



MUNICIPAL DISTRICT OF GREENVIEW No. 16

POLICY REVIEW COMMITTEE

AGENDA

September 13, 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 3024 Emergency Notification Policy p. 7

4.2 Policy 2008 Employee Years of Service p. 11

4.3 Policy 2019 Board Members' Years of Service Awards p. 16

4.4 Policy 2020 Staff Allowances and Reimbursements p. 21

4.5 Policy 7002 Advertising p. 28

4.6 Policy 7006 Social Media p. 33

#5 NEXT MEETING DATE October 11, 2023

#6 ADJOURNMENT

Minutes of a
POLICY REVIEW COMMITTEE
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
M.D. Administration Building, Council Chambers
Valleyview, Alberta, on July 12, 2023

1:
CALL TO ORDER

Chair Tom Burton called the meeting to order at 10:25 a.m.

PRESENT

Chair	Councillor Tom Burton
Vice-chair	Councillor Sally Rosson
Member	Councillor Jennifer Scott
Member	Councillor Christine Schlieff
Member	Councillor Ryan Ratzlaff
Member	Councillor Dale Smith
Member	Deputy Reeve Bill Smith (Virtual)

Chief Administrative Officer	Stacey Wabick
Director of Corporate Services	Ed Kaemingh
Director of Infrastructure & Planning	Roger Autoio
Director of Community Services	Michelle Honeyman
Director of Planning and Development	Martino Verhaeghe
Legislative Services Officer	Sarah Sebo
Legislative Assistant/Recording Clerk	Drew Melvin
Manager of Operations	Josh Friesen
Agricultural Supervisor	Kristen King
Regional Fire Chief	Wayne Brown

ABSENT

Member	Reeve Tyler Olsen
Member	Councillor Bill Smith
Member	Councillor Winston Delorme
Member	Councillor Dave Berry
Member	Councillor Duane Didow

#2
POLICY REVIEW
COMMITTEE
AGENDA

MOTION: 23.07.224. Moved by: COUNCILLOR CHRISTINE SCHLIEFF
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 Dale Smith,
Councillor Christine Schlieff, Councillor Jennifer Scott, Councillor Ryan Ratzlaff
CARRIED

#3
POLICY REVIEW
COMMITTEE
MINUTES

MOTION: 23.07.225. Moved by: COUNCILLOR DALE SMITH.
That the Policy Review Committee adopt the minutes of the Policy Review Committee Meeting held on June 14, 2023 as amended.
- Adjournment motion to say “adjourns”

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Dale Smith,
Councillor Christine Schlieff, Councillor Jennifer Scott, Councillor Ryan Ratzlaff
CARRIED

#4
BUSINESS

VOLUNTEER FIRE-RESCUE
SERVICE AWARDS

4.1 “Volunteer Fire-Rescue Service Awards”

MOTION: 23.07.226. Moved by: COUNCILLOR JENNIFER SCOTT
That the Policy Review Committee recommend Council approve Policy 3023
“Volunteer Fire-Rescue Service Awards” as amended.
- ‘Firefighter’ to be consistent throughout

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Dale Smith,
Councillor Christine Schlieff, Councillor Jennifer Scott, Councillor Ryan Ratzlaff
CARRIED

4.3 “Fleet and Equipment Replacement Policy”

FLEET AND EQUIPMENT
REPLACEMENT POLICY

MOTION: 23.07.227. Moved by: COUNCILLOR RYAN RATZLAFF
That the Policy Review Committee recommend Council approve Policy 4006
“Fleet and Equipment Replacement Policy” as amended.
- Amend numbering;
- 2.8 remove second period

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Dale Smith,
Councillor Christine Schlieff, Councillor Jennifer Scott, Councillor Ryan Ratzlaff
CARRIED

PRESENCE

Councillor Jennifer Scott left the meeting 11:04 a.m.
Councillor Jennifer Scott returned to the meeting 11:04 a.m.

SNOW CLEARING AND ICE
CONTROL OF GREENVIEW
ROADWAYS AND PUBLIC
BUILDINGS

4.4 “Snow Clearing and Ice Control of Greenview Roadways and Public Buildings”

MOTION: 23.07.228. Moved by: COUNCILLOR JENNIFER SCOTT
That the Policy Review Committee recommend Council approve Policy 4011
“Snow Clearing and Ice Control of Greenview Roadways and Public Buildings”
as amended.
- Purpose: Refer to municipality as “Greenview”

- 3.3(C) add Valleyview
- 3.5: Change “significant” to “when snowfall thresholds have been met”
- 3.4: Add “Rural residential snowplowing” as a fifth priority

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Dale Smith,
Councillor Christine Schlief, Councillor Jennifer Scott, Councillor Ryan Ratzlaff
CARRIED

PRESENCE

Councillor Jennifer Scott left the meeting at 11:06 a.m.
Councillor Jennifer Scott returned to the meeting 11:10 a.m.

Councillor Jennifer Scott left the meeting at 11:19 a.m.
Councillor Jennifer Scott returned to the meeting at 11:20 a.m.

Councillor Jennifer Scott left the meeting at 11:24 a.m.
Councillor Jennifer Scott returned to the meeting at 11:29 a.m.

SNOWPLOWING OF RURAL
RESIDENTIAL DRIVEWAYS

4.4 “Snowplowing of Rural Residential Driveways”

MOTION: 23.07.229. Moved by: COUNCILLOR SALLY ROSSON.

That the Policy Review Committee recommend Council approve Policy 4020
“Snowplowing of Rural Residential Driveways” as amended.

- Add clause to notify agreement holder of program changes rather than requiring applicants to annually fill out form
- Applicant responsibilities: Add applicant required to inform Greenview of any site changes
- Remove 2.8

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Dale Smith,
Councillor Christine Schlief, Councillor Jennifer Scott, Councillor Ryan Ratzlaff
CARRIED

PRESENCE

Councillor Christine Schlief left the meeting at 11:43 a.m.
Councillor Christine Schlief returned to the meeting at 11:44 a.m.

DUST CONTROL

4.5 “Dust Control”

MOTION: 23.07.230. Moved by: COUNCILLOR CHRISTINE SCHLIEF
That the Policy Review Committee recommend Council approve Policy 4025
“Dust Control” as amended.

- 1.6 fix list of legal hamlets

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Dale Smith, Councillor
Christine Schlief, Councillor Jennifer Scott, Councillor Ryan Ratzlaff

CARRIED

AGRICULTURAL EDUCATION
GRANT

4.6 “Agricultural Education Grant”

MOTION: 23.07.231. Moved by: COUNCILLOR RYAN RATZLAFF
That the Policy Review Committee recommend Council approve Policy 6317
“Agricultural Education Grant” as amen

- 2.6 add: leafcutter bees
- Section 3: agricultural spelt wrong
- 3.3: Grants will prioritise first-time applicant
- 3.2(C): Investigate legality of age requirement / include “prioritise
under 40 years of age” / add definition “Young farmer”

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Dale Smith, Councillor
Christine Schlief, Councillor Jennifer Scott, Councillor Ryan Ratzlaff

CARRIED

PRESENCE

Vice-Chair Sally Rosson left the meeting at 12:00 p.m.
Vice-Chair Sally Rosson returned to the meeting at 12:04 p.m.

