



MUNICIPAL DISTRICT OF GREENVIEW No. 16

POLICY REVIEW COMMITTEE

AGENDA

July 12, 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 3023 Volunteer Fire-Rescue Service Awards | p.8 |
| 4.2 Policy 4006 Vehicle and Equipment Replacement | p.12 |
| 4.3 Policy 4011 Snow Clearing and Ice Control of Greenview Roadways and Public Buildings | p.58 |
| 4.4 Policy 4020 Snowplowing of Rural Residential Driveways | p.69 |
| 4.5 Policy 4025 Dust Control | p.83 |
| 4.6 Policy 6317 Agricultural Education Grant | p.91 |
| 4.7 Town of Grande Cache Policy Repeal | p.97 |

#5 NEXT MEETING DATE September 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 June 14, 2023

1:
CALL TO ORDER

Chair Tom Burton called the meeting to order at 10:35 a.m.

PRESENT

Chair	Councillor Tom Burton
Vice-chair	Councillor Sally Rosson
Member	Councillor Jennifer Scott
Member	Councillor Dave Berry (Virtual – 11:02 a.m.)
Member	Reeve Tyler Olsen
Member	Councillor Christine Schlieff
Member	Councillor Dale Smith
Member	Councillor Duane Didow (Virtual)

Director of Corporate Services	Ed Kaemingh
Director of Community Services	Michelle Honeyman
Director of Planning and Development	Martino Verhaeghe
Legislative Services Officer	Sarah Sebo
Legislative Assistant/Recording Clerk	Drew Melvin
Manager of Human Resources	Erin Klimp
Health and Safety Coordinator	Trina Hutchinson
Recruitment Officer	Lori Matthews
Procurement Officer	Ashlee Holmes
Manager of Planning and Development	Samantha Dyck
Manager of Economic Development	Larry Gibson
Manager of Finance	Cara Garrett

ABSENT

Member	Deputy Reeve Bill Smith
Member	Councillor Ryan Ratzlaff
Member	Councillor Winston Delorme

Chief Administrative Officer	Stacey Wabick
Director of Infrastructure & Planning	Roger Autio

#2
POLICY REVIEW
COMMITTEE
AGENDA

MOTION: 23.06.209. Moved by: COUNCILLOR SALLY ROSSON
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, Reeve
Tyler Olsen, Councillor Christine Schlieff, Councillor Dale Smith, Councillor
Duane Didow

#3
POLICY REVIEW
COMMITTEE
MINUTES

MOTION: 23.06.210. Moved by: REEVE TYLER OLSEN.
That the Policy Review Committee adopt the minutes of the Policy Review Committee Meeting held on March 15, 2023 as presented.

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Jennifer Scott, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Dale Smith, Councillor Duane Didow

CARRIED

#4
BUSINESS

ICE COVER WORK
OPERATIONS

4.1 "Ice Cover Work Operations"

MOTION: 23.06.211. Moved by: COUNCILLOR DALE SMITH
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 amended.

- Add Legal/cross reference at top of policy
- Acronyms to be included in definitions
- 8.7 (E) to be simplified as "follow first aid procedures for hypothermia"

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Jennifer Scott, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Dale Smith, Councillor Duane Didow

CARRIED

PERSONAL PROTECTIVE
EQUIPMENT

4.2 "Personal Protective Equipment"

MOTION: 23.06.212. Moved by: COUNCILLOR SALLY ROSSON
That the Policy Review Committee recommend Council approve Policy 2501 "Personal Protective Equipment" as amended.

- 3.2: "maintenance 'of' PPE"
- Use PPE or personal protective equipment consistently

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Jennifer Scott, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Dale Smith, Councillor Duane Didow

CARRIED

**SAFETY RULES AND
DISCIPLINARY RULES**

4.3 “Safety Rules and Disciplinary Rules”

MOTION: 23.06.213. Moved by: COUNCILLOR JENNIFER SCOTT
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 amended.

- Worker to be used throughout

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Jennifer Scott,
Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Dale Smith,
Councillor Duane Didow

CARRIED

PRESENCE

Councillor Dave Berry entered the meeting (Virtual – 11:02 a.m.)

**CORPORATE HEALTH AND
SAFETY**

4.4 “Corporate Health and Safety”

MOTION: 23.06.214. Moved by: COUNCILLOR CHRISTINE SCHLIEF
That the Policy Review Committee recommend Council approve Policy 2500
“Corporate Health and Safety,” as presented.

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

CARRIED

**DISCLOSURE OF
WRONGDOING AND
REPRISAL PROTECTION**

4.5 “Disclosure of Wrongdoing and Reprisal Protection”

MOTION: 23.06.215. Moved by: COUNCILLOR DUANE DIDOW
That the Policy Review Committee recommend Council approve Policy 2003
“Disclosure of Wrongdoing and Reprisal Protection” as amended.

- Add definition for “designate CAO”

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

CARRIED

**ECONOMIC DEVELOPMENT
GRANT FOR
BEAUTIFICATION**

4.6 “Economic Development Grant for Beautification”

MOTION: 23.06.216. Moved by: COUNCILLOR DALE SMITH
That the Policy Review Committee recommend Council approve Policy 7500
“Economic Development Grant for Beautification” as presented.

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

CARRIED

**PATIOS ON PUBLIC
PROPERTY**

4.7 “Patios on Public Property”

MOTION: 23.06.217. Moved: COUNCILLOR DAVE BERRY
That the Policy Review Committee recommend Council approve Policy 6009
“Patios on Public Property” as amended.

- 1.2: Alpine Village Design, remove town references and Grande Cache specific design requirements.
- 3.8 remove references to town

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

CARRIED

CONTRACT MANAGEMENT

4.8 “Contract Management”

MOTION: 23.06.218. Moved by: COUNCILLOR JENNIFER SCOTT
That the Policy Review Committee recommend Council approve Policy 9000
“Contract Management” as amended.

- 3.1: “Council must award” to “Council is the authority to award”

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

CARRIED

PROCUREMENT AND
PURCHASING

4.9 “Procurement and Purchasing”

MOTION: 23.06.219. Moved by: REEVE TYLER OLSEN

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

- 2.2(A) typo in third line “Best Calue”

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

CARRIED

PRESENCE

Councillor Dave Berry left meeting (Virtual – 11:49 a.m.)

Councillor Dave Berry entered the meeting (Virtual – 11:50 a.m.)

EXPENDITURE OFFICER

4.10 “Expenditure Officer”

MOTION: 23.06.220. Moved by: COUNCILLOR DALE SMITH

That the Policy Review Committee recommend Council approve Policy 9002
“Expenditure Officer” as amended.

- CAO definition: replace “designate” with “delegate”
- Add State of Local Emergency definition
- 4.1(A) to be clarified

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

CARRIED

APPOINTMENT TO BOARDS
AND COMMITTEES

4.11 “Appointment to Boards and Committees”

MOTION: 23.06.221. Moved by: COUNCILLOR CHRISTINE SCHLIEFF

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

- 2.3F official name
- 8.1 and to the chair of the committee
- CAO services

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

**COUNCIL CONFERENCE AND
PROFESSIONAL
DEVELOPMENT**

4.12 “Council Conference and Professional Development”

MOTION: 23.06.222. Moved by: COUNCILLOR SALLY ROSSON
That Policy Review Committee recommend Council approve Policy 1015
“Council Conference and Professional Development” as amended.

- 3.6: Define spouse, remove companion
- 3.4: Third line typo
- Research look into 5.3, whether included in CAO contract
- Account for Boards and Committee conferences in separate policy

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

CARRIED

**#5
ADJOURNMENT**

5. Adjournment

MOTION: 23.06.223. Moved by: COUNCILLOR DALE SMITH
That this meeting adjourn at 12:19 p.m.

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

CARRIED

RECORDING CLERK

CHAIR



REQUEST FOR DECISION

SUBJECT: Policy 3023 “Volunteer Fire-Rescue Service Awards”
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: July 12, 2023 CAO: MANAGER: WB
DEPARTMENT: PROTECTIVE SERVICES DIR: PRESENTER: WB
STRATEGIC PLAN: Culture, Social & Emergency Services LEG: SS

RELEVANT LEGISLATION:

Provincial – N/A

Council Bylaw/Policy – N/A

RECOMMENDED ACTION:

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

BACKGROUND/PROPOSAL:

To date, Policy 3023 has been reviewed twice by the Policy Review Committee. During its October 2022 meeting, the Committee recommended Council approve the standardisation of the Fire-Rescue Service Awards to be in line with both councillor and employee service awards. Additionally, the inclusion of a reference to the Canada Revenue Agency’s taxable benefit document for information.

During its February 2023 meeting, the Committee approved changing the name of the policy from “Volunteer Firefighter Awards Program” to “Volunteer Fire-Rescue Service Awards.” The Committee also recommended a definition for “Auxiliary Work,” which may also be recognised as a part of the program.

This policy was brought to the March 14, 2023, Council meeting and was deferred to Policy Review Committee. Council recommended that the policy include former fire fighters in the definition of auxiliary work, and generally provide greater clarity on the definition and work scope of an Auxiliary Worker.

The policy has been revised and Administration has omitted Auxiliary Worker.

If approved, Council will be presented with an additional motion to repeal Policy EES 23 “Volunteer Fire / Department Award Program.”

BENEFITS OF THE RECOMMENDED ACTION:

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

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: The alternative to the recommended action is that Policy Review Committee may amend or deny the recommended motion.

FINANCIAL IMPLICATION:

Approving Policy 3023 would create additional financial obligations for Greenview through the monetary awards for years of service.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

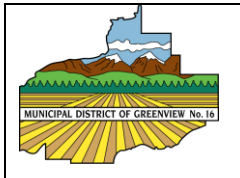
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will present the policy to Council for policy decision-making and will be presented with an additional motion to repeal the current EES 23 “Volunteer Fire / Department Award Program” policy.

ATTACHMENT(S):

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



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

Section:
**ENGINEERING &
ENVIRONMENTAL
SERVICES**

POLICY NUMBER: EES 23

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

PURPOSE:

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

POLICY:

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

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

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

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

(Original signed copy on file)
REEVE

C.A.O.

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



1. DEFINITIONS

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

2. POLICY STATEMENT

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

3. PROCEDURE

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

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

- 3.4. This policy applies to STN 31 – DeBolt, STN 32 – Grovedale, STN 33 – Grande Cache.



REQUEST FOR DECISION

SUBJECT:	Policy 4006 Fleet and Equipment Replacement Policy		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 12, 2023	CAO:	MANAGER: JF
DEPARTMENT:	OPERATIONS	DIR:	PRESENTER: JF
STRATEGIC PLAN:	Governance	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 4006 “Fleet and Equipment Replacement Policy”, as presented.

BACKGROUND/PROPOSAL:

This policy is a complete update to follow the new 1507 Tangible Capital Assets Policy and 1034 Asset Management policy. There are corrections in the document on tracking maintenance and what is the future prospect of the document. The policy now also lists asset definitions. Tables have been updated and all changes are reflective of the recently approved policies.

The fleet and equipment replacements will be their own category as discussed in the 1507 tangible capital assets policy. Changes are to maximize vehicle and equipment life capabilities for Greenview business and to minimize the risk of injuries. In the last 10 to 15 years, progress has been made in upgrading functional capabilities and improving the safety features of Greenview fleet and equipment.

The policy will set the operational and capital budgeting requirements to maintain departmental fleet and equipment.

Since this policy was presented in June of 2022, the following proposed updates have been added:

1. In 2.5 the Fleet Specialist was listed as doing the purchasing exclusive of the department managers and in 2.8 the Procurement Officer was listed as doing the purchasing. As Managers and SLT are responsible for their budget expenditures, this is adjusted to reflect the appropriate process.
2. In 2.2, Managers, AMO, and Procurement Officer were stated as doing the fleet budgeting. While there is certainly corroboration and assistance, Managers and SLT do their budgeting. This is adjusted to reflect the appropriate process.

3. In 2.8 the Procurement Officer solely was listed as being able to consider leasing and renting vehicles. This would typically be a departmental budget expenditure and is adjusted to reflect appropriate process.
4. Added a definition for Manager taken from Policy 1018 - Expenditure & Disbursement Policy.
5. Updated Heavy Mobile Equipment from 7500 hours to 10,000 hours under baseline time in service column.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Policy Review Committing approving the recommended motion is that the policy will reflect the updated asset replacement standards in the Tangible Capital Asset policy.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: The Policy Review Committee has the alternative to alter or deny the recommended motion.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

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

ATTACHMENT(S):

- Policy 4006 Fleet and Equipment Replacement – Current
- Policy 4006 Fleet and Equipment Replacement – Draft
- Policy 1507 Tangible Capital Assets Policy
- Policy 1034 Asset Management Policy
- Policy 1502 Reserves

Title: Vehicle and Equipment Replacement

Policy No: 4006

Effective Date: May 11, 2020

Motion Number: 20.05.279

Supersedes Policy No: NONE

Review Date: May 11, 2023



Purpose: To ensure Greenview maintains a modern and reliable vehicle and equipment pool, at the lowest overall cost, through establishing a standard of equipment procurement, disposal, replacement and sustainable funding. Fire services equipment will be evaluated separately.

DEFINITIONS

ACAO means the Assistance Chief Administrative Officer.

CAO means Chief Administrative Officer.

CFO means the Chief Financial Officer.

GM means General Manager of one of the major departments and includes the Chief Financial Officer.

Greenview means the municipal corporation of the M.D. of Greenview No. 16.

Heavy Duty means a vehicle with a gross vehicle weight of greater than 10,000 lbs, including 1- ton trucks.

Life Cycle means the useful life of a vehicle or piece of equipment based on the average years, kilometres (km), or engine hours a vehicle or piece of equipment operates before maintenance becomes cost prohibitive.

Light/Medium Duty means vehicles with a gross vehicle weight of less than 8,500 lbs, including SUV's, minivans, ½ ton trucks.

Medium Duty means vehicles with a gross vehicle weight of between 8,500 and 10,000 lbs, including ¾ ton trucks.

SLT means Senior Leadership Team comprised of the GMs, CFO, ACAO and CAO.

POLICY

General Principles

1. Administration will recommend the type of equipment and vehicles that will be required to be replaced on a regular basis, to ensure the services of Greenview are provided as directed by Council.
2. Administration will endeavor to purchase the most economical and fuel efficient vehicles and pieces of equipment available and will recommend for purchase the most basic vehicle to suit the department's needs
3. Used vehicles and pieces of equipment may be considered for purchase.
4. Administration may consider leasing vehicles or equipment when economically feasible.
5. All fleet acquisition and disposal will be conducted through the legislated procurement processes and in accordance with Greenview purchasing policies.
6. In circumstances where a vehicle or piece of equipment becomes cost prohibitive to maintain or operate, before the end of its established life cycle, it may be considered for early replacement.
7. Upon review, if a vehicle or piece of equipment has continually performed at a high level, with a satisfactory maintenance record, that vehicle or piece of equipment may be considered for a life cycle extension.
8. Vehicles and equipment will be evaluated for replacement based on the following criteria:

VEHICLE/EQUIPMENT TYPE	TIME IN SERVICE (years/kms/engine hours/condition)
Light/Medium Duty Vehicles	10 years / 200,000 kms
Medium Duty Diesel Vehicles	10 years / 300,000 kms
Heavy Duty Vehicles	10 years / 300,000 kms
Graders	10 years / 7,500 hours
Loaders	10 years / 7,500 hours
Backhoes	10 years / 7,500 hours
Track Excavators	7,500 hours
ATV's/UTV's	15 years
Tractors (all types)	7,500 hours
Zambonis	10 years
Light Duty Mowers (zero -turn, self-propelled)	5 years
Gang Mowers	10 year
Water Tankers	20 years

Administrative Responsibilities:

9. Fleet Coordinator and Managers are responsible to recommend replacement of vehicles and equipment in accordance with this policy.
10. Vehicle accessories must be approved by the GM.

- 11. Vehicle replacement requests must be approved by the GM.
- 12. SLT must sign off on department requests for fleet vehicles above light/medium duty.

Equipment and Vehicle Fleet Reserve

- 13. Administration will establish an Equipment and Vehicle Fleet Reserve.
- 14. Administration will establish a Capital Reserve Replacement rate, taking into consideration the life span of the equipment and vehicle(s) and the estimated replacement cost.
- 15. Equipment and Vehicle Fleet Reserve replacement charges will be transferred to a capital reserve fund for equipment and vehicle replacement.
- 16. Fleet replacement and due to obsolescence or end of life cycle will be financed through the Equipment and Vehicle Fleet Reserve.
- 17. Fleet replacement due to physical damage will be financed through appropriate insurance procedures, with the balance for replacement coming from the vehicle replacement reserve.
- 18. Proceeds from the disposal of vehicles or equipment will be allocated to the Equipment and Vehicle Fleet Reserve.
- 19. Interest earned from the Equipment and Vehicle Fleet Reserve will be allocated to the reserve at year end.
- 20. Council shall authorize the transfer of funds to and from the reserve.

DRAFT

<p>Title: Fleet and Equipment Replacement Policy</p> <p>Policy No: 4006</p> <p>Effective Date: Date passed in Council</p> <p>Motion Number:</p> <p>Supersedes Policy No:</p> <p>Department: Operations</p> <p>Review Date: (3 Years from date approved by Council)</p>	
<p>Legal References: <i>Not applicable</i></p>	<p>Cross References: Policy 9001 "Procurement and Purchasing" Policy 3021 "Fire-Rescue Services Apparatus and Equipment Replacement" Policy 1507 "Tangible Capital Assets" Policy 1502 "Reserves"</p>
<p>Purpose: To ensure Greenview maintains a dependable, and reliable vehicle & equipment pool. The governance of which is fiscally responsible and captures the true value of assets by establishing a standard equipment procurement, disposal, and replacement policy. Fire-Rescue Services Apparatus and Equipment replacement will be evaluated separately.</p>	



1. DEFINITIONS

- 1.1. **Aircraft** means primarily for transportation purposes such as small airplanes, large planes, **drones**, and other aircraft transporting devices. This document does not include emergency aircrafts.
- 1.2. **Amortization** is the process of incrementally charging the cost of an asset to expense over its expected period of use, which shifts the asset from the balance sheet to the income statement. It reflects the consumption of an asset over its useful life. Amortization is most commonly used to gradually write down the cost of assets with a specific useful life.
- ~~1.3. **AMO** mean Asset Management Officer.~~
- 1.4. **Assets** are economic resources controlled by the municipality due to past transactions or events and from which future economic benefits are expected to be obtained. Assets have three essential characteristics:
 - A) They embody a future benefit that involves a capacity, singly or in combination with other assets, to provide future net cash flows or to provide goods and services;
 - B) The municipality can control access to the benefit; and,
 - C) The transaction or event giving rise to the municipality's control of the benefit has already occurred.
- 1.5. **Asset Disposal** refers to removing an asset(s) from service as a result of sale, destruction, loss, or abandonment.

- 1.6. **Capital Leases** are non-financial assets leased by Greenview for use in the delivery of goods and services. All the benefits and risks of ownership are transferred to the municipality without requiring the transfer of legal ownership. This results in the recordation of the asset as Greenview's property in its general ledger as an asset.
- 1.7. **Estimated Useful Life** is the estimate of either the period over which an asset is expected to be used or the number of units of production that can be obtained from the asset. It is the period over which an asset will be amortized and is normally the shortest of the physical, technological, commercial, or legal life. This can also be referred to as useful life.
- 1.8. **Extended Warranty**, also referred to as after sales service or simply service type warranty. It is an extra cost to the buyer on top of the purchase price. In such cases, it is not capitalized and is deferred and reduced over the warranty term.
- 1.9. **Fleet** means all vehicles, operating equipment, and heavy equipment of Greenview.
- 1.10. **Fleet Management** refers to the overall actions that take place to keep a fleet running efficiently, on time, and within budget.
- 1.11. **Fleet and Equipment Replacement Reserve** This reserve ensures funds for replacing fleet and equipment per this policy.
- 1.12. **Greenview** means the Municipal District of Greenview No. 16.
- 1.13. **Heavy Mobile Equipment** means power and construction equipment such as graders, tractors, 3-point hitch mowers or bigger, mobile hot water/steam washers, gravel reclaimers, backhoes, rippers, mulchers, loaders, trenchers, dozers, crawlers, agriculture equipment, all heavy equipment attachments, and Zambonis.
- 1.14. **Hours of Production Method** is an amortization method which allocates the cost of an asset based on its estimated hours of use or production.
- 1.15. **Life Cycle** means the useful life of a vehicle or piece of equipment based on the average years, kilometres (km), or engine hours a vehicle or piece of equipment operates before maintenance becomes cost prohibitive.
- 1.16. **Light Mobile Equipment** means equipment specific to maintenance, shop, and recreation mowers, lawn maintenance equipment, all terrain vehicles (ATV), utility terrain vehicles (UTV), snowmobiles, drones, skid steers, and light mobile equipment.
- 1.17. **Manager** means the manager who is ultimately responsible for the department's budget. The individual who creates and presents the department's proposed budget to Council.
- 1.18. **Operating Equipment** means equipment specific to maintenance, shop, recreation, and appliances such as forklifts, welding machines, utility trailers, security systems, snowplows, refrigerators, stoves, freezers, mowers, lawn maintenance equipment, recreational equipment, generators, emergency operations equipment, and safety equipment and ice resurfacer.
- 1.19. **Repair and Maintenance** are ongoing activities to maintain a capital asset in operating condition. They are required to obtain the expected service potential of a capital asset over the estimated useful life. Costs for repairs and maintenance are expensed.

- 1.20. **SLT** means Senior Leadership Team comprised of Directors and the Chief Administrative Officer.
- 1.21. **TCA** means Tangible Capital Assets.
- 1.22. **Vehicles** means automobiles, pick-up trucks under one ton, sport utility vehicles (SUV), **all-terrain vehicles (ATV), snowmobiles and utility terrain vehicles (UTV)** used primarily for transportation purposes. Vehicles in this policy do not include emergency vehicles.
- 1.23. **Vehicles Over 1 Ton** means equipment specific to maintenance and construction that can be used on municipal or provincial roads. These include but not limited to gravel trucks, various heavy equipment trailers, end dumps, pups, 3-ton trucks, 5-ton trucks, water trucks, garbage trucks, 1-ton trucks and vehicle maintenance trucks. ~~For emergency Vehicles over 1 ton, please refer to policy 3021.~~
- 1.24. **Watercraft** means primarily for transportation purposes such as small boats, large boats, personal watercraft, remote control watercraft and other water transporting devices. ~~Excludes emergency watercrafts. Watercraft in this policy is not to include emergency watercraft, refer to Policy 3021.~~

2. POLICY STATEMENT

- 2.1. An effective fleet replacement program is essential for controlling fleet performance (i.e., vehicle and equipment suitability, availability, reliability, safety, and environmental impacts) and total cost of ownership.
- 2.2. Fleet management requires ~~budgeting and~~ a funding process that enables ~~Managers, the AMO, the Procurement Officer and the Fleet Specialist to budget~~ the budgeting for the amount of funds needed each year to execute the replacement plan based on the selected financing approach. The budgets for operation and maintenance come from the allocation of the overall operational budget, and capital replacement is secured through the Fleet and Equipment Replacement Reserve.
- 2.3. Long-term fleet management replacement plans pinpoint anticipated replacement dates and costs of individual assets based on the application of recommended replacement cycles and assess year-to-year, fleet-wide replacement costs and future variations therein.

The Fleet Specialist, the Asset Management Officer, and the Managers will recommend through a needs assessment the type of equipment and vehicles that will be required to be replaced based on the asset's life cycle. In addition, Administration will provide Council with a historical value and future demand for the vehicle or equipment being replaced. Maintaining Greenview's fleet and equipment ensures that assets remain modern, dependable and reliable.

- 2.4. The Fleet Asset Management Plan will have the information derived from the replacement plan, historical data, and useful life per fleet asset. It will include future demand on the fleet and equipment assets.
- 2.5. ~~The Fleet Specialist with assistance from the Procurement Officer & the AMO~~ Managers and SLT, will endeavour to purchase the most economical and fuel-efficient vehicles and pieces of equipment available. The Fleet Specialist and Asset Management Officer will provide

historical information, maintenance review and future demand of the asset; for the asset needs for the department.

- ~~2.6. A short-term replacement prioritization and earmarking process for designating specific vehicles and pieces of equipment to be replaced in the coming fiscal year. As per the table below.~~
- 2.7. Used vehicles and ~~used pieces of~~ equipment may be considered for purchase. These will be evaluated based on the historical information of the asset, maintenance, and current demand of the asset.
- 2.8. ~~The Procurement Officer may consider~~ Capital leasing or rental of vehicles and equipment may be considered when economically feasible. If the arrangement is a capital lease or rental, Greenview should apply the appropriate capital or rental asset category thresholds. .
- 2.9. All fleet acquisition and disposal will be conducted through Greenview's procurement and purchasing processes.
- 2.10. If a vehicle or piece of equipment has continually performed at a high level, with a satisfactory maintenance record, that vehicle or piece of equipment may be considered for a life cycle extension. This extension has no amortization to be assessed and could be considered a betterment of the asset. To be evaluated on a case-by-case basis.
- A) Extended warranty will apply to the asset for which it is purchased and will be deferred and recognized as an expense over the period offered, as a straight-line basis.

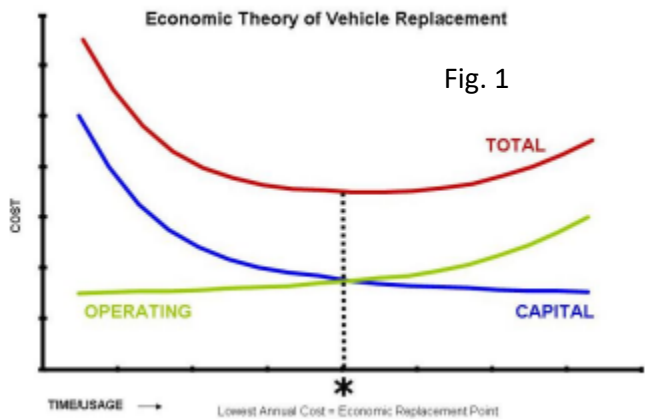
3. PROCEDURE

- 3.1. Vehicles and equipment will be evaluated for replacement based on the following:
- A) Life cycle criteria;
- B) The condition of vehicle performance based on Standards-Condition assessment of the Assets; and
- C) Maintenance records and costing.
- 3.2. Greenview will always consider longer service dates if equipment continues to perform well, meets minimum conditions of fair standards, and is well maintained.
- A) Vehicle and equipment replacement guidelines should be based on the economic theory of optimal vehicle and equipment replacement, which is illustrated graphically in Fig. 1. As a vehicle and equipment age, its capital cost diminishes and its operating costs (e.g., maintenance, repair, and fuel) increase.

Figure 1:

VEHICLE/EQUIPMENT TYPE (According to the TCA Policy)	BASELINE TIME IN SERVICE (Years/ km/engine hours)
Vehicles	5 years / 200,000 km
Vehicles over 1 Ton	10 years / 300,000 km
Heavy Mobile Equipment	20 years / 7,500 10,000 hours
Light Mobile Equipment	5-years
Operating Equipment	10 years
Aircraft	20 years
Watercraft	20 years

The combination of these two costs produces a U-shaped total cost curve that reflects the total cost of ownership of the asset. Ideally, a vehicle or piece of equipment should be replaced around the time the rise in annual operating costs begins to outweigh the decline in annual capital costs – that is, when the two cost curves intersect, and the total cost of ownership begins to increase.



The total cost curve is different for every type of vehicle and, indeed, for every individual vehicle of a given type. This variability is caused by differences in the design and engineering of different types of vehicles/equipment, operating environments, quality-of-care the vehicles or equipment receives, and a variety of other factors.

- 3.3. Ensure all vehicles or equipment follow the fleet management preventative maintenance program.
- 3.4. Directors must approve new type vehicle replacement requests.
- 3.5. In circumstances where a vehicle or piece of equipment becomes cost prohibitive to maintain or operate, it may be considered for early replacement/disposal before the end of its established life cycle.
- 3.6. Fleet replacement due to obsolescence or end-of-life cycle will be financed through the Fleet and Equipment Replacement Reserve.
- 3.7. Fleet replacement due to physical damage will be financed through appropriate insurance procedures, with the balance for replacement coming from the Fleet & Equipment Replacement Reserve. The vehicle or equipment will be disposed of in accordance with Greenview policies.

4. COUNCIL RESPONSIBILITIES

- 4.1. Council is responsible for setting the capital budget regarding the purchase of fleet and equipment assets.
 - A) Each fleet and equipment asset must be listed for replacement as described in this policy.
 - B) Any unallocated capital Fleet and Equipment purchase funds will be uncommitted for future use within the Fleet and Equipment Replacement Reserve.

5. ADMINISTRATION RESPONSIBILITIES

- 5.1. ~~The Fleet Specialist, the AMO~~ and Managers are responsible for recommending the replacement of vehicles and equipment **through the needs assessment** in accordance with this policy.
- 5.2. SLT must sign off on department requests for fleet vehicles **and equipment for special cases or change in use.**
- 5.3. **All safety equipment must be installed in the fleet asset before the asset is deemed ready for service.**
- 5.4. **All registration, licensing and insurance checks are needed per vehicle and equipment before the fleet asset is deemed ready for service.**
- 5.5. **All fleet asset disposals must have safety equipment removed before being placed on the annual surplus/disposal list.**
- 5.6. **All fleet assets listed as surplus or disposal must have safety, specialized or associated equipment removed before being placed on the surplus/disposal annual list.**
- 5.7. **Asset disposal lists for fleet are to be finalized annually in June of the year of the surplus/disposal.**

Title: Asset Management

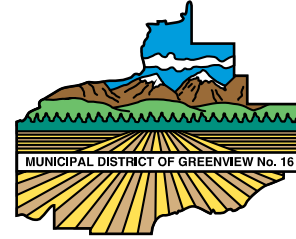
Policy No: 1034

Effective Date: February 22, 2022

Motion Number: 22.02.106

Supersedes Policy No: None

Review Date: February 22, 2025



Purpose: This policy is to articulate Greenview’s, commitment to asset management, and guide administration and staff using the policy statements. In doing so, this policy outlines how it is to be integrated within the organization in such a way that it is coordinated, cost effective and organizationally sustainable. This policy also demonstrates to the community that Council is exercising good stewardship and is delivering affordable services while considering its legacy to future residents.

