A. 2000, Chapter M-26

Council Bylaw/Policy (cite) – *N/A*

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 6009 “Patios on Public Property” as presented.

BACKGROUND/PROPOSAL:

In many municipalities there are patios licensed or permitted on public spaces such as sidewalks or parking spaces, and even entire Main Streets. These are especially popular in areas with a greater influx of tourism as the increased seasonal seating capacity allows businesses to maximize their seasonal profitability. In order to better support these businesses, municipalities allow businesses to use a portion or all of the sidewalk area in front of their building to expand seating capacity. Some of Alberta’s municipalities, such as Calgary and Banff, have even shut down streets to allow those businesses, to create pedestrian oriented streets. In looking at ways to support the businesses of Grande Cache and our other hamlets, this is an easy way to help a business expand through a seasonal business opportunity without a large capital cost.

Patios on public property do need to be dealt with differently than patios on private property. As the public property belongs to Greenview, we are ultimately responsible for all activity and liability that happens on this property. This means that we can regulate finer details than what would be typically required.

In order to have a patio, applicants must have a Greenview Business License, have Liability Insurance, and provide a clear plan for the patio. This plan should show a seating plan, the size of space the applicant wishes to use, if additional lighting will be added, if umbrellas or awnings will be added, and barriers to ensure safety. The plan should also include architectural details, if in Grande Cache, such as building material, colours, lighting, etc. as Grande Cache Land Use Bylaw 799 has these requirements for most commercial areas.

This policy is being brought forward as we have several businesses in Grande Cache eager to pursue this opportunity. Administration is excited to help local business grow and the possibilities that it can open for the Grande Cache economy.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that businesses will have another avenue to help grow in a unique way.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is that Greenview may get complaints from regarding the reduced sidewalk or covered parking spaces.

ALTERNATIVES CONSIDERED:

Alternative #1: Policy Review Committee has the alternative to deny this policy however Administration does not recommend this action because it is an effective way to support businesses in our region.

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

Consult

PUBLIC PARTICIPATION GOAL

Consult - To obtain public feedback on analysis, alternatives and/or decisions.

PROMISE TO THE PUBLIC


Consult - We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision

FOLLOW UP ACTIONS:

Administration will bring the policy to Council for approval. Once Council makes a decision this policy will be advertised on Greenview's website and social media. This policy will also be sent to all businesses who have a current Greenview Business License.

ATTACHMENT(S):

- Policy 6009 – Patios on Public Property

<p>Title: Patios on Public Property</p> <p>Policy No: 6009</p> <p>Effective Date: Date passed in Council</p> <p>Motion Number:</p> <p>Supersedes Policy No (IF APPLICABLE):</p> <p>Department: Planning and Development</p> <p>Review Date: (3 Years from date approved)</p>	
	
<p>Legal References: Municipal Government Act, R.S.A. 2000, c.M-26.</p>	<p>Cross References: Bylaw 18-800 "Land Use Bylaw" Bylaw 799 "Land Use Bylaw" – Grande Cache</p>
<p>Purpose: The purpose of this policy is to define the licensing process, set guidelines and procedures, and outline the roles and responsibilities of business owners and those reviewing applications.</p>	

1. DEFINITIONS

- 1.1. **Abutting Sidewalk Seating** means a seating area which is located on a public sidewalk directly adjacent to a business frontage.
- 1.2. **Alpine Village Design** means high quality furniture which adheres to Grande Cache’s design tradition, the direction in the Grande Cache’s Municipal Development Plan and the setting of the town. In order to conform to the rustic design requirement, natural finishes must be incorporated (i.e. wood or metal furniture, a natural perimeter structure, natural landscaping), be durable (fabricated to a commercial or hospitality standard), be weather resistant, be neutral in colour, and be constructed of non-reflective materials.
- 1.3. **Applicant** means the individual, business or group formally requesting the seasonal outdoor patio.
- 1.4. **Business Frontage** means the façade of a business at grade along measured along the lineal distance of the front lot line abutting the public sidewalk including the accumulated width of windows, doorway, signage band and bulkheads.
- 1.5. **Licensing Authority** means the Planning and Development Department of Greenview.
- 1.6. **Greenview** means the Municipal District of Greenview No. 16.
- 1.7. **License of Occupation** means the mechanism of authorization for the legal establishment of occupation within Public Lands of a Seasonal Outdoor Patio within the License area. A License of Occupation under this Policy is valid for one (1) calendar year and renewable annually thereafter.

- 1.8. **Light Fixtures or Luminaire** means an electrical device used to create artificial light by use of an electric lamp or battery source.
- 1.9. **Maintenance** means the preservation of a finishing’s quality and appearance.
- 1.10. **Outdoor Heating Device** means an appliance for heating outdoor air.
- 1.11. **Patio** and **Patio, Seasonal Outdoor** mean outdoor seating areas between April 1st and October 31st related to commercial food and beverage service for Boulevard Patios, On-Street Patios, and Private Property Patios as per guidelines established in Section 3.
- 1.12. **Pedestrian Zone** means an area dedicated exclusively to the movement of pedestrians on a public sidewalk.
- 1.13. **Perimeter Structure** means a partial wall, screen or other landscape barrier installed along the front, side or rear of a licenced sidewalk seating area. This perimeter structure shall be durable, may incorporate seating elements, and must meet the rustic design requirement of the policy.
- 1.14. **Sidewalk Furnishings** means all furniture to be located within the sidewalk seating area. This includes tables, perimeter structures, posts, benches, umbrellas, floor coverings, landscaping planters, blankets, pillows, and art.
- 1.15. **Sidewalk Seating Area** means a patio seating dedicated for the use of an eating and drinking establishment or grocery store containing tables, umbrellas, posts, benches, floor coverings, art, or landscape planters for the use of the establishment’s patrons. A sidewalk seating area will be considered one of the following three sidewalk seating area types:
 - A) **Counter Service** means a seating area where patrons must access an interior counter to obtain food and/or beverages.
 - B) **Full Service** means a sidewalk seating area where patrons are served food, beverages, and alcoholic beverages at a table by staff. Full-service seating areas are licenced by the Alberta Gaming, Liquor and Cannabis (AGLC) for the consumption of alcohol.
 - C) **Table Service** means a sidewalk seating area where patrons are served food and non-alcoholic beverages at a table by staff. Table service seating areas are not licenced by the Alberta Gaming, Liquor and Cannabis (AGLC) for the consumption of alcohol.
- 1.16. **Signage** means any structure, fixture, logo, symbol, pictorial representation, emblem, mural, or banner which is visible from any street or lane which directs attention to a product, service, place, activity, person, institution, or business.

2. POLICY STATEMENT

- 2.1. This policy provides direction for the licensing of patios on Greenview-owned lands which are adjacent to businesses which offer food and beverage services.

3. PATIO GUIDELINES

- 3.1. Obtain a license of occupation: Businesses must obtain a license of occupation from the local government before using the sidewalk for outdoor seating.
- 3.2. Keep the sidewalk clear: The outdoor patio should not prevent safe pedestrian traffic on the sidewalk. There should be enough space for pedestrians to walk safely and freely.