TOWN OF GRANDE CACHE
POLICY REPEAL

4.7 “Town of Grande Cache Policy Repeal”

MOTION: 23.07.232. Moved COUNCILLOR JENNIFER SCOTT:
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

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Dale Smith, Councillor Christine Schlief, Councillor Jennifer Scott, Councillor Ryan Ratzlaff

CARRIED

#5
ADJOURNMENT

5. Adjournment

MOTION: 23.07.233. Moved by: COUNCILLOR CHRISTINE SCHLIEF
That this meeting adjourns at 12:05 p.m.

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Dale Smith,
Councillor Christine Schlief, Councillor Jennifer Scott, Councillor Ryan Ratzlaff

CARRIED

RECORDING CLERK

CHAIR



REQUEST FOR DECISION

SUBJECT: Policy 3024 Emergency Alert Notification
SUBMISSION TO: POLICY REVIEW COMMITTEE REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: September 13, 2023 CAO: MANAGER:
DEPARTMENT: PROTECTIVE SERVICES DIR: PRESENTER: WB
STRATEGIC PLAN: Culture, Social & Emergency Services LEG:

RELEVANT LEGISLATION:

Provincial –

- Emergency Management Act, R.S.A. 2000, c.E-6.8.
- Local Authority Emergency Management Regulation, AR 203/2018

Council Bylaw/Policy –

- Bylaw 20-851 “Municipal Emergency Management”
 - Greenview Emergency Management Plan
-

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 3024 “Emergency Alert Notification” as presented.

BACKGROUND/PROPOSAL:

Spring of 2023 was an active and early fire season throughout the entirety of Greenview. Fire conditions led to the municipality using the Alberta Emergency Alert system to ensure residents were informed of advisory and critical alerts in a timely manner. These alerts provided critical information to residents in the vicinity of wildfires, such as evacuation alerts, the location of evacuation centres, and emergency routes.

During one of its April meetings, the Emergency Advisory Committee requested that Administration develop a policy for the use of the emergency alert system:

MOTION: 23.04.20 Moved by: COUNCILLOR SALLY ROSSON
That the Emergency Advisory Committee direct administration to develop a policy for
Emergency Advisory Alert Protocol.

Administration has developed Policy 3024 “Emergency Alert Notification” to provide direction as to when emergency alerts may be issued and who may issue emergency alerts.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Greenview will have a protocol for the issuance of emergency alerts.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC


Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will incorporate any amendments, as applicable, and will present the policy to Council for decision-making.

ATTACHMENT(S):

- Policy 3024 “Emergency Alert Notification” (Draft)

<p>Title: Emergency Alert Notification</p> <p>Policy No: 3024</p> <p>Effective Date: Date passed in Council</p> <p>Motion Number:</p> <p>Supersedes Policy No: None</p> <p>Department:</p> <p>Review Date: (3 Years from date approved)</p>	
	
<p>Legal References: Emergency Management Act, R.S.A. 2000, c.E-6.8. Local Authority Emergency Management Regulation, AR 203/2018</p>	<p>Cross References: Bylaw 20-851 "Municipal Emergency Management" Greenview Emergency Management Plan</p>
<p>Purpose: The Emergency Notification System provides advance warning and direction to residents, staff and visitors in the event of a pending or active emergency such as fire, flood, or other potentially catastrophic events.</p>	

1. DEFINITIONS

- 1.1. **Alberta Emergency Alert (AEA)** is an alerting system available in Alberta that provides critical information about developing and immediate disasters. Alerts are distributed through various means: radio, television, websites, Twitter, Facebook and the Alberta Emergency Alert App.
- 1.2. **Alberta Emergency Management Agency (AEMA)** under the authority of the Alberta Emergency Management Act, leads the coordination and co-operation of all organizations involved in emergencies and disasters.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.

2. POLICY STATEMENT

- 2.1. The AEA system provides critical information alerts, both intrusive and non-intrusive, which notify the affected areas within Alberta of negative events that are based on the urgency, severity, and certainty of the alert.
- 2.2. All Greenview residents have access to the Alberta Emergency Alert (AEA) system. The system is managed and operated by the Alberta Emergency Management Agency (AEMA).
- 2.3. Greenview reserves the right to use additional third-party emergency alert systems.
- 2.4. The public is encouraged to have the AEA application on their cellular phone for the most current emergency information.
 - A) The public may seek additional and more detailed emergency information on Greenview’s website.

3. PROCEDURE

- 3.1. All Alberta Emergency Alerts issued on behalf of Greenview shall be done at the direction of any one of the following:
 - A) Director of Emergency Management;
 - B) Deputy Director of Emergency Management; or the
 - C) Chief Administrative Officer.

- 3.2. Alberta Emergency Alerts issued by Greenview authorized system users shall be reviewed by the individual who directed the alert notification prior to the alert’s release.

- 3.3. Testing will occur on an annual basis to ensure the effectiveness of the system.

- 3.4. All Greenview Staff who are issued a phone shall have the AEA installed for emergency alert notification.

5. COUNCIL RESPONSIBILITIES

- 5.1. Council shall be informed of any emergency alerts made pursuant to this policy.

6. ADMINISTRATION RESPONSIBILITIES

- 6.1. Administration shall issue emergency alerts when an event poses a risk to the public.

DRAFT



REQUEST FOR DECISION

SUBJECT:	Policy 2008 Employee Years of Service	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER: EK
MEETING DATE:	September 13, 2023	DIR:	PRESENTER: TH
DEPARTMENT:	HUMAN RESOURCES	LEG:	
STRATEGIC PLAN:	Governance		

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – 2008 Employee Years of Service

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 2008 “Employee Years of Service” as presented.

BACKGROUND/PROPOSAL:

Policy 2008 has been reviewed as per the 2023 Policy Review Schedule.

The overall purpose of the policy has not changed. It will continue to provide parameters for Greenview to recognize and reward staff for their years of service. The frequency of recognition has not changed, and neither has the dollar figure corresponding to each level of service.

The only substantive change comes with the removal of the language, and therefore practice, of providing gifts to staff who have resigned. That has long been the standard at Greenview but is a fairly dated practice. In the past, organizations saw much longer durations of service. Today, it is very common for individuals to hold many jobs in their careers, which results in more organic turnover. Additionally, Greenview has grown about 6 times its size since this policy has been in place, making this practice administratively heavy and quite costly.