Council has a mandate to provide a wide range of services. To guide administration and staff with the effective implementation of those services, Council typically adopts policies for important issues that can be used by staff to support Council's vision, goals, and objectives. Greenview, is committed to maximizing Greenview’s return on investment in physical assets, while complying with all legislative and regulatory requirements, and ensuring that all activities are performed in a safe and environmentally sustainable manner.

1. DEFINITIONS

For consistency, terminology in all official asset management documents shall be consistent with ISO 55000:2014(E) – International Standard for Asset Management

For consistency, terminology in all official Risk management documents shall be consistent with ISO 31000:2018 – International Standard for Risk Management

- 1.1. **Amortization** means the process of incrementally charging the cost of an asset to expense over its expected period of use, which shifts the asset from the balance sheet to the income statement. It essentially reflects the consumption of an intangible asset over its useful life. Amortization is most commonly used for the gradual write-down of the cost of those intangible assets that have a specific useful life.
- 1.2. **Asset** means an item, thing, or entity that has potential or actual value to an organization. Value can be tangible or intangible financial or non-financial and includes consideration of risks and liabilities. Refer to Policy 1507.
- 1.3. **Asset Management** means the application of sound technical, social, and economic principles that considers present and future needs of users, and the service from the asset. Refers to any system that monitors and maintains things of value to an entity or group. It may apply to both tangible assets and to intangible assets.
- 1.4. **Asset Management Advisory Committee** The committee was formed to provide the Greenview with diverse perspectives on asset management and related advice and

recommendations. The committee reviews policies, procedures and results to ensure the assets are managed in a manner supportive of the Greenview's mission and in accordance with fiduciary standards and applicable law

- 1.5. **Asset Management Strategy** means a high level document that guides the overall asset management activities within an organization. Being a strategy, it is meant to explore long term issues and ensure that the overall plan is linked to key "strategic" issues of the organization.
- 1.6. **Asset Management Plan (AMP)** means a tactical plan for managing an organization's infrastructure and other assets to deliver an agreed Level of Service. This documented information that specifies the activities, resources, and timescales required for an individual asset, or grouping of assets, to achieve the organization's asset management objectives.
- 1.7. **Best Practices** means state-of-the-art methodologies and technologies for municipal infrastructure planning, design, construction, management, assessment, maintenance, and rehabilitation that consider local economic, environmental, and social factors.
- 1.8. **Greenview** means the Municipal District of Greenview No.16.
- 1.9. **Intangible Assets** means an asset that is not physical in nature. Goodwill, brand recognition and intellectual property, such as patents, trademarks, and copyrights, are all intangible assets. Intangible assets exist in opposition to tangible assets, which include land, vehicles, equipment, and inventory.
- 1.10. **Level of Service (LoS)** means parameters or a combination of parameters, which reflect social, political, environmental, and economic outcomes that an organization delivers from their assets.
- 1.11. **Lifecycle** means the time interval that commences with the identification of the need for an asset and terminates with the disposal of the asset.
- 1.12. **Line of Sight** means this alignment (or line of sight) focuses the entire organization on the same strategic goals. It lines up the value the asset is expected to produce with the financial business objectives of the organization.
- 1.13. **Long-term Cost (Life-cycle cost)** means the financial and human resources required throughout the life cycle of the asset.
- 1.14. **Performance Monitoring** means continuous or periodic quantitative and qualitative assessments of the actual performance compared with specific objectives, targets, or standards through the application of performance indicators.
- 1.15. **Risk** means the uncertainty about whether a "Risk" event has the potential to significantly affect the goals and objectives of Greenview, which will result in a gain or loss in the achievement of the organizational goals or objectives.
- 1.16. **Risk Management** means avoiding, accepting, transferring, or treating the uncertainty arising from a risk event to minimize the negative impact of the risk event and increase the likelihood of achieving the strategy or objective by reducing the negative outcomes of risk events and enhancing the positive outcomes of informed risk-taking.

- 1.17. **Service Life of an Asset** means the total period during which it remains in use, or ready to be used, in a productive process.
- 1.18. **Strategic Risk** means events or occurrences that impact the ability to achieve strategic and service objectives.
- 1.19. **Tangible Assets** means assets that have a physical form. Tangible assets include both fixed assets, such as machinery, buildings and land, and current assets, such as inventory.
- 1.20. **Useful Life** means the period of time (or total amount of activity) for which the asset will be economically feasible for use in a business. In other words, it is the period of time that the business asset will be in service and used to earn revenues.

2. POLICY STATEMENT

- 2.1. Asset Management is an integrated and adaptive approach, involving Council and all departments of Greenview, to deliver sustainable services to the community by effective management of existing and new infrastructure.
- 2.2. This policy outlines principles that shape the asset management approaches and initiatives across the organization. Also ensuring compliance with all statutory requirements applying to physical assets and asset management.
- 2.3. Ensure that all Asset Management decisions and activities comply with the Greenview’s policies relating to Occupational, Health, Safety, and Environment.
- 2.4. Ensure that Asset Management decisions and activities consider and balance the needs of all relevant stakeholders, both within and external to the organization and follow the “line of sight” principles.
- 2.5. Ensure alignment between all organizational functions that impact on Asset Management, including Projects/Engineering, Production, Maintenance, and Supply.
- 2.6. Ensure that the Greenview’s assets are managed in accordance with recognized asset management techniques that consider the achievement of both short term and longer-term business objectives.
- 2.7. Formally assess both risk and economic outcomes when making decisions relating to the management of physical assets and operate assets in a disciplined manner, and with precision.
- 2.8. Ensure that asset purchase, replacement, refurbishment, and disposal decisions are made based on an assessment of expected future customer demand, life cycle costs, and risks.
- 2.9. This Policy applies to:
 - A) All existing and new assets or asset systems (including natural assets) owned by Greenview and used to deliver services to the community;
 - B) Assets owned by Greenview, but managed or co-managed by others to deliver services to the community, subject to the terms of any agreement already in place;
 - C) Assets owned by others but managed or co-managed by Greenview to deliver services to the community, subject to the terms of any agreements already in place.

3. PRINCIPLES

- 3.1. This policy shall be implemented by employees using industry accepted guidelines and practices. Employees shall consider the use of an Asset Management strategy and Asset Management Plans
- 3.2. Greenview will also comply with required capital asset reporting requirements PS-3150 and integrate the Asset Management program into operational plans through the municipality.
- 3.3. Strategic Asset Management plans may be developed for a specific class of assets or be generic for all assets and should outline term goals, processes, and steps to show how they will be achieved. The asset management plans should be based on current inventories and conditions (acquired or derived), project performance and remaining service life and consequences of losses (i.e., vulnerability assessments, emergency management).

4. POLICY PRINCIPLES, GUIDELINES, AND INTEGRATION:

4.1. The key principles of the asset management policy are outlined in the following list. Greenview shall:

- A) Make informed decisions, identifying all revenues and costs (including operation, maintenance, replacement and decommission) associated with infrastructure asset decisions, including additions and deletions. Trade-offs should be articulated and evaluated, and the basis for the decision recorded;
- B) Integrate corporate, financial, business, technical and budgetary planning for infrastructure assets;
- C) Establish organizational accountability and responsibility for the asset inventory, condition, use and performance;
- D) Consult with stakeholders where appropriate;
- E) Define and articulate service, maintenance and replacement levels and outcomes;
- F) Use available resources effectively;
- G) Manage assets to be sustainable;
- H) Minimize total life cycle costs of assets;
- I) Know the line of sight, of assets goals;
- J) Consider environmental goals;
- K) Consider social and sustainability goals;
- L) Minimize risks to users and risks associated with failure;
- M) Pursue best practices where available; and
- N) Report the performance of its asset management program.

4.2. Guidelines and Practices

- A) This policy shall be implemented by staff using accepted industry guidelines and practices (can identify the guidelines/practices will be using) and staff shall consider the use of an asset management strategy and asset management plans. The organization will also comply with required capital asset reporting requirements and integrate the asset management program into operational plans throughout the organization.
- B) Strategic asset management plans may be developed for a specific class of assets or be generic for all assets and should outline long term goals, processes, and steps toward how they will be achieved. The asset management plans should be based on current inventories and conditions (acquired or derived), projected performance and remaining service life and consequences of losses (e.g., vulnerability assessments, emergency management). Operational plans should reflect these details.

Replacement portfolios and associated financial plans should consider alternative scenarios and risks, as well as include public consultation.

4.3.Context and Integration of Asset Management within the Organization

The context and integration of asset management throughout the organization's lines of business is typically formalized through references and linkages between Municipal documents. Where possible and appropriate, Council and staff will consider this policy and integrate it in the development of Municipal documents such as (broad list noted below, include those which apply and add others as needed):

- A) Official Community Plans
- B) Business Plan
- C) Municipal Strategic Plan
- D) Municipal Financial Plan
- E) Operational Plans and Budgets (including vehicle and fleet plans and budgets)
- F) Annual Reports
- G) Design Criteria and Specifications
- H) Infrastructure Servicing, Management, and Replacement Plans, e.g., Transportation Plans, Historical Culture Plans
- I) Community Social Plans
- J) Parks and Recreation Plans
- K) Facility, Building Plans

5. ASSET MANAGEMENT FRAMEWORK- ISO 55000

5.1.To meet the objective of this policy, Greenview will follow the Asset Management Framework described in Figure 1. The Framework describes the business processes and asset management activities and illustrates the relationship between activities. The Framework consists of several major elements:

- A) Regulatory Requirements, Business drivers

Both are the external influences that govern how the infrastructure is managed and set overall expectations of how the departments operate. Including, but not limited to:

 - I. Ratepayer’s requirements
 - II. Municipal goals and strategies
 - III. Regulatory Requirements
 - IV. Environmental factors
- B) Core Processes supported by Core Support Services

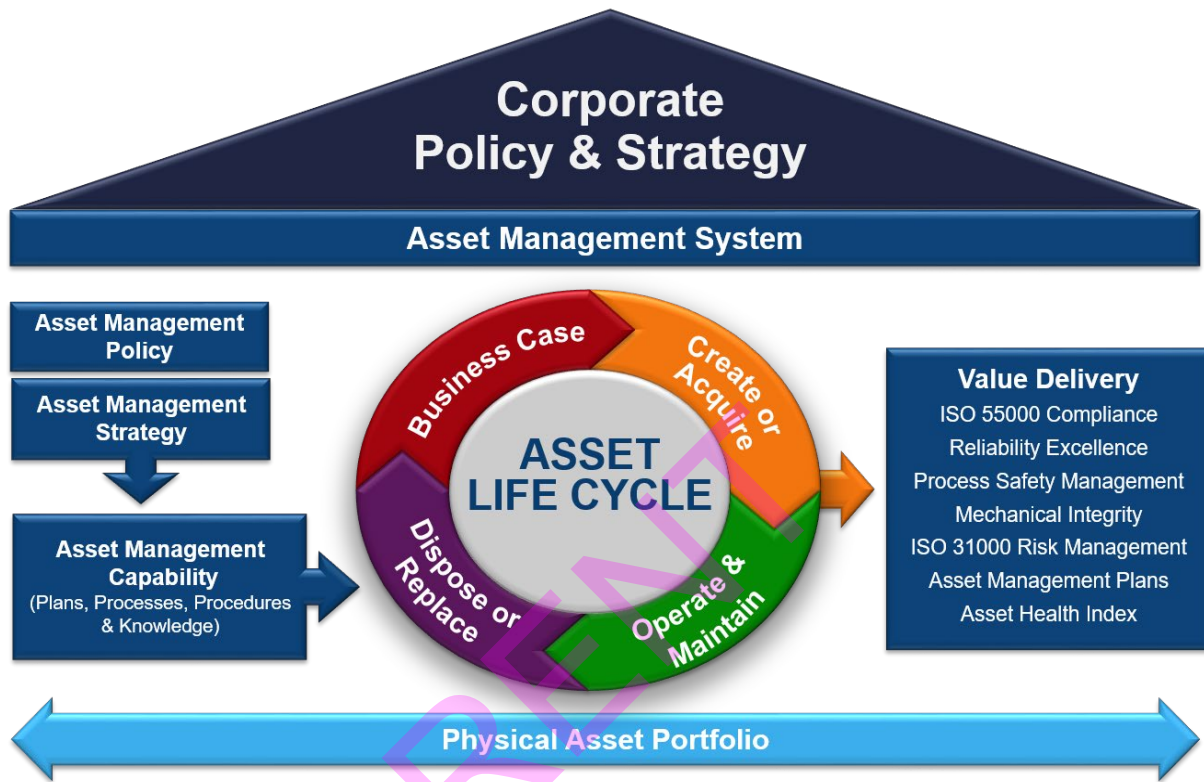
The underlying structure is based on the all-encompassing Plan-Do-Check-Act (PDCA) cycle to control and continuously improve on processes and products.
- C) Asset Lifecycle

Centered amongst the Business Drivers and overlaying the PDCA cycle, is the management of physical infrastructure. This Asset Management Cycle describes how the various assets are managed. The Asset Lifecycle includes:

 - I. Asset procurement, creation, or acquisition - to provide assets to meet current and future needs while achieving the defined levels of service and risks;
 - II. Asset operations maintain – to maintain an asset to meet the required functional condition and/or extend its life; and

- III. Asset disposal / replace - To rebuild or replace an asset to restore it to a required functional condition

6. FROM ISO 55000 ASSET MANAGEMENT SYSTEM



7. COUNCIL RESPONSIBILITIES

- 7.1. Council shall review all policies every three years for compliance and effectiveness. While administration, employees, public and other agencies may provide input on the nature and text of the policy. Council retains the authority to approve, update, amend or repeal policies.
- 7.2. Report to ratepayers on the status of the infrastructure assets and asset management program.

8. ADMINISTRATION RESPONSIBILITIES

- 8.1. Review this policy in accordance with the review schedule and identify issues and develop policy updates.
- 8.2. Develop guidelines and practices for the Asset Management program.
- 8.3. Ensure the policy is being implemented in accordance with Greenview’s committed levels of service.
- 8.4. Progressively develop and maintain inventories and asset infrastructure.
- 8.5. Establish and monitor infrastructure replacement levels using life cycle costing principles.
- 8.6. Develop and maintain financial plan for the appropriate level of maintenance, extension and decommission of assets.

8.7. The implementation, review and reporting back regarding this policy shall be integrated within the organization due to the importance of this policy, the organization's asset management program shall be reported annually to the community, and implementation of this policy reviewed by Council at the mid-point of its term.

9. ASSET MANAGEMENT ADVISORY COMMITTEE (AMAC)

9.1. Provides a forum for discussion and development of asset management policy, strategy, plans and processes.

9.2. Encourages the collaboration and integration between different business areas to achieve efficiency and effectiveness in service delivery.

9.3. Provides a forum for learning, information sharing and co-education opportunities.

9.4. Leads the development of corporate asset management tools and practices and monitors their application across the organization.

9.5. Asset management policy and regulatory and statutory requirements.

9.6. The committee is governed by Terms of Reference (TOR) adopted by Council.

CURRENT

Title: Tangible Capital Assets

Policy No: 1507

Effective Date: February 22, 2022

Motion Number: 22.02.108

Supersedes Policy No: AD 33

Review Date: February 22, 2025



Purpose: To ensure Greenview follows the accounting regulations for tangible capital assets as determined by the Public Sector Accounting Board and Alberta Municipal Affairs. The policy applies to all Greenview departments, boards and commissions, agencies and other organizations falling within the reporting entity of Greenview.

1. DEFINITIONS

- 1.1. **Amortization** means a rational and systematic manner of allocating the cost of an asset over its estimated useful life.
- 1.2. **Assets** are economic resources controlled by Greenview as a result of past transactions or events and from which future economic benefits are expected to be obtained. Assets have three essential characteristics:
 - A) They embody a future benefit that involves a capacity, singly or in combination with other Assets, to provide future net cash flows, or to provide goods and services;
 - B) Greenview can control access to the benefit;
 - C) The transaction or event giving rise to Greenview's control of the benefit has already occurred.
- 1.3. **Asset Disposal** means the removal of a capital asset from service as a result of sale, destruction, loss, or abandonment.
- 1.4. **Asset Pooling** means a grouping of identical, similar, or related tangible capital assets. It involves identifying, treating, accounting for, and reporting on an entire set of individual assets as a collective group, as though they were a single asset. This is, of course, only for the purposes of accounting for tangible capital assets, and not for the purposes of asset management.
- 1.5. **Betterments** means subsequent expenditures on tangible capital assets that enhance the service potential of the asset. Service potential is enhanced by:
 - A) Increasing the previously assessed physical output or service capacity;
 - B) Lowering associated operating costs;
 - C) Improving quality of the output; and
 - D) Extend the Useful Life of an asset beyond 10 years.

Any other expenditure would be considered a repair or maintenance and expensed in the period incurred.

- 1.6. **Capital Lease** means non-financial assets leased by Greenview, for use in the delivery of goods and services. Substantially all the benefits and risks of ownership are transferred to Greenview without requiring the transfer of legal ownership.
- 1.7. **Capital Investment** means investments you make to increase the value of the asset.
- 1.8. **Component** means a part of an asset with a cost that is significant in relation to the total cost of the asset.
- 1.9. **Cost** means the amount of consideration given up acquiring, construct, develop or better a capital asset and includes all costs directly attributable to its acquisition, construction, development, or betterment, including installing the asset at the location and in the condition necessary for its intended use. The cost of a contributed capital asset is equal to its fair value at the date of contribution.
- 1.10. **Control** means a situation where the Greenview does not have legal title of an asset; however, is the beneficiary of future economic benefits. Greenview would also be responsible for the asset's performance, availability, and maintenance.
- 1.11. **Estimated Useful Life** means the estimate of the period over which a capital asset is expected to be used or the number of units of production that can be obtained from the asset. It is the period over which an asset will be amortized and is normally the shortest of the physical, technological, commercial, or legal life.
- 1.12. **Fair Value** means the amount of consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act.
- 1.13. **Financial Assets** means assets that are available to discharge existing liabilities or finance further operations and are not for consumption in the normal course of operations. Examples of financial assets are cash on hand, accounts receivable and inventories for resale.
- 1.14. **Gains on Disposal** means the amount by which the net proceeds realized upon as asset's disposal exceed the assets' net book value.
- 1.15. **Greenview** means the Municipal District of Greenview No.16.
- 1.16. **Group Assets** means assets that have a unit value below the capitalization threshold but have a material value as a group. Group assets are recorded as a single asset with one combined value. Although recorded in the financial systems as a single asset, each unit may be recorded in the asset management system for monitoring and control of its use and maintenance.
- 1.17. **Hours of Production Method** means an amortization method which allocated the cost of an asset based on its estimated hours of use or production.
- 1.18. **Loss on Disposal** means the amount by which the net book value of a capital asset exceeds the net proceeds realized upon the asset's disposal.
- 1.19. **Net Book Value** of a tangible capital asset is its cost, less both accumulated amortization and the amount of any write downs. It represents the asset's unconsumed cost.

- 1.20. **Nominal Value** means the value assigned to an asset when no asset valuation method is relevant, or where the accuracy of any estimate could not be supported in an audit. Nominal Value in this context is defined by Greenview to be one Canadian dollar.
- 1.21. **Non-financial Asset** means assets that do not normally provide resources to discharge liabilities. They are employed to deliver municipal services, may be consumed, or used up on the delivery of those services, and are not generally for sale. Examples of non-financial assets are capital assets and inventories held for consumption or use.
- 1.22. **Repair and Maintenance** means ongoing activities to maintain an asset in operating condition. They are classified as such if they are performed to restore the asset's physical condition and/or operation to a specified standard, prevent further deterioration, replace, or substitute a component at the end of its "useful life," serve as an immediate but temporary repair, or assess ongoing maintenance requirements. Costs for repairs and maintenance are expensed.
- 1.23. **Residual Value** means the estimated net realizable value of a capital asset at the end of its estimated useful life. A related term, **salvage value**, refers to the realizable value at the end of an asset's life. If Greenview expects to use a capital asset for its full life, residual value and salvage value are the same.
- 1.24. **Salvage Value** See Residual Value.
- 1.25. **Service Potential** means the output or service capacity of a tangible capital asset and is normally determined by attributes such as physical output capacity, quality of output, associated operating costs, and useful life.
- 1.26. **Straight-Line Method** means an amortization method which allocated the cost of a capital asset equally over each year of its estimated useful life.
- 1.27. **Tangible Capital Assets** are non-financial assets having physical substance that:
- A) Are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance, or repair of other Greenview tangible capital assets;
 - B) Have useful economic lives extending beyond an accounting period;
 - C) Are to be used on a continuing basis in Greenview's operations; and
 - D) Are not for sale in the ordinary course of operations.
- 1.28. **Threshold** means the minimum cost an individual asset must have before it is recorded as a capital asset on the statement of financial position.
- 1.29. **Work in Progress (WIP)** means the accumulation of capital costs for partially constructed or developed projects.
- 1.30. **Works of Art and Historical Treasures** means property that has cultural, aesthetic, or historical value that is worth preserving perpetually. These assets are not capitalized as their service potential and expected future benefits are difficult to quantify.
- 1.31. **Write-down** means a reduction in the cost of a capital asset as a result of a decrease in the quality or quantity of its service potential. As write-down should be recorded and expensed in the period the decrease can be measured and it is expected to be permanent.

2. POLICY STATEMENT

2.1. The objective of this policy is to prescribe the accounting treatment for tangible capital assets so that users of the financial report can discern information about the investment in property, equipment, and the changes in such investment. The principal issues in accounting for tangible capital assets are the recognition of assets, the determination of their carrying amounts, amortization charges and the recognition of any impairment losses. This policy is not meant to be used retroactively.

2.2. This policy states that Greenview shall:

- A) Establish internal departments and assign title or ownership of capital assets for stewardship;
- B) Create policy for capital asset categories based on nature, characteristics, and useful life;
- C) Outline the types of assets that should not be categorized or amortized;
- D) Determine the categorization of assets held for sale;
- E) Outline the costs regarding Tangible Capital Assets (TCA);
- F) Determine the policy for capital asset thresholds;
- G) Establish the policy for individual asset category estimated useful life;
- H) Outline the amortization process for tangible capital assets;
- I) Outline the disposal policies for tangible capital assets;
- J) Establish recording procedures for write-downs;
- K) Establish recording procedures for betterments;
- L) Policy for the contribution of capital contributions and donations;
- M) Create criteria and procedures for capital leasing; and
- N) Outline policy and procedures for amortization of work in progress assets.

3. IMPLEMENTATION - PROCEDURE

3.1. **Capital Asset Categories:**

- A) Refer to **Capital Asset Category in Schedule B** for the determined categories for Greenview Tangible Capital Assets.
- B) Where individual categories for tangible capital assets (TCA) do not exist, or individuals entering in the data are uncertain, they should contact the Asset Management Officer for direction or the creation of a new asset category.

3.2. **Department Responsibilities:**

- A) Assets shall be assigned to individual departments where it provides for its operation and maintenance and controls the ability to change the asset's future service potential.
- B) The department is responsible for maintaining accounting records and prepare reports for capital assets.
 - i. This shall include collection of information, record-keeping, and report delivery.
- C) Manage assets to provide effective, efficient, and economical program delivery.
- D) Establish and maintain adequate internal control systems to ensure the accuracy and reliability of information and reports.

3.3. **Excluded Assets:**

- A) The following assets should not be capitalized and/or amortized:

- i. Land (or other assets) acquired by right, such as Crown, forests, water, and mineral resources;
- ii. Works of art and historical treasures; and,
- iii. Intangible assets such as patents, copyrights, and trademarks.

3.4. Assets Held for Sale:

- A) Assets held for sale which otherwise would have been reported as capital assets may be required to be reported as financial assets.
- B) Assets held will not report amortization for the for the year in which they are being held.

3.5. Costs

- A) The cost of a capital asset includes:
 - i. Purchase price of the asset and other acquisition costs;
 - ii. Installation costs;
 - iii. Design and engineering fees;
 - iv. Legal fees; Survey costs;
 - v. Site preparation costs;
 - vi. Freight charges;
 - vii. Transportation insurance costs and duties.
- B) The cost of a constructed asset includes direct construction or development costs such as:
 - i. Materials, including inventories held for consumption or use; and
 - ii. Labour and overhead costs directly attributable to the construction or development activity;
- C) Capitalization of administration costs should be limited to:
 - i. Salaries;
 - ii. Benefits; and
 - iii. Travel for staff directly involved with project delivery (i.e., project management or construction).
- D) Where several capital assets are purchased together, the cost of each asset is determined by allocating the total price paid in proportion to each asset's relative fair value at the time of acquisition.
- E) Interest expense related to financing costs incurred during the time a capital asset is under construction or development can be included in the cost of the capital asset until the asset is put into service.
- F) If the construction or development of a capital asset is not completed to a useable state, the costs that would otherwise be capitalized should be expensed.

3.6. Thresholds:

- A) The threshold for each category represents the minimum cost and individual asset must be determined before it is recorded as a capital asset on statement of financial position.
- B) Capital assets not meeting the threshold are expensed in the year in which they are purchased. Costs for these assets are referred to as capital-type expenses.
- C) Thresholds should be applied on an individual asset or per item basis.
- D) Refer to Schedule A for the determined thresholds for each capital.

3.7. Estimated Useful Life:

- A) The estimated useful life is the period over which a capital asset is expected to provide services. Also, can be refers to its lifespan – the length of time that a system or piece of equipment is expected to serve its original purpose.
- B) An asset’s useful life can be estimated based on:
 - i. Its expected future use;
 - ii. Effects of technological obsolescence;
 - iii. Expected wear and tear from use or the passage of time; and
 - iv. The level of maintenance and experience with similar assets.
- C) All capital asset categories have predetermined estimated useful lives as outlined in **Capital Asset Categories Schedule B**. Note: the estimated useful lives shown are intended to apply to assets in new condition.
- D) When used assets are acquired the estimated useful lives should be reduced based on the age and condition of the asset. Appraisal of the used item will be sought based on.

3.8. Amortization:

- A) Amortization is calculated using the straight-line method based on the estimated useful life of each asset. This method which allocated the cost of a capital asset equally over each year of its estimated useful life.
- B) Lands and Historical, Culture and Works of Art, have an unlimited estimated useful life and should not be amortized.
- C) Amortization should be calculated based on the full cost of the capital asset. Where an asset expected residual value is expected to be significant in comparison to the asset’s costs (20% or more), the amount would be deducted from the cost which calculating amortization.
- D) Amortization should be recorded monthly commencing on the first day of the month following the month the asset became ready for productive use. Note: For pooled assets, where purchases and disposals affect the pool balance throughout the year, the amortization calculation may be based on the estimated pool balance rather than actual.(PSAS 315.22-30)
- E) In estimating the useful life of assets, consideration should be given to the department’s asset management plan, history with the asset class, potential technology advances and anticipated repairs and maintenance, among other factors. The original cost of land is not amortized. Other assets should be amortized, list as follows:
 - i. Land Improvements;
 - ii. Road and streets: Graveling, Pavement;
 - iii. Culverts, Bridges, Drainage;
 - iv. Water Treatment Plant, Pumping Stations;
 - v. Lagoon, Lift Stations;
 - vi. Raw Water, Treated Water Wastewater and Storm (above or below ground) Pipelines;
 - vii. All Valves and Shut offs for pipelines;
 - viii. Hydrants, Streetlights, Street Signage;
 - ix. Solid Waste, Transfer Stations Sites;
 - x. Airports;
 - xi. Buildings, (Recreational, Emergency services, Greenview Public Service, Hangers);
 - xii. Building Improvements;
 - xiii. Vehicles, Equipment & Machinery; and
 - xiv. Hardware, software

- F) No amortization should be recorded in the year an asset is disposed of. This does not apply to deemed disposals.
- G) No amortization should be recorded on which in progress or capital asset which have been removed from service but not yet disposed of.

3.9. Disposals:

- A) The disposal of a capital asset results in its removal from service as a result of sale, destruction, loss, or abandonment.
- B) When a capital asset is disposed of, the cost and the accumulated amortization should be removed from the accounting records and any gain or loss recorded.
- C) Costs of disposal paid by the Greenview should be expensed.
- D) A gain or loss on disposal is the difference between the net proceeds received and the net book value of the asset and should be accounted for as a revenue or expense, respectively, in the period the disposal occurs.

3.10. Write-downs:

- A) A capital asset should be write-down when a reduction in the value of the asset's service potential can be measured, and the reduction is expected to be permanent.
- B) Conditions that may indicate a write-down is required include:
 - i. Expectation of providing services at a lower level than originally planned;
 - ii. A change in use for the asset;
 - iii. Technological advances which render the asset obsolete; and
 - iv. Other factors such as physical damage which reduce the asset's service potential.
- C) All documentation regarding write-downs should be retained.
- D) Write-downs of capital assets should be accounted for as an expense in the current period.
- E) Annual amortization of an asset that has been written down should be calculated use the net book value after the write-down and the remaining estimated useful life.
- F) Regardless of any change in circumstances, a write-down should not be reversed.
- G) Write down are to be applied the year after occurrence.

3.11. Betterments:

- A) Betterments are enhancements to the service potential of a capital asset, such as:
 - i. An increase in the previously assessed physical output or service capacity;
 - ii. A reduction in associated operating costs;
 - iii. An extension of the estimated useful life; or,
 - iv. An improvement in the quality of output.
- B) Betterments which meet the threshold of the applicable capital asset category are capitalized. Otherwise, they are expenses.
 - i. Repairs and maintenance which are necessary to obtain the expected service potential of a capital asset for its estimated useful life are not betterments. These costs should be expensed when incurred. They include:
 - ii. Repairs to restore assets damaged by fire, flood, accidents, or similar events, to the condition just prior to the event; and,
 - iii. Routine maintenance and expenditures, such as repainting, cleaning and replacing minor parts.
- C) Where betterment enhances the service potential of a capital asset without increasing its estimated useful life, the amortization period should remain the same.

- D) Where betterment increases the estimated useful life of a capital asset, its useful life should be changed.
- E) Where betterment involves the replacement of an identifiable components of a capital asset, the original cost of that component and the related accumulated amortization should be removed from the accounting records.

3.12. Capital Contributions:

- A) When Greenview receives funds from a third party, such as the provincial or federal government, to assist with the construction or purchase of a capital asset, the full cost of the asset should be recorded.
- B) The funds received should be recognized as revenue.

3.13. Donations:

- A) If a capital asset is donated to Greenview, the cost is its fair value at the date of contribution.
- B) Fair value of a donated capital asset may be estimated using market or appraised value.