- 3.3. Maintain cleanliness: The outdoor seating area should be kept clean and free of debris, spills, and trash. This includes regularly sweeping and cleaning the area.
- 3.4. Use appropriate furniture: Outdoor seating furniture should be sturdy, safe, and appropriate for outdoor use. It should not block the view of pedestrians or pose a hazard.
- 3.5. Follow noise regulations: Businesses should follow local noise regulations and be mindful of noise levels from the outdoor seating area.
- 3.6. Respect neighbors: Businesses should be respectful of neighboring businesses and residents by keeping noise levels down and not blocking access to other establishments.
- 3.7. Here are some design parameters for an outdoor cafe patio:
- A) **Seating capacity:** Determine the desired seating capacity of the patio, taking into account the available space and local regulations.
 - B) **Furniture:** Choose durable and weather-resistant furniture that is comfortable for customers. Consider using a mix of seating options such as tables with chairs, benches, and bar stools.
 - C) **Lighting:** Install adequate lighting to create a warm and inviting atmosphere. Consider using string lights or lanterns for a cozy ambiance.
 - D) **Shade:** Provide shade for customers by using umbrellas, awnings, or natural shading such as trees or plants. This will make the patio more comfortable during hot and sunny days.
 - E) **Accessibility:** Ensure that the patio is accessible to all customers, including those with disabilities. Consider adding ramps or other features that make the patio accessible.
 - F) **Greenery:** Incorporate greenery such as plants or flowers into the patio design to add visual interest and create a natural ambiance.
 - G) **Sound:** Consider adding sound-absorbing materials or features to minimize noise pollution from the patio.
 - H) **Safety:** Ensure that the patio design meets all safety requirements, including fire safety regulations, non-slip surfaces, and appropriate barriers.
 - I) **Aesthetic:** Choose a design style that complements the surrounding architecture and reflects the personality of the business. Consider using colors, textures, and materials that create an inviting and welcoming atmosphere.
- 3.8. Architectural controls may apply in Grande Cache. These controls are used to ensure that buildings maintain the alpine village atmosphere and a consistent look and feel in public spaces while also preserving the natural beauty of the surrounding environment. Here are some potential architectural controls:
- A) **Building materials:** Limit the use of materials to rough lumber and stone to maintain a consistent aesthetic throughout the town. Other materials may be allowed but should be carefully reviewed and approved to ensure they fit with the town's overall design and feel.
 - B) **Colours:** Establish a color palette that fits with the natural surroundings of the town, such as earthy tones and muted colors. Bright or bold colors should be avoided, as they may clash with the natural landscape.
 - C) **Lighting:** Establish lighting standards to ensure that all lighting fixtures used in the town are appropriate for the natural surroundings and do not cause light pollution.
 - D) **Signage:** Limit the use of signage to maintain the town's rustic aesthetic. Signs should be designed to blend in with the surrounding architecture and should be no larger than necessary.

4. APPLICANT RESPONSIBILITIES

- 4.1. The application process will be administered by the Licensing Authority for Greenview. Prior to submission, Applicants are encouraged to contact Planning and Development staff to review their application. Every application will be reviewed for site suitability. Some considerations shall include foot traffic, parking requirements, and public liability.
- 4.2. A complete application includes:
- A) An application form which includes:
 - i. Months, days, and hours of operation; and a
 - ii. Signed liability release identified in Schedule "A."
 - B) The applicant must have a valid Greenview business license;
 - C) If consumption of goods is provincially regulated then confirmation that the existing business complies with Alberta Liquor, Gaming, and Cannabis (AGLC) requirements, as applicable;
- 4.3. An application shall include a conceptual design relating to:
- A) Proposed Patio location, dimensions and materials:
 - i. Entrances and exits and temporary landscaping, fencing/barriers to identify boundaries of Patio;
 - ii. Location of tables and chairs.
 - iii. Expected occupant load or seating capacity;
 - iv. Garbage receptacles, if any;
 - v. Signage or banners, if any;
 - vi. Existing driveways, loading zones, trees, benches, barrier free access, streetlamps, and fire department connections in proximity to the proposed location; and
 - vii. Any other information determined by Planning and Development.
 - B) Copy of Certificate of Liability Insurance with a minimum coverage of \$2 million;
 - C) If the applicant is not the building owner, a letter from the property owner, or their appointed agent, authorizing the Applicant's patio development;
 - D) Current photos of the Business Frontage, Furniture Zone, and Pedestrian Zone; and
 - E) Letters of support are required from adjacent businesses and landowners when developing an On-Street Patio or Boulevard Patio expanding beyond the Applicant's Business Frontage.
- 4.3. Once the application has been reviewed and determined to meet the requirements outlined above, Planning and Development may issue a License of Occupation.
- 4.4. If approved, a License of Occupation will be issued for one (1) season and is renewable in one (1) year increments thereafter if conditions have not changed at the start of each season.
- 4.5. Boulevard Patios, On-Street Patios, and Private Property Patios must comply with guidelines established in Section 3 unless previously approved by a development permit.

5. COUNCIL RESPONSIBILITIES

- 5.1. Council is responsible for adoption of the policy and establishing the evaluation criteria required for the Licensing Authority.

6. ADMINISTRATION RESPONSIBILITIES

6.1. Planning and Development shall:

- A) Arrange the pre-application meeting with the applicant;
- B) Process applications;
- C) Review and ensure conformity with municipal planning guidelines; and
- D) Refer applications to internal departments and external agencies if deemed appropriate.

6.2. The Director of Planning and Economic Development is responsible for authorizing any patios located on Greenview-owned property or sidewalks.

6.3. Other Greenview departments shall be responsible for the following:

- A) Providing written comment on the application, if referred, to minimize potential impacts.
- B) Reviewing reports, drawings, and applications submitted for conformity to relevant Greenview policies, standards, and other guidelines.

DRAFT



REQUEST FOR DECISION

SUBJECT:	Policy 9000 Contract Management		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	June 14, 2023	CAO:	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR:	PRESENTER: AH
STRATEGIC PLAN:	Governance	LEG:	

RELEVANT LEGISLATION:

Provincial/Federal (cite) –

- Canadian Free Trade Agreement, 2017
- Comprehensive Economic and Trade Agreement, 2017
- New West Partnership Trade Agreement, 2010
- Freedom of Information and Protection of Privacy Act
- Municipal Government Act, R.S.A. 2000, c.M-26.
- Prompt Payment and Construction Lien Act, R.S.A 2000, c.P-26.4.

Council Bylaw/Policy (cite) –

- Bylaw 22-904 Records Retention and Disposition Bylaw
 - Policy 1042 “Access to Information”
 - Policy 1029 “Records Management”
 - Policy 1027 “Signing Authority”
 - Policy 1013 “Credit Cards”
 - Policy 1018 “Expenditure and Disbursement Policy”
 - Policy 9001 “Procurement and Purchasing”
 - Policy 9002 “Expenditure Officer”
-

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 9000 “Contract Management” as presented.

BACKGROUND/PROPOSAL:

Administration brought Policy 9000, Contract Management, forward to the Policy Review Committee on December 14, 2022. As amended, this policy was approved to move forward to a Regular Council Meeting. Since that date, Administration decided to draft an Administrative Policy that would support Policy 9000 Contract Management. This policy noted and kept pertinent information, while procedural practices were moved to the administrative policy for day-to-day use.