Administration is proposing the removal of policy language that directs gifts for staff who have resigned. It does not impact staff who are retiring from Greenview. The remainder of the policy remains unchanged.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Policy Review Committee accepting the recommended motion is increased fiscal responsibility and less administrative workload when employees leave Greenview.

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 maintain the policy language around gifting for staff who have resigned from Greenview.

FINANCIAL IMPLICATION:

Direct Costs: There will be direct cost savings because of the recommended motion. The savings are variable because voluntary turnover fluctuates.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

If approved Administration will return to a Council meeting for Council approval. At that point, Administration would cease the practice of gifts for departing staff members.

ATTACHMENT(S):

- Policy 2008 "Employee Years of Service" (Current)
- Policy 2008 "Employee Years of Service" (Draft)

Title: EMPLOYEES – YEARS OF SERVICE AWARD POLICY

Policy No: 2008

Effective Date: January 8, 2018

Motion Number: 18.01.17

Supersedes Policy No: CO-13



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

“A Great Place to Live, Work and Play”

Purpose: The purpose of policy is to give recognition and show appreciation for the years of service received from staff for their dedication and commitment to the Municipal District of Greenview No. 16 (Greenview).

DEFINITIONS

1. None

POLICY

1. This policy applies to all staff (permanent full time, permanent part time, and seasonal).

PROCEDURE

1. Recipients of the “Years of Service Award Program” will be presented with a gift of appreciation in the value identified as follows:

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

2. The Years of Service Awards will be presented to the individuals receiving the awards at Greenview’s annual summer or winter events.
3. Should a retirement or resignation occur between the years listed above, Council will give a gift in recognition closest to the value based on years of service with Greenview. For any employee who is less than 1.5 years of service, Council will give a recognition gift valued at \$50. Administration will advise Council regarding the less than 1.5 years of service awards via the monthly manager’s reports.
4. A record is to be kept on all employees to indicate the number of complete years of service.
5. Awards will be issued only after completion of the years of service.
6. The “Years of Service Award Program” recognizes permanent part time, casual, seasonal employees based on hours of employment equating to one year of service.

Title: Employee Years of Service Awards

Policy No: 2008

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 2008

Department: Human Resources

Review Date: (3 Years from date approved)



Legal References:

Canada Revenue Agency – Employers’ Guide:
Taxable Benefits and Allowances

Cross References:

Not applicable

Purpose: The purpose of the policy is to give recognition and show appreciation for the years of service received from staff for their dedication and commitment to Greenview.

1. DEFINITIONS

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

2. POLICY STATEMENT

2.1. The “Years of Service Award Program” recognizes permanent part-time, casual, seasonal employees based on hours of employment equating to one year of service.

2.2. A record of all employees will be kept indicating the number of complete years of service.

2.3. ~~The Years of Service Award may be considered a taxable benefit in accordance with the Canada Revenue Agency.~~

2.4. The Years of Service Awards will be presented to the individuals receiving the awards at Greenview’s annual winter event.

2.5. Should a retirement ~~or resignation~~ occur between the years listed below, Council will give a gift in recognition closest to the value based on years of service with Greenview. ~~For any employee who is less than 1.5 years of service, Council will give a recognition gift valued at \$50. Administration will advise Council regarding the less than 1.5 years of service awards via the monthly manager’s reports.~~

2.6. Awards will be issued only after completion of the years of service.

2.7. Recipients of the “Years of Service Award Program” will be presented with a gift of appreciation 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
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DRAFT



REQUEST FOR DECISION

SUBJECT: **Policy 2019 Board Members' Years of Service Awards**
SUBMISSION TO: POLICY REVIEW COMMITTEE REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: September 13, 2023 CAO: MANAGER: EK
DEPARTMENT: HUMAN RESOURCES DIR: PRESENTER: TH
STRATEGIC PLAN: Governance LEG:

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – CO-12 Years of Service (Board Members)

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 1018 “Years of Service Board Members” as presented.

BACKGROUND/PROPOSAL:

This policy has been in place since 2011 and, as such, was in need of review.

The overall purpose of the policy has not changed. It will continue to provide parameters for Greenview to recognize board members for their years of service. The frequency of recognition has changed, and the dollar figure corresponding to each level of service has been changed. This was done in order to have the Board Member recognition in alignment with the Council Years of Service policy.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Policy Review Committee accepting the recommended motion is alignment between the policies impacting Council and Board Members.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: The Policy Review Committee has the alternative to recommend amendments to the policy.

FINANCIAL IMPLICATION:

There are no financial implications associated with this policy.

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

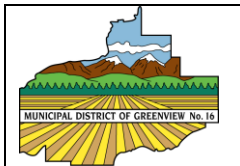
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Following approval of this motion, Administration will return to a Council meeting for Council approval. At that point, Administration would ensure accurate application of Board Member recognition, as per the policy.

ATTACHMENT(S):

- Policy C0-12 “Years of Service Board members” (Current)
- Policy C0-12 “Years of Service Board members” (Draft)



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

Section:
COUNCIL

POLICY NUMBER: CO 12

POLICY TITLE: YEARS OF SERVICE AWARD PROGRAM / BOARD MEMBERS	Page 1 of 1
Date Adopted by Council / Motion Number:	11.05.292

POLICY:

To give recognition for years of service received from Board Members appointed by the MD on the Agricultural Service Board, Municipal Planning Commission, Subdivision and Development Appeal Board, Family and Community Social Services Board, Valleyview and District Recreation Board and the Valleyview Municipal Library Board for their dedication and commitment to the Municipality.

1. Council wishes to acknowledge the contribution made by Board Members towards the Municipality.
2. Upon the retirement or resignation of a Board Member who has served the M.D. for a minimum of three (3) years, they will be recognized by receiving a gift of appreciation.
3. The gift of appreciation will be presented to the individuals receiving the awards at the annual summer or winter Municipal event, or other convenient time as arranged by Administration.
4. Upon retirement or resignation of a Board Member who has served the Municipality on a Board or Committee for more than three years, they will be presented with a gift in the value identified as follows:

3 years	\$ 100	12 years	\$ 250	25 years	\$500
6 years	\$ 150	15 years	\$ 300		
9 years	\$ 200	20 years	\$ 350		
5. Recipients of the "Years of Service Award Program / Board Members" will be presented with a plaque or gift of appreciation for the appropriate year.
6. Should a retirement/resignation occur between the years listed above, Council will determine the appropriate award.
7. A record is to be kept for all Board Members to indicate the number of complete years of service, and will form part of this policy.
8. Awards will be issued only after the completion of the years of service.

(Original signed copy on file)
REEVE

C.A.O.