3.14. Capital Leases:

- A) Capital leases are a means of financing the acquisition of a capital asset where the lessee carries substantially all of the risks and benefits of ownership. Capital leases are recorded as if the lease had acquired the asset and assumed a liability.
- B) If one or more of the following criteria exists, the lease should be accounted for as a capital lease:
 - i. There is reasonable assurance that Greenview will obtain ownership at the end of the lease. (Transfer of ownership occurs at the end of the lease or the lease has a bargain purchase option).
 - ii. Greenview will receive substantially all of the economic benefits of the assets. (This lease term is 75% or more of the economic life of the asset).
 - iii. The lessor is assured of recovering the investment in the asset and earning a return. (The present value of the minimum lease payment is 90% or more of the fair value of the asset.).
- C) Where at least one of the conditions in clause (B) is not present, other factors may indicate that a capital lease exists.
- D) Examples of capital leases:
 - i. Greenview owns or retains control of the land on which a leased asset is located, and the asset cannot be easily moved;
 - ii. Greenview contributes significant assistance to finance the cost of acquiring or constructing the asset that it will lease; or,
 - iii. Greenview bears other potential risks, such as obsolescence, environmental liability, uninsured damage, or condemnation of the asset and any of these are significant.
- E) Operating leases are leases in which the leaser does not transfer substantially all the benefits and risks of ownership. If the arrangement is an operating lease, lease payment should be expenses and no liability recorded.
- F) If the arrangement is a capital lease, Greenview should apply the thresholds of the appropriate capital asset category.
- G) If the thresholds are not met, an expense and a liability should each be recorded for the present value of the minimum lease payments.

- H) If the thresholds are met, a capital asset and a liability should each be recorded for the present value of the minimum lease payments. The leased asset should be amortized over the lesser of the lease term or estimated useful life for similar capital assets as outlined in **Capital Asset Threshold Schedule A**.
- I) Executory and maintenance costs should be excluded when calculating minimum lease payments. The discount rate should be the lesser of Greenview's incremental borrowing rate or the interest rate implicit in the lease, if determinable.

3.15. Work in Progress:

- A) Where the construction or development of a capital asset occurs over several years, capital costs should be accumulated until the asset is ready for use.
- B) Identify these costs as work in progress for any interim and year-end reporting.
- C) Greenview should not record amortization on work in progress.
- D) A work in progress account should be established to allow work in progress capital costs to be tracked separately from assets subject to amortization.
- E) Examples of work in progress are as follows:
 - i. Construction of a new road;
 - ii. Construction of a new building;
 - iii. Development of an asset which occurs over several years.
 - iv. Down payments and deposits which are to be applied to the cost of a capital asset.

4. RESPONSIBILTIES

- 4.1 The Administration is responsible for ensuring compliance to this policy.
- 4.2 Council shall review all policies for compliance and effectiveness of the policies. Otherwise, a 3-year cycle for review.

SCHEDULE A
CAPITAL ASSET THRESHOLDS

<u>Capital Asset Class and Category</u>	<u>Threshold</u>	<u>Estimated Useful Life</u>	<u>Amortization</u>
Land and land improvements			
Land	All	Indefinite	N/A
Land Improvements	\$5,000	15 years	Straight-Line
Culture, Historical & Works of Art	All	Indefinite	N/A
Buildings and building Improvements			
Buildings	\$10,000	40 years	Straight-Line
Building Improvements	\$10,000	40 years	Straight-Line
Engineered Structures	\$10,000	40 years	Straight-Line
Lease Holdings Improvements	\$5,000	20 years	Straight-Line
Machinery and Equipment			
Heavy Mobile Equipment	\$5,000	20 years	Straight-Line
Aircraft	\$5,000	20 years	Straight-Line
Watercraft	\$5,000	20 years	Straight-Line
Operating Equipment	\$5,000	10 years	Straight-Line
Medical Equipment	\$5,000	10 years	Straight-Line
Small Tools	\$2,500	10 years	Straight-Line
Transportation Equipment			
Vehicles over 1 Ton	\$5,000	10 years	Straight-Line
Vehicles	\$5,000	5 years	Straight-Line
Emergency Vehicles	\$5,000	5 years	Straight-Line
Emergency Vehicle over 1 Ton	\$5,000	15 years	Straight-Line
Scales	\$5,000	10 years	Straight-Line
Office & Information Technology			
System Development	\$2,500	5 Years	Straight-Line
Computer Hardware	\$3,000	3 years	Straight-Line
Computer Software	\$2,500	3 years	Straight-Line
Communication Equipment	\$5,000	5 years	Straight-Line
Office Furniture & Equipment	\$2,500	5 years	Straight-Line
Infrastructure			
Roads & Street Subsurface	ALL	35 years	Remaining life factor
Road & Street Asphalt Surfaces	ALL	20 years	Remaining life factor
Road & Street Concrete Surfaces	ALL	25 years	Remaining life factor
Road & Street Gravel Surfaces	ALL	15 years	Remaining life factor
Road & Street Asphalt Surfaces	ALL	15 years	Remaining life factor
Road & Street Chip Seal Surfaces	ALL	10 years	Remaining life factor
Sidewalks, Ramping, Parking Lot & Approaches	ALL	25 years	Straight-Line
Road & Street Infrastructure	ALL	20 years	Straight-Line
Airport	ALL	30 years	Straight-Line
Water infrastructure (Raw, Treated)	ALL	50 years	Straight-Line
Wastewater Infrastructure	ALL	50 years	Straight-Line
Storm Sewer/Ditching Infrastructure	ALL	40 years	Straight-Line
Water Treatment Plant	ALL	40 years	Straight-Line
Wastewater Treatment Plant	ALL	40 years	Straight-Line
Infrastructure – Hydrants, Systems, Meters	ALL	20 years	Straight-Line
Culverts	ALL	35 years	Straight-Line
Other Infrastructure	ALL	20 years	Straight-Line

SCHEDULE B
CAPITAL ASSET CATEGORIES

Capital Asset Category	Examples of Capital Assets	Examples of Capital Asset Costs
Land	<ul style="list-style-type: none"> • Parks and recreation • Conservation purposes • Building sites and other programs • Facilitate construction of road surfaces, drainage areas, and allowances or future expansions. 	<ul style="list-style-type: none"> • Purchase price • Professional fees for title searches, architect, legal, engineering, appraisals, surveying, planner’s environmental reports • Improvement and development costs: land excavation, filling, grading, drainage, demolition of existing buildings (less salvage).
Land Improvements	<ul style="list-style-type: none"> • Fencing and gates, parking lots, power pedestal’s, paths and trails, landscaping, playgrounds and types of land drainage. 	<ul style="list-style-type: none"> • Original purchase price or completed project costs including costs of material and labour or costs of a contractor • Professional fees for title searches, architect, legal, engineering, appraisals, surveying, planner’s environmental reports
Culture, Historical & Works of Art	<ul style="list-style-type: none"> • Statues, Monuments, Various Art Assets, Religious Placings, Culture or Historical Grounds 	<ul style="list-style-type: none"> • Original purchase price or completed project costs including costs of material and labour or costs of a contractor • All Maintenance to ensure Level of service is kept • Improvement and development costs: land excavation, filling, grading, and drainage.
<p>Buildings – high quality construction</p> <p>Buildings – medium quality construction</p> <p>Buildings – average quality construction</p> <p>Buildings – short term</p>	<ul style="list-style-type: none"> • Buildings with fireproofed structural steel frames with reinforced concrete or masonry floors and roofs. • Buildings with reinforced concrete frames and concrete or masonry floors and roofs. • Buildings with masonry or concrete exterior walls, and wood or steel roof and floor structures, except for concrete slabs on grade. 	<ul style="list-style-type: none"> • Original purchase price or completed project costs including basic costs of material and labour or costs of a contractor. • Costs to remodel, recondition or alter a purchased building to make it ready to use for the acquired purpose. • Preparation of plans blueprints, and specifications. • Costs of building permits, studies, tests (pre-acquisition costs).

	<ul style="list-style-type: none"> Operational storage facilities, sheds, small buildings, inventory storage buildings and pump houses. 	<ul style="list-style-type: none"> Professional fees for title searches, architect, legal, engineering, appraisals, surveyors, planners, and environmental surveys. Operating costs such as temporary buildings used during construction.
Building Improvements	<ul style="list-style-type: none"> Major repairs that increase the value or useful life of the building such as structural changes, installation or upgrade of heating and cooling systems, plumbing, electrical, telephone systems. 	<ul style="list-style-type: none"> Complete project costs including basic costs of material and labour or costs of a contractor. Preparation of plans, blueprints, and specifications. Cost of building permits, studies, tests. Professional fees for building official, architect, legal, planning, engineering, appraisals, surveying, and environmental surveys. Operating costs such as temporary buildings used during construction
Capital Asset Category	Examples of Capital Assets	Examples of Capital Asset Costs
Engineered Structures	<ul style="list-style-type: none"> This includes buildings, but the term structure can also be used to refer to anybody of connected parts that is designed to bear loads, even if it is not intended to be occupied by people. This includes but not limited to: Aqueducts, bridges, canals, cooling towers/ chimney's, Dams railways retaining walls and tunnels 	<ul style="list-style-type: none"> Original purchase price or completed project costs including basic costs of material and labour or costs of a contractor. Costs to remodel, recondition or alter a purchased building to make it ready to use for the acquired purpose. Preparation of plans blueprints, and specifications. Costs of building and/ or structure permits, studies, tests (pre-acquisition costs). Professional fees for title searches, architect, legal, engineering, appraisals, surveyors, planners, and environmental surveys. Environmental planning, risk assessment, levels of compliance. Operating costs such as temporary buildings or structures used during construction.
Lease Holdings Improvements	<ul style="list-style-type: none"> Major repairs that increase the value or useful life of the building such as structural changes, installation or upgrade of heating and cooling systems, plumbing, electrical, telephone systems. However, is a lease and does not have value to principal asset only to the improvement. 	<ul style="list-style-type: none"> Complete project costs including basic costs of material and labour or costs of a contractor. Preparation of plans, blueprints, and specifications. Cost of structure permits, studies, tests.

		<ul style="list-style-type: none"> Professional fees for building official, architect, legal, planning, engineering, appraisals, surveying, and environmental surveys. Operating costs such as temporary buildings used during construction
Heavy Mobile Equipment	<ul style="list-style-type: none"> Power and construction equipment such as graders, tractors, 3-point hitch mowers or bigger, mobile hot water/ steam washers, gravel reclaimer, backhoe, ripper, mulcher, loaders, trencher, dozer, crawlers, AG Equipment and all heavy equipment attachments. 	<ul style="list-style-type: none"> Original contract price or invoice price. Freight charges. Sales taxes on acquisition. Installation charges. Charges for testing and preparation. Costs of reconditioning used items which purchased. Parts and labour associated with the construction of equipment.
Capital Asset Category	Examples of Capital Assets	Examples of Capital Asset Costs
Aircraft	<ul style="list-style-type: none"> Used primarily for transportation purposes such as small airplanes, large planes, drones, fire and rescue planes and other aircraft transporting devices. 	<ul style="list-style-type: none"> Original contract price or invoice price. Freight charges. Sales taxes on acquisition. Costs of reconditioning used items when purchased.
Watercraft	<ul style="list-style-type: none"> Used primarily for transportation purposes such as small boats, large boats, personal watercraft, remote control watercraft and other water transporting devices. 	<ul style="list-style-type: none"> Original contract price or invoice price. Freight charges. Sales taxes on acquisition. Costs of reconditioning used items when purchased.
Operating Equipment	<ul style="list-style-type: none"> Equipment specific to maintenance, shop, recreation, and appliances.: such as forklifts, welding machines, utility trailers, security systems, snowplows, refrigerators, stoves, freezers, mowers, lawn maintenance equipment, recreational equipment, generator, emergency operations equipment, safety equipment and Zambonis These can be use in the grouped in this category and would be based in the operating equipment. 	<ul style="list-style-type: none"> Original contract price or invoice price. Freight charges. Sales taxes on acquisition. Installation charges. Charges for testing and preparation. Costs of reconditioning used items when purchased. Parts and labour associated with the construction of equipment.

Medical Equipment	<ul style="list-style-type: none"> Equipment Specific to veterinary or medical fields. 	<ul style="list-style-type: none"> Original contract price or invoice price. Freight charges. Sales taxes on acquisition. Installation charges. Charges for pre/ post testing and preparation. Costs of reconditioning used items when purchased. Parts and labour associated with the construction of equipment.
Small tools	<ul style="list-style-type: none"> Process of the maintenance of equipment, building/ facilities, and specific need of the maintenance of such. These can be use in the grouped category and would be based in the work maintenance. 	<ul style="list-style-type: none"> Original contract price or invoice price. Freight charges. Sales taxes on acquisition. Costs of reconditioning used items when purchased
Capital Asset Category	Examples of Capital Assets	Examples of Capital Asset Costs
Vehicle Over 1 Ton	<ul style="list-style-type: none"> Equipment specific to maintenance and construct in which can be on municipal or provincial roads. These are but not limited to: gravel truck, various heavy equipment trailers, end dumps, pups, 3-ton trucks, 5- ton trucks, water trucks, garbage trucks, 1-ton trucks and maintenance trucks. 	<ul style="list-style-type: none"> Original contract price or invoice price. Freight charges. Sales taxes on acquisition. Installation charges. Charges for testing and preparation. Costs of reconditioning used items when purchased. Parts and labour associated with the equipment.
Vehicles	<ul style="list-style-type: none"> Used primarily for transportation purposes such as automobiles, pick-up trucks under one ton, ATV, snowmobiles, UTV, and SUV 	<ul style="list-style-type: none"> Original contract price or invoice price. Freight charges. Sales taxes on acquisition. Installation charges. Charges for testing and preparation. Costs of reconditioning used items when purchased. Parts and labour associated with the equipment.
Emergency Vehicles	<ul style="list-style-type: none"> Used primarily for transportation, rescue, fire response, emergency use, purposes such as automobiles, pick-up trucks under one ton, ATV, snowmobiles, UTV, and SUV. 	<ul style="list-style-type: none"> Original contract price or invoice price. Freight charges. Sales taxes on acquisition. Installation charges. Charges for testing and preparation. Costs of reconditioning used items when purchased. Parts and labour associated with the Emergency equipment.
Emergency Vehicles Over 1 Ton	<ul style="list-style-type: none"> Equipment specific to firefighting, search & rescue, EMS and peace officer work. These assets are but not limited to firefighting trucks, ambulances, pumper trucks, water trucks, heavy peace vehicles, and any emergency service trailers. 	<ul style="list-style-type: none"> Original contract price or invoice price. Freight charges. Sales taxes on acquisition. Installation charges. Charges for testing and preparation. Costs of reconditioning used items when purchased. Parts and labour associated with the emergency equipment.

Capital Asset Category	Examples of Capital Assets	Examples of Capital Asset Costs
<p>Scales</p>	<ul style="list-style-type: none"> Commercial industrial scale for the purpose of compliance with hauling standards with the MD of greenview. 	<ul style="list-style-type: none"> Original contract price or invoice price. Freight charges. Sales taxes on acquisition. Installation charges. Charges for testing and preparation. Costs of reconditioning used items when purchased. Parts and labour associated with the construction of equipment.
<p>System Development</p>	<ul style="list-style-type: none"> Consultation fees, web site development. 	<ul style="list-style-type: none"> External direct costs of materials and services such as consultation fees. Web site developments costs. Costs to acquire software and any custom development. Salary and related benefits of employees directly associated with the application development stage. Costs of upgrades that improve the functionality of the system.
<p>Computer Hardware</p>	<ul style="list-style-type: none"> Equipment like servers, scanners, printers, hard drives, equipment that serves the hardware and modems 	<ul style="list-style-type: none"> Purchase price. Installation charges. Freight and transit charges. Sales taxes on acquisition. Costs of reconditioning used items when purchased.
<p>Computer Software</p>	<ul style="list-style-type: none"> Off the shelf software and related upgrades, software licenses after removing any maintenance or similar charges. 	<ul style="list-style-type: none"> Purchase price of off the shelf software and related upgrades. Sales taxes on acquisition. Installation charges.
<p>Communication Equipment</p>	<ul style="list-style-type: none"> Off the shelf software and related upgrades, software licenses after removing any maintenance or similar charges. Specific Communication equipment for the purpose of safety, promotion and like wise. 	<ul style="list-style-type: none"> Purchase price of off the shelf software and related upgrades. Sales taxes on acquisition. Installation charges. Costs of reconditioning used items when purchased.
<p>Office Furniture & Equipment</p>	<ul style="list-style-type: none"> Used in the offices of Greenview. List as follows but not limited to Desks, tables, chairs, filing cabinets, fax machines, photocopiers, smartboards, cabinets, cameras, and projectors. 	<ul style="list-style-type: none"> Original contract price or invoice price. Freight and installation charges. Sales taxes on acquisition. Costs of reconditioning used items when purchased. Parts and labour associated with the construction of furniture.

Capital Asset Category	Examples of Capital Assets	Examples of Capital Asset Costs
<p>Roads & Street Subsurface</p>	<ul style="list-style-type: none"> Is a subbase that has been either engineered or non- engineered. All have been prepared for the road or street designed for with variance of designed to the particular build. This would encompass all subsurface. 	<ul style="list-style-type: none"> The value of each type of Sub-base is determined per square meter based on the cost of the materials and labour required to construct each structure. Quantities used in each structure, are also available, but using quantities expands the calculations significantly. The streets/roads replacement cost has been multiplied by a “remaining life” factor (0.1-0.9) to give an assessment of the condition and the value remaining.
<p>Road & Street Asphalt Surfaces</p>	<ul style="list-style-type: none"> Is an Asphalt surface that has been dully designed to carry heavier (primary) traffic base. The structure is usually thicker than 200 mm. 	<ul style="list-style-type: none"> The value of each type of asphalt road is determined per square meter based on the cost of the materials and labour required to construct each structure. Quantities used in each structure, are also available, but using quantities expands the calculations significantly. The streets/roads replacement cost has been multiplied by a “remaining life” factor (0.1-0.9) to give an assessment of the condition and the value remaining.
<p>Road & Street Concrete Surfaces</p>	<ul style="list-style-type: none"> Is a concrete surface that has been dully designed to carry heavier (primary) traffic base. The structure is usually engineered. 	<ul style="list-style-type: none"> The value of each type of concrete road is determined per square meter based on the cost of the materials and labour required to construct each structure. Quantities used in each structure, are also available, but using quantities expands the calculations significantly. The streets/roads replacement cost has been multiplied by a “remaining life” factor (0.1-0.9) to give an assessment of the condition and the value remaining.
<p>Road & Street Gravel Surfaces</p>	<ul style="list-style-type: none"> Is a gravel surfaced road with a buildup of gravel and maintained to good standard base. The width is great enough to be sued on a residential street. 	<ul style="list-style-type: none"> The value of each type of gravel road is determined per square meter based on the cost of the materials and labour required to construct each structure. Quantities used in each structure, are also available, but using quantities expands the calculations significantly. The streets/roads replacement cost has been multiplied by a “remaining life” factor (0.1-0.9) to give an assessment of the condition and the value remaining.

Capital Asset Category	Examples of Capital Assets	Examples of Capital Asset Costs
Road & Street Cold Rolled Asphalt Surfaces	<ul style="list-style-type: none"> Is a non-engineered Asphalt surface that is thin and is placed on the subgrade with very little preparation. These may be referred to as oil treatments cold roll. These surfaces are usually less than 60 mm in thickness. 	<ul style="list-style-type: none"> The value of each type of cold mix road is determined per square meter based on the cost of the materials and labour required to construct each structure. Quantities used in each structure, are also available, but using quantities expands the calculations significantly. The streets/roads replacement cost has been multiplied by a “remaining life” factor (0.1-0.9) to give an assessment of the condition and the value remaining.
Road & Street Chip Seal Surfaces	<ul style="list-style-type: none"> Is a non-engineered or Asphalt repaired surface that is thin and is placed on the asphalt surface directly with very little preparation. 	<ul style="list-style-type: none"> The value of each type of asphalt road maintenance is determined per square meter based on the cost of the materials and labour required to construct each structure. Quantities used in each structure, are also available, but using quantities expands the calculations significantly. The streets/roads replacement cost has been multiplied by a “remaining life” factor (0.1-0.9) to give an assessment of the condition and the value remaining.
Sidewalks, Ramping, Parking lots & Approaches	<ul style="list-style-type: none"> Is all sidewalks, ramps, parking lot and approaches, in which the building material is variable as installed at or near any road & street. 	<ul style="list-style-type: none"> Original purchase price Installation charges Direct costs of construction including labour and materials Charges for testing and preparation Parts and labour associated with construction and installation.
Road & Street Other	<ul style="list-style-type: none"> Light systems (traffic, outdoor, street), all signage, rumble strips, speed bumps and aggregate pit acquisition costs 	<ul style="list-style-type: none"> Original purchase price Installation charges Direct costs of construction including labour and materials Charges for testing and preparation Parts and labour associated with construction and installation.
Airport	<ul style="list-style-type: none"> All part of making the regulated airport. This does not include building nor surrounding lands. 	<ul style="list-style-type: none"> Original purchase price Installation charges Direct costs of construction including labour and materials Charges for testing and preparation

Capital Asset Category	Examples of Capital Assets	Examples of Capital Asset Costs
<p>Water infrastructure (Raw, Treated)</p>	<ul style="list-style-type: none"> Docks, lagoons, reservoirs, pumping facilities, tanks and associated infrastructure, swimming pools, fire hydrants. 	<ul style="list-style-type: none"> Parts and labour associated with construction and installation. Original purchase price Direct costs of construction including labour and materials Salary and travel costs for employees assigned to the project for direct management duties such as project management, inspection, and quality control. Parts and labour associated with the construction of equipment
<p>Wastewater Infrastructure</p>	<ul style="list-style-type: none"> Wastewater systems, sewage lagoons, reservoirs, pumping facilities, tanks and associated infrastructure, manholes, wastewater systems. 	<ul style="list-style-type: none"> Original purchase price Direct costs of construction including labour and materials Salary and travel costs for employees assigned to the project for direct management duties such as project management, inspection, and quality control. Parts and labour associated with the construction of equipment
<p>Storm Sewer/Ditching Infrastructure</p>	<ul style="list-style-type: none"> Storm water lagoons, reservoirs, pumping facilities, tanks and associated infrastructure. 	<ul style="list-style-type: none"> Original purchase price Direct costs of construction including labour and materials Salary and travel costs for employees assigned to the project for direct management duties such as project management, inspection, and quality control. Parts and labour associated with the construction of equipment
<p>Water Treatment Plant</p>	<ul style="list-style-type: none"> All equipment inside the water treatment plant excluding the building and the land in which it sits. 	<ul style="list-style-type: none"> Original purchase price Direct costs of construction including labour and materials Salary and travel costs for employees assigned to the project for direct management duties such as project management, inspection, and quality control. Parts and labour associated with the construction of equipment
<p>Wastewater Treatment Plant</p>	<ul style="list-style-type: none"> All equipment inside the wastewater treatment plant excluding the building and the land in which it sits. 	<ul style="list-style-type: none"> Original purchase price Direct costs of construction including labour and materials Salary and travel costs for employees assigned to the project for direct management duties such as project

Capital Asset Category	Examples of Capital Assets	Examples of Capital Asset Costs
<p>Infrastructure – Hydrants, Systems, Meters</p>	<p>All types of fire hydrants, water meters, gas meters, operating systems for the meters,</p>	<ul style="list-style-type: none"> • Direct costs of construction including tender construction costs, labour materials, survey costs, and project specific design costs. • Salary and travel costs for employees assigned to the project for direct management, inspection, and quality control. <p>Parts and labour associated with construction and installation</p>
<p>Culverts</p>	<p>Any and all Culverts regardless of size</p>	<ul style="list-style-type: none"> • Direct costs of construction including tender construction costs, labour materials, survey costs, and project specific design costs. • Salary and travel costs for employees assigned to the project for direct management, inspection, and quality control.
<p>Other Infrastructure</p>	<p>Landfills, dump stations, transfer station and any upgrades to this category</p>	<ul style="list-style-type: none"> • Costs that support infrastructure but are not included in any other category. • Parts and labour associated with construction and installation

CURRENT

Title: Reserves

Policy No: 1502

Effective Date: April 12, 2022

Motion Number: 22.04.193

Supersedes Policy No:

Review Date: April 12, 2025



Purpose: To establish reserves that will allow for future planned and unplanned expenditures required by Greenview. This will also address links to amortization and replacement of assets.

1. DEFINITIONS

- 1.1. **Assets** means economic resources controlled by Greenview as a result of past transactions or events and from which future economic benefits are expected to be obtained. Assets have three essential characteristics:
 - A. They embody a future benefit that involves a capacity, singly or in combination with other Assets, to provide future net cash flows, or to provide goods and services;
 - B. That Greenview can control access to the benefit;
 - C. The transaction or event giving rise to Greenview's control of the benefit has already occurred.
- 1.2. **Contribution** means funds added to a Reserve or Reserve Fund account, for example revenues directly to reserves as included in the annual budget documents or an expense included in the operating budget.
- 1.3. **Commitment** means approval by Council to spend funds up to a specified amount on projects or task, such as capital projects, one-time expenditures, or direct from reserve expenditures.
- 1.4. **Deferred Revenue** that is considered a liability on the Greenview's financial statements, until such time it becomes relevant to current operations. It is set aside as an obligatory reserve fund for a specific purpose required by legislation, regulation, or agreement.
- 1.5. **Financial Assets** means assets that are available to discharge existing liabilities or finance further operations and are not for consumption in the normal course of operations. Examples of financial assets are cash on hand, accounts receivable and inventories for resale.
- 1.6. **Financial reserves** mean an effective tool to support Greenview's asset management planning, as they allow for funds to be set aside to manage assets throughout their lifecycle.
- 1.7. **Greenview** means the Municipal District of Greenview No.16.
- 1.8. **Nominal Value** means the value assigned to an Asset when no Asset valuation method is relevant, or where the accuracy of any estimate could not be supported in an audit. Nominal Value in this context is defined by Greenview to be one Canadian dollar.

- 1.9. **Non-financial Asset** means assets that do not normally provide resources to discharge liabilities. They are employed to deliver Greenview services, may be consumed, or used up on the delivery of those services, and are not generally for sale. Examples of non-financial assets are capital assets and inventories held for consumption or use.
- 1.10. **Reserve Fund** requires the physical segregation of assets and is restricted to meet the purpose of the reserve fund. There are two types of reserve funds: Unrestricted reserves and Restricted reserves.
- 1.11. **Tangible Capital Assets** means non-financial assets having physical substance that:
- Are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance, or repair of other Greenview tangible capital assets;
 - Have useful economic lives extending beyond an accounting period;
 - Are to be used on a continuing basis in Greenview's operations;
 - Are not for sale in the ordinary course of operations; and
 - All in Accordance with Tangible Capital Asset Policy 1507

2. POLICY STATEMENT

2.1. Financial Reserves

To provide such services, Greenview is responsible for purchasing, constructing, operating, and maintaining infrastructure. The type and size of Greenview's infrastructure responsibilities will vary among type and can range from relatively small pieces of equipment to multi-million-dollar roads, bridges, water/wastewater systems, and recreation facilities. Financial reserves are a means to pay for the construction or purchase of assets in the future, and to fund asset depreciation to ensure aging infrastructure can be maintained to continue providing necessary levels of service. There are two broad categories of financial reserves used by Greenview:

- Unrestricted reserves** are best described as an account held by Greenview to use for unexpected expenses incurred at a later date. Funds from an unrestricted reserve could be used to repair or replace an asset that fails unexpectedly, or simply to give council flexibility to allocate funds to future projects as needs arise, or in the case of disaster response.
- Restricted Reserve** are funds set aside by Greenview for a specific future project, or as a contingency for excess costs in a specific area. Restricted reserve funds should not be perceived as a measure of Greenview's wealth, as they may be the product of many years of saving and advance planning to fund the purchase or construction of a major asset, or to carry out projects identified in a Greenview's long range capital plan.

2.2. Asset Management

An important aspect of asset management is making long-term budgeting decisions with service levels and asset deterioration in mind. Not preparing for the inevitable repair or replacement of deteriorating assets through the use of reserves could lead to a crisis situation in which Greenview has limited funds available to address a sudden infrastructure failure and are forced to borrow heavily, increase taxes, or significantly reduce service levels. Using reserves to support the proper management of tangible capital assets and addresses their depreciation over the course of their useful life by setting aside funds for their maintenance and continued operation as they amortize.

2.3. Reserve Categories

The categorization of reserve funds has been created by Greenview. Greenview has a number of categories with a variety of items covered within each. These categories broadly fall under asset management, social, economic, and environmental areas, but a single reserve may impact one or more of these purposes.

- A. For the Assets categories are broad, each includes sub-categories that better guide the purposes for which funds are reserved. For example, Greenview's "Fleet Replacement" category includes sub-categories such as lifecycle plans (for scheduled replacement of certain assets), as operational equipment, heavy duty equipment, over 1-ton vehicle, under 1-ton vehicles and environmental needs, and others.
- B. Social, economic, and environmental reserves are put in place to enhance an aspect of Greenview or mitigate a potential risk. These may include such items as supporting recreation, FCSS or economic development. They are often, but not always, linked to key strategic activities within Greenview.

Each sub-category may have its own target reserve amount, which is reviewed and amended by council as part of a regular policy review.

3. COUNCIL RESPONSIBILITIES

- 3.1 Evaluate and approve the policy.
- 3.2 Direct the transfer of funds to and from Reserves and Reserve Funds through the budget process.
- 3.3 Direct the transfer of funds to and from Reserves and Reserve Funds through Council Resolution or Bylaw outside of the budget process.
- 3.4 Direct re-purposing of commitments and the lending or borrowing to and from Reserves and Reserve Funds through Council Resolution or Bylaw.
- 3.5 Direct the creation of new Reserves and Reserve Funds.
- 3.6 Direct the closure or amalgamation of existing Reserves and Reserve Funds that are no longer required.
- 3.7 On lean years surplus of funds will be given to reserves on a prorated system.

4. ADMINISTRATION RESPONSIBILITIES

- 4.1 Evaluate and approve the policy.
- 4.2 As per council decision, create the transfer of funds to and from Reserves and Reserve Funds through the budget process.
- 4.3 As per council decision, create the transfer of funds to and from Reserves and Reserve Funds through Council Resolution or Bylaw outside of the budget process.