As mentioned in December of 2022, Greenview does not have a Contract Management policy; however, Administration recommends such a policy for the Municipality. This policy outlines key information and criteria to consider when Greenview Administration develops or contracts with a third party.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Policy Review Committee accepting the recommended motion is that Greenview will have a robust policy supporting Greenview Administration in contract development and management.

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 make additional changes to this policy.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

If the Policy Review Committee Administration approves the motion, Administration will bring this policy forward to Council at a Regular Council Meeting for approval.

ATTACHMENT(S):

- Policy 9000 "Contract Management" (Current)

Title: Contract Management

Policy No: 9000

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 1018

Department: Procurement

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



Legal References:

Canadian Free Trade Agreement, 2017.

Comprehensive Economic and Trade Agreement, 2017.

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

New West Partnership Trade Agreement, 2010.

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

Cross References:

Bylaw 22-904 "Records Retention and Disposition Bylaw"

Policy 9001 "Procurement and Purchasing"

Policy 9002 "

Policy 1042 "Access to Information"

Policy 1029 "Records Management"

Policy 1027 "Signing Authority"

Policy 1018 "Expenditure and Disbursement Policy"

Policy 09-01 "Purchasing and Procurement" '

Policy 09-03 "Expenditure Policy"

Greenview Strategic Plan

Purpose: This policy is to establish contract guidelines and controls for Greenview that enhance access, competition, fairness, and results in the best value, or if appropriate, the optimal balance of overall benefits for Greenview.

This policy will ensure that Greenview is aware of and able to mitigate financial, environmental, and social risks, and seeks to balance effective operations and risk management. This policy applies to all contracts, amendments, and renewals.

This work is driven by the following guiding principles: Greenview’s contract management is grounded in a framework that honors collaborative, respectful, responsible, transparent, consistent, and accountable practices in a manner that is aligned with Greenview’s Strategic Plan and manages associated risks.

1. DEFINITIONS

1.1. **Administration** means Greenview’s Chief Administrative Officer and employees of Greenview.

1.2. **Amendments** mean any changes to the original contract within the active contract period and may include but are not limited to amounts payable, goods, services, construction supplies, due dates, or timeline extensions.

- 1.3. **Chief Administrative Office (CAO)** means Chief Administrative Officer of Greenview, or designate.
- 1.4. **CETA** means the *Canadian – European Union Comprehensive Economic Trade Agreement*.
- 1.5. **CFTA** means the *Canadian Free Trade Agreement*.
- 1.6. **Change Order** means the work added to or deleted from the original scope of work as outlined in the contract due.
- 1.7. **Contract** means the legal relationship between two or more parties that clearly outlines the responsibilities of each party in achieving the desired outcome(s).
- 1.8. **Contract Designate** means the Greenview employee overseeing and responsible for the day-to-day monitoring and evaluation of the contract.
- 1.9. **Emergencies** mean an event that endangers Greenview elected officials, employees, clients, or the public; or has an imminent risk of disrupting workplace operations or causing catastrophic damage.
- 1.10. **Goods** mean the manufactured item(s).
- 1.11. **Litigation** means filing an action in a court of law.
- 1.12. **Greenview** means the Municipal District of Greenview No. 16.
- 1.13. **NWPTA** means the *New West Partnership Trade Agreement*.
- 1.14. **Proponent, Vendor, Respondent** means an individual, business, agency, or organization that intends or puts forward a proposal or response to Greenview on procurement or purchase.
- 1.15. **Proposal, Response, and Bid** means the submitted documents provided during procurement or purchase.
- 1.16. **Renewal** means another contract issued at the completion of the original for a new period, as defined in the original contract.
- 1.17. **Service** means any work or duties performed, including any materials provided.
- 1.18. **Signing Authority** means a person to whom authority is given, per Policy 1027 “Signing Authority.”
- 1.19. **Scope of Work** defines the required work to complete a project.

2. POLICY STATEMENT

- 2.1. Greenview contracting will be conducted in the manner:
 - A) That stands the test of public scrutiny in matters of prudence and probity, facilitates access, encourages competition, and reflects fairness in the spending of public funds.
 - B) Supports long-term industrial and regional development and other appropriate municipal objectives as outlined in the Strategic Plan.

2.2. Ethics in Contracting:

- A) Greenview Council establishes a policy for consistent, open, fair, and transparent contracting practices which ensures efficient resource allocation and mitigation strategies. Council prioritizes its duty and responsibility to residents to maximize the value of tax revenue when purchasing goods and services.
- B) The overall responsibility for implementing and monitoring the annual budget rests with the CAO. Greenview department managers have the overall responsibility for budget reporting, and to ensure that all expenditures are a legitimate claim against Greenview. Department managers must also ensure expenditures are within established authorities and have been authorized in the annual budget or approved by resolution of Council.

2.3. Confidentiality

- A) The collection, storage, and release of all information pertaining to contracts are subject to the *Freedom of Information and Protection of Privacy Act*, Greenview policy 1029 "Records Management," and 1042 "Access to Information."

3. CONTRACTS

- 3.1. Greenview Council must award the contract for any competitive procurement process as outlined in Policy 9001 "Procurement and Purchasing."
- 3.2. Expenditure Officers are authorized to commit Greenview for all contracts and purchases per their designated financial expenditure authority as outlined in Policy 9002 "Expenditure Officer," 1027 "Signing authority," and other relevant policies.
- 3.3. All Contract documents must be documented on the appropriate record management registry and filed in accordance with Policy 1029 "Records Management."

4. SECURITIES

4.1. Performance Security or Bonds:

- A) Performance security and bonds guarantee that the bonded contractor will perform its obligations under the contract in accordance with the contract terms and conditions. This may also include extended warranty protection against defective workmanship and materials. Greenview requires a performance bond of 50% of the contract's total value, as determined in the tender document.
- B) Greenview will accept bonds from a recognized bank or insurance firm in an amount determined by the tender.
- C) Greenview will accept performance securities in the following formats:
 - i. Certified Cheque;
 - ii. Bank Draft; or
 - iii. Standby Letter of credit.
- D) All Securities and bonds (excluding bid bonds) must be held for the duration of the contract, including any potential holdback period as defined in the *Prompt Payment and Construction Lien Act*.

4.2. Labour and Material Payment Bonds:

- A) Labour and material bonds guarantee that a bonded contractor will pay all claimants for goods or services provided for the contracted project under the contract. Greenview requires a labour and material bond of 50% of the contract's total value, as determined in the tender document.

4.3. Holdback Percentages:

A) When in the best interest of Greenview, a holdback percentage of a minimum of 10% or as deemed appropriate, must be withheld from progress payments where there is a holdback charge to compensate for any potential defective work or claims from third parties. The holdback on progress payments must be withheld for the contract duration, including any applicable lien period times, as defined in the *Prompt Payment and Construction Lien Act*.

4.4 Statutory Declaration:

A) The prime contractor must sign a statutory declaration, confirming all defects have been corrected, and all sub-contractors, and, or third parties have been paid. Confirmation that all defects have been corrected and all sub-contractors and third parties have been paid prior to final payment, along with any holdbacks and security deposits are released.