Title: Board Members' Years of Service Awards

Policy No: 2019

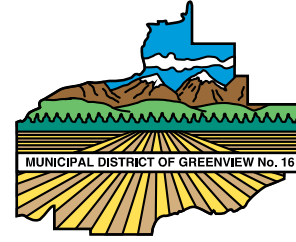
Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: CO 12

Department: Human Resources

Review Date: (3 Years from approved)



Legal References:

Canada Revenue Agency – Employers’ Guide:
Taxable Benefits and Allowances

Cross References:

Policy 1040 “Appointment to Boards and/or
Committees”

Purpose: To give recognition and show appreciation for years of service for Board Members appointed to a Board or Committee of Greenview. ~~by Greenview on the Agricultural Service Board, Municipal Planning Commission, Subdivision and Development Appeal Board, Family and Community Services Board, Valleyview and District Recreation Board and the Valleyview Municipal Library Board for their dedication and commitment to the Municipality.~~

1. DEFINITIONS

- 1.1. **Board and Committee** means any committee, board, commission, or other body established by Council.
- 1.2. **Board Member** means an individual who has served on a Board or Committee of Greenview.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.

2. POLICY STATEMENT

- 2.1. Council wishes to acknowledge the contribution made by Board Members towards Greenview. ~~the municipality.~~
- 2.2. The Years of Service Award may be considered a taxable benefit in accordance with the Canada Revenue Agency.
- 2.3. Upon the retirement or resignation of a Board Member who has served Greenview for a minimum of four (4) ~~three (3)~~ years, they will be recognized by receiving a gift of appreciation, after completion of the years of service.
- 2.4. Should a retirement or resignation occur between the years listed above, Council has the option of giving recognition as they deem appropriate.
- 2.5. Recipients of the “Years of Service Award” will be presented with a gift of appreciation in the value identified as follows:

Years of Service	Gift Value	Years of Service	Gift Value
4 Years	\$100	20 Years	\$400
8 Years	\$175	24 Years	\$500

12 Years	\$250	28 Years	\$750
16 Years	\$325	32 Years	\$1000

~~3 years \$ 100 — 12 years \$ 250 — 25 years \$500~~

~~6 years \$ 150 — 15 years \$ 300~~

~~9 years \$ 200 — 20 years \$ 350~~

~~The gift of appreciation will be presented to the individuals receiving the awards at the annual summer or winter Municipal event, or other convenient time as arranged by Administration.~~

~~Awards will be issued only after the completion of the years of service.~~

~~A record is to be kept for all Board Members to indicate the number of complete years of service, and will form part of this policy.~~

DRAFT



REQUEST FOR DECISION

SUBJECT:	Policy 2020 Staff Allowances and Reimbursement		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 13, 2023	CAO:	MANAGER: EK
DEPARTMENT:	HUMAN RESOURCES	DIR:	PRESENTER: TH
STRATEGIC PLAN:	Governance	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – Not applicable

Council Bylaw/Policy (cite) – HU 12 – Staff Allowances and Reimbursements

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 2020 “Staff Allowances and Reimbursements” as presented.

BACKGROUND/PROPOSAL:

This policy has not been reviewed since 2009 and is one of the last HR policies requiring an update and to be brought into the regular schedule of review.

Administration is recommending one rate increase in Section 3.2(B), which is a power supply allowance for grader operators who park their equipment at their residence overnight. This rate has not increased since 2009 and is being recommended due to the increase in electrical costs since the policy’s initial approval.

The policy update intends to bring all Greenview paid allowances and reimbursements, which are currently found in either policy, the Staff Agreement or budgetary practices, into one aligned policy.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Policy Review Committee accepting the recommended motion is that the policy will be reviewed as per the 2023 Policy Review Schedule.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

There are no financial implications associated with this policy. All allowances and reimbursements are already accounted for in the budget process.

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:

Following approval of this motion, Administration will return to a Council meeting for Council approval.

ATTACHMENT(S):

- HU 12 "Staff Allowances and Reimbursements" (Current)
- Policy 2020 "Staff Allowances and Reimbursements" (Draft)

	<p><i>M. D. OF GREENVIEW NO. 16</i></p> <p><i>POLICY & PROCEDURES MANUAL</i></p>	<p>Section: HUMAN RESOURCES</p>
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POLICY NUMBER: HU 12

POLICY TITLE: STAFF ALLOWANCES AND REIMBURSEMENTS	Page 1 of 2
Date Adopted by Council / Motion Number:	09.03.130

PURPOSE:

To establish criteria and guidelines on allowances offered to staff, and for reimbursement of expenses incurred to maintain ongoing specific requirements of positions.

POLICY:

The Municipal District promotes trade apprenticeships, and shall offer allowances and reimbursements to assist with Apprentice training. The Municipal District recognizes the need and importance of specific requirements for various positions with the Municipality, and shall offer allowances and reimbursements to employees for the expenses incurred as a result of specialized requirements of their position.

ALLOWANCES:

1.0 The Municipal District will pay the Heavy Equipment Technician Apprentice an allowance of \$800.00 per school term to assist with the additional expenses incurred while attending the school component of their apprenticeship.

REIMBURSEMENTS:

1.0 The Municipal District will reimburse the cost of medical examinations for employees **required** to have either a Class 1 or 3 Driver's License.

2.0 The Municipal District will reimburse the initial costs incurred if an employee is **required to upgrade** to a Class 1 or 3 Drivers License.

3.0 The Municipal District will reimburse Spray Crew employees the cost of required medical examinations, and for renewal fees associated with obtaining and/or maintaining appropriate Pesticide Applicator certificates.

4.0 The Municipal District will pay an allowance of \$25.00 per month to employees who have authorization from their supervisor to be compensated for the use of their personal cell phone for work purposes.

5.0 The Municipal District shall pay a set rate of \$25.00 per day to brushing crew employees for the use of their chain and / or brush saws, and shall also supply gas and chains or blades for saw operators. Saw operators shall use chains and blades as supplied by the M.D. If they do not use or like the chains or blades supplied, they may use their own supply at their own expense

6.0 The Municipal District shall pay grader operators the rate of \$60.00 per month for power supply for the equipment parked at the operators' residence, from November 1st through March 31st each year.

CURRENT

(Original signed copy on file)

REEVE

C.A.O.

Title: Staff Allowances and Reimbursement

Policy No: 2020

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: HU 12

Department: Human Resources

Review Date: (3 Years from date approved)



Legal References:

Not applicable

Cross References:

- Policy 1002 "Travel and Subsistence"
- Policy 02-18 "Reimbursement of Moving Expenses"
- Policy 02-17 "Employee Apprenticeships"
- Policy 02-16 "Staff Training and Professional Development"
- Policy 02-06 Criminal Record Check"
- Staff Agreement

Purpose: To establish criteria and guidelines for eligible Greenview Business expenses for which Employees may receive an allowance or reimbursement.