- 4.4 As per council decision, re-purpose commitments and the lending or borrowing to and from Reserves and Reserve Funds through Council Resolution or Bylaw.
- 4.5 As per council decision, create new Reserves and Reserve Funds.
- 4.6 As per council decision, close or amalgamate existing Reserves and/ or Reserve Funds that are no longer required.
- 4.7 Ensure that all transactions regarding reserves are approved by and reported to Council.
- 4.8 Manage reserves in accordance with this procedure.
- 4.9 Provide quarterly reports, in accordance with Financial Reporting Policy 1500, to Council regarding reserves and any transfers to and from reserve funds.
- 4.10 Present in each annual capital and operating budget the transactions necessary to comply with this procedure, and to bring Reserve Funds to the minimum levels.
- 4.11 Quarterly reports shall be provided to Council regarding reserves, as well as the transfer to, and transfer from reserves.

5. PROCEDURE

5.1 Reserve Responsibilities

Council is responsible for approving the formation of financial reserves and the approving the processes by which reserves are funded and withdrawn. Administration is responsible for reporting all reserve transactions to council and ensuring reserves are managed in alignment with the policy and legislative requirements. This includes maintaining a continuity schedule of each reserve and monitoring whether actual reserve amounts are sufficient for projects that are budgeted to be funded through reserve. When surplus is nominal, the amounts will be prorated on the importance of the reserve based upon guiding principal prorated allocation of amortization based on the annual surplus and Council review.

All categorized Reserves can be found in Appendix A attached.

APPENDIX A

1. Asset Retirement Obligation Liability (PS 3280) Formerly Solid Waste Reserve

- a. Purpose: This liability provides funds for post closure liability costs for Greenview long term liability sites. Post closure liability costs for regional landfills will be budgeted for by Greenview Regional Solid Waste Management Commission. Following the calculation on any new and on-going assets that would follow this category. This is for all long-term liability sites.
 - b. Receives: This Liability receives funds based on calculation found in PS 3280 agreed upon in the PS 3280 policy.
 - c. Interest: This Liability is adjusted from time to time based on future cost estimates and consulting reports.
2. **Bridge Replacement Reserve**
- a. Purpose: This reserve provides funds for future replacement costs of bridges. Annual contribution based on life cycle costing of bridges and the maintenance there of.
 - b. Receives: This reserve receives funds specifically allocated in the operating budget and receives any amortization of “Engineering Structures – Bridges.”
 - c. Interest: Its prorated share of total reserve.
3. **Community Bus Reserve**
- a. Purpose: The reserve fund is established to assist in the replacement costs of the Community Bus.
 - b. Receives: This reserve receives funds specifically allocated in the operating budget and receives any amortization with community bus.
 - c. Interest: Its prorated share of total reserve.
4. **Developer Contributions**
- a. Purpose: This reserve is funded by cash in lieu payments and off-site levies collected from developers.
 - b. Receives: This reserve receives funds received from development agreements and off-site levies.
 - c. Interest: This reserve receives no interest.
5. **Disaster Response Reserve**
- a. Purpose: This reserve provides funds for emergency funding for Greenview to deal with disasters when they occur, with minimal impact to the approved Operating and Capital Budgets.
 - b. Receives: This reserve receives an annual contribution of \$100k.
 - c. Interest: Its prorated share of total reserve.
 - d. Maximum or Minimum: This reserve shall have a minimum balance of \$1 Million to a maximum balance of \$3 Million.
6. **Economic Development Reserve**
- a. Purpose: This reserve provides funds for Greenview development projects (property development, etc.) as depicted in the long-term capital plan.
 - b. Receives: This reserve receives funds based on Council’s Economic Development Plan.
 - c. Interest: This reserve receives no interest.
7. **Fire Facilities**

- a. Purpose: This reserve provides funds for Greenview’s share of replacement or construction of Fire Halls and other Fire Infrastructure (dry hydrants, etc.) within Greenview and the Towns of Fox Creek and Valleyview.
- b. Receives: This reserve receives annualized contribution based on Fire Hall construction or replacement schedules based on amortization.
- c. Interest: Its prorated share of total reserve.

8. Fire-Rescue Apparatus Vehicle & Equipment Reserve

- a. Purpose: This reserve provides funds for the purchase of Greenview’s Fire-Rescue Service Apparatus Vehicle & Equipment Policy 3021.; for Greenview Fire Stations and Greenview’s share of apparatus purchases for the Towns of Valleyview and Fox Creek.
- b. Receives: This reserve receives annualized contribution based on apparatus replacement schedule, as per amortization; any proceeds from sale of apparatus. This must be a minimum value of 300k annually, to allow for any emergency purchases.
- c. Interest: Its prorated share of total reserve.

9. Fleet and Equipment Replacement Reserve

- a. Purpose: This reserve ensures funds for replacing fleet and equipment as Fleet and Equipment Replacement policy 4006.
- b. Receives: This reserve receives any amortization of “equipment” or “Automotive Equipment”; salvage revenues received from disposal of equipment and vehicles will be placed into this reserve.
- c. Interest: Its prorated share of total reserve.
- d. Maximum or Minimum: This reserve should contain a minimum level of funds equal to ten (10%) percent of the “Equipment” and “Automotive Equipment” audited Financial Statements, Tangible Capital Assets Net Book Value. This reserve has no maximum.

10. Facilities Reserve

- a. Purpose: This reserve provides funds for replacement or construction costs for Greenview facilities such as offices and maintenance shops. Facilities relating to utilities and emergency services will be funded through their own respective reserve funds.
- b. Receives: This reserve receives annualized contribution based on Building construction or replacement schedules based on amortization
- c. Interest: Its prorated share of total reserve.

11. Greenview Daycare Funding Reserve

- a. Purpose: This reserve fund is established to assist in the costs of developing daycare services in Greenview, which may include building and equipment purchases.
- b. Receives: This reserve receives funds at the discretion of Council.
- c. Interest: Its prorated share of total reserve.

12. Greenview FCSS Reserve

- a. Purpose: This reserve is used to set aside FCSS program surpluses from the FCSS programs operated by Greenview on behalf of the Town of Valleyview. The Green View FCSS Board shall determine the use of funds in this reserve.
- b. Receives: This reserve receives any surplus balance, at the end of a financial year.
- c. Interest: Its prorated share of total reserve.
- d. Maximum or Minimum: This reserve has no maximum or minimum.

13. Gravel Pit Reclamation Reserve

- a. Purpose: This reserve is used for the environmental reclamation of existing gravel pits and as the source and return of deposits and guarantees regarding reclamation.
- b. Receives: This reserve receives funds specifically allocated in the operating budget, plus per tonne charges on waste interred by gravel mined for Greenview use, to pay for environmental reclamation
- c. Interest: Its prorated share of total reserve.
- d. Maximum or Minimum: This reserve has no maximum or minimum.

14. Operating Contingency Reserve

- a. Purpose: This reserve provides funds to supply Greenview with emergency operating funds in case of a large-scale disaster or other disruption to funding sources.
- b. Receives: This reserve receives funds any unallocated surplus funds received during the year.
- c. Interest: Its prorated share of total reserve.
- d. Maximum or Minimum: Target minimum value is \$13M or the average of three months operating costs, which ever is the greater.

15. Project Carry Forward Reserve.

- a. Purpose: This reserve will hold all funds for projects that have been carried over from one year to a subsequent year. This reserve will be funded as needed in any given year. This fund will be tagged with the projects and their codes. Any projects that complete below capital budget, will return surplus back to the unrestricted reserve.
- b. Receives: This reserve receives prior years project carryover funds
- c. Interest: Its prorated share of total reserve.

16. Recreation Reserve

- a. Purpose: This reserve provides funds for construction or replacement of Greenview’s recreation facilities (campgrounds, multiplexes, etc.).
- b. Receives: This reserve receives annual Recreation asset amortization plus any other contributions Council provides.
- c. Interest: Its prorated share of total reserve.

17. Road Infrastructure Reserve

- a. Purpose: This reserve provides funds for future years’ road construction budget, based on approved capital plans. This reserve will contain an additional amount of \$2M to allow Greenview the ability to react to positive or negative pricing shifts.
- b. Receives: This reserve receives annualized contribution based on Road Structures or replacement schedules based on amortization

18. Interest: Its prorated share of total reserve.

19. Valleyview and District Medical Clinic Building Reserve

- a. Purpose: This reserve fund is established to assist in the costs of future construction/upgrades to the Valleyview & District Medical Clinic Building. The Valleyview & District Medical Clinic Committee shall provide a recommendation to Council of funds for the reserve based on their anticipated budget and surplus there of.
- b. Receives: This reserve receives annualized contribution based on the Valleyview medical Building construction or replacement schedules based on amortization.
- c. Interest: Its prorated share of total reserve.

20. Valleyview & District Medical Clinic Equipment Reserve

- a. Purpose: This reserve fund is established to assist in the costs of future purchases or upgrades to equipment housed in the Valleyview & District Medical Clinic Building. The Valleyview & District Medical Clinic Committee shall provide a recommendation to Council of funds for the reserve based on their anticipated budget and surplus there of.
- b. Receives: This reserve receives funds specifically allocated in the operating budget and receives any amortization with Valleyview medical clinic equipment.
- c. Interest: Its prorated share of total reserve.

21. Water Reserve

- a. Purpose: This reserve provides funds for replacement or construction of water distribution systems and networks within Greenview
- b. Receives: This reserve receives funds based on the life cycle of the water systems and the annual amortization.
- c. Interest: Its prorated share of total reserve.

22. Wastewater Reserve

- a. Purpose: This reserve provides funds for replacement or construction of wastewater collection systems and networks within Greenview
- b. Receives: This reserve receives funds based on the life cycle of the wastewater facilities and the annual amortization.
- c. Interest: Its prorated share of total reserve.



REQUEST FOR DECISION

SUBJECT: Policy 4011 Snow Clearing and Ice Control of Greenview Roadways and Public Buildings

SUBMISSION TO: POLICY REVIEW COMMITTEE **REVIEWED AND APPROVED FOR SUBMISSION**

MEETING DATE: July 12, 2023 **CAO:** **MANAGER:** JF

DEPARTMENT: OPERATIONS **DIR:** **PRESENTER:** JF

STRATEGIC PLAN: Governance **LEG:**

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) –

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 4011 “Snow Clearing and Ice Control of Greenview Roadways and Public Buildings”, as presented.

BACKGROUND/PROPOSAL:

Administration has reviewed Policy 4011 “Snow Clearing and Ice Control of Greenview Roadways and Public Buildings” and has amended it to include minor adjustments to sentence structure to ensure clarity, updated 3.3 for more accuracy regarding equipment availability, added clause to 6.1 that priorities may be adjusted based upon heavy snowfall, and added service levels for snowplowing as it pertains to approaches.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that it will permit Greenview to have an updated Snow Clearing and Ice Control of Greenview Roadways and Public Buildings Policy.

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 alter or deny the recommended motion.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

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

ATTACHMENT(S):

- Policy 4011 “Snow Clearing and Ice Control of Greenview Roadways and Public Buildings” (Current)
- Policy 4011 “Snow Clearing and Ice Control of Greenview Roadways and Public Buildings” (Draft)

Title: Snow Clearing and Ice Control of Greenview Roadways and Public Buildings

Policy No: 4011

Effective Date: February 22, 2022

Motion Number: 22.02.110

Supersedes Policy No: 333/14 Snow Removal

Review Date: February 22, 2025



Purpose: Define the level response to a snow & ice event within the approved budget parameters. The Municipal District owns several properties having walkways, parking lots & roads which are susceptible to winter conditions. These properties consist of areas open to the public and areas not open to the public throughout Greenview. This policy will lay out a systematic approach for response to a snow or ice event on Greenview properties and roadways.

1. DEFINITIONS

- 1.1. **Arterial Roads** mean major roadways that carry high volumes of traffic.
- 1.2. **Greenview** means the Municipal District of Greenview No 16.
- 1.3. **Minor Snow Event** means a winter storm in which snow of less than 15 cm has accumulated.
- 1.4. **Major Snow Event** means a winter storm in which snow of more than 15 cm has accumulated within the area of a Greenview building.
- 1.5. **Ice Event** means either a freezing rain event or freeze thaw cycle that cause accumulation of ice on walkways and roadways.
- 1.6. **Public Building** means any building owned by Greenview.
- 1.7. **Sanding** means the application of sand, rock chips or salt to the walking or driving surfaces to prevent ice build up and improve traction. This can either be done with the sanding equipment or by hand.
- 1.8. **Snow Removal** means the removal of snow from an area where Greenview business is conducted. This can be by mechanical or manual means and can include just removing the snow from the work area or removing the snow from the site.
- 1.9. **Risk Assessment Tool** means using a formalized approach of analyzing frequency, probability, and severity to determine an appropriate risk priority for each building.

3. PROCEDURE

- 3.1. Greenview standard procedure for the removal of snow and ice is to remove all snow cover down as close a possible to the base layer (pavement, cement, or gravel) then provide a layer of slip protection on paved or cement surfaces by sanding the area.
- 3.2. All snow accumulation located in proximity to regular walkways will be removed to prevent ice events from a freeze thaw cycles.
- 3.3. Equipment:
 - A) The following equipment is available for the removal snow and ice within Greenview.
 - i. Skid Steers – are available in the following locations. Valleyview, DeBolt, Grovedale & Grande Cache.
 - ii. Broom Tractors – are available in Valleyview, DeBolt and Grande Cache
 - iii. Sanding/Plow Truck – this is available in Valleyview and Grande Cache.
 - iv. Snow Blowers – are available in Valleyview and Grovedale.
 - v. Backpack blowers – are available in Grovedale.
 - vi. Snow shovels – are available in all locations.
 - vii. Saltshakers – are available in all locations.
 - viii. Graders – are available in all locations.
 - ix. Tractors with plow blades – are available in Valleyview, DeBolt, Grovedale, and Grande Cache.
- 3.4. Snow Removal Priorities:
 - A) Priority #1: Arterial Roads
 - B) Priority #2: Local Residential Roads, Seasonal Roads, and Collector Roads
 - C) Priority #3: Greenview Walkways, Sidewalks, Parking Lots and Public Buildings
 - D) Priority #4: Back lanes and other areas
- 3.5. Greenview will make every reasonable effort to open all roads within five days following a significant snowfall.

4. RESPONSIBILITIES

- 4.1. Manager and Supervisors
 - A) Review with all affected employees the expectations contained within this policy.
 - B) Work with the team to ensure the most effective methods are being used for snow removal and work with employees to ensure they are managing the effort to prevent injuries.
 - C) Inspect affected areas including buildings, parking lots and roadways to ensure the snow removal is in alignment with the policy and take corrective action as required.
 - D) Quickly address all concerns brought forward by the public or employees and communicate back the solution.
- 4.2. Employees
 - A) Adhere to the expectations as outlined within this policy regarding snow removal.
 - B) Look for ways to continually improve the snow and ice removal process.

5. URBAN ROADWAYS

- 5.1. The criteria for setting snow removal priorities will be based on the following. **In the cases of heavy snowfall, priorities will change with emphasis on emergency services.**
 - A) Major Road and arteries in the community
 - B) Residential Streets

- C) Parking lots, sidewalks and public places
- D) Back lanes and other areas as required

5.2. Snow plowing is to commence when accumulations of snow reaches 3 to 4 centimeters or earlier if deemed necessary. Salt and sand are to be utilized when weather and snow/ice conditions make it practical.

5.3. Snow that has accumulated on the streets shall not be placed onto any privately owned lots.

6. RURAL ROADWAYS

6.1. Arterial Roads/Paved Surface

- A) Positive communications with the R.C.M.P., Alberta Motor Association, Alberta Transportation, and local contacts will be maintained to assist in the gathering of accurate road conditions.
- B) Snow plowing is to commence when accumulations of snow reach 3 to 6 centimeters and conditions are safe to do so. Curves and hills and other safety factors may require earlier attention.
- C) Salt and/or sand are to be utilized when weather and snow/ice conditions make it practical.

6.2. Arterial Roads/Gravel Surface

- A) Snow plowing should commence when snow reaches a depth of 10 to 15 centimeters on the roadway. Drifting conditions may necessitate earlier attention.
- B) It is desirable to have a snow/gravel mix packed on the roads after the first snowfall to reduce gravel loss.
- C) Winging of snow into the ditch should be commenced once accumulations reaches 30 centimeters along the shoulder edge.
- D) Every effort should be made to ensure driveways and connecting roads are not plugged with snow.
- E) Sand can be utilized when weather and snow/ice conditions make it practical. Equipment availability, snow removal and ice control priorities, material inventory, and operational effectiveness will be considered prior to utilizing sand on gravel roads.

6.3. Local Roads/Gravel Surface

- A) Plowing of local roads is to commence when arterial, and collector priorities have been plowed and safety conditions allow.
- B) Plowing should commence when snow reaches a depth of 10 to 15 centimeters on the roadway, in accordance to priorities established above. Drifting conditions may necessitate earlier attention.
- C) It is desirable to have a snow/gravel mix packed on the roads after the first snowfall to reduce gravel loss.
- D) Winging of snow into the ditch should be commenced once accumulations reach 30 centimeters along the shoulder edge.
- E) Farmland access roads are to be plowed a minimum of twice yearly, unless they are being utilized to such an extent that more frequent maintenance is required.
- F) Residential driveways will only be plowed when all other priorities have been completed and in accordance with Policy 4020.
- G) Driveway plowing, farmland access roads, local roads, and arterial roads may be plowed,

or ice bladed in conjunction with other plowing and ice control measures when it is efficient to do so.

- H) As outlined in Policy 4020 and the Snowplowing Private Driveway Agreement, residential driveway clearing refers to snow removal only, Greenview does not provide sanding and/or ice blading during or after an ice event.

7. GREENVIEW SIDEWALKS WALKWAYS, PARKING LOTS AND PUBLIC BUILDINGS

7.1. Greenview believes it is important to maintain sidewalks and walking surfaces surrounding their buildings to an acceptable standard. All the building can be subjected to significant snow fall accumulations therefore the following priority system has been developed.

- A) **High Priority** – these areas are where the risk assessment tool indicates the risk of injury is high and are open to the public.
- B) **Medium Priority** – following the risk assessment tool these are areas, due to their design, that pose a moderate risk of injury and are open to the public. Or a high risk and are open only to employees.
- C) **Low Priority** – These areas are all other buildings and lands that are owned by Greenview and require snow removal.

7.2. Greenview has created the following timelines to ensure timely delivery of service to the above-mentioned priorities in a minor snow event or ice event.

- 7.2.1. **High Priority** – snow & ice will be removed from walkways, parking lots and roads around buildings within 3 hours of the end of the event or the start of the next business day.
- 7.2.2. **Medium Priority** - snow & ice will be removed from walkways, parking lots and roads around buildings by the next business day from the end of the event.
- 7.2.3. **Low Priority** – these areas will be monitored weekly and will have snow and Ice removed once condition indicate the need to do so.

7.3. Greenview, like all municipalities, does not have unlimited assets dedicated to snow removal, we will do what we can to ensure snow and ice are removed from all areas based on this policy. However, in a major snow event, these timelines may be expanded. All efforts including the use of contractors will be considered to attempt to maintain the expected timelines.

7.4. All complaints received from the public or employees will be thoroughly investigated.

7.5. It is the responsibility of the residents, institutions, and businesses to adequately remove all snow and ice from adjacent sidewalks. When snow is pushed from private property onto Greenview property or roadways and creates a hazard for the public, Greenview equipment, or will adversely affect drainage during melting, the concern will submitted by the Manager of Operation or designate to Greenview's Enforcement Services.

Title: Snow Clearing and Ice Control of Greenview Roadways and Public Buildings

Policy No: 4011

Effective Date: February 22, 2022

Motion Number: 22.02.110

Supersedes Policy No: 4011

Department: Operations

Review Date: February 22, 2025



Legal References:

Not applicable

Cross References:

Policy 4020 "Snowplowing of Rural Residential Driveways"

Purpose: The purpose of this policy is to define the level of response to a snow & ice event within the approved budget parameters. The Municipal District of Greenview No. 16 owns several properties having with walkways, parking lots & roads which that are susceptible to winter weather conditions. These properties consist of areas open to the public and areas not open to the public throughout Greenview. As these properties include both public and private areas throughout Greenview, this policy will establish lay-out a systematic approach for response responding to a snow or ice events on Greenview properties and roadways.

1. DEFINITIONS

- 1.1. **Arterial Roads** mean major roadways that carry high volumes of traffic.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Minor Snow Event** means a winter storm in which snow of less than 15 cm has accumulated.
- 1.4. **Major Snow Event** means a winter storm in which snow of more than 15 cm has accumulated within the area of a Greenview building.
- 1.5. **Ice Event** means either a freezing rain event or a freeze-thaw cycle that causes accumulation of ice on walkways and roadways.
- 1.6. **Public Building** means any building owned by Greenview.
- 1.7. **Sanding** means the application of sand, rock chips, or salt to the walking or driving surfaces to prevent ice build-up and improve traction. This can either be done with the sanding equipment or by hand.
- 1.8. **Snow Removal** means removing snow from an area where Greenview business is conducted. This can be completed by mechanical or manual means and can include removing the snow from the work area or the snow from the site.
- 1.9. **Risk Assessment Tool** means using a formalized approach of analyzing frequency, probability, and severity to determine an appropriate risk priority for each building.

3. PROCEDURE

- 3.1. Greenview's standard procedure for removing snow and ice is to remove all snow cover ~~down~~ as close as possible to the base layer (pavement, cement, or gravel), then provide a layer of slip protection on paved or cement surfaces by sanding the area.
- 3.2. All snow accumulation located in proximity to regular walkways will be removed to prevent ice events from freeze-thaw cycles.
- 3.3. The following equipment is available to remove snow and ice within Greenview:
 - A) Skid Steers are available in the following locations: DeBolt, Grande Cache, Grovedale, & ~~and~~ Valleyview.
 - B) Broom Tractors are available in Valleyview, ~~DeBolt~~, and Grande Cache.
 - C) Sanding/Plow Trucks ~~this is~~ are available in ~~DeBolt~~, Grande Cache ~~Grovedale~~.
 - D) Snow Blowers are available in Grovedale and Valleyview.
 - E) Backpack blowers are available in Grovedale.
 - F) Snow shovels are available in all locations.
 - G) Saltshakers are available in all locations.
 - H) Graders are available in all locations.
 - I) Tractors ~~or loaders~~ with plow blades are available in DeBolt, Grande Cache, Grovedale, and Valleyview.
- 3.4. Snow Removal Priorities:
 - A) Priority #1: Arterial Roads.
 - B) Priority #2: Local Residential Roads, Seasonal Roads, and Collector Roads.
 - C) Priority #3: Greenview Walkways, Sidewalks, Parking Lots, and Public Buildings.
 - D) Priority #4: Back lanes and other areas.
- 3.5. Greenview will make every reasonable effort to open all roads within five days following a significant snowfall.

4. RESPONSIBILITIES

- 4.1. Manager and Supervisors
 - A) Review with all affected employees the expectations contained within this policy.
 - B) Work with the team to ensure the most effective methods are being used for snow removal, and work with employees to ensure they are managing the effort to prevent injuries.
 - C) Inspect affected areas, including buildings, parking lots, and roadways, to ensure the snow removal aligns with the policy and take corrective action as required.
 - D) ~~Quickly address all concerns brought forward by the public or employees and communicate back the solution.~~ **Address all public or employee concerns promptly and communicate the solution.**
- 4.2. Employees
 - A) Adhere to the expectations as outlined within this policy regarding snow removal.
 - B) Look for ways to improve the snow and ice removal process continually..

5. URBAN ROADWAYS

- 5.1. **In the cases of heavy snowfall or ice, priorities will may change, with an emphasis on emergency services.** The criteria for setting snow removal priorities will be based on the following:
 - A) Major Roads and arteries in the community;

- B) Residential Streets;
- C) Parking lots, sidewalks, and public places; and then
- D) Back lanes and other areas as required.

5.2. Snow plowing is to commence when snow accumulations reach 3 to 4 centimeters, or earlier if deemed necessary. Salt and sand are to be utilized when weather, snow ~~and~~ or ice conditions make it practical.

5.3. Snow accumulated on the streets shall not be placed onto any privately owned lots.

5.4. During snowplowing operations in urban areas, reasonable efforts will be made to avoid plugging approaches and established accesses utilizing strategic windrowing of snow or a “snow gate” device. This approach may mitigate the amount of snow in front of approaches and accesses but is not guaranteed to eliminate any resulting spill-over of snow or the requirement to windrow snow for operational effectiveness.

6. RURAL ROADWAYS

6.1. The criteria for setting snow removal priorities will be based on the criteria within this section. **In cases of heavy snowfall or ice, priorities may change, with an emphasis on emergency services.**

6.2. Arterial Roads/Paved Surface:

- A) Positive communications with the RCMP, Alberta Motor Association, Alberta Transportation, and local contacts will be maintained to assist in the gathering of accurate road conditions.
- B) Snow plowing is to commence when snow accumulations reach 3 to 6 centimeters, and conditions are safe to do so. Curves, and hills, and other safety factors may require earlier attention.
- C) Salt and/or sand are to be utilized when weather, snow ~~and~~ or ice conditions make it practical.
- D) Residential and industrial approaches on rural paved roads will be routinely snowplowed as part of snowplowing operations or as priorities allow during heavy snowfall events. On a lower priority basis, other approaches may be plowed where snow accumulation adversely affects drifting or drainage, including melting snowbanks which can run onto the driving surface and freeze. Rural field access approaches will not routinely be plowed for any other reason.

6.3. Arterial Roads/Gravel Surface

- A) Snow plowing should commence when snow reaches a depth of 10 to 15 centimeters on the roadway. Drifting conditions may necessitate earlier attention.
- B) It is desirable to have a snow/gravel mix packed on the roads after the first snowfall to reduce gravel loss.
- C) Winging of snow into the ditch should be commenced once accumulations reaches reach 30 centimeters along the shoulder edge.
- D) Every effort should be made to ensure driveways and connecting roads are not plugged with snow.
- E) Sand can be utilized when weather and snow ~~and~~ or ice conditions make it practical. Equipment availability, snow removal and ice control priorities, material inventory, and

operational effectiveness will be considered prior to utilizing sand on gravel roads.

F) Residential and industrial approaches on rural arterial gravel roads will be routinely snowplowed as part of snowplowing operations or as priorities allow during heavy snowfall events. On a lower priority basis, other approaches may be plowed where snow accumulation adversely affects drifting or drainage, including melting snowbanks which can run onto the driving surface and freeze. Rural field access approaches will not routinely be plowed for any other reason.

6.4. Local Roads/Gravel Surface

- A) Plowing of local roads is to commence when arterial, and collector priorities have been plowed and safety conditions allow.
- B) Plowing should commence when snow reaches a depth of 10 to 15 centimeters on the roadway, in accordance ~~to~~ with the priorities established above. Drifting conditions may necessitate earlier attention.
- C) It is desirable to have a snow/gravel mix packed on the roads after the first snowfall to reduce gravel loss.
- D) Winging of snow into the ditch should be commenced once accumulations reach 30 centimeters along the shoulder edge.
- E) Farmland access roads are to be plowed a minimum of twice yearly unless they are being utilized to such an extent that more frequent maintenance is required.
- F) Residential driveways will only be plowed when all other priorities have been completed and in accordance with Policy 4020.
- G) Driveway plowing, farmland access roads, local roads, and arterial roads may be plowed, or ice bladed in conjunction with other plowing and ice control measures when it is efficient to do so.
- ~~H) As outlined in Policy 4020 and the Snowplowing Private Driveway Agreement, residential driveway clearing refers to snow removal only, Greenview does not provide sanding and/or ice blading during or after an ice event.~~
- H) Residential and industrial approaches on local gravel roads will be routinely snowplowed as part of snowplowing operations or as priorities allow during heavy snowfall events. On a lower priority basis, other approaches may be plowed where snow accumulation adversely affects drifting or drainage, including melting snowbanks which can run onto the driving surface and freeze. Rural field access approaches will not routinely be plowed for any other reason.

7. GREENVIEW SIDEWALKS, WALKWAYS, PARKING LOTS, AND PUBLIC BUILDINGS

7.1. Greenview believes it is important to maintain sidewalks and walking surfaces surrounding their buildings to an acceptable standard. All the buildings can be subjected to significant ~~snow fall~~ snowfall accumulations; therefore, the following priority system has been developed.

- A) **High Priority** – these areas are where the risk assessment tool indicates the risk of injury is high and are areas open to the public.
- B) **Medium Priority** – following the risk assessment tool, these areas, due to their design, pose a moderate risk of injury and are open to the public. Or pose a high risk and are open only to employees.
- C) **Low Priority** – These areas are all other buildings and lands owned by Greenview and require snow removal.

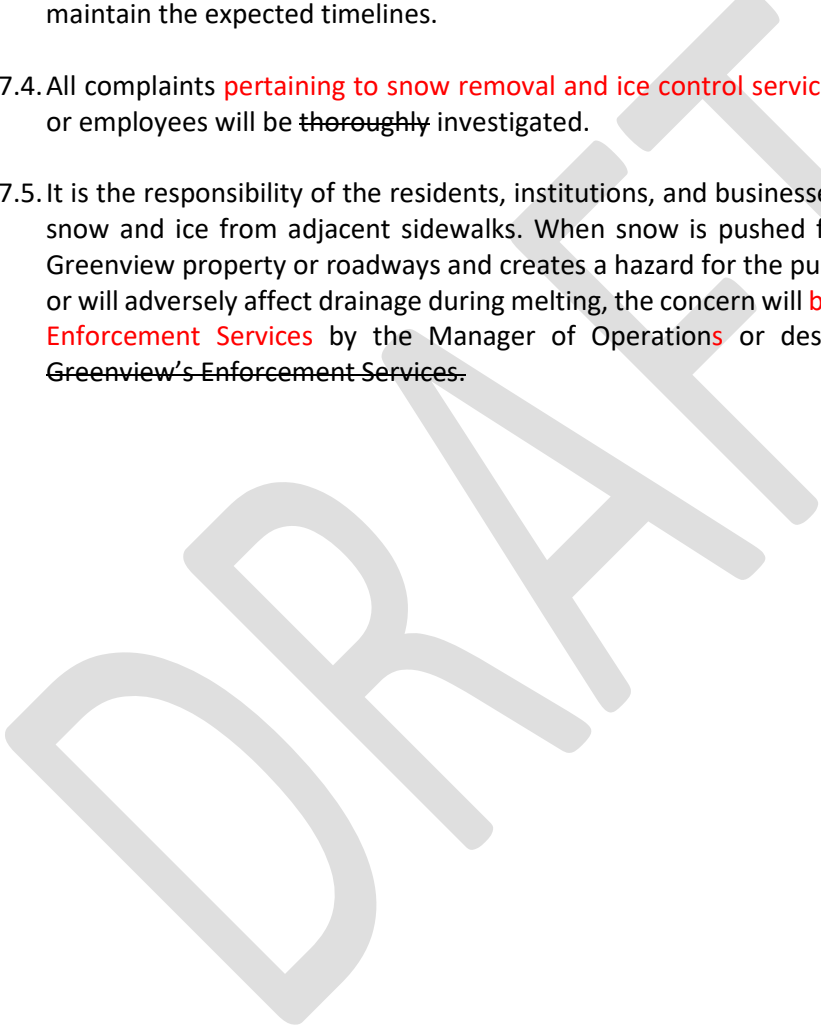
7.2. Greenview has created the following timelines to ensure the timely delivery of service to the above-mentioned priorities in a minor snow ~~event~~ or ice event.