5. MONITORING

5.1. It is the responsibility of the Contract Designate to oversee and work with contractors to ensure due diligence, effective stewardship of public funds, and contract outcomes are being achieved in a timely manner, as can reasonably be expected.

5.2. Whenever the satisfactory fulfillment of a contract is jeopardized, the contracting authorities shall take the necessary steps to serve and protect Greenview's interests in meeting the contract's terms. A secondary consideration shall be to protect the interests of other parties involved in the contract, where appropriate.

6. EXEMPTIONS

6.1. This policy does not apply to employee contracts, non-binding memorandums, or purchases made in accordance with Policy 9001 "Procurement and Purchasing" and Policy 1013 "Credit Card" unless a contract is a direct result of such purchase.

7. COUNCIL RESPONSIBILITIES

7.1 Greenview Council is responsible for all competitive procurement contracts which they award.

8. ADMINISTRATION RESPONSIBILITIES

8.1. In alignment with this policy, Administration will ensure risk mitigation and accountability of both parties throughout the lifespan of the contract.



REQUEST FOR DECISION

SUBJECT: Policy 9001 Procurement and Purchasing
SUBMISSION TO: POLICY REVIEW COMMITTEE REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: June 14, 2023 CAO: MANAGER:
DEPARTMENT: CORPORATE SERVICES DIR: PRESENTER: AH
STRATEGIC PLAN: Governance LEG:

RELEVANT LEGISLATION:

Provincial (cite) –

- Canadian Free Trade Agreement, 2017
- Comprehensive Economic and Trade Agreement, 2017
- New West Partnership Trade Agreement, 2010
- Freedom of Information and Protection of Privacy Act
- Municipal Government Act
- Prompt Payment and Construction Lien Act, R.S.A 2000, c.P-26.4.

Council Bylaw/Policy (cite) –

- Bylaw 22-904 “Records Retention and Disposition Bylaw”
 - Policy 1042 “Access to Information”
 - Policy 1029 “Records Management”
 - Policy 1027 “Signing Authority”
 - Policy 1018 “Expenditure and Disbursement Policy”
 - Policy 1013 “Credit Cards”
 - Policy 9000 “Contract Management”
 - Policy 9002 “Expenditure Officer”
-

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 9001 “Procurement and Purchasing” as presented.

BACKGROUND/PROPOSAL:

On January 8, 2020, Council approved Policy 1018 “Expenditure and Disbursement Policy.” This policy outlined many aspects of Greenview’s business practices regarding expenditure, purchasing, and procurement. This policy is set for review on or before June 8, 2023.

On December 14, 2022, The Policy Review Committee approved Policy 9001 Procurement, Purchasing, and Expenditure Officer as amended and recommended it moves forward to a Regular Council Meeting. Since that date, Administration decided to draft an Administrative Policy that would support Policy 9001 Procurement and Purchasing. This policy noted and kept pertinent information regarding the subject, while procedural practices

were moved to the administrative policy for day-to-day use. It is also important to note that the expenditure officer portion of the originating Policy 1018, "Expenditure and Disbursement," has been moved to form its own policy, now referred to as Policy 9002, "Expenditure Officer."

This revised policy applies to all Greenview Administration staff who procure and purchase goods, services, and intellectual property. Some of the key highlights of this policy include but are not limited to outlining the guiding principles and framework of how Administration will conduct procurement and the purchasing of goods and services utilizing best value, along with identifying a preference to support local vendors when appropriate. This policy also brings in the ability for Greenview to use Canoe Procurement through the Rural Municipalities of Alberta Association and standing offers available through the Government of Alberta. These two resources have already gone through the procurement process and are available to Greenview should the need arise.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Policy Review Committee accepting the recommended motion is that Greenview will have a robust policy supporting procurement and purchasing.

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 make additional changes to the policy.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

If the Policy Review Committee Administration approves the motion, Administration will bring this policy forward to Council at a Regular Council Meeting for approval.

ATTACHMENT(S):

- Policy 1018 “Expenditure and Disbursement” (Current)
- Policy 9001 “Procurement and Purchasing” (Draft)

Title: Procurement and Purchasing

Policy No: 9001

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 1018

Department: Procurement

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



Legal References:

- Canadian Free Trade Agreement, 2017.
- Canadian-European Union Comprehensive Economic and Trade Agreement, 2017.
- Freedom of Information and Protection of Privacy Act, R.S.A 2000, c.F-25.
- Guidelines to the Procurement Obligations of Domestic and International Trade Agreements
- New West Partnership Trade Agreement, 2010.
- Prompt Payment and Construction Lien Act, R.S.A 2000, c.P-26.4.

Cross References:

- Bylaw 22-904 Records Retention and Disposition Bylaw”
- Policy 9002 “Expenditure Officer”
- Policy 9000 “Contract Management”
- Policy 2004 “Employee Code of Conduct”
- Policy 1042 “Access to Information”
- Policy 1029 “Records Management”
- Policy 1027 “Signing Authority”
- Policy 09-01 “Contract Management”
- Policy 09-03 “Expenditure Policy”

Purpose: To establish procurement and purchasing guidelines and controls for Greenview in soliciting goods, services, construction, or intellectual property while ensuring maximum economic, efficient, and effective outcomes for the organization and ratepayers. The following guiding principles drive this work:

- Greenview is subject to trade agreements, primarily the New West Partnership Trade Agreement (NWPTA), the Canadian Free Trade Agreement (CFTA), and the Canadian-European Union Comprehensive Economic and Trade Agreement (CETA). These agreements must be followed for all procurement, purchases, and expenditures within the respective trade agreement thresholds.
- Greenview’s procurement and purchasing practices are grounded in a framework that honours collaborative, respectful, responsible, transparent, consistent, and accountable practices in a manner that aligns with Greenview’s Strategic Plan.

1. DEFINITIONS

1.1. **Administration** means Greenview’s Chief Administrative Officer and employees of Greenview.

1.2. **Best Value** considers the submitted price, quality, quantity, delivery, service, and supplier capacity to meet procurement requirements and other related criteria. The tender

documents shall identify the requirements of the procurement, the criteria that will be used in evaluating bids, and the methods of weighting and evaluating the criteria.