~~The Municipal District promotes trade apprenticeships, and shall offer allowances and reimbursements to assist with Apprentice training. The Municipal District recognizes the need and importance of specific requirements for various positions with the Municipality, and shall offer allowances and reimbursements to employees for the expenses incurred as a result of specialized requirements of their position.~~

1. DEFINITIONS

- 1.1. **Employee** means all employees currently employed by Greenview, including but not limited to permanent, seasonal, casual, and contract employees, students, and interns.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Greenview Business** activities intended to achieve the goals and objectives of Greenview.

2. POLICY STATEMENT

- 2.1. Greenview recognizes that some positions require Employees to incur expenses. Expenses shall be reimbursed as outlined in this policy. Any applicable taxes will be deducted as per Canada Revenue Agency guidelines.
- 2.2. Reimbursements and allowances will be processed through Accounts Payable or through Payroll, depending on the expense.
- 2.3. Sufficient funds are to be budgeted to offset all employment related expenses for which Employees may be reimbursed or receive an allowance.

- 2.4. Greenview will provide employment related reimbursements upon proof of purchase by the Employee.

3. PROCEDURE

3.1. Costs that are eligible for reimbursement:

- A) Greenview will reimburse the cost of a medical examination when a medical examination is required to obtain or maintain a Class 1 or Class 3 driver's license. These expenses are covered by the Employee's department.
- B) Greenview will reimburse an Employee for the cost of the driving test, knowledge test, and air brake endorsement assessments, to obtain or maintain a Class 1 or Class 3 driver's license. These expenses are covered by the Employee's department.
- C) Greenview will reimburse an Employee for the cost of medical documents required for Short Term Disability or Long-Term Disability applications. These expenses are covered by the Human Resources department.
- D) Employees are eligible to be reimbursed for the cost of safety footwear, as per the Staff Agreement.
- E) Employees are eligible to be reimbursed for the cost of Criminal Record Checks and Vulnerable Sector Checks, as per Policy 02-06 "Criminal Record Check." These expenses are covered by the Human Resources department.
- F) Greenview will reimburse Employees for membership fees for associations directly related to their job, as per Policy 02-16 "Staff Training and Professional Development." These expenses are covered by the Employee's department.
- G) Travel and meal reimbursements are captured in Policy 1002 "Travel and Subsistence." These expenses are covered by the employee's department.

3.2. Eligible allowances:

- A) Greenview will pay a set rate of \$25.00 per day to brushing crew Employees for the use of their chain and / or brush saws. Greenview shall supply gas and chains/blades for brushing crew Employees. If a brushing crew Employee they prefers to use different chains or blades, they may do so at their own expense.
- B) Greenview will pay equipment operators who park a Greenview grader at their private residence a rate of \$100.00 ~~60.00~~ per month for power supply. This allowance is only eligible from November 1st through March 31st.
- C) Heavy Equipment Technicians and Heavy Equipment Technician Apprentices are eligible for a Mechanic's Tool Allowance, as per the Staff Agreement.
- D) Allowances offered to apprentices are captured in Policy 02-17 "Employee Apprenticeships."
- E) Information regarding Relocation Allowances is captured in Policy 02-18 "Reimbursement of Moving Expenses." Relocation expenses are covered by the Human Resources department.

~~The Municipal District will pay the Heavy Equipment Technician Apprentice an allowance of \$800.00 per school term to assist with the additional expenses incurred while attending the school component of their apprenticeship~~

4. ROLES AND RESPONSIBILITIES

4.1. Employee Responsibilities:

- A) Keep track of eligible expenses, including receipts.
- B) Submit eligible expense claims to Supervisor/Manager to be paid through accounts payable.

C) Submit eligible allowance on Timesheet that are paid through payroll.

4.2. Manager, Director, and CAO Responsibilities:

A) Budget for anticipated allowance and reimbursement costs.

B) Review and approve eligible expense claims and timesheets.

C) Ensure new and current staff are receiving any applicable allowances to their position.

DRAFT



REQUEST FOR DECISION

SUBJECT:	Policy 7002 Advertising	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER:
MEETING DATE:	September 13, 2023	DIR:	PRESENTER:
DEPARTMENT:	COMMUNICATIONS	LEG:	
STRATEGIC PLAN:	Governance		

RELEVANT LEGISLATION:

Provincial – N/A

Council Bylaw/Policy – Policy 1036 “Social Media”

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee accept Policy 7002 “Advertising” for information.

BACKGROUND/PROPOSAL:

Policy 7002 is being brought for review as per the following notice of motion made during July’s Committee of the Whole:

MOTION: 23.07.22 Moved by: COUNCILLOR DAVE BERRY

That Committee of the Whole recommend to Council that Administration bring Policies 7006 and 7002 to Policy Review Committee for review.

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

CARRIED

Policy 7002 “Advertising” establishes rules for non-profit organisations seeking to advertise on Greenview’s social media or Greenview publications. The policy also establishes the limited circumstances when Greenview will advertise for for-profit organisations.

BENEFITS OF THE RECOMMENDED ACTION:

1. The Policy Review Committee will have reviewed Policy 7002 “Advertising” as per the motion.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Policy 7002 “Advertising” (Current)

Title: Advertising

Policy No: 7002

Effective Date: February 28, 2023

Motion Number: 23.02.108

Supersedes Policy No: 1035

Department: Communications and Marketing

Review Date: February, 2026



Legal References:

Not applicable

Cross References:

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

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

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

1. DEFINITIONS

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

television; radio; billboard or message board.

1.9. **Greenview Program** means any activity operated by Greenview and includes any Greenview events and scheduled activities for the public and communities.

1.10. **Non-Profit** means organizations that provide products or services to improve or benefit a community. Any money made by a Non-Profit is not for the personal gain of its directors, members, or officers but goes back into the organization to further its aim and projects.

2. POLICY STATEMENT

2.1. Greenview supports the placement of advertisements on Greenview assets and Greenview media to assist in the provision of Greenview programs and services.

2.2. Third-party advertising requests by registered non-profit groups on Greenview assets, in Greenview media, on Greenview property or facilities will be considered per the criteria outlined in section 3.2 of this policy.

2.3. Third-party advertising requests by for-profit groups or organizations on Greenview assets or in Greenview media shall not be considered **except** in the following circumstances.

- A) Third party advertising requests from for-profit organizations as a result of sponsorship or paid advertising of a Greenview event or the hosting of an event in a recreation facility, including advertising in arenas or ball diamonds, and events or ongoing Economic Development strategies will be considered in accordance with the criteria outlined in section 3.2.
- B) Website advertising requests from telecommunication companies that are required to notify adjacent landowners and have no other means but to advertise through Greenview. These for-profit companies will be required to pay a fee in accordance with the Schedule of Fees Bylaw.