- A) **High Priority** – snow and ice will be removed from walkways, parking lots, and roads around buildings within 3 hours of the end of the event or the start of the next business day.
- B) **Medium Priority** - snow and ice will be removed from walkways, parking lots, and roads around buildings by the next business day from the end of the event.
- C) **Low Priority** – these areas will be monitored weekly and will have snow and ice removed once conditions indicate the need to do so.

7.3. Like all municipalities, Greenview does not have unlimited assets dedicated to snow removal. Still, based on this policy, we will do what we can to ensure snow and ice are removed from all areas outlined in this policy. However, in a major snow event, these timelines may be expanded. All efforts, including the use of contractors, will be considered to attempt to maintain the expected timelines.

7.4. All complaints pertaining to snow removal and ice control services received from the public or employees will be thoroughly investigated.

7.5. It is the responsibility of the residents, institutions, and businesses to adequately remove all snow and ice from adjacent sidewalks. When snow is pushed from private property onto Greenview property or roadways and creates a hazard for the public, Greenview equipment, or will adversely affect drainage during melting, the concern will be submitted to Greenview's Enforcement Services by the Manager of Operations or designated representative. ~~to Greenview's Enforcement Services.~~





REQUEST FOR DECISION

SUBJECT:	Policy 4020 Snow Removal Rural Residential Driveways		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 12, 2023	CAO:	MANAGER: JF
DEPARTMENT:	OPERATIONS	DIR:	PRESENTER: JF
STRATEGIC PLAN:	Governance	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 4020 “Snowplowing of Rural Residential Driveways”, as presented.

BACKGROUND/PROPOSAL:

Administration has reviewed Policy 4020 “Snowplowing of Rural Residential Driveways” and has amended it to include minor adjustments to sentence structure to ensure clarity and has added new items under Policy and subcategory under Procedure.

Administration has also proposed a change to the name of the policy as the activity undertaken by Greenview on rural residential driveways is snowplowing and not the removal of snow. Gated Communities were added to the list of properties not eligible for this service. This would affect one property in particular in the area of Sturgeon Lake. Additional proposed edits include providing clarity for residents that displaying the sign is a clear indication that they are requesting the service.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that it will permit Greenview to have an updated Snowplowing of Rural Residential Driveways policy.

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 alter or deny the recommended motion.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

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

ATTACHMENT(S):

- Policy 4020 “Snow Removal Rural Residential Driveways” (Current)
- Policy 4020 “Snowplowing of Rural Residential Driveways” (Draft)
- Current Snowplowing Private Driveways Agreement
- Snowplow Flag Rental Agreement – Co-ops & Enterprises
- Current Schedule of Fees – Relevant snowplowing portion

Title: Snow Removal Rural Residential Driveways

Policy No: 4020

Effective Date: May 11, 2020

Motion Number: 20.05.280

Supersedes Policy No: OP 24

Review Date: May 11, 2023



Purpose: To establish guidelines under which driveway clearing services may be provided to rural residents of Greenview.

DEFINITIONS

Greenview means the municipal corporation of the Municipal District of Greenview No. 16.

Hamlet Residential Property means residential property located within a hamlet within Greenview, including Little Smoky, Ridgevalley, DeBolt, Landry Heights, Grovedale and Grande Cache.

Non-resident means a commercial or institutional property.

Rural Resident means a resident residing outside the boundaries of a hamlet of Greenview.

POLICY

1. Driveway snow removal for rural residents of Greenview will be provided by Greenview on a low priority basis.
2. Rural Residents who wish to have their driveways cleared must first enter into a one-time “Snowplowing Private Driveways” Agreement on the necessary forms releasing Greenview, and Greenview employees and agents from any potential liability arising from snowplow operations on private property.
3. The snowplowing service fee will be established by Council in the “Schedule of Fees” for Greenview.
4. This policy does not apply to non-residential property and hamlet residential property.
5. Private parking areas, granary access, hay access, and other areas are not considered driveways, and will not be cleared.
6. The driveway will be cleared only when all other priorities have been completed.
7. An exception is made to this policy for the Grande Cache Co-operatives as follows provided Permission to Enter agreements are signed by each Co-operative.

7.1 Residents of the Co-operatives may purchase, in advance, snowplow flags for residential driveways from the Grande Cache Public Services Building for

snowplowing services. The fee is established by Council annually in accordance with the "Schedule of Fees" for Greenview. The fee for one flag shall be for each 400 meters, or portion thereof, of driveway to be cleared.

7.2 Snowplowing is to be provided at no charge by Greenview to the school bus routes located within the Grande Cache Co-operatives.

PROCEDURE

8. The Resident will be issued a snowplow sign indicating the resident's Agreement number. The snowplow sign is to be placed at a location that is easily visible to the operator when the Resident is requesting the snowplow service. The operator will record the agreement number acknowledging that the driveway has been plowed.
9. Greenview will forward statements to the Resident showing all charges incurred by the Resident for snowplowing completed by Greenview and the Resident will be required to pay for all charges not later than thirty (30) days immediately following the date of the invoice. In the event that the Resident does not pay his/her account, Greenview will not perform further snowplowing until the account is paid and any account remaining outstanding will be a debt due to Greenview.
10. The operator will have the right to refuse to clear a driveway should they have any doubts about safety, equipment damage, or the ability to exit the site.
11. If a renter does not pay the required fee, it will be applied to the landowner as per the "Snowplowing Private Driveways" Agreement.

Title: ~~Snowplowing Removal~~ of Rural Residential Driveways

Policy No: 4020

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No (IF APPLICABLE):

Department: Operations

Review Date: (3 Years from date approved)



Legal References:
Not applicable

Cross References:
Bylaw 23-930 "Schedule of Fees"
Snowplowing Private Driveway Agreement

Purpose: To establish guidelines under which rural residential driveway clearing snowplowing services may be provided to rural residents of Greenview.

1. DEFINITIONS

- 1.1. **Approach** means the connection between the outside edge of the shoulder or curb line and the right-of-way line of a road, intended to provide vehicular access to, from, or across the road and the adjacent or adjoining property.
- 1.2. **Co-Operatives** means the Co-ops & Enterprises in the Grande Cache Area.
- 1.3. **Gated Community** means a multi-residential property where access is controlled by a gate.
- 1.4. **Greenview** means the municipal corporation of the Municipal District of Greenview No. 16.
- 1.5. **Hamlet Residential Property** means residential property located within a hamlet within Greenview, including Debolt, Grande Cache, Grovedale, Little Smoky, Landry Heights, Ridgevalley.
- 1.6. **Multi-Parcel Subdivision** means a subdivision with more than 2 subdivided parcels.
- 1.7. **Non-residential Rural Property** means a rural commercial, agricultural, or institutional property or any other property not intended and approved for permanent residence.
- 1.8. **Rural Resident** means a rural resident residing outside the boundaries of a hamlet of Greenview.

2. POLICY STATEMENT

- 2.1. Greenview will provide snowplowing removal for rural residents ~~of Greenview will be provided by Greenview~~ on a low-priority basis.

- A) Low priority means that areas will be monitored weekly and will have snow and ice removed once conditions indicate the need to do so.
- 2.2. ~~All rural~~ Residents who wish to have their driveways cleared must first enter into a ~~one-time~~ "Snowplowing Private Driveways Agreement" ~~on the necessary forms~~ releasing Greenview, Greenview employees and agents from any potential liability arising from snowplow operation on private property. ~~Greenview will not proceed until all documentation is complete. A sign will be provided at that time.~~
- 2.3. ~~Agreements cannot be re-assigned to another person or transferred to another property.~~
- 2.4. ~~Snowplow signs remain the property of Greenview. Lost or stolen signs will be replaced by Greenview at the expense of the Resident, as per the most current Schedule of Fees bylaw.~~
- 2.5. This policy does not apply and snowplowing services are not available to Non-residential Rural Property, Hamlet Residential Property, Multi-Parcel Subdivisions, ~~or Gate Communities.~~
- 2.6. Private parking areas, granary access, hay access, and other areas are not considered driveways and will not be cleared.
- 2.7. Resident driveways will only be cleared once all other snow removal priorities have been completed. ~~These include, in order of priority:~~
 - A) Arterial roads;
 - B) Local residential roads, seasonal roads, and collector roads
 - C) Greenview sideways, sidewalks, parking lots, and public buildings; and
 - D) Back lanes and other areas.
- 2.8. ~~If Greenview offers this service to the Co-Operatives and Enterprises, the governing body must sign the liability forms and pay for the service.~~
- 1. ~~An exception is made to this policy for the Grande Cache Co-operatives as follows provided Permission to Enter and Release of Liability agreements are signed by each Co-operative.~~
 - 9.1 ~~Residents of the Co-operatives may purchase, in advance, snowplow flags for residential driveways from the Grande Cache Public Services Building for snowplowing services. The fee is established by Council annually in accordance with the "Schedule of Fees" for Greenview. The fee for one flag shall be for each 400 meters, or portion thereof, of driveway to be cleared.~~
 - 9.2 ~~Snowplowing is to be provided at no charge by Greenview to the school bus routes located within the Grande Cache Co-operatives.~~

3. PROCEDURE

- 3.1. The Resident will be issued a snowplow sign indicating their agreement number. The snowplow sign is to be placed at a location easily visible to the equipment operator at the driveway entrance when the Resident requests the snowplowing service. The ~~equipment operator~~ will record the agreement number acknowledging that the driveway has been plowed.
 - A) ~~It is the sole responsibility of the Resident not to display the snowplow sign when not requesting the service. Displaying the sign at the driveway entrance will be understood as the Resident's request for snowplowing service.~~

- 3.2. Greenview will forward statements to the Resident showing all charges incurred by the property for snowplowing completed by Greenview, and the Resident will be required to pay for all charges ~~within not later than~~ thirty (30) days immediately following the date of the invoice. ~~In the event that~~ If the Resident does not pay their account, Greenview will not ~~perform~~ provide further snowplowing until the account is paid, and any account remaining outstanding will be a debt due to Greenview.
- 3.3. ~~The operator Greenview~~ will have the right to refuse to clear a driveway should ~~they~~ the equipment operator have any ~~doubts concerns~~ about ~~their~~ safety, equipment damage, private property damage, or the ability to exit the site.
- 3.4. If a renter does not pay the ~~required~~ invoiced fee, it will be applied to the landowner as per the "Snowplowing Private Driveways Agreement."

4. APPLICANT RESPONSIBILITIES

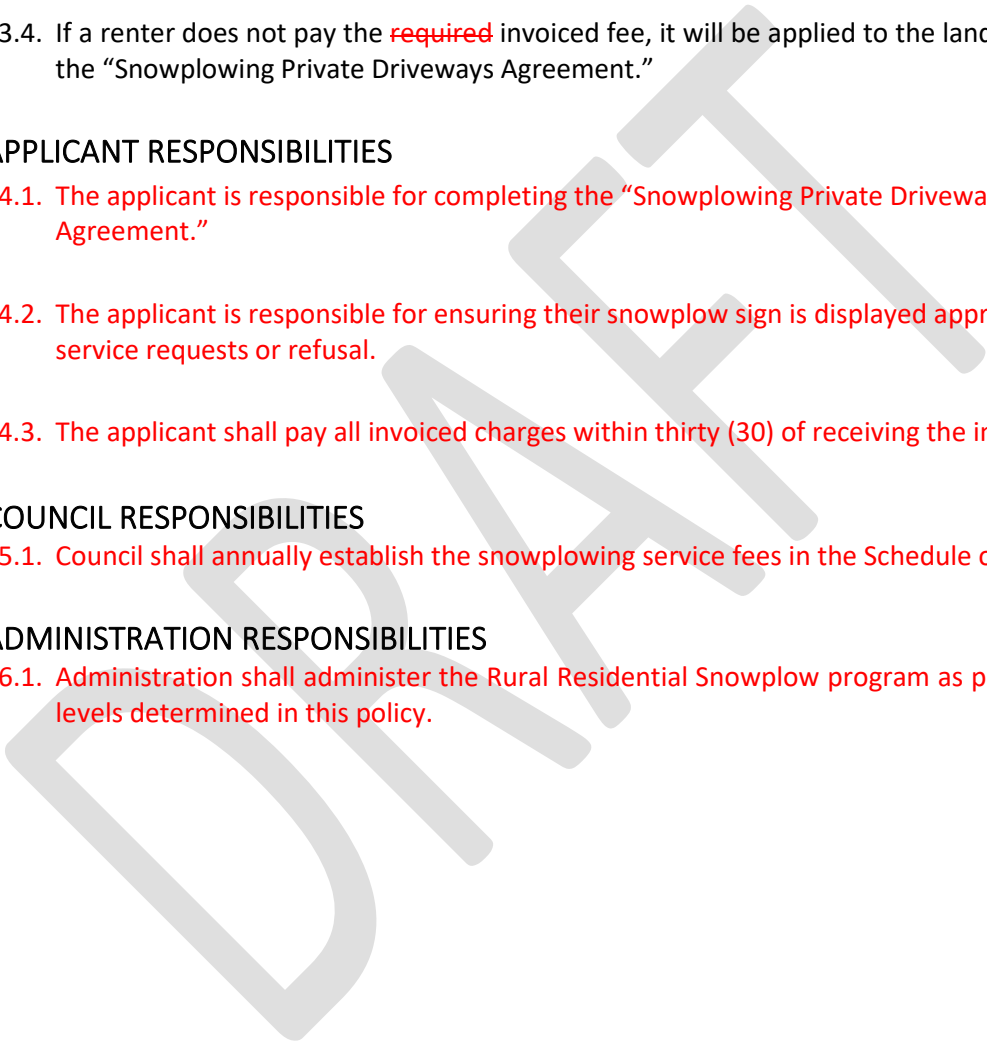
- 4.1. The applicant is responsible for completing the "Snowplowing Private Driveway Agreement."
- 4.2. The applicant is responsible for ensuring their snowplow sign is displayed appropriately for service requests or refusal.
- 4.3. The applicant shall pay all invoiced charges within thirty (30) of receiving the invoice.

5. COUNCIL RESPONSIBILITIES

- 5.1. Council shall annually establish the snowplowing service fees in the Schedule of Fees bylaw.

6. ADMINISTRATION RESPONSIBILITIES

- 6.1. Administration shall administer the Rural Residential Snowplow program as per the service levels determined in this policy.





MUNICIPAL DISTRICT OF GREENVIEW

SNOWPLOWING PRIVATE DRIVEWAY AGREEMENT

The personal information on this form is collected under the authority of s33(c) and s39(1)(a)(b) of the Freedom of Information and Protection of Privacy (FOIP) Act. The information will be used to process your application. Your name, contact information and address may be used to carry out current and/or future construction, operating programs, services, or activities of Greenview. If you have any questions about the collection, use or disclosure of your personal information, please contact Greenview's FOIP Coordinator at 780-524-7600 or foip@mdgreenview.ab.ca.

SNOWPLOW SIGN # _____

THIS AGREEMENT made this _____ day of _____, 20____.

BETWEEN

THE MUNICIPAL DISTRICT OF GREENVIEW NO. 16

(Hereinafter called "Greenview")

AND

THE RESIDENT/LANDOWNER

LAST NAME:	FIRST NAME:			INITIAL:
Legal Land Location:	NW SW NE SE <small>(Please circle)</small>	-	-	W M
	SEC	TWP	RGE	
Rural Address:	_____			
Mailing Address:	_____		Phone #:	_____
	_____		Alternate #:	_____
	_____		Email:	_____
Do you Own?	YES NO			
Rent/Lease	YES NO	If yes, Landowner Name	_____	
		Landowner Address	_____	

Initial _____



MUNICIPAL DISTRICT OF GREENVIEW

WHEREAS the Resident desires Greenview to plow their private driveway due to snow accumulation.

THE RESIDENT AND GREENVIEW AGREE:

1. Greenview will snowplow the Resident's driveway at the discretion of Greenview once requested by the Resident. Displaying the sign at the driveway entrance is the Resident's request for snowplowing service.
2. The Resident will pay Greenview a fee as identified in the Schedules of Fees Bylaw, which can be amended by Council from time to time.
3. The Resident shall receive a one-time Snowplow Request Sign indicating the Resident's agreement number. The Snowplow Sign is to be placed at a location that is easily visible to the Equipment Operator at the driveway entrance when the Resident is requesting the service. The Equipment Operator shall record the appropriate Agreement number acknowledging that the driveway has been plowed and Greenview shall invoice the Resident.

It is the sole responsibility of the Resident to not display the sign when not requesting the service. Displaying the sign at the driveway entrance is the Resident's request for snowplowing service.

4. Greenview shall forward statements to the Resident showing all charges incurred by the Resident for snowplowing completed by Greenview and the Resident shall pay for all charges within thirty (30) days immediately following the invoice date of the account by the Resident. If the Resident does not pay their account, Greenview will not provide the service until the account is paid and any balance remaining outstanding shall be a debt due to Greenview.
5. Residential snowplowing services will be provided as described in Greenview Policy which can be amended by Council from time to time.
6. The driveway will be cleared as time and priorities allow. Driveways will be done **ONLY** when it is efficient and/or all other priorities have been completed.
7. This agreement can be terminated by either party within **seven (7) days** written notice.
8. The Resident and Landowner agree to hold Greenview, its servants, contractors, agents, and employees harmless against all loss, damage, or injury, however caused regarding this snowplowing service.

Initial _____



MUNICIPAL DISTRICT OF GREENVIEW

9. This Agreement cannot be re-assigned or transferred.
10. Greenview reserves the right to refuse snowplowing of any driveway.
11. Snowplow Signs remain the property of Greenview. **Lost or stolen signs will be replaced by Greenview at the expense of the Resident** as per the Schedules of Fees Bylaw which can be amended by Council from time to time.
12. Greenview will inform the Resident of any policy or rate changes regarding the snowplowing service by providing 30 days notice in writing with a request of acknowledgement from the agreement holder via digital communication or in writing. If no acknowledgement is received the service will be suspended. The notice and acknowledgement will become part of this agreement.
13. The Resident acknowledges and agrees that they have **READ** and **UNDERSTAND THE TERMS** of this Agreement.
14. This agreement replaces any prior snowplow agreement associated with snowplow sign #_____ and/or with the site.

Acknowledgement of Resident

Print Name

Sign Name

ACKNOWLEDGMENT OF LANDOWNER(S) (if not Resident above)

The Landowner(s) acknowledges that the Resident above is entering into an agreement with Greenview for snowplowing the private driveway at the legal location indicated above. The Landowner(s) agrees to hold the Municipal District of Greenview No. 16, its servants, contractors, agents, and employees harmless against all loss, damage, or injury, however caused regarding this snowplowing service.

Print Name

Sign Name

Print Name

Sign Name

Print Name

Sign Name



MUNICIPAL DISTRICT OF GREENVIEW

SNOWPLOW SIGN # _____

Resident Name: _____

Phone Number: _____

Legal Land Location: _____

Rural Address: _____

Length of Driveway: _____

Special Instructions:

The Equipment Operator shall have the right to refuse to clear a driveway should they have any doubts about safety, equipment damage, or the ability to exit the site.

Initial _____



MUNICIPAL DISTRICT OF GREENVIEW

Please draw diagram of yard site indicating location of buildings and location of driveway requested to be plowed.

Approach

Highway # _____ OR Township Road # _____ OR Range Road # _____



BYLAW NO. 22-930
of the Municipal District of Greenview No. 16

	Description	GST Status*	Fee	Unit
Commercial Solid Waste Bin Rental Example: <i>Commercial Solid Waste Bin Rental (\$50.00) + Dumping Fee (\$80.00) = \$130.00 per month per bin Greenview provides pick-up service once a week.</i>				
Commercial Recycle Bin Rental Example: <i>Commercial Recycle Bin Rental (\$15.00) + Dumping Fee (\$80.00) and Recycle Fee (\$10.25) = \$105.25 per month per bin Greenview provides pick-up service once a week.</i>				
13.	Grande Cache Landfill Fees			
i.	Greenview Residents		No Fees	
ii.	Mixed Load Disposal Fee (Residents and Commercial)	E	\$210.00	per Tonne
iii.	Commercial Waste (By Approval Only)	E	\$105.00	per Tonne
iv.	Burnable Wood (Excludes Creosote, Treated Wood and Similar Materials) Clean Mulch/Woodchips Metal Cement/Concrete	E	\$55.00	per Tonne
v.	Freon	E	\$50.00	per Unit for Removal

OPERATIONS – Schedule I

	Description	GST Status*	Fee in \$	Unit
1.	Snowplowing Signs			
i.	Any Driveway up to 400 Meters	E	\$50.00	Per 400 m
ii.	Any Driveway Greater than 400 Meters up to 800 meters	E	\$75.00	
iii.	Any driveway over 800 meters up to 1200 meters.	E	\$100.00	
iv.	For each additional 400 meters over 1200 meters	E	\$25.00	
v.	Lost or Replacement Signs	E	\$30.00	Per Sign
2.	Culverts – Used or Salvaged			
i.	500 mm or Less	T	\$13.00	Per m
ii.	600 mm	T	\$15.00	Per m
iii.	700 mm	T	\$16.00	Per m
iv.	800 mm	T	\$25.00	Per m
v.	900 mm	T	\$28.00	Per m
vi.	1000 mm	T	\$29.00	Per m
vii.	1200 mm or Greater	T	\$30.00	Per m



Date: _____

Snow Plow Flag Rental Agreement

www.mdgreenview.ab.ca

780-827-5155

Renter's Name: _____

Phone Number: _____

Address: _____

The snow plow flags are a onetime use only. When it snows, you will place your flag at the end of your driveway, and the plow will come and take the flag after plowing your driveway. If you want your driveway plowed again, you will need to purchase more flags at the MD Office in Grande Cache.

Payment: _____ Flag # Issued: _____

_____ GST

TOTAL PAYMENT: _____

Renter' Signature: _____

M. D. of Greenview, Administrative Support Clerk: _____



REQUEST FOR DECISION

SUBJECT:	Policy 4025 Dust Control	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER: JF
MEETING DATE:	July 12, 2023	DIR:	PRESENTER: JF
DEPARTMENT:	OPERATIONS	LEG:	
STRATEGIC PLAN:	Governance		

RELEVANT LEGISLATION:

Provincial – N/A

Council Bylaw/Policy – Bylaw 22-930 “Schedule of Fees Bylaw”

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 4025 “Dust Control”, as presented.

BACKGROUND/PROPOSAL:

Administration has reviewed Policy 4025 Dust Control and is recommending an adjustment to Section 4 to include the late dust control application fee as per Greenview’s Schedule of Fees. To date, the current dust control policy has not been updated to reflect this change. Additional proposed changes include updated definitions, removed playgrounds from identified areas as they are able to fall under the definition of “parks,” and further clarified the process for industrial road users.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that it will permit Greenview to have an updated dust control policy that reflects the January 2023 Council approved rates for the dust control program.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. If not updated to reflect the late fee, the policy will conflict with the fee currently reflected in the current Schedule of Fees Bylaw 22-930, as indicated in the Operations Department's 2023 dust control application.

ALTERNATIVES CONSIDERED:

Alternative #1: The Policy Review Committee has the alternative to alter or deny the recommended motion.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will apply the recommended amendments and will present the policy to Council.

ATTACHMENT(S):

- Policy 4025 "Dust Control" (Current)
- Policy 4025 "Dust Control" (Draft)
- Bylaw 22-930 "Schedule of Fees Bylaw" (Pg 29)

Title: Dust Control

Policy No: 4025

Effective Date: February 23, 2021

Motion Number: 21.02.069

Supersedes Policy No: OP 05

Review Date: February 23, 2024



Purpose: To provide dust control to residents on all roads maintained by Greenview, subject to available funds and as indicated annually.

1. DEFINITIONS

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

2. POLICY STATEMENT

2.1. Greenview recognizes that dust from gravel roads may create health, safety or general nuisance concerns for residents and therefore offers a dust control program to mitigate the impact of dust in front of residents. Greenview will, at no charge to the property owner, apply dust control as deemed necessary by Administration to municipal roads adjacent to the following areas:

- A) School Sites
- B) Hamlets
- C) Parks
- D) Greenview Landfills and Transfer Stations
- E) Cemeteries
- F) Community Centers
- G) Playgrounds
- H) Public Sports Facilities (including Golf Courses)
- I) Designated gravel haul routes from municipal gravel pits and
- J) Any other site owned or controlled by the public sector.

2.2 Individual requests not included in the above list, but deemed to be in the public interest, will be assessed on a case-by-case basis by Administration. Criteria for inclusion in the “no-charge” program will be:

- A) Safety
- B) Traffic volume
- C) Proximity to and location on the traveled roadway (must normally be within 100 meters of the road and on the south or east side of a road)
- D) Roadway geometry as determined by Administration and
- E) Be approved by the Chief Administrative Officer

3. PROCEDURE

- 3.1. Greenview will supply dust control to residents, subject to payment of fee as follows;
 - A) The established fee will cover the first 200 meters. Any additional length over 200 meters will be paid in full by the applicant at the full cost for the dust control agent as established by Council annually.
 - B) Multi-Parcel Country Residential Subdivisions – applicants with multi-parcel subdivisions have the option of applying for 100 meters of dust control at the established fee.

- 3.2. Multi-Parcel country residential subdivisions will be eligible under this policy for dust control agents. Where a single application will serve adjoining residences, it is the responsibility of the landowners to work out the distribution of costs.

4. APPLICATION

- 4.1. All residents who wish to be considered for the program must apply each year.
- 4.2. Applications must be in writing on the prescribed form and will be accompanied by the fee for dust control.
- 4.3. Applications will be received up to and including April 15th of each year or if April 15th falls on a weekend it will be the next business day.
- 4.4. Late applications will not be accepted.

5. COUNCIL RESPONSIBILITIES

- 5.1. Council will establish a fee for residential and commercial dust control in the Schedules of Fees.

6. ADMINISTRATION RESPONSIBILITIES

- 6.1. Administration will advertise the dust control program each year in January (if possible), February, March and the first week of April.

- 6.2. Greenview will apply a dust control agent according to the following guidelines:
 - A) Locations will be staked as per the applicant’s request.
 - B) The dust control agent will be applied once annually as conditions permit.
 - C) Greenview does not guarantee in any way the effectiveness of the dust control agent or application. Once the agent has been applied no refunds will be made.
 - D) Greenview reserves the right to maintain or grade the treated section(s) of roadway as necessary to maintain a safe driving surface and/or to optimize performance of the dust control product.

Title: Dust Control	
Policy No: 4025	
Effective Date:	
Motion Number:	
Supersedes Policy No:	
Department: Operations	
Review Date:	
Legal References: <i>Not applicable</i>	Cross References: Bylaw 22-930 "Schedule of Fees" Bylaw 18-800 "Land Use Bylaw" Bylaw 799 "Land Use Bylaw" – Grande Cache
Purpose: To provide dust control to residents on gravel roads maintained by Greenview, subject to available funds and as indicated annually.	



1. DEFINITIONS

- 1.1. **Cemeteries** means designated land or facility for burials.
- 1.2. **Community Center** means a building or group of buildings for a community's educational and recreational activities.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Greenview Landfill** means a place to dispose of refuse and other waste material by burying it and covering over it with soil.
- 1.5. **Greenview Transfer Station** means a facility that receives waste from the community where it is consolidated by transferring it to a larger vehicle for more efficient and economical transport to another waste management facility for disposal or recycling.
- 1.6. **Hamlet** means an unincorporated community administered by and within the boundary of, Greenview consisting of five or more dwellings and containing parcels of land used for non-residential. Includes DeBolt, Grande Cache, Grovedale, Landry Heights, Little Smoky, Ridgevalley, and Sunset House.
- 1.7. **Multi-Parcel Country Subdivision** means a subdivision with more than two (2) subdivided parcels.
- 1.8. **Park** means any land designated by Greenview for recreational use and may include but is not limited to municipal reserves, environmental reserves, campgrounds, day use areas, playgrounds, or boat launches.

- 1.9. **Public Sports Facilities** means areas of sports, gymnasiums, health spas, swimming pools, golf courses, and other similar places where members of the public assemble to engage in physical exercise.
- 1.10. **School Site** means a facility used for public daycare, kindergarten, elementary, or secondary school purposes, including buildings or structures, school zones, playgrounds, and athletic fields.

2. POLICY STATEMENT

2.1. Greenview recognizes that dust from gravel roads may create health, safety or general nuisance concerns for residents and therefore offers a dust control program to mitigate the impact of dust in front of residential **properties and other identified areas**. Greenview **may will**, at no charge to the property owner, apply dust control as deemed necessary by Administration to municipal roads adjacent to the following areas:

- A) School Sites;
- B) Hamlets;
- C) **Multi-Parcel Subdivisions;**
- D) Parks;
- E) Greenview Landfills and Transfer Stations;
- F) Cemeteries;
- G) Community Centers;
- H) ~~Playgrounds~~
- I) Public Sports Facilities (including golf courses);
- J) Designated gravel haul routes from municipal gravel pits; and
- K) Any other site owned or controlled by **Greenview** ~~the public sector~~.

2.2. Individual requests not included in the above list but deemed to be in the public interest will be assessed on a case-by-case basis by Administration. Criteria for inclusion in the “no-charge” program will be:

- A) Safety
- B) Traffic volume
- C) Proximity to and location on the travelled roadway (must normally be within ~~100~~ **50** meters of the road and on the south or east side of a road)
- D) ~~Roadway geometry~~ **Geometric design of roadway** as determined by Administration.
- E) ~~Be approved by the Chief Administrative Officer~~

3. PROCEDURE

3.1. Greenview will supply dust control to **occupied residential properties**, subject to payment of fee as follows:

- A) The established fee will cover the first 200 meters. Any additional length over 200 meters will be paid ~~in full~~ by the applicant according to Greenview’s Schedule of Fees Bylaw ~~at the full cost for the dust control agent as established annually by Council.~~
- B) Multi-Parcel Country Residential Subdivisions
 - i. Applicants with **in** multi-parcel subdivisions can apply for 100 meters of dust control at the established fee. Any additional length over 100 meters will be paid by the applicant according to Greenview’s Schedule of Fees Bylaw established by Council annually.