- 1.3. **Chief Administrative Officer (CAO)** means Chief Administrative Officer, or designate of Greenview.
- 1.4. **CETA** means the *Canadian – European Union Comprehensive Economic Trade Agreement*.
- 1.5. **CFTA** means the *Canadian Free Trade Agreement*.
- 1.6. **Competitive Procurement** means implementing a supply solution through a fair, open, and transparent controlled bidding or proposal process. For example, procurement such as a request for proposals, an invitation to tender, a request for quotes, and a request for prequalification.
- 1.7. **Emergency** means an event that occurs and endangers Greenview elected officials, employees, clients, or the public; or has an imminent risk of disrupting workplace operations or causing catastrophic damage.
- 1.8. **Goods** mean the manufactured item(s).
- 1.9. **Intellectual Property** means the intangible assets owned and legally protected by a company or individual from outside use or implementation without consent. An intangible asset is a non-physical asset that a company or person owns.
- 1.10. **Litigation** means filing an action in a court of law.
- 1.11. **Local Vendor** means a vendor that maintains permanent business premises within Greenview's corporate limits, including the Town of Fox Creek, the Town of Valleyview, and Sturgeon Lake Cree Nation.
- 1.12. **Greenview** means the Municipal District of Greenview No. 16.
- 1.13. **NWPTA** means the *New West Partnership Trade Agreement*.
- 1.14. **Proper Invoice** means the definition as prescribed in the *Prompt Payment and Construction Lien Act*.
- 1.15. **Proponent, Vendor, Bidder, Supplier, or Respondent** means an individual, business, agency, or organization that intends or puts forward a proposal or response to Greenview on procurement or purchase.
- 1.16. **Procurement** means a strategic process of acquiring goods, services, construction, or intellectual property that consists of six phases: research and planning, tendering, evaluation and awarding, implementation, management, and completion and review.
- 1.17. **Purchasing** is a transactional process of acquiring goods, services, construction, or intellectual property that consists of four phases: placing an order, tracking the order, receiving, confirming an order, and paying for the order.
- 1.18. **Proposal, Response, and Bid** means the submitted documents during procurement or purchase.

1.19. **Service** means any work or duties performed, including any materials provided.

2. POLICY STATEMENT

2.1 Ethics in Purchasing:

- A) Greenview Council hereby establishes a policy for consistent, open, fair, and transparent purchasing practices while ensuring efficient allocation of available resources in accordance with the *New West Trade Partnership Agreement (NWTPA)*, the *Canadian Free Trade Agreement (CFTA)*, and the *Canadian – European Union Comprehensive Trade Agreement (CETA)*. Council prioritizes and considers its duty and responsibility to residents to maximize the value of tax revenue when purchasing goods, services, construction, or intellectual property.
- B) Projects and purchases must be for the total value. They cannot be separated into smaller amounts to avoid procurement and purchasing thresholds. A total contract value of the goods, services, construction, or intellectual property must be used in this value determination. For multi-year contracts, the total combined value must be used.

2.2 Best Value:

- A) Greenview will use the Best Value methodology for all procurement and purchases. This means that Greenview will base its evaluations and purchasing rationale in such a way that allows for selecting the proponent or vendor that offers the Best Value. The Best Value shall consider all relevant costs over the useful life of the purchase or acquisition and is not solely based on the initial or basic contractual cost. This includes evaluations, where the Best Value is generated from the overall combined highest evaluation score in categories that may include but are not limited to the best performance, qualifications, quality, price, and past performance with Greenview or other municipalities.
- B) Greenview may prefer local vendors when procuring goods, services, construction, or intellectual property valued at less than the relevant thresholds prescribed in the NWTPA.

2.3 Disqualification:

- A) For this section, a Proponent, Bidder or Supplier shall be deemed to include any related entity and any partner, principal, director, or officer of such Proponent, Bidder or Supplier as well as any other legal entity with one or more of the same partner(s), principal(s), director(s) or officer(s).
- B) A Proponent, Bidder or Supplier may be excluded from eligibility to submit a bid, proposal, or quote, or a submitted bid, proposal, or quote may be summarily rejected and returned to a Proponent, Bidder, or Supplier where Greenview determines, in its absolute sole discretion that one of the following circumstances has occurred:
 - i. The Proponent, Bidder, or Supplier is or has been involved in litigation with Greenview, its elected officials, or employees;
 - ii. The Proponent, Bidder, and Supplier have failed to pay an amount owed to Greenview when due and owing;
 - iii. There is documented evidence of poor performance, non-performance, or default by the Proponent, Bidder, or Supplier in relation to any contract with Greenview for goods, services, construction, or intellectual property otherwise provided to Greenview;

- iv. The Proponent, Bidder or Supplier or its personnel have demonstrated abusive behaviour or threatening conduct towards Greenview employees, their agents, or representatives;
- v. The Proponent, Bidder or Supplier has been convicted of a criminal offense including but not limited to fraud or theft;
- vi. The Proponent, Bidder or Supplier has been convicted of any quasi-criminal offense pursuant to applicable legislation or regulations, including but not limited to the Occupational Health and Safety Act, where the circumstances of that conviction demonstrate a disregard on the part of the Proponent, Bidder, and Supplier for the health and safety of its workers, Greenview employees or the general public;
- vii. In arriving at a determination for the disqualification of a Proponent, Bidder, and Supplier pursuant to this section, Greenview will consider whether the circumstances are likely to affect the Proponent, Bidder, or Supplier's ability to work with Greenview, its consultants, or representatives and whether Greenview's experience with the Proponent, Bidder or Supplier indicates that Greenview is likely to incur increased staff time and/or legal costs in the administration of any dealings with the Proponent, Bidder or Supplier;
- viii. Based on the severity of the events leading to the disqualification, Greenview shall establish the period during which the disqualification shall be effective. This must be documented and shared with the Proponent, Bidder or Supplier;
- ix. In the event Greenview concludes that a Proponent, Bidder or Supplier should be disqualified pursuant to this section, it shall first provide written notice to the Proponent, Bidder or Supplier indicating Greenview's intention to disqualify the Bidder or Supplier, its reasons for doing so, and the duration of the intended disqualification. Such notice shall indicate that the Proponent, Bidder or Supplier will have a period of at least fourteen (14) days to respond to such notice in writing, setting out (if the Proponent, Bidder or Supplier so chooses) any reasons it opposes or disputes either the disqualification or the duration of the disqualification; or,
- x. Any notice of appeal from an affected Proponent, Bidder or Supplier received by Greenview within the time frame set out in section ix shall be reviewed and considered by the CAO, who may either uphold, overturn, or vary the terms of disqualification. Any such decision will be final, not subject to further appeal, and will be communicated in writing to the Proponent, Bidder or Supplier.

3. PROCUREMENT

3.1 All procurements must be tendered in alignment with applicable trade agreements and thresholds. This includes, but is not limited to, the timeframe a procurement must be posted for and the website location it is published to. These agreements include but are not limited to the NWPTA, CFTA, and CETA. Please refer to the latest version of the *Guidelines to the Procurement Obligations of Domestic and International Trade Agreements*.

A) As per the trade agreements, there are some exceptions to procurement in which sole sourcing is permitted. Requests for any materials or services to be supplied by a sole source should be accompanied by a written explanation to their respective Director fully justifying why conditions require the item(s) to be purchased from only one vendor. Consideration for sole source must align with the NWPTA, CFTA, and CETA trade exemptions.

3.2 When in the best interest of Greenview, Greenview may utilize the Rural Municipalities of Alberta (RMA), Canoe Procurement, or the Government of Alberta Trade Programs to purchase goods, services, construction, or intellectual property directly from their procurement vendor list. The successful vendor, goods, services, or intellectual property

purchased, along with the dollar value, will be reported to Council via the monthly manager’s report for all purchases over the applicable NWPTA thresholds.

3.3 All emergency procurement and purchases must be completed per Policy 9002 “Expenditure Officer.”

4. EVALUATION OF PROPONENTS

4.1 Administration will use an evaluation team of three or more people to evaluate proposals. The evaluation shall be conducted objectively based on the proposal's content and utilizes an evaluation matrix outlined in the procurement document.