2.4. All advertising shall be consistent with Greenview's vision, mission and values and will not compromise or contradict any laws of Canada or Alberta, bylaws or policies of Greenview or reflect negatively on Greenview's public image.

2.5. All advertising agreements shall be established to ensure access and fairness, resulting in the optimal balance of benefits to Greenview and its communities.

2.6. Administration will refrain from advertising on behalf of individuals and individual businesses unless said advertisement is related to an advertising campaign or economic development campaign involving a group or ongoing economic development strategies.

3. APPLICATION

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

3.2. Advertising on Greenview facilities, assets, and media must meet all of the following criteria:

- A) The advertising does not demean, denigrate, or disparage any identifiable person, group of persons, firm, organization, industrial or commercial activity, profession, product or

service or attempt to bring it or them into public contempt or ridicule;

- B) The advertising does not undermine human dignity; or display obvious indifference to, or encourage, gratuitously and without merit, conduct or attitudes that offend the standards of public decency prevailing among a significant segment of the population;
- C) The advertising is not in conflict with any applicable laws, Greenview bylaws or policies;
- D) The advertising does not breach or conflict with any existing Greenview advertising agreements and/or contracts;
- E) There are no adverse effects on public safety;
- F) The advertising does not incite violence and hatred;
- G) The advertising does not present demeaning or derogatory portrayals of individuals or groups;
- H) Alcohol, tobacco and cannabis advertising will not be permitted at events geared to children or youth;
- I) The proposed advertising location may have an impact when determining whether or not the criteria have been met; and
- J) Requests for placement of advertising on Greenview assets, facilities, programs, or Greenview media require the approval of the Greenview Communications and Marketing department.

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

4. COUNCIL RESPONSIBILITIES

- 4.1. Administer, review, and recommend revisions to the Advertising Policy.
- 4.2. To approve and periodically review the Advertising Policy.

5. ADMINISTRATION RESPONSIBILITIES

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



REQUEST FOR DECISION

SUBJECT:	Policy 7006 Social Media	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER: SS
MEETING DATE:	September 13, 2023	DIR:	PRESENTER: SS
DEPARTMENT:	COMMUNICATIONS	LEG:	
STRATEGIC PLAN:	Governance		

RELEVANT LEGISLATION:
Provincial – Not applicable

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

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

BACKGROUND/PROPOSAL:
Policy 7006 is being brought for review as per the following notice of motion made during July’s Committee of the Whole:

MOTION: 23.07.72 Moved by: COUNCILLOR DAVE BERRY
That Committee of the Whole recommend to Council that Administration bring Policies 7006 and 7002 to Policy Review Committee for review.
Deputy Reeve Bill Smith, Reeve Olsen, Councillor Ratzlaff, Councillor Berry, Councillor Burton, Councillor Schlieff, Councillor Scott, Councillor Dale Smith, Councillor Rosson, Councillor Delorme

CARRIED

The policy was last presented at the Policy Review Committee’s February 15th, 2023 meeting. During which the policy was approved with the following amendments:

- 5.4: Change "on their own platforms" to avoid repetition
- Numbering
- 4.4: Change company to Greenview
- Change organisation to Greenview throughout
- 4.1L(v): "during" working hours

Policy 1036 “Social Media” is currently still in effect as the 7006 version has not been approved by Council.

The draft policy has been amended to include the amendments from PRC’s February 2023 meeting and has received further amendments, including:

- Schedule 'A' which establishes statutory holidays which Greenview will recognise on social media
- Schedule 'B' which establishes commemorative days which Greenview will recognise on social media
- 5.3 which enables Council to direct Administration to recognise additional days on social media.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Policy Review Committee approving the recommended motion is that it will permit Greenview to have an updated social media policy which clarifies days which will receive social media recognition.

DISADVANTAGES OF THE RECOMMENDED ACTION:

Additional days not included in either Schedule 'A' or 'B' would require a motion and Council approval prior to their recognition on social media. Such a motion would require a minimum of two weeks prior to the proposed commemorative day for it to be recognised by Greenview.

ALTERNATIVES CONSIDERED:

Alternative #1: The Policy Review Committee may alter the list of days which receive recognition on social media on either Schedule 'A' or Schedule 'B.'

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

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

ATTACHMENT(S):

- Policy 1036 “Social Media” (Current)
- Policy 7006 “Social Media” (Draft)
- Commemorative Days and Statutory Holiday List

Title: Social Media

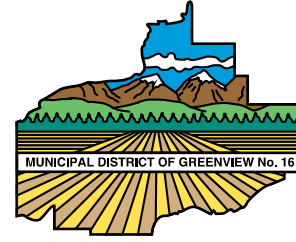
Policy No: 1036

Effective Date: August 24, 2020

Motion Number: 20.08.418

Supersedes Policy No: NONE

Review Date: August 24, 2023



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

1. DEFINITIONS

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

2. POLICY STATEMENT

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

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

3. COUNCIL RESPONSIBILITIES

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

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

4. EMPLOYEE RESPONSIBILITIES

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

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

CURRENT

Title: Social Media

Policy No: 7006

Effective Date:

Motion Number:

Supersedes Policy No: 1036

Department: Communications and Marketing

Review Date:



Legal References:

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

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

Cross References:

Bylaw 20-851 “Municipal Emergency Management”
 Bylaw 18-797 “Council Code of Conduct”
 Policy 7001 “Communications”
 Policy 2004 “Employee Code of Conduct”
Policy 1030 “Flag Protocol”

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

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

1. DEFINITIONS

- 1.1. **Freedom of Information and Protection of Privacy Act (FOIP)** means the *Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-35*, and any amendments thereto.
- 1.2. **Employee** means a person employed by Greenview, in any capacity.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Post** means any Posting, including any written comment, content, or image, including but not limited to photographs, video, clip art, scanned images, documents and emoticons.
- 1.5. **State of Local Emergency (SOLE)** means a local state of emergency, as defined by Bylaw 20-851, “Municipal Emergency Management Bylaw,” and any amendments or successor legislation thereto.

2. POLICY STATEMENT

- 2.1. Greenview supports the use of social media to further the strategic direction and goals of the municipality. Social media provides additional tools and channels that complement traditional communications, marketing methods, and mediums. The purpose of using social media sites is to present matters of public interest.
- 2.2. The public has the right to access and reference Greenview’s social media sites in the same way as traditional communication methods.

- 2.3. Greenview shall treat public engagement on social media sites in the same way as traditional engagement.
- 2.4. Greenview reserves the right to delete or moderate content Posted to Greenview social media sites.