3.2. Multi-Parcel Country Residential Subdivisions will be eligible under this policy for a dust control agent. Where a single application will serve adjoining residences, it is the responsibility of the landowners to work out the distribution of costs.

- 3.3. Industrial road users and road use agreement holders may be required to supply, apply for, or otherwise provide dust mitigation on haul routes as per Greenview's Road Use Agreement. In some instances, and upon receiving an application form, Greenview may supply this service. If in front of a residence, the industrial user will be charged the residential rate as per Greenview's Schedule of Fees Bylaw. All other industrial applications will be charged the industrial rate as per Greenview's Schedule of Fees Bylaw.

4. APPLICATION

- 4.1. All residents **or industrial road users** who wish to be considered for the program must apply annually.
- 4.2. Applications must be in writing on the prescribed form and must be accompanied by the fee for dust control.
- 4.3. Applications will be received up to and including April 15th of each year, or the following business day if April 15th falls on a weekend.
- 4.4. Late applications ~~will not be accepted~~ **may be accepted and are subject to a late dust control application fee as per Greenview's Schedule of Fees Bylaw. The acceptance of late applications is not guaranteed and is subject to product availability, operational priorities, and the scheduling of the dust control program.**

5. COUNCIL RESPONSIBILITIES

- 5.1. Council shall establish a fee for residential and commercial dust control in the Schedules of Fees Bylaw.

6. ADMINISTRATION RESPONSIBILITIES

- 6.1. Administration will advertise the dust control program each year in January ~~(if possible),~~ February, March and ~~the first week of~~ April **up to the application deadline.**
- 6.2. Greenview will apply a dust control agent according to the following guidelines:
- A) Locations will be staked **prior to the product being applied** as per the applicant's request;
 - B) The dust control agent will be applied once annually as conditions permit;
 - C) Greenview does not guarantee in any way the effectiveness of the dust control agent or application. Once the agent has been applied, no refunds will be made; and
 - D) **Greenview will make every reasonable effort to preserve the viability of the dust control site.** However, Greenview reserves the right to maintain or grade the treated section(s) of roadway as **deemed** necessary to maintain a safe driving surface, **perform road maintenance requirements,** and/or to optimize performance of the dust control product.



BYLAW NO. 22-930 of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$	Unit
3. Dust Control				
i.	Application of Calcium Product for Residents and Landowners (up to April 15 th Each Year)	T	\$375.00	Per 200 m
ii.	Late Dust Control Application Fee (Applications submitted or mailed after April 15)	T	\$500.00	Per 200 m
iii.	Plus: for sections over 200 meters	T	\$6.55	Per Linear Meter
iv.	Application of Calcium Product for Multi-Parcel Subdivisions	T	\$250.00	Per 100 m
v.	Application of Calcium Product for Industrial and Road Use Agreement Holders (up to April 15 th Each Year) <i>If in front of a residence, the industrial user will be charged the residential rate for a maximum distance of 200 meters</i>	T	\$1310.00	Per 200 m
vi.	Plus: for sections over 200 meters	T	\$6.55	Per Linear Meter
4. Road Bond				
i.	Overload Road Bond Fees (Non-Refundable Payment)	E	\$1,125.00	Per km
ii.	Plus: Security Deposit (Refundable Subject to Final Inspections)	E	\$6,375.00	Per km
iii.	Fixed Fee for the TRAVIS MJ Permitting System	E	\$25.00	Per Permit
5. Community Aggregate				
i.	Community Aggregate Payment Levy	E	\$0.40	Per Tonne
6. Equipment Rental				
i.	All Equipment Rentals will be calculated based upon the previous year's ARHCA Equipment Rental Rates Guide	T	100% of previous year's ARHCA rate	Per Equipment
7. Road Inspection Fee				
i.	Pre-haul and post-haul inspections for log hauls, over-dimension or overweight hauls, rig moves, pipeline work, road bond requests, road ban exemption requests, or any road inspections required mid-haul due to terms of road use agreement not being kept	T	\$250.00	Per Inspection

PLANNING AND DEVELOPMENT – SCHEDULE J



REQUEST FOR DECISION

SUBJECT: **Policy 6317 Agricultural Education Grant**
SUBMISSION TO: POLICY REVIEW COMMITTEE REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: July 12, 2023 CAO: MANAGER:
DEPARTMENT: AGRICULTURE DIR: PRESENTER: SC
STRATEGIC PLAN: Culture, Social & Emergency Services LEG:

RELEVANT LEGISLATION:

Provincial – None

Council Bylaw/Policy – None

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 6317 “Agricultural Education Grant” as presented.

BACKGROUND/PROPOSAL:

On November 30th, 2022, the Agricultural Service Board requested that Administration draft a young or small farmer continuing education policy for presentation and consideration of the Agricultural Service Board at the February 1st, 2023, Agricultural Service Board meeting.

To meet this request Administration drafted a policy which has been called the Agricultural Education Grant. This grant will give a maximum of \$1000 to eligible applicants. These funds can be used to fund any costs associated with attending educational events with an emphasis on agriculture. Applicants must demonstrate financial need, an invested interest in agriculture, and be starting, trying to start, or trying to grow their agricultural operation.

This draft policy was presented and approved at the Agricultural Service Board meeting held on April 26, 2023.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that agricultural producers will be encouraged to attend educational events in agriculture without the financial risk. This also builds a relationship between Greenview and allows administration to find avenues to support agricultural producers with emphasis on young or new producers who may benefit from direction in the industry.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of this recommended action is that some applicants may be denied due to budget constraints if the budgetary maximum has been met for that year. This can create some ill feelings from those who have not been accepted. There is also the potential that some producers may feel

that Greenview is not supporting older, more experienced producers in the same way as the younger or more inexperienced producers.

ALTERNATIVES CONSIDERED:

Alternative #1: The Policy Review Committee has the option to deny or alter the recommendation motion.

FINANCIAL IMPLICATION:

Direct Costs: Administration recommends a budgetary maximum of \$4000.00 annually.

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 amend the policy, if applicable, and present the policy to Council.

ATTACHMENT(S):

- Policy 6317 “Agricultural Education Grant” (Draft)
- Agricultural Education Grant Application Form

Title: Agricultural Education Grant

Policy No: 6317

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: None

Department: Agricultural Services

Review Date: (3 Years from date approved)



Legal References:

None

Cross References:

Policy 8008 "Postsecondary Scholarships"

Purpose: To provide financial assistance to those attending agricultural education events. The Agricultural Education Grant seeks to support endeavors which expands knowledge of the agriculture industry.

1. DEFINITIONS

- 1.1 **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview, or designate.
- 1.2 **Eligible Applicant** means an applicant who meets the grant criteria established in the general principles for selection.
- 1.3 **Greenview** means the Municipal District of Greenview No. 16.
- 1.4 **Primary Residence** means living in a house, rental, or in the case of an entry level producer, in shared accommodations within the boundaries of Greenview, including the towns of Fox Creek and Valleyview.

2. POLICY STATEMENT

- 2.1. The Greenview Agricultural Service Board will annually dedicate up to \$1000.00 to each applicant until the budgetary maximum of \$4000.00 has been reached each year.
- 2.2. Applicants attending any educational event with an emphasis on agriculture are eligible for a \$1000 grant. Educational event includes:
 - A) Conferences;
 - B) Presentations;
 - C) Classes;
 - D) Speakers; or
 - E) Any other event deemed acceptable by the CAO.
- 2.3. Grants will be awarded to Eligible Applicants whose Primary Residence is in Greenview and will be attending an educational event with an emphasis on agriculture.

- 2.4. The CAO may award a maximum of \$1000.00 to an applicant for Agricultural Education Grant.
- 2.5. Applicants who are applying for this grant to be contributed towards full time postsecondary studies will not be considered.
- 2.6. If attending an event that is primarily livestock based, the event must be focused on cattle, swine, sheep, goats, bees, cutter bees, bison, or poultry production to be eligible for an Agricultural Education Grant.

3. AGRICULTRAL EDUCATION GRANT

- 3.1. Successful applicants may utilize the Agricultural Education Grant to cover the following expenses while attending an agricultural education event:
 - A) All costs associated with travel including accommodations and subsistence;
 - B) Registration or course fees; and
 - C) Cost of acquiring daycare or animal care.
- 3.2. Selection principles of the Agricultural Education Grant shall be as follows:
 - A) The applicant’s Primary Residence is in Greenview;
 - B) The applicant demonstrates financial need;
 - C) The applicant is under 40 years of age;
 - D) The applicant currently owns, works on, or demonstrates a strong interest in an agricultural operation;
 - E) Preference will be given to applicants who are new to the agriculture industry and/or are trying to start, have recently started, or are trying to grow, their agricultural operation;
 - F) Preference will be given to applicants who have not been previously awarded a grant from Greenview.
- 3.3. Applicants may apply or re-apply for a grant each year that they are attending an agricultural educational event provided they meet the selection criteria.

4. PROCEDURE

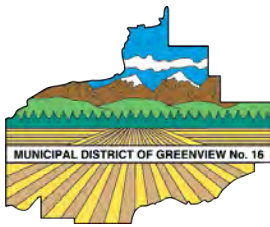
- 4.1. Application will be available at any Greenview Public Service Building or on the Greenview website. Applications will remain open until the budgetary maximum has been met.
- 4.2. Only completed applications will be considered.
- 4.3. Successful applicants will be notified by Greenview Administration.
- 4.4. Following the receipt of an acceptance letter the successful applicant must provide proof of enrollment or attendance at the event, including related invoices or receipts, to Greenview Administration before grant funds will be released.

5. COUNCIL RESPONSIBILITIES

- 5.1. Council shall annually review and approve the Agricultural Education Grant budget.

6. ADMINISTRATION RESPONSIBILITIES

- 6.1. Administration shall annually prepare the Greenview Grant Portal to accept applications for the Agricultural Education Grant.
- 6.2. Administration will inform Council of all payments made under this policy.



MUNICIPAL DISTRICT OF GREENVIEW No. 16 AGRICULTURAL EDUCATION GRANT APPLICATION

Full Name: _____ Jane Doe _____ Mailing Address: _____ PO Box 1 _____

Town/City: _____ Debolt _____ Postal Code: _____ T0H 1B0 _____ Province: _____ AB _____

Legal Land Location or Rural Address: _____ RR 1 _____

Email: _____ jane.doe@gmail.com _____ Phone Number: _____ 780-524-1234 _____

Event you will be attending: _____ Integrated Crop Management _____

Date/Duration of event: _____ 11 weeks _____

On a separate page please answer the following questions:

- 1) Describe the event and what you will be gaining from it
- 2) Explain your eligibility for this grant (i.e., why should Greenview choose you to receive this grant).
- 3) Outline the approximate costs associated with attending this event.

*The personal information on this form is collected under the authority of s33(c) and s39(1)(a)(b)(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The information is required for the purpose of carrying out an operating program or activity of Greenview, the **Agricultural Education Grant Application Form**. If you have any questions about the collection, use or disclosure of your personal information, please contact Greenview's FOIP Coordinator at 780-524-7600 or foip@mdgreenview.ab.ca.*

I, _____ *Jane Doe* _____ have read and agree to the above FOIP clause
(Signature)

I, _____ *Jane Doe* _____ hereby declare that:
(Signature)

the information given on this form is complete and a true statement of facts relating to this application, to the best of my knowledge.

Online applications are available on the Greenview website or paper copies can be acquired at any Greenview Administration building. Completed applications can be emailed to the Landcare Coordinator at sarah.cairns@mdgreenview.ab.ca, dropped off at any Greenview Administration building, or mailed to:

Greenview Agricultural Services

PO Box 1079

Valleyview AB T0H 3N0

Example# 2: Grain producer applying proactively for a course.

1) Describe the event and what you will be gaining from it.

The course I plan on enrolling in is the Integrated Crop Management Course offered through Lakeland College. This course is an 11-week self-paced study that takes 40-60 hours to complete. The description of this course is pulled from the Lakeland website “This course is an overview of Integrated Crop Management (ICM). The emphasis is on the importance of integration across all of the disciplines critical for crop production. Soil and plant science, while not the foundation of this course, will be included where necessary in the course work.” I think this course will help me implement better management practices on my farm.

2) Explain your eligibility for this grant (i.e., why should Greenview choose you to receive this grant).

I am a young producer (26 years old) and currently own two quarter sections of land that I inherited from my grandparents. I graduated from X College with a diploma in Animal Health Technology. I have been working as an AHT for X Veterinary Services for the past 5 years. I don't have any formal education in crops and would like to take this course to expand my knowledge so I can better understand how to best manage my land. While I am not a member of any community or agriculture groups, I do stay up to date on agricultural news from various media sources.

3) Outline the approximate costs associated with attending this event.

The registration cost for this course is \$780. There are no other costs associated with this course.

Administrative note: based on this application Jane would likely be accepted for the grant, providing the budgetary maximum had not been met for that year. Jane would likely receive the exact course amount of \$780. She will receive an acceptance letter from Greenview administration. Upon receiving this acceptance letter, she will be required to provide proof of enrollment. This would be the receipt from Lakeland College when she pays her enrollment fee.



REQUEST FOR DECISION

SUBJECT:	Town of Grande Cache Policy Repeal	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER:
MEETING DATE:	July 12, 2023	DIR:	PRESENTER: DM
DEPARTMENT:	CORPORATE SERVICES	LEG:	
STRATEGIC PLAN:	Governance		

RELEVANT LEGISLATION:

Provincial – None

Council Bylaw/Policy –

- Bylaw 22-930 “Schedules of Fees”
- Bylaw 20-851 “Municipal Emergency Management Bylaw”
- Bylaw 11-664 “Water Utility”
- Policy 8004 “Greenview Sponsorships and Donations”
- Policy 2004 “Employee Code of Conduct”
- Policy 1504 Accounts Receivable Cancellation or Adjustment
- Policy 1042 “Access to Information”
- Policy 1034 “Asset Management”
- Policy 1018 “Expenditure and Disbursement Policy”
- Policy 1002 “Travel and Subsistence”
- Greenview Emergency Management Plan
- Greenview Regional Multiplex Operations and Procedures Guide

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council repeal the following obsolete Town of Grande Cache policies:

- **Activation of Municipal Emergency Operations Centre (EOC) Policy 029/13**
- **Business Continuity Policy 026/13**
- **Collection of Delinquent Accounts 265/09**
- **Commissioner for Oaths 196/17**
- **Complaint Policy 450/16**
- **Corporate Sponsorship (Solicitation) Policy 205/14**
- **Correspondence 415/17**
- **Environmental Stewardship 265/09**
- **Facility Allocation & Rental 187/10**
- **Fraud 183/16**
- **Grande Cache Recreation Centre Child Abandonment Policy 265/09**
- **Grande Cache Recreation Centre Suspension Policy 265/09**

- **Hours of Operation 109/14**
- **Post-Emergency Event Counselling Policy 030/13**
- **Post-Emergency Event Lessons Learned Policy 031/13**
- **Purchasing 220/17**
- **Recreational Areas Waiver of Rental Charges 265/09**
- **Recycling 265/09**
- **Release of Tax Roll Information 087/12**
- **Telecommunications Policy 027/13**
- **Travel Expenses 023/18**
- **Use of Council Chambers 415/17**

BACKGROUND/PROPOSAL:

Administration reviewed the outstanding Town of Grande Cache policies and is recommending the following changes to harmonize administration between Ward 9 and the rest of Greenview.

- Activation of Municipal Emergency Operations Centre (EOC) Policy 029/13 shall be repealed and replaced with Bylaw 20-851 “Municipal Emergency Management Bylaw” which sets out the activation of a local state of emergency.
- Business Continuity Policy 026/13 shall be repealed and replaced with the Greenview Emergency Management Plan which establishes the Emergency Operations Centre as the core group which is in charge of ensuring business continuity.
- Collection of Delinquent Accounts 265/09 shall be repealed and replaced with Bylaw 22-900 “Schedules of Fees” which establishes a 1.5% interest rate for water service charges not paid within 30 days. Bylaw 11-664 “Water Utility” also permits Greenview to cease services to residents who have a delinquent account.
- Commissioner for Oaths 196/17 shall be repealed. Greenview has internal processes to ensure that it has a commissioner of oaths for internal use. This service is not offered for external use.
- Complaint Policy 450/16 shall be repealed. Greenview currently has internal processes for complaints, which include escalation to the manager, director, or CAO as required. The public also has the right to refer complaints to the Alberta Ombudsman for public bodies.
- Corporate Sponsorship (Solicitation) Policy 205/14 shall be repealed and replaced with Policy 8004 “Greenview Sponsorships and Donations” which outlines the parameters and requirements for corporate sponsorships.
- Correspondence 415/17 shall be repealed. Greenview already has internal processes for the collection, archival and distribution of external correspondence.

- Environmental Steward 265/09 shall be repealed. Greenview does not currently have a policy directing staff to procure environmentally friendly goods.
- Facility Allocation & Rental 187/10 shall be repealed and be replaced with the Greenview Recreation Operations and Procedure Guide which details how to process facility rentals and clean-up.
- Fraud 183/16 shall be repealed and replaced with Policy 2004 “Employee Code of Conduct,” which outlines the expectations for Greenview employees, and provides procedures on inappropriate behaviour. The Audit Committee has also been empowered to act as an administrative control to oversee cases which pertain to fraud, misconduct and policy compliance.
- Grande Cache Recreation Centre Child Abandonment Policy 265/09 shall be repealed. The Greenview Recreation Operations and Procedures Guide covers the procedure for children who have been abandoned or lost.
- Grande Cache Recreation Centre Suspension Policy 265/09 shall be repealed. The Greenview Recreation Operations and Procedures Guide includes disciplinary actions for inappropriate behaviour.
- Hours of Operation 109/14 shall be repealed and replaced with the Greenview Regional Multiplex Operations Guide which establishes the normal hours of operations, and shall default to the opinion of the Manager if a discrepancy arises.
- Post-Emergency Event Counselling Policy 030/13 shall be repealed and replaced with the Greenview Emergency Management Plan, which details the action plan for connecting individuals with counselling services.
- Post-Emergency Event Lessons Learned Policy 03/13 shall be repealed and replaced with the Greenview Emergency Management Plan, which details the requirements for post-emergency reporting.
- Purchasing 220/17 shall be repealed and replaced with Policy 1034 “Asset Management” which outlines how assets are to be maintained and replaced, and Policy 1018 “Expenditure and Disbursement Policy” which outlines procurement controls. Administration is currently drafting a procurement policy which will expand on Policy 1034.
- Recreational Areas Waiver of Rental Charges 265/09 shall be repealed. Greenview does not have a formal policy for fee reduction or waiver for non-profit groups, however some facilities do offer reduced rates for youth and seniors’ groups.

- Recycling 265/09 shall be repealed. Greenview currently outsources recycling services in Grande Cache to Environmental 360 Solutions. As such, recycling service levels are administered as an administrative function through Greenview’s contract with Environmental 360 Solutions.
- Release of Tax Roll Information 087/12 shall be repealed and replaced with Policy 1042 “Access to Information” which details the disclosure of tax information, and if needed Administration defaults to the Freedom of Information and Protection of Privacy Act (FOIP).
- Telecommunications Policy 027/13 shall be repealed and replaced with the Greenview Emergency Management Plan which details communication strategies during an emergency.
- Travel Expenses 023/18 shall be repealed and replaced with Policy 1002 “Travel and Subsistence,” which outlines items which may be expensed when travelling for municipal business.
- Use of Council Chambers 415/17 shall be repealed. Greenview does not allow external groups to rent Council Chambers. The Eagles Nest Hall is available to rent as per the Eagles Nest Hall Rental Agreement and Bylaw 22-930 “Schedules of Fees.”

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of adopting the recommended motion is that it will harmonize administration between Ward 9 and the rest of Greenview.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will follow up on the recommendations of the Policy Review Committee, and afterward to Council.

ATTACHMENT(S):

- Activation of Municipal Emergency Operations Centre (EOC) Policy 029/13
- Business Continuity Policy 026/13
- Collection of Delinquent Accounts 265/09
- Commissioner for Oaths 196/17
- Complaint Policy 450/16
- Corporate Sponsorship (Solicitation) Policy 205/14
- Correspondence 415/17
- Environmental Stewardship 265/09
- Facility Allocation & Rental 187/10
- Fraud 183/16
- Grande Cache Recreation Centre Child Abandonment Policy 265/09
- Grande Cache Recreation Centre Suspension Policy 265/09
- Hours of Operation 109/14
- Post-Emergency Event Counselling Policy 030/13
- Post-Emergency Event Lessons Learned Policy 031/13
- Purchasing 220/17
- Recreational Areas Waiver of Rental Charges 265/09
- Recycling 265/09
- Release of Tax Roll Information 087/12
- Telecommunications Policy 027/13
- Travel Expenses 023/18
- Use of Council Chambers 415/17
- Waiver of Water and/or Sewer Fees 253/15

POLICY AND PROCEDURE MANUAL	Subject Activation of Municipal Emergency Operations Centre (EOC) Policy	Section No. X-1	Page 6
	Department Emergency Management	Approved by Resolution No. 029/13	
	Effective Date January 23, 2013	Supersedes	

ACTIVATION OF MUNICIPAL EMERGENCY OPERATIONS CENTRE (EOC) POLICY

Background

Activation of the Municipal Emergency Operations Center (EOC) is the process which initiates municipal emergency management procedures to coordinate the response to any emergency in progress. The Municipal Director of Emergency Management (DEM) will decide whether or not to activate the EOC based on established criteria and provide information to Council in this regard.

Risk

Not activating municipal emergency coordination procedures in a timely manner could prevent the municipality from supporting the incident response as required and protecting public safety, property and the environment in a timely manner. The procedure should be clear and based on operational criteria. The procedures need to be communicated to all agencies operating in the municipality. The activation procedure forms part of the Municipal Emergency Plan and should be included in training and exercises.

Recommended Policy

To ensure timely and effective emergency management in the Town of Grande Cache, the activation of the municipal EOC to facilitate the emergency coordination procedures shall be proactive, developed as part of the Municipal Emergency Plan and based on event criteria. The Director of Emergency Management shall establish and exercise these municipal activation procedures as part of the Municipal Emergency Plan.

POLICY AND PROCEDURE MANUAL	Subject Business Continuity	Section No. X-1	Page 3
	Department Emergency Management	Approved by Resolution No. 026/13	
	Effective Date January 23, 2013	Supersedes	

BUSINESS CONTINUITY POLICY

Background

Municipalities may lose the ability to operate and provide services to residents. This loss may be the result of one or more of the following factors:

- loss of infrastructure due to destruction, contamination or a potential danger preventing use or access;
- loss of staff due to death, sickness or transportation problems;
- other reasons.

Risk

If a municipality loses vital municipal services, the health or safety of residents, property or the environment may be endangered.

Municipalities need to consider business continuity planning for all municipal services. At the very least, the continuity plan should identify those services considered vital to ensuring the basic health and safety of residents, as well as contingency plans to ensure those services are operational even when municipal infrastructure or staff are not fully operational.

Municipal emergency response operations are vital services. The loss of infrastructure and staff may decrease the ability to provide services. The municipality should plan for the loss of infrastructure (ie. EOC) and staff shortages (ie. firefighters and EOC staff) as part of their business continuity plan, included in the municipal emergency plan.

Recommended Policy

To ensure vital and necessary municipal services are provided when infrastructure or staff are not available to deliver normal municipal services, the Town of Grande Cache emergency plan shall include a business continuity plan. The plan shall categorize all general municipal services and identify which are vital or necessary and address contingencies to resume disrupted vital and necessary services within a reasonable time frame. These vital services shall include the delivery of emergency response services and emergency operation center functions, including considerations for EOC secondary infrastructure and replacement equipment.

POLICY AND PROCEDURE MANUAL	Subject Collection of Delinquent Accounts	No. A-1	Page 8
	Department Administration	Approved by Resolution No. 265/09	
	Effective Date September 30, 2009	Supersedes	

COLLECTION OF DELINQUENT ACCOUNTS

To ensure timely collection of accounts owed to the Town of Grande Cache, the following policy will be strictly adhered to:

Water/Sewage Accounts

Water and sewer services may be disconnected without further notice if the water and sewer account has not been paid within thirty (30) days of the due date. A disconnection fee of \$100.00 will be added to the account at this time. Prior to reconnecting the water, an additional \$100.00 will be added to the outstanding account, which must be paid to clear the account.

Once disconnected, service will not be reconnected until all amounts owing are paid in full, including applicable disconnection and reconnection fees.

All water and sewer services will be registered in the property owner's name ONLY (no water and sewer services will be billed to anyone renting a property).

The Town of Grande Cache is not responsible for any loss or damage as a result of disconnection of water and sewage services as a result of non-payment.

Accounts Receivable – Works to Property

Any person(s) or organization(s) requesting works to property, including equipment rentals, are required to pay all invoices in full within thirty (30) days of receiving said invoice. Failure to pay the invoice will result in the following actions:

- a) outstanding accounts receivable older than thirty (30) days will be sent a 'Demand for Payment' notice. Failure to respond by making payment or making appropriate arrangements to pay, will result in the immediate suspension of any further works to property until such time as all outstanding accounts are paid in full.
- b) failure to pay or make appropriate arrangements to pay, as per a), will no longer be entitled to receive any works to property or otherwise, until the account is paid in full. Furthermore, once the account is paid in full, all future works to property or otherwise, will be paid in full prior to the commencement of any work.
- c) any outstanding amounts on an account for more than a period of one (1) year will be added to taxes.

POLICY AND PROCEDURE MANUAL	Subject Collection of Delinquent Accounts	No. A-1	Page 9
	Department Administration	Approved by Resolution No. 265/09	
	Effective Date September 30, 2009	Supersedes	

Accounts Receivable – Other

Any person(s) or organization(s) requesting the services of the Town (other than those considered to be Works to Property) are required to pay for these services within thirty (30) days of receiving said an invoice. Failure to pay will result in the following actions:

- a) outstanding accounts with the Town of Grande Cache older than thirty (30) days will be sent a 'Demand for Payment' notice. Failure to respond by making payment or appropriate arrangements to pay will result in the immediate suspension of any further services until all outstanding accounts are paid in full.
- b) failure to pay or to make appropriate arrangements to pay, will no longer be entitled to receive services until the account is paid in full.
- c) any account that remains outstanding for a period of six (6) months may be sent to a collection agency for action.

Any person(s) or organization(s) that have been determined to have a history of delinquent accounts or slow/late payments (defined as accounts older than three (3) months) may be required to pay for any additional services prior to the commencement of any work.

CURRENT



TOWN OF GRANDE CACHE
Policy and Procedures

Title	Commissioner for Oaths		Page 1 of 1
Section	6	Resolution No.	196/17
Department	Administration	Effective Date	April 12, 2017

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The Town of Grande Cache (the 'Town') believes it is important that the citizens of Grande Cache and area have access to a valuable and necessary public service provided by a Commissioner for Oaths.

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The Chief Administrative Officer for the Town will appoint at least one (1) Commissioner for Oaths. The Commissioner for Oaths must be duly authorized by the Notaries and Commissioners Act for the Province of Alberta. Members of Council are Commissioners for Oath by virtue of office (ex officio).

The Commissioner for Oaths must discharge all of the Commissioner for Oaths' responsibilities in compliance with the Notaries and Commissioners Act, applicable Commissioners for Oaths regulations and Code of Conduct.

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The Town will not charge a fee for performing the service for the above noted responsibilities, other than the fees required by the Province of Alberta.

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TOWN OF GRANDE CACHE
Policy and Procedures

Title	Complaint Policy		Page 1 of 2
Section	6 - General	Resolution No.	450/16
Department	All	Effective Date	September 14, 2016

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POLICY STATEMENT

A consistent organization wide method of responding to public complaints accomplishes the Town of Grande Cache's objective of providing an exceptional quality of life for its residents and promotes staff and department accountability to the community.

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When a resident submits a complaint about any aspect of the operation of the Town of Grande Cache, they deserve the courtesy of being heard, their concerns being understood, investigated and a prompt response. The following method will be used to track complaints, and ensure that complaints are dealt with in a fair and open manner within a reasonable time frame.

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1.0 Procedure

1.1 All complaints received by any of the Town Departments will be recorded in writing on the Complaint Form attached to this policy as Schedule 'A'.

1.2 The Complaint Form will be made available as an electronic template (fillable form) on the Town's webpage. An email can be used to complete a complaint form.

1.3 When a Complaint is received by any of the Town Departments, the Complaint will be forwarded to the appropriate department for investigation and response.

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2.0 Time Frame

2.1 Town Staff will respond to complaints within a one (1) week (five business days) from the date a complaint is received.

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TOWN OF GRANDE CACHE
Policy and Procedures

Title	Complaint Policy			Page 2 of 2
Section	6 - General	Resolution No.	450/16	
Department	All	Effective Date	September 14, 2016	

3.0 Freedom of Information and Protection of Privacy

3.1 When responding to a complaint, the respondent shall take into account the protection of personal information about the complainant, offender, or any other person.

4.0 Confidentiality

4.1 All complaints will be treated as confidential, unless authorization is given by the complainant to release his or her identity.

4.2 Despite section 4.1, the complainant shall provide all of the information required on the Complaint Form, including the complainants name and contact information.

4.3 Anonymous complaints will not be accepted.

5.0 Complaint Forms

5.1 Complaint Forms will be available on the Town's Web Page or may be obtained from any Department Office or the Town Office in the event a complainant wishes to make a written complaint.

5.2 Complaints will only be considered as a valid complaint once the complainant has provided all of the information required on the Complaint Form.

5.3 Complaints for the Bylaw Enforcement Officer/Community Peace Officer will be recorded on the data base as per the Solicitor General's Department.

6.0 Record of Complaints

6.1 Each Department will keep a file of all complaints received.

6.2 Each Department will report the number of complaints received and how they were dealt with in their monthly report to the Committee of the Whole.



TOWN OF GRANDE CACHE
Policy and Procedures

Table with 3 columns: Title, Section, Department, Resolution No., Effective Date. Title: Corporate Sponsorship (Solicitation) Policy, Page 1 of 5. Section: G-1, Department: General - All Departments, Resolution No.: 205/14, Effective Date: May 14, 2014.

P

Policy Statement

This policy is intended to establish guidelines for the use of grants and sponsorship revenue to offset the costs of programs, services, facilities and events. Sponsorships will be consistent with the Town's Vision, Mission and values and shall comply with any bylaw or policy of the Town and not reflect negatively on the Town's integrity or public image.