5. CONTRACT AWARDING

5.1 Greenview Council reserves the right to award all competitive procurement activities and projects. This includes but is not limited to, Requests for Proposals, Invitation to Tender, Request for Quotations, and other related procurement methods except RMA – Canoe Procurement and Government of Alberta Trade Programs.

5.2 If the contract awarding exceeds the approved operational or capital budget, Administration must request additional funds from Council before awarding the tender and contract.

6. BID BONDS

6.1 Bid bonds are primarily used for the construction of projects and infrastructure. They provide security for a contractor’s bid and serve as a means of legal and financial protection. Should the contractor fail to honour the bid terms, Greenview can receive financial compensation for the difference between the current contractor’s bid and the next lowest bid. Greenview requires a bid bond of 50% of the bidder’s project cost.

7. PURCHASING

7.1 For purchases below the NWPTA thresholds but above \$10,000.00, Greenview must ensure a minimum of three quotes are received and utilize the best value, as noted in section 2.2, for acquiring goods or services.

8. COUNCIL RESPONSIBILITIES

8.1 Greenview Council reserves the right to award all competitive procurement activities and projects. This includes but is not limited to Requests for Proposals, Request for Quotes, Invitation to Tender, and all other procurement methods.

9. ADMINISTRATION RESPONSIBILITIES

9.1 Administration will execute procurement and purchasing processes and authority in alignment with this policy.



REQUEST FOR DECISION

SUBJECT:	Policy 9002 Expenditure Officer		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	June 14, 2023	CAO:	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR:	PRESENTER: AH
STRATEGIC PLAN:	Governance	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) –

- Canadian Free Trade Agreement, 2017
- Comprehensive Economic and Trade Agreement, 2017
- New West Partnership Trade Agreement, 2010
- Freedom of Information and Protection of Privacy Act
- Municipal Government Act
- Prompt Payment and Construction Lien Act, R.S.A 2000, c.P-26.4.

Council Bylaw/Policy (cite) –

- Bylaw 22-904 Records Retention and Disposition Bylaw
- Policy 1042 “Access to Information”
- Policy 1029 “Records Management”
- Policy 1027 “Signing Authority”
- Policy 1018 “Expenditure and Disbursement Policy”
- Policy 1013 “Credit Cards”
- Policy 1018 “Expenditure and Disbursement Policy”
- Policy 9000 “Contract Management”
- Policy 9001 “Expenditure Officer”

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 9002 “Expenditure Officer” as presented.

BACKGROUND/PROPOSAL:

On January 8, 2020, Council approved Policy 1018 - Expenditure and Disbursement Policy. This policy outlined many aspects of Greenview’s business practices regarding expenditure, purchasing, and procurement. This policy is for review on or before June 8, 2023.

On December 14, 2022, The Policy Review Committee approved Policy 9001 Procurement, Purchasing, and Expenditure Officer as amended and recommended it moves forward to a Regular Council Meeting. Since that date, Administration decided to draft separate this policy in two, forming Policy 9001 “Procurement and Purchasing,” and Policy 9002, “Expenditure Officer.” The separate policies allow each policy to be robust and

specialized to their respective topic while still being manageable in length. Like Policy 9000, “Contract Management,” and Policy 9001, “Procurement and Purchasing,” this policy kept pertinent information regarding the Expenditure Officers; at the same time, procedural practices were moved to the administrative policy for day-to-day use.

This revised policy applies to all Greenview Administration staff who purchase, procure, or sign off on invoices for goods, services, and intellectual property. Some of the key highlights of this policy include but are not limited to outlining the guiding principles and framework for expenditure officers and the expenditure officer framework for emergencies.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Policy Review Committee accepting the recommended motion is that Greenview will have a robust policy supporting expenditure officers.

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 make additional changes to the policy.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

If the Policy Review Committee Administration approves the motion, Administration will bring this policy forward to Council at a Regular Council Meeting for approval.

ATTACHMENT(S):

- Policy 1018 – Current
- Policy 9002 - Revised

Title: Expenditure Officer

Policy No: 9002

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 1018

Department: Finance

Review Date: (3 Years from approval)



Legal References:

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

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

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

Cross References:

Bylaw 22-904 "Records Retention and Disposition"
 Policy 9000 "Contract Management"
 Policy 9001 "Procurement and Purchasing"
 Policy 1042 "Access to Information"
 Policy 1029 "Records Management"
 Policy 1027 "Signing Authority"
 Policy 09-01 "Contract Management"
 Policy 09-02 "Procurement and Purchasing"

Purpose: To establish an expenditure officer policy that provides guidelines and controls for Greenview Administration when they commit to purchasing services, goods, construction, or intellectual property to ensure fiscal responsibility and accountability of Greenview funds. The following guiding principles drive this work:

- Council recognizes the need for the prompt payment of accounts, delegates the authority to disperse funds for all budget-approved expenditures to the CAO, and designates to the levels authorized under Procedure Section 2.1.
- Greenview's expenditure officer practices offer strong accountability, transparency, consistency, and alignment with Greenview's Strategic Plan.

1. DEFINITIONS

- 1.1. **Administration** means Greenview's Chief Administrative Officer and employees of Greenview.
- 1.2. **Chief Administrative Officer (CAO)** means Chief Administrative Officer of Greenview, or designate.
- 1.3. **Delegation of Financial Authority** means a temporary period with a clear start and end date. A Greenview employee has been delegated authority to commit Greenview funds through a contract or purchases.
- 1.4. **Designation of Financial Authority** means a Greenview employee deemed to require financial authority by their Manager, Director, or CAO. They can commit Greenview funds through a contract and, or purchase. A designation of financial authority has a precise start date and remains in place until such designation is removed by their Manager, Director or CAO, the person leaves their position or ends employment with Greenview.

- 1.5. **Expenditure Officer** is a person authorized to commit Greenview for all contracts and purchases within their authority and that Council has approved in the annual budget or by resolution
- 1.6. **Emergency** means an event that occurs and endangers Greenview elected officials, employees, clients, or the public; or has an imminent risk of disrupting workplace operations or causing catastrophic damage.
- 1.7. **Goods** mean the manufactured item(s).
- 1.8. **Greenview** means the Municipal District of Greenview No. 16.
- 1.9. **Intellectual Property** means the set of intangible assets owned and legally protected by a company or individual from outside use or implementation without consent. An intangible asset is a non-physical asset that a company or person owns.
- 1.10. **Proper Invoice** means the definition as prescribed in the *Prompt Payment and Construction Lien Act*.
- 1.11. **Service** means any work or duties, including any materials provided.
- 1.12. **Signature** is a written or digital notation that signifies an individual's acceptance of the terms and conditions. It's a mark placed on a document, making it legally binding — held accountable in a court of law.
- 1.13. **Statutory Obligation** means an obligation arising from, decided or controlled by law and, or legislation.

2. POLICY STATEMENT

- 2.1. The overall responsibility for implementing and monitoring the annual budget rests with the CAO. Greenview department managers are responsible for budget reporting and ensuring all expenditures are legitimate claims against Greenview, within established expenditure authorities, and have been authorized by contract.