3. SOCIAL MEDIA MODERATION

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

4. PERSONAL SOCIAL MEDIA

- 4.1. Whether an employee chooses to engage in personal social media is a personal decision and not a business decision. Greenview neither encourages nor discourages an employee's personal use of personal social media. However, activities that affect an employee's job performance, the performance of other Greenview employees, or Greenview business and reputation are still governed by Greenview's Employee Code of Conduct policy whether or not such activities are undertaken through an employee's personal social media account(s).
- 4.2. Greenview employees who maintain personal social media pages or accounts must comply with the following guidelines as they relate to their association with Greenview. Employees will be held accountable for what they write or Post on social media or websites. Inflammatory comments or unprofessional or disparaging remarks made about the

municipality, its employees, customers, vendors, or ratepayers may result in disciplinary action up to and including termination.

- 4.3. This policy is not intended to interfere with the private lives of our employees or restrict their freedom of speech. This policy is designed to ensure that the image and branding of Greenview are maintained, as well as the health and safety of employees.
- 4.4. Employees shall conduct themselves professionally both on and off duty. Where an employee publicly associates with the municipality or is known to be employed by Greenview, all materials associated with their personal page may reflect on ~~the company~~ **Greenview**. Please be advised that inappropriate comments, photographs, links, and so on should be avoided.
- 4.5. Posts involving the following will not be tolerated and will subject the individual to discipline:
 - A) Proprietary and confidential information;
 - B) Discriminatory statements or comments of a harassing or bullying nature regarding co-workers, management, customers, ratepayers or vendors; and
 - C) Defamatory statements regarding the organization, its employees, customers, ratepayers, competitors, or vendors.
- 4.6. Where an employee mentions the organization, they must include a disclaimer stating that any opinions expressed are the employee's own and do not represent Greenview's position, strategies, or opinions.
- 4.7. Employees who use these sites are prohibited from publishing any private organizational information or any negative comments regarding the organization therein.
- 4.8. Greenview employees are prohibited from speaking on behalf of the organization, releasing confidential information, releasing news, or communicating as a representative of the organization without prior authorization to act as a designated Greenview representative.
- 4.9. Use of personal social media may not conflict with any existing policies of Greenview whatsoever. This includes the Employee Code of Conduct Policy.
- 4.10. Employees should abide by these guidelines whether they mention Greenview by name or not. Even if the name is not mentioned in a Post, it is possible a connection can be made back to Greenview which can negatively affect the organization's reputation. Where a connection can be made between a negative or inflammatory Post and the organization, even if not named directly, the employee may be subject to disciplinary action.
- 4.11. Employees MUST NEVER:
 - A) Use personal social media accounts to:
 - B) Attack or harass employees, vendors, consumers, customers, contractors or partners, other social media users, etc. Examples of such conduct might include offensive Posts meant to intentionally harm someone's reputation or Posts that contribute to a hostile work environment on the basis of race, sex, disability, religion, age, sexual orientation or any other status protected by law or Greenview policy;
 - C) Give personal information such as name, driver's license, home address, phone numbers, and social insurance numbers about co-workers, supervisors, direct reports or other staff or ratepayers;
 - D) access or participate in social media activities that promote behaviour which is contrary to the Employee Code of Conduct;

- E) make reference, Post or upload images of vendors, ratepayers, contractors, competitors or partners etc. onto social media sites without approval. In order to comply with privacy and intellectual property laws, it is recommended that permission is obtained before publishing images onto social media channels; and
- F) spend excessive time on social media sites (unless work/role related) **during** working hours.

5. DAYS OF RECOGNITION

- 5.1. Greenview shall give recognition on social media to the statutory holidays outlined in Schedule 'A.'
- 5.2. Greenview shall give recognition on social media to the commemorative days outlined in Schedule 'B.'
- 5.3. Council may by resolution direct Administration to give recognition on social media to other commemorative days.

6. COUNCIL RESPONSIBILITIES

- 6.1. Council members are bound by the Council Code of Conduct Bylaw, FOIP, The Municipal Government Act, and any other legislation relating to copyright, privacy, and the disclosure of information.
- 6.2. Council Members who use social media platforms to create an official Councillor profile must ensure that their use of social media does not put Greenview's security, reputation, or information at risk.
- 6.3. Council Members should not use their official "@mdgreenview.ab.ca" email address to create social media accounts.
- 6.4. Council Members shall be held personally responsible for the content they publish **on their own** political and social media platforms and shall not hold Greenview responsible or liable for any content Posted.
- 6.5. Council Members may be involved in political debate on their political and social media platforms. All actions on Council Members' political and social media platforms shall be conducted **with respect** respectfully and in accordance with the Council Code of Conduct Bylaw. Bullying, hatred, bigotry, disrespect, harassment, and otherwise bringing Council, Greenview, or Greenview Administration into dispute are **all** prohibited and subject to disciplinary action as determined by Council in accordance with the Council Code of Conduct Bylaw.
- 6.6. Council Members must not act, claim to act, or give the impression that they are acting as a representative of Council as a whole on their political social media platforms. Council Members using social media must make clear that their actions and opinions on social media are their own.
- 6.7. Council Members may not represent themselves as anything other than their official title and capacity on their political and social media platforms.
- 6.8. Council Members may not publish or report on meeting discussions held in closed sessions or other confidential matters on social media, regardless of the profile being public or private.

- 6.9. Council Members may not use the official Greenview logo on their social media platforms.
- 6.10. Greenview’s official social media platforms shall not promote any Council Member’s social media platform. Greenview reserves the right to like or share content that is Posted to the Council members’ social media platforms if the Post is deemed to be of informational value to the community as a whole.
- 6.11. Once an elected official’s term ends or they resign from the position, they must delete or rename their political and social media platforms to reflect that they are no longer a sitting member of Council.
- 6.12. Council acknowledges that it is Administration’s role to release information on Greenview news, announcements, projects, events, and other relevant items and shall not circumvent that duty unless specifically given the authorization to do so by a resolution of Council.
- 6.13. Councillors should refrain from releasing information on their own private or public social media accounts prior to Administration releasing the information to the public.
- 6.14. Council Members recognize that any direction of content, administration, creation of Posts, and general usage of Greenview social media platforms must come from Council as a whole.
- 6.15. Individual Councillors may recommend content to Administration, but Administration manages the content of Greenview social media in accordance with relevant policies and bylaws, and as directed by Council as a whole and is subject to the schedules of content managed by the Communications Department.