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Purpose of Policy

The purpose of this policy is to:

- confirm the Town's interest in pursuing sponsorship initiatives;
create an authorized environment for this practice;
provide departments and programs with procedures when seeking supplemental revenue to support Town programs or when approached by external individuals or organizations offering financial support for Town programs;
encourage consistency in decisions to accept or decline sponsorship initiatives; and
ensure that appropriate records are maintained.

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A consistent and controlled approach to sponsorship arrangements protects the Town's corporate values, image, assets and interests while increasing the opportunity for revenue generation. This policy does not apply to grants received from the federal or provincial governments.

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Scope

This policy applies to all relationships between the Town and businesses, organizations and individuals that contribute either financially or in-kind to Town departments, programs, services or facilities in return for recognition, acknowledgement or other promotional considerations including:

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- programs and special events sponsorship;



TOWN OF GRANDE CACHE
Policy and Procedures

Title	Corporate Sponsorship (Solicitation) Policy			Page 2 of 5
Section	G-1	Resolution No.	205/14	
Department	General – All Departments	Effective Date	May 14, 2014	

- naming/renaming of rooms or components of Town property and/or buildings and structures; and
- programs and service financial sustainability.

Procedures

Criteria for Corporate Sponsorship

1. Sponsorship arrangements must align and not compromise, influence or alter the corporate goals and priorities of the Town or in any way diminish the Town's public image.
2. Proposed in-kind gifts or donations must be cost-effective for the Town and managing sponsorship arrangements should not require significant administrative resources.
3. Sponsorship must enhance the delivery or general public awareness of Town services or activities and complement the public relations, promotion and branding strategies of the Town.
4. Sponsorship arrangements must comply with all federal and provincial statutes, municipal bylaws and corporate policies and procedures.

Restrictions for Sponsorship

The Town will not solicit or accept sponsorships from companies whose reputation could prove detrimental to the Town's public image.

Sponsorship Process:

1. During the budgeting process, departments will identify:
 - a) ongoing sponsorship initiatives (free swims at pool);
 - b) sponsorship opportunities to support Town programs;
 - c) potential sponsorship from the community to the Town that have not yet been realized; and
 - d) anticipated requests for Town sponsorship of community initiatives.



TOWN OF GRANDE CACHE
Policy and Procedures

Title	Corporate Sponsorship (Solicitation) Policy			Page 3 of 5
Section	G-1	Resolution No.	205/14	
Department	General – All Departments	Effective Date	May 14, 2014	

2. Where appropriate, departments will provide a description of the sponsorship opportunity, the benefits for participation, and a description of the open and competitive procedure for expressing interest for all sponsorships valued over \$10,000.
3. Town employees may seek in-kind donations or financial contributions for Town events.
4. External organizations will be given equal opportunity to compete for sponsorship opportunities where appropriate.

Sponsorship Evaluation

1. In evaluating sponsorship opportunities, staff will consider the following factors:
 - a) whether the department has sufficient resources (staff and financial) to maximize the benefit of the sponsorship opportunity without compromising the effective delivery of municipal services and goals of the Town;
 - b) whether the sponsorship opportunity enhances the Town's image;
 - c) whether the sponsorship recognition is relative to the scale of a participant's contribution; and
 - d) past performance/experience.

Sponsorship Agreements

1. Staff will maintain records of all sponsorship commitments.
2. All sponsorship arrangements must be confirmed in writing with either:
 - a) lease agreement between the two parties; or
 - b) written letter of understanding outlining the benefits, roles and responsibilities, fees, duration and other agreed terms of the sponsorship arrangement.
3. Departments must maintain records of these agreements, including receipts.



TOWN OF GRANDE CACHE
Policy and Procedures

Title	Corporate Sponsorship (Solicitation) Policy			Page 4 of 5
Section	G-1	Resolution No.	205/14	
Department	General – All Departments	Effective Date	May 14, 2014	

Corporate Sponsorship Approval

1. The CAO, or designate, has the authority to approve all proposals to seek sponsorship of Town programs, services, events or assets up to a value of \$10,000.00.
2. Council must approve sponsorship agreements over the value of \$10,000.00

Use of Sponsorships

1. All sponsorship revenues will be allocated to the relevant program or departmental budget.
2. Sponsorship fees will be used to manage the costs associated with the delivery of Town services and applied to:
 - a) reduce or eliminate the net costs of delivering a service or acquiring goods and services;
 - b) enhance or expand a Town service;
 - c) provide a new service, program, event or activity;
 - d) enhance community image;
 - e) improve public awareness of Town programs and services in the community.
3. The Town is an integral part of the community's fabric and will contribute to external community events, programs, projects or acquisition of community assets subject to budget availability and Council's Donation policy.

Monitoring and Evaluation

1. Departments are responsible for monitoring the achievements of sponsorship agreements, objectives and performance standards.
2. Departments will file a copy of all sponsorship agreements over a value of \$1,000 with the Finance Department. The Finance Department will report the total value of these sponsorship agreements to Council during the annual budget planning and priorities sessions.



TOWN OF GRANDE CACHE
Policy and Procedures

Title	Corporate Sponsorship (Solicitation) Policy			Page 5 of 5
Section	G-1	Resolution No.	205/14	
Department	General – All Departments	Effective Date	May 14, 2014	

3. All sponsorship agreements should be evaluated by departments on an annual basis to determine continued benefit.
4. The Town and its departments reserve the right to terminate an existing sponsorship agreement should conditions arise that make it no longer in the best interests of the Town.

Responsibilities

1. Departments are responsible for soliciting, negotiating and administering their own agreements subject to the policy and procedures approved by Council.
2. The Town shall seek a legal opinion on sponsorship agreements exceeding a value of \$20,000.

Definitions

Sponsorship - a mutually beneficial business arrangement or partnership between the Town and an external party (individual, company, vendor or organization) wherein the external party contributes funds, goods or services to a Town event, project, program, service or corporate asset in return for recognition or other promotional consideration.

Forms of Sponsorship:

- a) **Cash** – a sponsorship received in the form of money.
- b) **In-kind** – a sponsorship received in the form of goods or services of value to the Town.
- c) **Donation** – a gift or contribution of cash, goods or services given voluntarily toward an event, project, program, service or corporate asset and is eligible for a Charitable Tax Credit under the Income Tax Act.
- d) **Partnership** – in-kind recognition or monetary contribution between two or more persons or groups, associated as joint principals within any business relationship.



TOWN OF GRANDE CACHE Policy and Procedures

Title	Correspondence		Page 1 of 2
Section	1	Resolution No.	415/17
Department	Administration	Effective Date	August 23, 2017

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1.0 Purpose

The purpose of this policy is to ensure the proper handling and tracking of all correspondence directed to the Town of Grande Cache, Mayor and Council, and staff.

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2.0 Procedure

2.1 All regular correspondence (including general emails and faxes) addressed to the Town will be directed to the Legislative Services Coordinator for processing. The Legislative Services Coordinator will open all mail and time/date stamp the correspondence.

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2.2 If the Legislative Services Coordinator believes the correspondence is of an urgent nature, it will be brought to the immediate attention of the CAO for further direction.

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2.3 All correspondence will be forwarded to the Chief Administrative Officer for review. The CAO will determine to whom and how the correspondence will be distributed, who will be responsible for responding, and when and if it should be placed on the next Council agenda.

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2.4 All correspondence addressed directly to a specific member of Council, the Mayor and/or Council, will be provided in the Mayor or Councillor's mailbox at the Town Office.

2.5 The Legislative Services Coordinator will forward all correspondence to the appropriate department mailboxes, making copies if required, as well as ensuring that designated correspondence is placed on Council agendas.

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2.6 When directed by the CAO, the Legislative Services Coordinator will respond to received correspondence with a brief indication to the sender that it has been received and what course of action will can be expected.



TOWN OF GRANDE CACHE
Policy and Procedures

Title	Correspondence		Page 2 of 2
Section	1	Resolution No.	415/17
Department	Administration	Effective Date	August 23, 2017

- 2.7** If Council has directed an action dealing with a particular piece of correspondence, the CAO (unless otherwise directed) will ensure that a written response is prepared within seven (7) working days of the meeting in which the matter was addressed.

CURRENT

POLICY AND PROCEDURE MANUAL	Subject Environmental	No. G-1	Page 5
	Department General	Approved by Resolution No. 265/09	
	Effective Date September 30, 2009	Supersedes	

ENVIRONMENTAL STEWARDSHIP

The Town of Grande Cache and all employees will demonstrate leadership in environmental stewardship by implementing environmental alternative and practices and by purchasing environmentally responsible goods whenever practical.

The Town of Grande Cache demonstrates a commitment to environmental stewardship and values environmental integrity. This policy aims to ensure that all municipal services, both offered and received, are obtained in an effective, expedient and environmentally friendly manner, and at the best overall value. This will be achieved by purchasing goods and services that have less impact on human health and the environment, compared to competing products and services that serve the same purpose.

The Town of Grande Cache shall choose products that display environmental labeling. Environmental labeling or “eco-labeling” indicates that a product meets the environmental standards of environmental soundness, and is supported by extensive research into the product’s impact on the environment. Municipal staff shall consider products certified in the following categories: office equipment, appliances, heating, ventilation and cooling equipment, consumer electronics, lighting, signage and commercial/industrial equipment. When sourcing and purchasing products, all departments shall consider environmental products listed on the ECP website.

The Town of Grande Cache is responsible for the contracting of goods and services on behalf of individual departments. All departments will be responsible for applying green procurement policy for all contracted services.

Departments within the Town of Grande Cache can reduce environmental impact in their operations by planning meetings that are environmentally responsible.

All departments will adopt a pollution prevention approach when planning meetings; this will be applied at every stage of the organization process. In lieu of travel, a teleconference will be held whenever practical. If conferences, workshops or meetings are deemed more appropriate, considerations to the location of the meetings, types of services contracted and even the commuting mode to and from the meeting will be considered. When practical, staff and members of Council should use laptop computers in lieu of printing meeting materials. All Council meeting agenda’s and minutes shall be sent electronically to reduce paper consumption. The Town of Grande Cache shall host meetings, conferences and events that minimize the impact on the environment by reducing waste, conserving resources and saving energy.

POLICY AND PROCEDURE MANUAL	Subject Environmental	No. G-1	Page 6
	Department General	Approved by Resolution No. 265/09	
	Effective Date September 30, 2009	Supersedes	

The Town of Grande Cache shall improve the municipal fleet by purchasing vehicles that reduce fuel consumption and emission, contributing to poor air quality and climate change. When practical the Town of Grande Cache shall:

- Consider EnerGuide fuel-efficient vehicles, as endorsed by Natural Resources Canada.
- Purchase hybrid vehicles that reduce fuel consumption.
- Optimizing vehicle travel, operation and maintenance.
- Substituting other travel modes or reducing the need to travel.
- Use low sulfur gasoline.

The Town of Grande Cache shall reduce its fossil fuel dependence by diversifying the energy supply and supporting environmentally sustainable energy technologies. Upon renewal of our energy supply contract, the Town of Grande Cache shall commit to purchasing the AUMA standard percentage of energy from green sources. Green energy sources shall be selected from the most environmentally-friendly technologies available at the time of contract renewal.

For all purchasing, the following pollution prevention criteria will be considered valid justification for purchasing an environmental alternative over another product:

- Products are reusable, recycled or that are recyclable.
- Products made from the highest available recycled material or post consumer content.
- Products that are durable and have a long-life expectancy.
- Products that are energy efficient, rechargeable, use renewable fuels or reduce water use.
- Products that are less toxic, or non-toxic, and are biodegradable.
- Products produced locally (to reduce shipping and packaging requirements).
- Packaging should be minimal, or no packaging preferred, purchase bulk when available, acquire packaging that is refillable, recyclable, reusable or returnable.

POLICY AND PROCEDURE MANUAL	Subject Facility Allocation and Rentals	No. W-1	Page 3
	Department Wellness and Recreation	Approved by Resolution No. 187/10	
	Effective Date June 30, 2010	Supersedes	

FACILITY ALLOCATION AND RENTAL POLICY

This Policy sets out the guidelines and processes for the allocation and renting of Wellness and Recreation facilities in the most equitable, cost-effective and fiscally sustainable manner possible, providing for the needs of both Regular and Casual Users.

1.0 DEFINITIONS

- a) **Adult Organization or Group** means an organization or group with 50% of its membership or participants composed of individuals 18 years of age or older.
- b) **Booking** means an individual facility time slot that is dedicated to a specific User. An example of a booking is minor hockey on March 12, 2011 from 8:00 am to 9:00 am in the arena.
- c) **Casual User** means a User that is not defined as a Regular User.
- d) **Contact Person (or Alternate)** means the User's primary account holder(s) or an alternate designated by the primary account holder(s). The Contact Person must be the adult(s) listed on the account.
- e) **Council** means the duly elected officers of the Town of Grande Cache and the Chief Elected Officer or Mayor.
- f) **Facility** means those Town operated venues that are available for User bookings.
- g) **Manager** means the Manager of the Town of Grande Cache's Wellness and Recreation Department or the employee(s) designated by the Manager to implement this Policy.
- h) **Non-Prime Time Hours** means those arena operating hours that fall outside of prime time hours.
- i) **Office** means the Wellness and Recreation Department Offices located in the Grande Cache Recreation Centre located at 10450 Hoppe Avenue in Grande Cache, Alberta.
- j) **Prime Time Hours** means those hours in the arena after 3:30 pm on weekdays, as well as all days where public school is not in session (ie. statutory holidays, weekends, school professional development days, etc.).

POLICY AND PROCEDURE MANUAL	Subject Facility Allocation and Rentals	No. W-1	Page 4
	Department Wellness and Recreation	Approved by Resolution No. 187/10	
	Effective Date June 30, 2010	Supersedes	

- k) **Program** means any program that is directly offered and/or coordinated by the Wellness and Recreation Department (ie. public skating, preschool and Summer Camps).
- l) **Regular Ice Season** means the period of time where ice is present on the arenas' playing surface and the facility is available for public use and bookings. The regular ice season begins the second Friday in September and is over after the last Sunday in March of each year. At the discretion of the Manager, this season may be extended to complete scheduled league playoffs, provincial finals and to host tournaments and special events.
- m) **Regular User** means a User that averages one (1) or more bookings per week for a given facility.
- n) **Rentals** are made up of either a single booking or multiple bookings.
- o) **Special Event** means a public or private event that is not directly offered by the Town.
- p) **Spontaneous Use Facilities** means Town operated venues that are not available for dedicated user bookings, including outdoor arenas, skateboard parks, spray park, playgrounds, trails, parks and open spaces.
- q) **Summer Arena Ice** means ice that is available for booking during dates that are outside of the regular ice season.
- r) **Tournament** means any competitions between multiple persons or teams that gather together under the direction of an organization or group for the purpose of determining a winner amongst the competitors.
- s) **Town** means the Town of Grande Cache.
- t) **User** refers to anyone who wishes to use a Wellness and Recreation program or facility.
- u) **Youth Organization or Group** means an organization or group, which includes extra curricular school programs, with more than 50% of its membership or participants composed of individuals less than 18 years of age.

2.0 **ARENA ICE**

Regular Users

- 2.1 The Regular Ice User Annual Meetings Schedule is as follows:

Pre-season Meeting	between August 1 st and August 31 st
Ice Allocation Meeting	between April 1 st and May 30 th

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	Department Wellness and Recreation	Approved by Resolution No. 187/10	
	Effective Date June 30, 2010	Supersedes	

- 2.2** By January 31st of each year, a reminder letter will be sent to each Regular User to inform and/or remind them of the ice allocation process for the next Regular Ice Season. The letter will contain the following information:
- the tournament and special events schedule for the current season.
 - the current year's weekly master schedule for the arena.
- 2.3** Ice allocation requests for the upcoming regular ice season, including tournaments and events, shall be submitted to the Manager at the ice allocation meeting. Regular user requests received after this deadline will be considered on a "first come-first served" basis only after requests of users that met the deadline are considered.
- 2.4** If there are any ice allocation request conflicts, the Manager will determine if the allocation requests are justifiable. To do so, the Manager will evaluate the user's demonstrated need (ie. registration levels, accepted practice and game ratios established by sporting associations, etc.).
- 2.5** After confirming that all requests are justifiable, all regular users and the Manager will work together to create a tentative regular ice season schedule and resolve any remaining ice request conflicts.
- 2.6** Where ice allocation request conflicts arise in the development of the regular ice season weekly master schedule and the requests in question are determined by the Manager as justifiable, the higher priority ranked user will be provided the ice time. Priority rankings are as follows:
- 1st Priority** - Town Special Events and Programs
 - 2nd Priority** - All User Special Events and Tournaments
 - 3rd Priority** - Youth Organizations and Groups
 - 4th Priority** - Adult Organizations and Groups
 - 5th Priority** - All other Users
- 2.7** When ice allocation request conflicts arise between users of the same priority ranking, the affected users will resolve the conflict. If no resolution is agreed upon, the Manager will make a final determination.
- 2.8** At the discretion of the Manager, regular users may be required to take a portion of their total weekly ice allocation in non-prime time hours. In such instances, the percentage of each regular user's non-prime time ice allocation must be greater than or equal to the regular user's percentage of their total weekly ice allocation.

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Casual Users

- 2.9** Casual user booking requests will be considered after the regular user ice allocations have been finalized. Casual user booking requests are made on a “first come-first served” basis to the Office.

All Users

- 2.10** User bookings shall not displace Town programs and special events without the approval of the Manager.

Playoffs

- 2.11** Users shall not pre-book or reserve ice for anticipated playoff games, as it can result in unnecessary user booking cancellations and the reservation of ice that would otherwise be available for booking.
- 2.12** The user’s contact person or alternate shall give notice to the Office immediately upon requiring a playoff game booking. Upon notification, the Town will allocate the ice time required to host the playoff game(s). Should a required time slot already be allocated to another user, the Town will contact the affected user(s) to reschedule or cancel their booking(s). Playoff games shall take precedence over all other bookings, except special events and tournaments.

Summer Ice

- 2.13** The provision of summer arena ice is subject to Council approval.
- 2.14** Once summer arena ice is approved, the Manager notify all regular ice users of the exact date it will be made available for regular weekly scheduled use.

3.0 BALL DIAMONDS

Regular Users

- 3.1** The Regular Ball User Annual Meetings Schedule is as follows:
- | | |
|---------------------------------|--|
| Ball Diamond Allocation Meeting | between April 1 st and May 30 th |
| Post-season Meeting | between Aug. 1 st and Sept. 1 st |

POLICY AND PROCEDURE MANUAL	Subject Facility Allocation and Rentals	No. W-1	Page 7
	Department Wellness and Recreation	Approved by Resolution No. 187/10	
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- 3.2** By January 31st of each year, a reminder letter will be sent to each regular user to inform and/or remind them of the ball diamond allocation process for the next regular ball season. The letter will contain the following information:
- the tournament and special events schedule for the past season.
 - the past year's weekly master schedule for the ball diamonds.
- 3.3** Ball diamond allocation requests for the upcoming regular ball season, including tournaments and events, shall be submitted to the Manager at the ball diamond allocation meeting. Regular user requests received after this deadline will be considered on a "first come-first served" basis only after requests of users that met the deadline are considered.
- 3.4** If there are any ball diamond allocation request conflicts, the Manager will determine if the allocation requests are justifiable. To do so, the Manager will evaluate the user's demonstrated need (ie. registration levels, accepted practice and game ratios established by sporting associations, etc.).
- 3.5** After confirming that all requests are justifiable, all regular users and the Manager will work together to create a tentative regular ball season schedule and resolve any remaining conflicts.
- 3.6** Where ball diamond allocation request conflicts arise in the development of the regular ball season weekly master schedule, and the requests in question are determined by the Manager as justifiable, the higher priority ranked user will be provided the requested time. Priority rankings are as follows:
- 1st Priority** - Town Special Events and Programs
 - 2nd Priority** - All User Special Events and Tournaments
 - 3rd Priority** - Youth Organizations and Groups
 - 4th Priority** - Adult Organizations and Groups
 - 5th Priority** - All other Users
- 3.7** When ball diamond allocation request conflicts arise between users of the same priority ranking, the affected users will resolve the conflict. If no resolution is agreed upon, the Manager will make a final determination.

Casual Users

- 3.8** Casual user booking requests will be considered after the regular ball user allocations have been finalized. Casual user booking requests are made on a "first come-first served" basis to the Office.

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	Department Wellness and Recreation	Approved by Resolution No. 187/10	
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All Users

- 3.9** User bookings shall not displace Town programs and special events without the approval of the Manager.

Playoffs

- 3.10** Users shall not pre-book or reserve ball diamonds for anticipated playoff games, as it can result in unnecessary user booking cancellations and the reservation of ball diamonds that would otherwise be available for booking.
- 3.11** The user's contact person or alternate shall give notice to the Office immediately upon requiring a playoff game booking. Upon notification, the Town will allocate the ball diamond time required to host the playoff game(s). Should a required time slot already be allocated to another user, the Town will contact the affected user(s) to reschedule or cancel their booking(s). Playoff games shall take precedence over all other bookings, except special events and tournaments.

4.0 STORAGE ROOMS, CHANGE ROOMS, AND LOCKERS

All Users

- 4.1** The Town is not obligated to provide storage space unless it is provided for in a separate agreement or lease.
- 4.2** The provision of storage space and lockers is on a "first come-first served" basis.
- 4.3** For safety reasons, the Town will provide storage and locker room locks and keys, and have access to every locker at all times by way of a master key. The key will be provided to the user. Any private locks will be removed.
- 4.4** Users, who require a replacement key, will be required to pay the Town \$20.00 prior to receiving the key.
- 4.5** No combustibles or chemicals will be allowed in storage rooms or lockers.
- 4.6** In consideration of all users, arena change rooms are made available to users a minimum of 30 minutes prior to each booking. Users will have 30 minutes to vacate their dressing room after their booking is finished. At the discretion of the Manager, severe or repeated disregard for this practice will result in a charge for additional booking time to the offending user.

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- 4.7 The Town is not responsible for User contents that are lost, stolen, or damaged. All contents in storage lockers are the responsibility of the User.
- 4.8 The Town reserves the right to view the contents of any locker or storage room at any time.

5.0 **OTHER FACILITIES**

All Users

- 5.1 Booking requests from users will be considered on a “first come-first served” basis.
- 5.2 User bookings will not displace Town programs and special events without Manager’s approval.
- 5.3 If multiple users are requesting a given facility at the same time on a regular basis, the Manager will meet with the affected users to resolve the booking request conflicts. In such cases, an amendment to this policy may be required to provide a regular user booking procedure.

Playoffs

- 5.4 Users shall not pre-book or reserve facilities for anticipated playoff games, as it can result in unnecessary user booking cancellations and the reservation of facilities that would be otherwise available for booking.
- 5.5 The contact person or alternate shall give notice to the Town immediately upon requiring further playoff game bookings. Upon notification, the Town will allocate the facility required to host the playoff game(s). Should that facility already be allocated to another user, the Town will contact that user to reschedule or cancel their booking. Playoff games shall take precedence over all other bookings, except special events and tournaments.



TOWN OF GRANDE CACHE Policy and Procedures

Title	Fraud		Page 1 of 4
Section	Administration	Resolution No.	183/16
Department	All	Effective Date	April 27, 2016

P

1.0 Purpose

The Town of Grande Cache recognizes the importance of exercising due diligence and control to prevent, detect and report all suspected fraud.

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2.0 Definitions

2.1 Town means the municipal corporation of the Town of Grande Cache.

2.2 Town Assets means all property legally or beneficially owned by the Town, including equipment, financial assets, land, buildings, vehicles, material, computers, electronic mail, internet services, records, information and intangible property.

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2.3 Employee means any individual employed by the Town that reports directly or indirectly to the Chief Administrative Officer, along with those individuals employed under contract by the Town on a personal services agreement.

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2.4 Fraud means an act committed by one who, by deceit, falsehood or other fraudulent means, whether or not it is a false pretense, defrauds or attempts to defraud the Town, whether ascertained or not, of any property, money or valuable security or any service. Fraud will typically involve the use of a dishonest act or omission in an attempt to gain some improper personal benefit or advantage but can also include the abuse of authority, assigned to or entrusted upon an individual by the Town, to achieve an improper end. Some examples of fraud include, but are not limited to:

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- a) theft by lying or deception;
- b) bribes, corruption and embezzlement;
- c) forgery or alteration of cheques, drafts, promissory notes and securities;
- d) misappropriation of funds, securities, supplies or other Town assets;
- e) improper handling and reporting of money transactions;
- f) violation of public trust or duty; and
- g) misuse of one's position for personal gain.

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TOWN OF GRANDE CACHE
Policy and Procedures

Title	Fraud		Page 2 of 4
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3.0 Fraud Prevention

- 3.1 All levels of management and supervisors are responsible for assisting employees in the administration, interpretation and application of this policy.
- 3.2 All levels of management and supervisors should be familiar with the types of fraud that might occur within their area of responsibility and be alert for any indicators of such conduct.
- 3.3 All levels of management and supervisors that become aware of suspected fraud must notify the Chief Financial Officer immediately.
- 3.4 Managers will support employees when they report suspected fraud.
- 3.5 The Chief Financial Officer has primary responsibility for investigating suspected fraud and will involve the Chief Administrative Officer on investigations of suspected fraud, depending on the nature and scope of the complaint. In this regard, the Chief Financial Officer will continue to monitor the progress and outcome of the investigation.

4.0 Reporting Fraud

- 4.1 Employees must, in good faith, report all instances of suspected fraud.
- 4.2 Several avenues are available for an employee to report suspected fraud. Employees may bring their complaints of suspected fraud either verbally or in writing, to their supervisor, manager, Chief Financial Officer or Chief Administrative Officer.
- 4.3 All reports of suspected fraud shall be forwarded to the Chief Financial Officer for investigation.
- 4.4 In the case where the Chief Financial Officer is implicated in the report, it must be provided immediately to the Chief Administrative Officer.
- 4.5 In the case where the Chief Administrative Officer is implicated in the report, it must be provided immediately to the Chief Financial Officer. The Chief Financial Officer will investigate and notify Council of the complaint and progress of the investigation.



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Policy and Procedures

Title	Fraud		Page 3 of 4
Section	Administration	Resolution No.	183/16
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- 4.6 Employees are encouraged to use the avenue with which they feel most comfortable.
- 4.7 The Town will provide protection from retaliation to employees who report suspected fraud in good faith using available reporting channels, and who participate in investigations, proceedings and hearings, in accordance with the [Whistleblower Protection Policy](#).
- 4.8 If the Chief Financial Officer receives reports that do not constitute fraud, or when the results of an investigation indicates inappropriate employee behavior that is not fraud, such information will be forwarded to the Chief Administrative Officer for appropriate action.
- 4.9 All reports of suspected fraud will be assessed and investigated either to confirm or dispel the occurrence of fraud.
- 4.10 In cases where clear responsibility over an investigation is not determined based on initial assessment (ie. conflict of interest), the Chief Financial Officer and the Chief Administrative Officer will jointly determine where the primary responsibility for investigation resides.
- 5.0 **Fraud Investigation**
- 5.1 Upon notification or discovery of a suspected fraud, the Chief Financial Officer shall conduct any investigation deemed appropriate, involving any party, regardless of that party's position, title, and length of service or relationship with the Town.
- 5.2 Employees should not initiate individual investigations, interviews or interrogations with respect to suspected fraud, as such actions could compromise the Town's position in any subsequent investigation. However, employees must cooperate in any Town investigations regarding suspected fraud.
- 5.3 In all circumstances where there are reasonable grounds to believe that a fraud or other criminal act may have occurred, the Chief Financial Officer will contact the RCMP. The Town will cooperate fully in any subsequent investigation.
- 5.4 The Chief Financial Officer will notify the Chief Administrative Officer of the suspected fraud and the amount of any potential loss due to fraud.



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Title **Fraud**

Section Administration
Department All

Resolution No. 183/16
Effective Date April 27, 2016

- 5.5 The Town will make every reasonable effort, including court-ordered restitution, to pursue the recovery of Town losses from the offender or other appropriate source(s).
- 5.6 The Chief Financial Officer will review and assess the adequacy of controls in place to safeguard the Town's assets against fraud.
- 5.7 In those situations where the control mechanisms have not adequately safeguarded Town assets, the Chief Financial Officer will identify the cause(s) of the failure and will issue a report to the Chief Administrative Officer including recommendations in order to minimize future risk.
- 5.8 At the conclusion of each investigation, the Chief Financial Officer will document the results in a confidential report and provide it to the Chief Administrative Officer.
- 5.9 If there is a valid reason to do so (such as unsubstantiated reports), the Chief Financial Officer may cease to investigate the suspected fraud.
- 6.0 **Anonymity and Confidentiality**
- 6.1 Employees may choose not to reveal their identity when reporting suspected fraud. If the employee's identity is directly or indirectly revealed, or is established during an investigation, anonymity can no longer be guaranteed. However, all reasonable efforts will be made to keep the employee's identity confidential.
- 6.2 All employees receiving reports of suspected fraud and those participating in a fraud investigation shall keep the details and results of the investigation confidential. This means disclosure is only permitted to those who have a legitimate need to know and such disclosure shall be restricted to what must be disclosed to ensure a thorough, effective and complete investigation/response, or as otherwise required by law.
- 7.0 **Compliance**
- 7.1 Any employee that violates this policy will be subject to disciplinary action, up to and including termination in addition to and apart from any penalty provided for by law.
- 7.2 An employee who knowingly makes a false or misleading statement during the course of a complaint, investigation, hearing or proceeding, will be subject to disciplinary and/or legal action.

POLICY AND PROCEDURE MANUAL	Subject Child Abandonment	No. W-1	Page 1
	Department Wellness-Recreation	Approved by Resolution No. 265/09	
	Effective Date September 30, 2009	Supersedes	

GRANDE CACHE RECREATION CENTRE CHILD ABANDONMENT POLICY

In order to help provide for the well-being and safety of minors within the Grande Cache Recreation Centre, this policy has been developed to adhere to the “Alberta Child and Family Services Act.”

“Child in need of protection”

17(1) For purposes of this Act, a child is in need of protection where the life, health or emotional well being of the child is endangered by the act or omission of a person.

“Illustrations of child in need”

17(2) Without restricting the generality of subsection (1), a child is in need of protection where the child

(g) being under the age of 12 years, is left unattended and without reasonable provision being made for the supervision and safety of the child;

“Reporting a child in need of protection”

18(1) Subject to Subsection 1.1, where a person has information that leads the person reasonably to believe that a child is or might be in need of protection as provided in Section 17, the person shall forthwith report the information to an agency or to a parents or guardian of the child.