3. EXPENDITURE OFFICER

- 3.1. Expenditure Officer is a person who has designated financial authority in accordance with the Designation of Expenditure Office Authority as outlined in Table 1.

Table 1:

Designation of Expenditure Officer Authority	
Position	Financial Authority Level, Per Transaction
Chief Administrative Officer (CAO)	Up to the maximum budget allocations for capital and operational expenses
Director	\$500,000
Manager, Regional Fire Chief, and Sergeant	Up to \$50,000
Supervisor, Deputy Fire Chief, Assistant Manager, Specialist	Up to \$15,000
Executive Assistant	Up to \$5,000
Other Employees as designated	Up to \$2,500
*Thresholds outline TOTAL procurement and invoice costs that are inclusive of GST.	

4. BUDGET APPROVALS

4.1. For capital projects, Managers, Directors, or the CAO can transfer funds between approved capital projects. The maximum transfer threshold for Administration is the lesser of 20% of the originally approved capital project or \$500,000.

- A) Capital Transfers that do not qualify and must be approved by Council are for:
 - i. Use of unallocated grant funds; or
 - ii. Transferring surplus funds into a capital project not previously approved by Council.

4.2. The operating budget has specific amounts allocated for Greenview services. Department managers are responsible for providing service levels within their budget limitations. During the year, actual expenditures may differ from the budget. A budget reallocation may be identified and approved; however, no physical change is made to budgeted figures. Any adjustment outside the scope of the existing budget requires Council approval. Any reallocations within the scope of the budget will be reported to Council through quarterly financial reporting.

4.3. Unbudgeted emergency expenditures may be undertaken in the event of an Emergency. When Emergencies arise, the Expenditure Officer must make purchase decisions efficiently to bring the Emergency under control. As such,

- A) Emergency expenditures may be authorized by the CAO, or designated and must align with the applicable trade agreement(s), as identified in Policy 9001 “Procurement and Purchasing.”
- B) Expenditures shall be reported to Greenview Council at the next available opportunity.
- C) All emergency approvals and expenditures require proper documentation and file in alignment with Policy 1029, Records Management.

5. CHEQUE REQUISITIONS

5.1. Cheque requisitions are required for:

- A) All grant expenditures; and
- B) All expenditures where an invoice or purchase order is unavailable, except for personal expense claims.

6. PURCHASE ORDERS:

6.1. Purchase orders must be completed:

- A) For the purchase of goods, services, construction, or intellectual property that is \$10,000 or more but below the respective thresholds identified in the NWPTA and where no formal contract or agreement is in place; and,
- B) When requested by the vendor for a purchase where a contract is in place.

7. COUNCIL RESPONSIBILITIES

7.1. Greenview Council approves and formally supports this policy.

8. ADMINISTRATION RESPONSIBILITIES

8.1. Administration will execute Expenditure Officers’ processes in accordance with this policy.



REQUEST FOR DECISION

SUBJECT:	Policy 1040 “Appointment to Boards and Committees”		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	June 14, 2023	CAO:	MANAGER: SS
DEPARTMENT:	CORPORATE SERVICES	DIR:	PRESENTER: DM
STRATEGIC PLAN:	Governance	LEG:	SS

RELEVANT LEGISLATION:
Provincial – Not applicable

Council Bylaw/Policy –

- Bylaw 22-898 “Grande Cache Recreation Board”
- Bylaw 22-878 “Grande Cache Cemetery”
- 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 97-224 “Agricultural Service Board Establishment”
- Bylaw 97-218 “Cemetery”
- 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.

Policy 1040 was presented to Council on March 14, 2023. Upon which Council moved to refer the policy back to the Policy Review Committee for greater clarity. Council directed Administration to specify guidelines pertaining to employee participation on Greenview boards and committees. Specifically, to differentiate between committees which are organised by Greenview and committees which Greenview appoints councillors but are organised by outside groups.

Administration is recommending that Greenview employees not be permitted on Council Board and Committees. Council Committees are those board or committee which are established by bylaw of Greenview, with the exception of cemetery committees.

For certainty, the following boards and committees are established by Council bylaw and are being recommended to not allow employee members:

- Grande Cache Recreation Board
- Greenview Regional Multiplex Advisory Board
- Municipal Library Board
- Green View FCSS Board Creation
- Assessment Review Board (ARB)
- Agricultural Service Board Establishment
- Subdivision and Development Appeal Board (SDAB)

While Greenview Councillors sit on several other boards, these bodies are established by community groups (Eg. East Smoky Recreation Board, Grande Cache Healthcare Professionals Attraction & Retention Committee), regional stakeholders (Eg. International Paper Committee, Little Smoky Ski Hill), or do not allow public members (Eg. Audit Committee, Greenview Industrial Gateway Committee). Therefore the boards and committees listed above are the only ones pertinent to potential employee appointment.

BENEFITS OF THE RECOMMENDED ACTION:

1. The recommended motion will ensure there is separation 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 22-898 "Grande Cache Recreation Board"
 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 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 designate.
- 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.
- 2.2. **Greenview Employees are not permitted to sit on Board and Committees established by bylaw of Greenview, with the exception of Cemetery Committees.**
- 2.3. **The following Boards and Committees are established by bylaw and shall not permit Employee members:**
 - A) **Agricultural Service Board;**
 - B) **Assessment Review Board;**
 - C) **Grande Cache Recreation Board;**
 - D) **Greenview Regional Multiplex Advisory Board;**
 - E) **Green View FCSS Board;**
 - F) **Municipal Library Board;**
 - G) **Subdivision and Development Appeal Board.**

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





REQUEST FOR DECISION

SUBJECT:	Policy 1015 Council Conference and Professional Development		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	June 14, 2023	CAO:	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR:	PRESENTER: SS
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Policy Review Committee recommend Council approve Policy 1015 “Council Conference and Professional Development” as presented.

BACKGROUND/PROPOSAL:

On February 28, 2023, Council made the following motion requesting a professional development policy.

"MOTION: 23.02.120 Moved by: REEVE TYLER OLSEN

That Council direct Administration to work on a Conference and Education attendance policy for Council.

FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry

CARRIED"

Administration has updated the current Conference Attendance policy. In the updated version, each Councillor will be provided the same amount of money, a budget, to spend on conferences, workshops, seminars, and educational opportunities. Council will continue to provide written or verbal reports at Council meetings regarding the conference or professional development attended. If a Councillor cannot attend a conference, another may elect to fill that spot, or if needed, a member of administration may also be able to become an alternate attendee.

If a Councillor desires to deviate from the policy, such as potentially going over budget, said matter shall be brought to Council for discussion and a decision will be made amongst all elected officials.

Administration has drafted this policy at the request of Council, however, Council may amend the policy to better align with future goals.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Policy Review Committee recommending Council approve the recommended motion is expectations surrounding the attendance of professional development will be clear.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will implement any amendments and bring the policy to Council for approval.

ATTACHMENT(S):

- Policy 1015 Conference Attendance - Current
- Policy 1015 Council Conference and Professional Development – Draft

Title: Conference Attendance

Policy No: 1015

Effective Date: December 9, 2019

MOTION: 19.12.872

Supersedes Policy No: CO 04

Review Date: December 9, 2022



Purpose: To provide opportunities for Council Members and Appointed Board Members to attend conferences in order to continue to learn and enhance their knowledge on relevant subjects and issues.