7. ADMINISTRATION RESPONSIBILITIES

- 7.1. Employees must ensure that confidential matters are not disclosed on their private social media accounts. Employees are bound by all federal and provincial legislation, and all, Greenview bylaws, policies, and procedures. They must not disclose Greenview information or content they are not specifically authorized to disclose.
- 7.2. The only role of Greenview Administration and social media platforms during a municipal election period is to promote the election itself. Greenview Social Media will not be used to further the campaigns of current or prospective Council Members.
 - A) No sharing of any content for prospective Members of Council shall occur on any official Greenview social media platform.
 - B) To safeguard a fair and equitable election period, effective January 1 of an election year, all links, likes, follows, and any sharing of content with a current Reeve or Councillor shall cease on all official Greenview social media platforms until the Organizational Meeting for the newly elected Council.
 - C) Greenview reserves the right to delete any comments or links Posted to its pages or social media Posts from any persons seeking election to maintain neutrality during the election and to avoid the perception of any candidate endorsement by Greenview.
 - D) The only exception to the above is in the event of a SOLE or community crisis that requires public acknowledgment from a current Member of Council. The Reeve, CAO and/or Director of Emergency Management shall determine what constitutes a community emergency.
- 7.3. Any provision of this policy may be superseded at any time by the Director of Emergency Management during the activation of the Emergency Operations Centre and surrounding an activation of SOLE.

Schedule 'A' – Statutory Holidays

New Year's Day

Family Day

Good Friday

Easter Monday

Victoria Day

Canada Day

Heritage Day

Labour Day

National Day of Truth and Reconciliation Day

Thanksgiving Day

Remembrance Day

Christmas Day

Boxing Day

DRAFT

Schedule 'B' – Commemorative Days

Alberta Day
 Alberta Police and Peace Officers' Memorial Day
 Anniversary of the Battle of Vimy Ridge
 Day of Mourning for Persons Killed or Injured in the Workplace
 Firefighter's National Memorial Day
 Indigenous Veterans Day
 International Women's Day
 National Child Day
 National Day of Remembrance and Action on Violence Against Women
 National Day of Remembrance for Victims of Terrorism
 National Indigenous History Month
 National Indigenous Peoples Day
 Pride Season
 Seniors Week
 Administrative Professional's Day
 Bell Let's Talk
 Canadian Agriculture Day
 Daylight Savings Time
 Earth Day
 Emergency Preparedness Week
 Fire Prevention Week
 First Responder's Day
 Great Backyard Bird Count
 Groundhog Day
 Halloween
 International Firefighter Day
 International Polar Bear Day
 Lifeguard Appreciation Day
 Metis Week
 National Day of Awareness for Missing and Murdered Indigenous Women and Girls
 National Day of the Child
 National Drowning Prevention Week
 National Walking Day
 Pink Shirt Day
 Public Works Week
 World Day for Culture Diversity for Dialogue and Development
 World Kindness Day
 World Leisure Day
 World Smile Day
 World Wetland Day
 Economic Development Week
 Rail Safety Week
 Lights on Afterschool Alberta Initiative

	Federal	Provincial	Greenview
Statutory Holidays			
New Year's Day	X	X	X
Family Day		X	X
Good Friday	X	X	X
Easter Monday	X	X (Federally regulated workplaces only)	X
Victoria Day	X	X	X
Canada Day	X	X	X
Civic Holiday	X	X (Heritage Day)	X
Labour Day	X	X	X
Truth and Reconciliation Day	X	X	X
Thanksgiving Day	X	X	X
Remembrance Day	X	X	X
Christmas Day	X	X	X
Boxing Day	X		X
Important and Commemorative Days			
Alberta Day		X	X (Social Media)
Alberta Francophonie Month		X	
Alberta Get Outdoors Weekend		X	
Alberta Local Food Week		X	
Alberta Police and Peace Officers' Memorial Day		X	X (Flag Protocol)
Anniversary of the Battle of Vimy Ridge	X		X (Flag Protocol)
Apprenticeship Day		X	
Black History Month	X	X	
Collector Car Appreciation Day		X	
Day of Mourning for Persons Killed or Injured in the Workplace			X (Flag Protocol)
Day of Older Persons		X	
Day of Zero Tolerance for Female Genital Mutilation		X	
Disability Employment Awareness Month		X	
Firefighter's National Memorial Day			X (Flag Protocol)
Genocide Remembrance, Condemnation and Prevention Month	X	X	
Hindu Heritage Month		X	
Holocaust Memorial Day	X	X	
Human Trafficking Awareness Day		X	
Indigenous Veterans Day	X		X (Social Media)

Intergenerational Day		X	
International Women's Day	X		X (Social Media)
Islamic Heritage Month		X	
Month of the Artis		X	
National Child Day	X		X (Social Media)
National Day of Remembrance and Action on Violence Against Women	X		X (Flag Protocol)
National Day of Remembrance for Victims of Terrorism	X		X (Flag Protocol)
National Flag of Canada Day	X		
National Indigenous History Month	X		X (Social Media)
National Indigenous Peoples Day	X		X (Social Media)
Philippine Heritage Month		X	
Polish-Canadian Heritage Day		X	
Post-traumatic Stress Disorder (PTSD) Awareness Day		X	
Pride Season, Launch of	X		X (Social Media)
Reservists Recognition Day		X	
Seniors Week	X	X	X (Social Media)
Sexual Violence Awareness Month		X	
Sikh Heritage Month	X	X	
Sisters in Spirit Day		X	
Ukrainian Famine and Genocide Memorial Day		X	
Ukrainian-Canadian Heritage Day		X	
Women's Entrepreneurship Day		X	
Women's History Month	X		
Other Awareness Days			
Administrative Professionals Day			X (Social Media)
Bell - Let's Talk (Mental Health Initiative)			X (Social Media)
Canadian Agriculture Day (Ag Services)			X (Social Media)
Daylight Savings Time			X (Social Media)
Earth Day			X (Social Media)
Emergency Preparedness Week			X (Social Media)
Fire Prevention Week			X (Social Media)
First Responder Day			X (Social Media)
Great Backyard Bird Count (Ag Services)			X (Social Media)
Groundhog Day			X (Social Media)
Halloween			X (Social Media)
International Firefighter Day			X (Social Media)
International Polar Bear Day (Ag Services)			X (Social Media)
Lifeguard Appreciation Day			X (Social Media)
Metis Week			X (Social Media)
National Day of Awareness for Missing and Murdered Indigenous Women and Girls			X (Social Media)

National Day of the Child			X (Social Media)
National Drowning Prevention Week			X (Social Media)
National Walking Day			X (Social Media)
Pink Shirt Day (Anti-Bullying Day)			X (Social Media)
Public Works Week (Greenview Edition)			X (Social Media)
World Day for Cultural Diversity for Dialogue and Development			X (Social Media)
World Kindness Day			X (Social Media)
World Leisure Day			X (Social Media)
World Smile Day			X (Social Media)
World Wetland Day (Ag Services)			X (Social Media)
Greenview Proclamations			
Economic Development Week			X
Rail Safety Week			X
(SACDA) Lights on Afterschool Alberta Initiative			X