“Reporting to agency only”

18(1.1) Where a person under subsection (1)

- a) does not know the identity of the parent or guardian of the child;
- b) has information that leads the person reasonably to believe that the parent or guardian
 - i) is responsible for causing the child to be in need of protection; or
 - ii) is unable or unwilling to provide adequate protection to the child in the circumstances
- c) has information that leads the person reasonably to believe that the child is or might be suffering abuse by a parent or guardian of the child or by a person having care, custody control or charge of the child.

Subsection (1) does not apply and the person shall forthwith report the information to an agency.

As per the Alberta Child and Family Services Act, all children under the age of 12 years must be left under direct supervision, within eyesight or verbal range of a parent/guardian. Children under 12 years must know who and where their guardian is.

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Children involved in a supervised activity, such as hockey, do not have to have a parent or guardian present, but must leave the facility at the end of the activity.

Children may be on their own one half hour (1/2 hour) prior to school starting and one half hour (1/2 hour) after school is dismissed.

Every reasonable effort will be made to contact a parent or guardian. Failing that, Child and Family Services Alberta will be contacted and the situation will be turned over to them.

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POLICY AND PROCEDURE MANUAL	Subject Suspension	No. W-1	Page 23
	Department Wellness-Recreation	Approved by Resolution No. 265/09	
	Effective Date September 30, 2009	Supersedes	

GRANDE CACHE RECREATION CENTRE SUSPENSION POLICY

In order to help provide a safe and enjoyable environment within the Grande Cache Recreation Centre, a system of fair and progressive disciplinary procedures have been developed. To this end, suspension offences have been categorized.

Common Offences:

- Fighting
- Profanity
- Smoking outside of designated areas
- Littering
- Alcohol consumption outside of licensed designated areas
- Property damage
- Theft
- Spitting
- Skateboarding / Rollerblading outside of designated areas
- Running in common areas
- Abuse
- Trespassing

These offences carry the following disciplinary actions:

- 1st offence – 2 week suspension
- 2nd offence – 1 month suspension
- 3rd offence – 2 month suspension

More than three offences of the same category will result in a 3-month suspension.

As an alternative to Recreation Centre suspensions, offenders will be given the option to perform work within the Recreation Centre and grounds. This option is as follows:

- 1st offence – 16 hours of work
- 2nd offence – 32 hours of work
- 3rd offence – 64 hours of work

Severe Offences:

- Fighting causing bodily injuries
- Sexual offences
- Firearms or weapons offences
- False fire alarms
- Arson
- Bomb threats
- Extensive vandalism

POLICY AND PROCEDURE MANUAL	Subject Suspension	No. W-1	Page 24
	Department Wellness-Recreation	Approved by Resolution No. 265/09	
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These offences carry the following disciplinary actions:

- 1st offence – 1 month suspension
- 2nd offence – 2 month suspension
- 3rd offence – 3 month suspension

More than three offences of the same category will result in a 6-month suspension.

As an alternative to Recreation Centre suspensions, offenders will be given the option to perform work within the Recreation Centre and grounds. This option is as follows:

- 1st offence – 32 hours of work
- 2nd offence – 64 hours of work
- 3rd offence – 128 hours of work

In addition, the following offences will be forwarded to the RCMP for possible charges:

- Trespassing
- Fighting causing bodily injuries
- Sexual offences
- Firearms or weapons offences
- False fire alarms
- Arson
- Bomb threats
- Extensive vandalism

Offences not identified in this policy will be dealt with on a case-by-case basis.

Any deviations from the above listed disciplinary actions will be handled solely by the Chief Administrative Officer for the Town of Grande Cache.



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Policy and Procedures

Title	Hours of Operation		Page 1 of 1
Section	G-1	Resolution No.	109/14
Department	All	Effective Date	March 12, 2014

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This policy is to provide for the establishment of hours of operation for all departments of the Town of Grande Cache.

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The Hours of Operation for the Grande Cache Recreation Centre, Public Works and Utilities, Development, Public Safety and Administration will be determined by the Chief Administrative Officer in conjunction with the Department Manager.

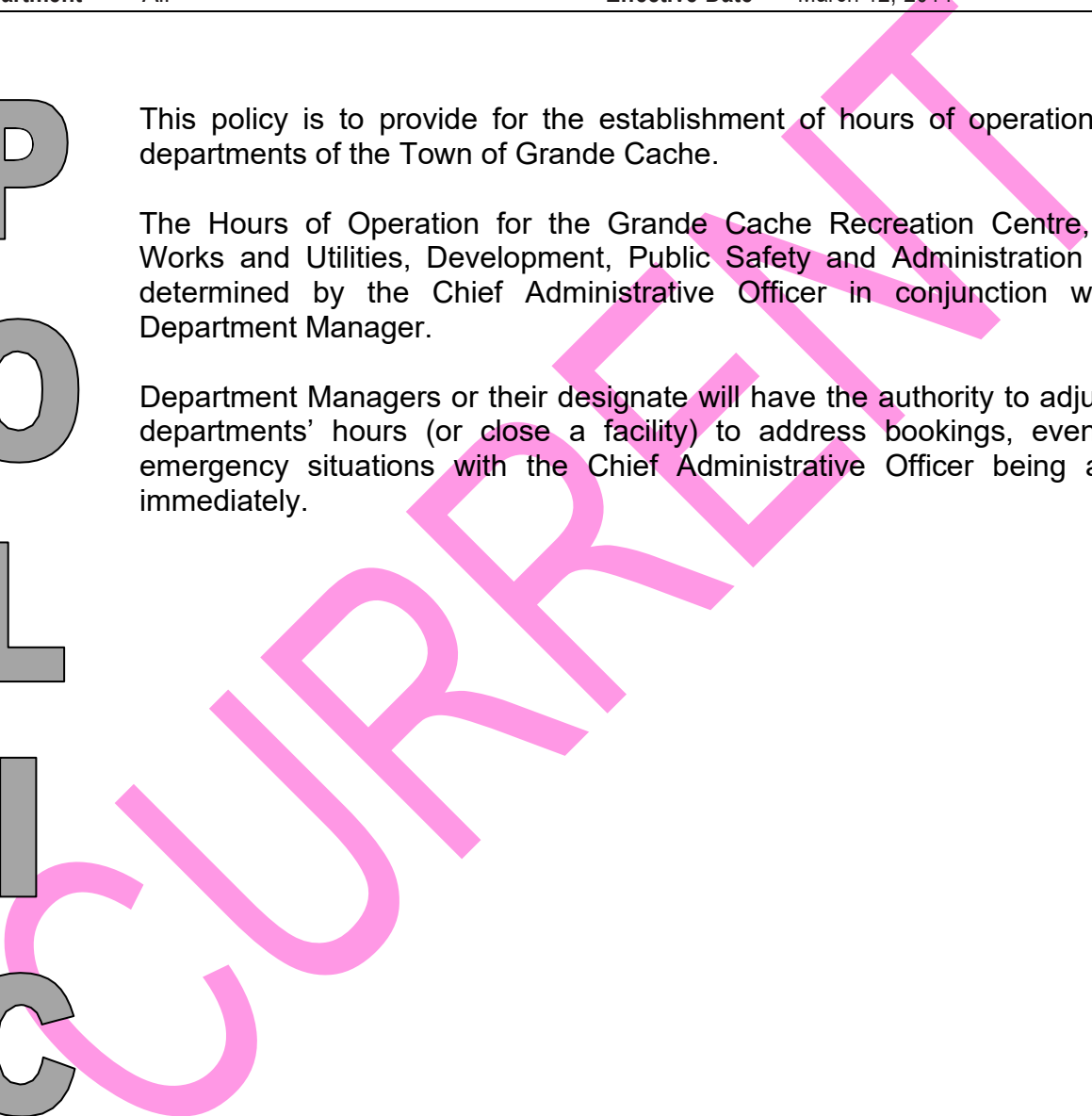
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Department Managers or their designate will have the authority to adjust their departments' hours (or close a facility) to address bookings, events and emergency situations with the Chief Administrative Officer being advised immediately.

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POLICY AND PROCEDURE MANUAL	Subject Post-Emergency Event Lessons Learned	Section No. X-1	Page 8
	Department Emergency Management	Approved by Resolution No. 031/13	
	Effective Date January 23, 2013	Supersedes	

POST-EMERGENCY EVENT LESSONS LEARNED POLICY

Background

Every emergency, particularly those requiring municipal coordination procedures, offers operational and resource challenges. Some of these challenges may not have been considered or known prior to the event. Debriefing after the event provides an opportunity to capture those experiences and learn from the event. This review can provide insight to assessing and continuously improving procedures, resources and functions.

Risk

Those involved in municipal emergency management operations during a real event can provide very valuable information for improving existing procedures or functions. In reality, very few of these valuable insights are captured and applied, as often good intentions to do a debrief with all agencies are not included in procedures. To capture lessons learned after every emergency requiring the activation of the municipal EOC, it is recommended to include 'Lessons Learned' procedures in the Municipal Emergency Plan. This debrief procedure should outline when the general debrief (all agencies present) is done, who participates and how to follow up on recommendations resulting from the debrief. The procedure should also require or encourage every participating agency, including the EOC, to do an additional internal agency review of the event response and to document the debrief, recommendations and follow-up.

Recommended Policy

To ensure all participating agencies review the overall event response whenever the EOC is activated, a debrief procedure shall be included in the Town of Grande Cache emergency plan requiring a debrief meeting of all agencies involved soon after the emergency is concluded. The meeting shall be recorded, lessons learned documented and follow-up recommendations reported to Council during the next Council update by the DEM. The procedure shall also require municipal agencies involved in the event response to do a formal internal agency debrief and to document agency recommendations and follow-up.

POLICY AND PROCEDURE MANUAL	Subject Post-Emergency Event Counselling	Section No. X-1	Page 7
	Department Emergency Management	Approved by Resolution No. 030/13	
	Effective Date January 23, 2013	Supersedes	

POST-EMERGENCY EVENT COUNSELLING POLICY

Background

An emergency impacts people negatively in different ways. There are those that suffer the effects of an emergency either directly through death, injury, personal loss, property damage or environmental impact. Others are affected by witnessing tragedy through responding to an emergency, either as trained first responders, trained supporting agency members or volunteers. The impact of being involved in an emergency may be immediate or delayed and may be severe and prolonged.

Risk

Proper and timely critical stress debriefing to responders and counselling services (also referred to as victim assistance services) and to those directly impacted has proven very effective in helping people to overcome the effects of being involved in an emergency. Failing to provide these post-event services has, in many cases, delayed or prevented people from returning to normal lives. Responders and victims need to be offered post incident stress debriefing and counselling services, especially if the event caused death or severe injury, considerable loss of property or severe environmental impact. It is recommended to include post-event procedures in the Municipal Emergency Plan. These procedures should ensure that post event stress debriefing and counselling services are offered every time the municipal emergency management procedures are activated to actively promote counselling to all impacted people and to require post incident stress debriefing by everyone who worked for the municipality as responders during the event, including all volunteers.

Recommended Policy

To ensure early and complete emotional and mental recovery of all people involved in and impacted by an emergency, the Town of Grande Cache emergency plan shall include post-emergency event procedures. These procedures shall promote and outline municipal resources and services to offer stress debriefing and counselling services to those impacted by an emergency and those responding to the emergency on behalf of the Town of Grande Cache, including all volunteers.



TOWN OF GRANDE CACHE
Policy and Procedures

Title	Purchasing		Page 1 of 7
Section	6 - General	Resolution No.	220/17
Department	All	Effective Date	April 26, 2017

P

Preamble

This policy is to establish the requirements for the purchase of goods and services by the Town of Grande Cache.

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Employees of the Town of Grande Cache, in performance of their duties and responsibilities, must engage in the purchase of goods, services and construction. This policy establishes the basic direction, philosophies, climate and values upon which the purchasing function must operate. The objective of Grande Cache's Purchasing Policy is to ensure that goods and services are acquired through a fair, open, transparent and competitive process that uniformly balances the interest of the taxpayers with the fair and equitable treatment of supplier.

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1. Scope

1.1 This policy applies to the acquisition of goods, services (including consulting), by purchase or lease, with Town funds from all sources including both operating and capital expenditures and construction for the Town of Grande Cache.

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1.2 The Town of Grande Cache will not consider purchasing or procuring goods or services from any contractor or supplier who has:

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- a) initiated a litigation process against the Town. No consideration will be given for a period of five years from the conclusion of the litigation unless otherwise directed by Council;
- b) outstanding accounts, including property taxes, with the Town of Grande Cache.

2.0 Key Definitions

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- a) **Best Value** is the optimal combination of total cost of ownership, including environmental considerations as outlined in the Environmental Stewardship Policy.



TOWN OF GRANDE CACHE
Policy and Procedures

Title	Purchasing		Page 2 of 7
Section	6 - General	Resolution No.	220/17
Department	All	Effective Date	April 26, 2017

- a) **Bidder** means any legal entity submitting a bid in response to a call by the Town of Grande Cache.
- b) **Capital Project** means any undertaking approved by the Town of Grande Cache in its capital budget.
- c) **Consulting Services** is a contract where there is no material sale of goods included in the transaction, and includes for example, professional and non-professional consulting services such as engineering, architectural, IT, planning and management consulting services, as well as services which might normally be provided by Town employees but which the Town decides to obtain on a short term basis on a contract basis rather than an employment basis. However, consulting contracts would not include labour services such as construction, maintenance, janitorial or security services.
- d) **Contract** means a contract for the purchase by the Town of Grande Cache for goods, services or construction, including the issuance of a purchase order for the execution of any agreement evidencing the obligation.
- e) **Total Cost of Ownership** means the direct social, environmental and financial costs and benefits to the Town of products, construction and services during their acquisition, use and end of life phases, including factors such as transportation emissions, training, economic development impacts, energy consumption, disposal and other related costs after taking into account sustainability, reduced carbon dependency and zero waste.

3.0 **Policy Statement**

- 3.1 The Town of Grande Cache (Town) Council recognizes the annually approved operating and capital budgets as their primary expenditure control document and that all expenditure not so authorized must be presented to Council by administration for approval prior to the expenditure being incurred. Council realizes that they have a responsibility to its taxpayers to maximize the value of the tax revenue when purchasing municipal goods, and services.



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Policy and Procedures

Title	Purchasing			Page 3 of 7
Section	6 - General	Resolution No.	220/17	
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- 3.2** The overall responsibility for implementing and monitoring the annual budget rests with the Chief Administrative Officer. The Chief Financial Officer has the overall responsibility for budget reporting and to ensure that all expenditures are a legitimate claim against the Town; are within established authorities; have been either authorized in the annual budget or approved by resolution of Council.
- 3.3** Town employees will purchase goods, services and construction while maintaining high legal, ethical, managerial and professional standards in the management of the resources entrusted to it as a publicly funded entity. Town Employees purchasing goods and services on behalf of the Town must ensure that goods and services are acquired in a manner that ensures the Town:
- a) obtains value for money by incurring the lowest cost of ownership in the fulfillment of specified needs with appropriate levels of quality and service;
 - b) uses a fair and open process when calling for, receiving, and evaluating quotations and tenders;
 - c) meets its statutory, legal and ethical obligations in the acquisition of goods and services by purchase or lease;
 - d) embeds ethical, environmental and economic performance criteria into the Town's purchasing procedures, processes and activities;
 - e) is consistent with all Town Policies;
 - f) when not prohibited by legislation, legal requirements or trade agreements, if a local source of supply can be found that can render the Town of Grande Cache as good a value as can be located elsewhere, it should be supported; and
 - g) when determining if a local supply can be found that can render the Town as good a value as can be located elsewhere, the department manager or designate may negotiate with businesses in good standing for improved rates or bulk purchase sales agreements.



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Policy and Procedures

Title	Purchasing		Page 4 of 7
Section	6 - General	Resolution No.	220/17
Department	All	Effective Date	April 26, 2017

4.0 Staff Responsibilities

4.1 All staff are responsible for:

- a) obtaining the best value for money by achieving the specified needs of quality, health and safety standards, productivity, service life and total cost of ownership;
- b) using a fair and transparent process when calling for, receiving and evaluating quotations and proposals;
- c) meeting the legal and ethical obligations in the purchase of goods and services;
- d) securing expense authorization in accordance with the Town's Purchase Order Policy prior to any purchase, except emergency purchases as defined in Exceptions – Sole Sourcing, Consulting, Credit Card Purchases, etc.;
- e) retaining documentation for review and auditing;
- f) using purchasing agreements when the municipality can gain an advantage;
- g) identifying and investigating a full range of potential goods or service providers before selecting one for an exclusive contract;
- h) obtaining purchasing or legal assistance or advice when necessary; and
- i) ensuring a supplier of goods and services holds a valid Town of Grande Cache business license and adequate required insurance (when applicable).

5.0 Competitive Bidding – When Required

5.1 Except where otherwise permitted in this policy, the Town of Grande Cache will endeavor to procure all contracts through an open public competitive procurement process.



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5.2 No Public Call on Purchases \$9,999.00 or Less

The employee will obtain prices from known suppliers using a Request for Quotation form. Preference in purchasing decisions will be given to qualified local businesses. Records of prices solicited will be provided upon request.

5.3 Public Calls for Purchases over \$10,000.00

- a) Employees will procure contracts through a public call for responses that are expected to have a total purchase price of more than:
- \$10,000.00 for capital goods;
 - \$75,000.00 for services;
 - \$100,000.00 for construction.
- b) Solicitation will be by way of posting the call particulars on the Town of Grande Cache website, a published notice for two consecutive weeks in the local newspaper and on the Purchase Connections Website, under the rules of the New West Partnership Trade Agreement. Notable exceptions include:
- health and social services;
 - lawyer and notary services;
 - emergency situations;
 - goods intended for resale to the public;
 - sole-supplier situations, when it can be demonstrated that only one contractor provides the product or service needed.

6.0 Change Orders

6.1 Managers will have the authority to approve change orders up to the project budget. All change orders are conditional on the following:

- a) there are sufficient uncommitted funds within the existing project budget for that project to cover the cost of the change order;
- b) the change order does not materially alter the scope of the work or project.

6.2 If the project budget is exceeded, or the adjusted (by transfer) project budget is exceeded by 15% or \$50,000.00 (whichever is less), the change order proposal is to be forwarded to Mayor and Council for approval.



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7.0 Exceptions – Sole Sourcing, Consulting, Credit Card Purchases, Etc.

7.1 A contract may be sole sourced in the following circumstances - procurement of goods via auction and used goods or distress sale goods will also be considered to be sole-source purchases and may only be authorized in accordance with this section:

- a) managers may sole source items that are equal to or less than \$10,000.00 if it is beneficial to the organization to do so;
- b) **an emergency** where goods, services or construction are urgently required and delay would be injurious to the public interest, provided the CAO has so determined this to be the case.

7.2 Employees or Elected Officials who have been issued an employee credit card are authorized to purchase goods and services, provided all purchases are made in accordance with the policy of the Town of Grande Cache credit card purchase policy.

7.3 The following contracts and types of transactions are not covered by this policy:

- a) purchase regulated tariffed services, ie. electricity, natural gas, non-wireless communications;
- b) tax rebates;
- c) real property transactions, including leases, licenses, purchases, sales, easements and right of ways;
- d) library media, including books.

7.4 All other exceptions to this policy must be approved by request to the CAO and then documented by the CAO.

8.0 Cooperative Purchasing

8.1 The Town of Grande Cache may participate with public bodies in cooperative purchasing, such as the Alberta Urban Municipalities Association (AUMA) and Federation of Canadian Municipalities (FCM).



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9.0 General Provisions

- 9.1** The Town's Chief Administrative Officer, Chief Financial Officer and Department Managers may make an expenditure that is included in the approved operating and capital budgets or as otherwise approved by resolution of Council.
- 9.2** Any operational expenditure approved by Council in budget or by resolution may be awarded and/or actioned by Administration, excepting Request for Proposals, which must be awarded by Council.
- 9.3** Any capital expenditure approved by Council in budget or by resolution may be awarded and/or actioned by Administration to a maximum of \$2,000,000.00, excepting Requests for Proposals, which must be awarded by Council.
- 9.4** Any capital expenditures awarded or actioned by Administration will be reported to Council via the monthly manager's reports and will include: budgeted amount, company name and values or compliant bids received, the name of the successful bidder, a list of bidders submitting non-compliant bids.
- 9.5** Any capital expenditure for equipment or vehicles that exceeds Council's approved budget by less than \$10,000.00 and will remain within the department's overall capital budget, may be approved by the Chief Administrative Officer.
- 9.6** The authority of the Department Managers shall be limited to specific budgetary allocations and will not be general in nature. All expenditures must be authorized in the detailed annual budget or otherwise approved by resolution of Council.

POLICY AND PROCEDURE MANUAL	Subject Recreational Areas – Waiver of Rental Charges	No. W-1	Page 26
	Department Wellness-Recreation	Approved by Resolution No. 265/09	
	Effective Date September 30, 2009	Supersedes	

**RECREATIONAL AREAS
WAIVER OF RENTAL CHARGES**

Rental charges will be waived if the group proposing to rent the facilities meets the following criteria:

- a) that the function must show to be beneficial to the general community, such as cultural events, learning enhancements, etc.
- b) that the aim of the function is to fundraise for a specific identifiable purpose.
- c) where liquor is served during a function, a waiver **WILL NOT BE ALLOWED**.
- d) the authority for determining these requests will be the Chief Administrative Officer, or if there is a deviation from the policy, Mayor and Council.

CURRENT

POLICY AND PROCEDURE MANUAL	Subject Recycling	No. G-1	Page 10
	Department General	Approved by Resolution No. 265/09	
	Effective Date September 30, 2009	Supersedes	

RECYCLING

The Town of Grande Cache and all its facilities are committed to preserving the environment for future generations, and therefore, by specific actions, will serve as a role model in the areas of environmental performance and waste management.

General

Town of Grande Cache employees are responsible for recycling the following:

- Boxboard
- Corrugated cardboard
- Glass bottles and jars
- Metal and aluminum cans
- Milk cartons and juice boxes
- Paper
- Plastic bottles and jugs

The Public Works and Utilities Manager will ensure that there is space designated on the property for the appropriate receptacles, such as blue bins to be used for collecting all recyclable materials generated on the premises. These blue bins should be placed in high traffic areas.

Cleaning staff will be educated about their duties in regards to recycling procedures:

- What to recycle
- Maintenance of the blue bins
- Monitoring of the blue bins for contaminants
- Facility cleaning re: recycling policy

Food or beverage service businesses must recycle the following materials:

- Boxboard
- Corrugated cardboard
- Glass bottles and jars
- Metal and aluminum cans
- Milk cartons and juice boxes
- Paper
- Plastic bottles and jugs

All materials, except for corrugated cardboard, may be mixed together in a clear plastic bag, and must be kept separate from garbage.

POLICY AND PROCEDURE MANUAL	Subject Recycling	No. G-1	Page 11
	Department General	Approved by Resolution No. 265/09	
	Effective Date September 30, 2009	Supersedes	

Materials may be mixed together, but must be kept separate from garbage.

The Town of Grande Cache and all its facilities will purchase and use paper products made from recycled materials when certain criteria are met:

- such products are of a quality to satisfy applicable specifications;
- such products are available in the desired quantity within a reasonable period of time;
- are priced competitively.

Offices are to adopt habits that will help reduce paper consumption, and every effort will be made to eliminate excessive or unnecessary use such as:

- email or other paperless communication
- centralized memo board or half sheets for inter-office memos
- double-sided copying and printing
- editing documents on the computer before printing
- re-using scrap paper for scratchpads

Recreation Department:

All recreation facilities must have appropriate receptacles in which to collect recyclable materials:

- Arena (stands and entrance/exits)
- Curling Rink and Lounge (upper and lower level)
- Common Space (birthday parties or other community gatherings)
- Outdoor Playgrounds (designated areas)
- Swimming Pool (locker change rooms)

The exceptions to these areas are where food and drink are prohibited during regularly scheduled events.

POLICY AND PROCEDURE MANUAL	Subject Recycling	No. G-1	Page 11
	Department General	Approved by Resolution No. 265/09	
	Effective Date September 30, 2009	Supersedes	

All applicants of rented areas are responsible for recycling the following:

- Boxboard (packaging)
- Corrugated cardboard
- Glass bottles and jars (wine, juice, beer bottles, food jars)
- High-grade office paper (white bond, letterhead, typing paper, copier stock, computer printout)
- Newspapers, magazines, catalogs, phone books and textiles
- Metal and aluminum cans (empty food and soda cans)
- Milk cartons and juice boxes
- Paper (including wrapping paper)
- Plastic bottles and jugs (soda, juice, detergent, milk, water)

Public Works and Utilities:

All employees are responsible for recycling the following:

- Boxboard
- Corrugated cardboard
- Glass bottles and jars
- Metal and aluminum cans (empty food and soda cans)
- Milk cartons and juice boxes
- Paper
- Plastic bottles and jugs (soda, juice, detergent, milk, water)
- Commercial and industrial plastics (oils, cleaners, solutions)

Public Works Department will collect and recycle used oil, to be utilized in a used oil furnace to heat the recycling facility.

Public Works Department will ensure that the appropriate drop-off points are maintained at the Landfill and Recycling drop-off area, including e-waste, tires, white goods, batteries, paint cans, wood, and organic (yard waste).

Public Works Department will continue to seek out additional recycling opportunities and find creative ways for the Town to reduce, reuse and recycle.

POLICY AND PROCEDURE MANUAL	Subject Release of Tax Roll Information	Section A-1	Page 12.1
	Department Administration	Approved by Resolution No. 087/12	
	Effective Date March 28, 2012	Supersedes	

RELEASE OF TAX ROLL INFORMATION

To provide a policy for releasing tax roll information and information related to land files.

A property owner or his/her agent is entitled to receive information regarding their property as recorded on the tax roll and filed in the property file.

The information referred to in this policy includes but is not limited to the following tax roll and corresponding land file information: taxes, roll number, zoning, civic and legal address, property dimensions, building and development permits and compliance.

When the requester is not the property owner or his/her agent, written approval from the property owner is required prior to any information being released.

All requests will be in writing and accompanied by the applicable fees as per current Planning and Development Fee Schedule.

All release of information will be in writing and filed in appropriate land files.

CURRENT

POLICY AND PROCEDURE MANUAL	Subject Telecommunications	Section No. X-1	Page 4
	Department Emergency Management	Approved by Resolution No. 027/13	
	Effective Date January 23, 2013	Supersedes	

TELECOMMUNICATIONS POLICY

Background

Communication issues have been identified in most emergencies and disasters as the most important operational factor contributing to the success or failure of emergency management operations.

Communication is the ability to transfer information. In emergencies, the need for communication increases significantly. Timely communication, utilizing dependable communication equipment, is vital.

Communication equipment is used in the EOC, at the site, at registration centers and to maintain normal municipal functions. Since cellular and landline phone use may not be available in many emergency situations, contingencies need to be considered for alternative means of communication.

Risk

The availability and dependability of communication equipment, and the ability to continue communications when utilities fail, is often a key element to successful emergency management operations. Without the ability to communicate, emergency operations may not be possible.

Communication exercises are a good way to assess communication procedures and equipment. These exercises should include EOC, site and registration centers simulations in the same manner as they may happen in a real event. Exercises should include conditions of prolonged utility failures.

A formal plan should be developed to address communication gaps when equipment is identified as being non-operational under any conditions.

Recommended Policy

To ensure that communication, as the most important operational factor in emergency management, is operational when utilities fail, the Town of Grande Cache emergency plan shall include a Communications Plan that takes into account potential prolonged utility failures. Emergency management communication systems shall be tested at least annually and exercised at least biannually.



TOWN OF GRANDE CACHE
Policy and Procedures

Title	Travel Expenses		Page 1 of 2
Section	G-1, General	Resolution No.	023/18
Department	All	Effective Date	January 24, 2018

P

It is the policy of the Town of Grande Cache to extend hospitality in an economical, consistent and appropriate way when it will facilitate municipal business, or is considered a matter of courtesy. It is also the policy of the Town to encourage the use of the Town fleet to attend training, meetings or other events that facilitate the education and growth of staff, or to advance the best interests of the municipality. Staff and Council are to ensure the safe, efficient and effective operation of vehicles and equipment.

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As a focus of municipal employees is to deliver outstanding customer service to residents, and in order to deliver on that promise, it is vital that equipment be properly maintained and operated in a safe and courteous manner.

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Accommodations

The Town of Grande Cache will reimburse accommodation expenses as follows:

- i) Hotel expense will be reimbursed upon submission of a receipt.
- ii) Private residence accommodation in lieu of hotel, to a maximum of \$50.00 per day.

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Meal Allowance

The Town of Grande Cache will reimburse meal expenses, without receipts as follows:

- i) Breakfast \$13.00 per day
- ii) Lunch \$15.00 per day
- iii) Dinner \$35.00 per day

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NOTE: To qualify for Breakfast the employee must leave home by 7:00 am, and for Dinner must arrive home after 7:00 pm.

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If meal expenses exceed the daily allowance, receipts are required. The Town of Grande Cache will not reimburse any expenditure for alcohol unless authorized by Mayor and Council-as-a-Whole.



TOWN OF GRANDE CACHE
Policy and Procedures

Title	Travel Expenses		Page 2 of 2
Section	G-1, General	Resolution No.	023/18
Department	All	Effective Date	January 24, 2018

Vehicle Use

Municipal vehicles may be used when they are available. Travel allowance for the use of private vehicles equivalent to the Alberta Provincial Government mileage rate, applicable on the date of travel, shall be paid. Mileage shall be paid based on the distances travelled.

Travel rates as of October, 2015 is \$0.515/km.

When public transportation or parking is paid, the Town will reimburse actual costs upon presentation of receipts.

CURRENT



TOWN OF GRANDE CACHE
Policy and Procedures

Title	Use of Council Chambers	Page 1 of 1
Section	1	Resolution No. 415/17
Department	Administration	Effective Date August 23, 2017

P

Use of Council Chambers will be limited to the Town of Grande Cache and its Committees. This will include all committees of Council, and those with a sitting member of Council or the Chief Administrative Officer.

The Chamber will not be rented to external groups or agencies unless expressly approved by Mayor and Council.

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External committees of Council or non-profit agencies may book Council Chambers by submitting a request to the Legislative Services Coordinator.

Any use of the Council Chambers must be booked in advance with the Legislative Services Coordinator.

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