Definitions

Adult Interdependent Partner means a person who has lived with a person in a relationship of interdependence:

- i. For a continuous period of not less than 3 years, or
- ii. Of some permanence, if there is a child of the relationship by birth or adoption,

Or the person has entered into an adult interdependent partner agreement with the other person in accordance with the Adult Interdependent Relationships Act, R.S.A 2000, Chapter A-4.5.

Relationship of Interdependence means a relationship outside marriage in which any 2 persons

- i. Share one another's lives,
- ii. Are emotionally committed to one another, and
- iii. Function as an economic and domestic unit.

Spouse means the legally married partner of an individual.

Policy

1. Through attending conferences, Council and Board Members will maintain awareness of matters and current issues affecting residents and functions of the municipality.
2. All Council Members are encouraged to attend both Rural Municipalities of Alberta conferences each year, as well as the annual "Growing the North" conference and the annual Federation of Canadian Municipalities conference.
3. Appointed Board Members are encouraged to attend the conferences which are appropriate to their appointments.
4. Council Members and Appointed Board Members will be reimbursed for expenses and will be paid an honorarium in accordance with the applicable policies of

Greenview.

5. Conference participants under this policy are to provide written or verbal reports regarding conferences attended to the Council or Board, as appropriate.
6. Council will consider requests for approval for attendance of a Council Member or Appointed Board Member to other conferences not otherwise specifically identified or implied by this policy.
7. Council Members or Appointed Board Members will not be compensated for any expenses associated with attendance at a conference for which Greenview Council has not provided prior approval.
8. Any costs incurred as a result of a Council Member or Appointed Board Member failing to attend a conference without the necessary cancellation arrangements being made prior to the conference will be borne by that Council Member or Appointed Board Member, unless otherwise exempt by Council motion.
9. Greenview will pay for the travel/meal expenses and spousal conference packages, if any, of the Council Member's or Appointed Board Member's spouse, adult interdependent partner, or individual who is in a relationship of interdependence with the Councillor.
10. The travelling partner of the Council Member must be over the age of eighteen (18).

CURRENT

Title: Council Conference and Professional Development

Policy No: 1015

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 1015

Department: CAO Services

Review Date: (3 Years from date approved)



Legal References:

Not applicable

Cross References:

Bylaw 21-893 "Council Code of Conduct"
 Policy 1011 "Northern Travel Premium"
 Policy 1008 "Council and Board Member Remuneration"
 Policy 1002 "Travel and Subsistence"

Purpose: To provide a framework for Council Members to pursue professional development through attendance at conferences, workshops, seminars and educational opportunities.

1. DEFINITIONS

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

1.2. **Professional Development** means **conventions, workshops training, seminars, meetings and symposiums** educational, development, or networking opportunities to broaden the professional capabilities of Council members.

1.3. Adult Interdependent Partner means a person who has lived with a person in a relationship of interdependence:

- i. For a continuous period of not less than 3 years, or
- ii. Of some permanence, if there is a child of the relationship by birth or adoption,

Or the person has entered into an adult interdependent partner agreement with the other person in accordance with the Adult Interdependent Relationships Act, R.S.A 2000, Chapter A 4.5.

1.4. Relationship of Interdependence means a relationship outside marriage in which any 2 persons

- i. Share one another's lives,
- ii. Are emotionally committed to one another, and
- iii. Function as an economic and domestic unit. Spouse means the legally married partner of an individual.

2. POLICY STATEMENT

- 2.1. **Greenview encourages members of council to attend conferences and other professional development events, as these functions provide valuable learning, networking, and promotional opportunities.**

3. PRINCIPLES

- 3.1. ~~Councillors and Appointed Board Members~~ will be reimbursed for expenses and will be paid an honorarium in accordance with the applicable **Greenview** policies. ~~of Greenview.~~
- 3.2. ~~Through~~ While attending conferences Councillors ~~and Board Members~~ will maintain awareness of matters ~~and current issues~~ affecting residents, functions of the municipality **and Council's strategic priorities.**
- 3.3. ~~Appointed Board Members are encouraged to attend the conferences which are appropriate to their appointments.~~
- 3.4. ~~Conference participants under this policy are to~~ **Councillors will** provide written or verbal reports to **Council** regarding ~~the conferences or professional development attended during the Members Business portion of Regular Council Meetings.~~ **attended to the Council or Board, as appropriate. If a Councillor chooses to submit a written report, Administration will include the report in the Council Agenda.**
- 3.5. **Should a Councillor need to cancel their attendance and there are expenses relative to the registration that must be paid:**
- A) In consultation with other members of Council, Administration will endeavor to find an alternate attendee from Council or Administration, where the associated costs would be allocated to the alternate attendee; or
 - B) If an alternate cannot be determined, the associated costs shall be assigned to the budget for the original Councillor registered.
- 3.6. Greenview will pay for the travel, meal expenses and spousal conference packages, if any, of the Council Member's spouse **or companion.** ~~Appointed Board Member's spouse, adult interdependent or individual who is in a relationship of interdependence with the Council.~~ **These expenses will be assigned to that Councillors budget.**
- 3.7. ~~Council Members or Appointed Board Members will not be compensated for any expenses associated with attendance at a conference for which Greenview Council has not provided prior approval.~~
- 3.8. ~~Any costs incurred as a result of a Councillor or Appointed Board Member failing to attend a conference without the necessary cancellation arrangements being made prior to the conference will be borne by that Councillor or Appointed Board Member, unless otherwise exempt by Council resolution.~~
- 3.9. The travelling partner of the Council Member must be over the age of eighteen (18).

4. CONFERENCES

- 4.1. Each member of Council shall be provided with an equal budget and opportunity to attend the following:
- A) Rural Municipalities of Alberta (RMA) Spring and Fall conventions;
 - B) Federation of Canadian Municipalities (FCM) Annual Convention;

- C) Legal Seminars; and
- D) Other conferences and professional development events.

4.2. Each Councillor is authorized by Council to utilize their approved conference budget at their discretion. Councillors are encouraged but not mandated to attend the conferences listed in 3.1 and may decide to utilize their budget to attend alternate conferences and/or professional development.

4.3. In addition to the conferences budget, a budget for mandatory training requirements, such as orientation after a municipal election will be provided when required.

~~4.4. Council will consider requests for approval for attendance of a Council Members or Appointed Board Member to other conferences not otherwise specifically identified or implied by this policy.~~

5. COUNCIL RESPONSIBILITIES

5.1. Compliance with this policy is the responsibility of each Councillor in cooperation with Council as a whole. Any matter outside of the provisions shall be forwarded to Council for a decision.

5.2. When representing Greenview at conferences and professional development, Councillors will adhere to the Council Code of Conduct Bylaw and any other relevant legislation.

5.3. Council approval is required for any out of the country courses, training, or conferences for the Chief Administrative Officer.

6. ADMINISTRATION RESPONSIBILITIES

6.1. Administration shall annually prepare a conference and professional development budget for Council's approval during budget deliberations.