



MUNICIPAL DISTRICT OF GREENVIEW No. 16

POLICY REVIEW COMMITTEE

AGENDA

October 11, 2023

9:00 a.m.

Council Chambers/Zoom

#1 CALL TO ORDER

#2 ADOPTION OF THE AGENDA

#3 ADOPTION OF THE MINUTES

#4 POLICIES

4.1 Policy 1019 Issuance of Digital Communications Tools	p. 6
4.2 Policy 8011 In-Kind Donations	p. 16
4.3 Policy 8013 Regional Sustaining Grant	p.23
4.4 Policy 8014 Greenview Sustaining Grants	p.31
4.5 Policy 8015 Community Impact Grants	p. 39
4.6 Policy 8012 Sponsorships	p. 47
4.7 Policy 1004 Access to Meeting Minutes Repeal	p.55
4.8 Policy 1015 Council Conference Policy	p.60

#5 NEXT MEETING DATE December 13, 2023

#6 ADJOURNMENT

Minutes of a
POLICY REVIEW COMMITTEE
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
M.D. Administration Building, Council Chambers
Valleyview, Alberta, on September 13, 2023

1:
CALL TO ORDER

Chair Tom Burton called the meeting to order at 10:30 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	Councillor Winston Delorme
Member	Councillor Dave Berry
Member	Councillor Duane Didow
Chief Administrative Officer	Stacey Wabick
Director of Corporate Services	Ed Kaemingh
Director of Infrastructure & Planning	Roger Autio
Director of Community Services	Michelle Honeyman
Acting Director of Planning and Development	Stacey Sevilla
Legislative Services Officer	Sarah Sebo
Legislative Assistant/Recording Clerk	Drew Melvin
Regional Fire Chief	Wayne Brown
Human Resources Officer	Tisha Huggard
Communications Coordinator	Nicole Brooks

ABSENT

Member	Reeve Tyler Olsen
Member	Councillor Bill Smith
Director of Planning and Development	Martino Verhaeghe

#2
POLICY REVIEW
COMMITTEE
AGENDA

MOTION: 23.09.234. 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 Jennifer Scott,
Councillor Christine Schlieff, Councillor Ryan Ratzlaff, Councillor Dale Smith,
Councillor Winston Delorme, Councillor Dave Berry, Councillor Duane Didow

CARRIED

#3
POLICY REVIEW
COMMITTEE
MINUTES

MOTION: 23.09.235. Moved by: COUNCILLOR DALE SMITH.
That the Policy Review Committee adopt the minutes of the Policy Review Committee Meeting held on July 12, 2023 as amended.

- Councillor Bill Smith presence
- P.5 Councillor Ratzlaff made motion as amended

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

CARRIED

#4
BUSINESS

EMERGENCY NOTIFICATION
POLICY

4.1 "Emergency Notification Policy"

MOTION: 23.09.236. Moved by: COUNCILLOR RYAN RATZLAFF
That the Policy Review Committee recommend Council approve Policy 3024 "Emergency Notification Policy" as amended.

- Change Twitter and Facebook to social media
- 3.4 "cellular phone"
- 6.2 "Administration will ensure all reasonable efforts are made to notify residents of an emergency"
- Purpose: remove "such as fire, flood, or other potentially catastrophic event"
- Numbering of sections

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

CARRIED

EMPLOYEE YEARS OF
SERVICE

4.2 "Employee Years of Service"

MOTION: 23.09.237. Moved by: COUNCILLOR DAVE BERRY
That the Policy Review Committee recommend Council approve Policy 2008 "Employee Years of Service" as amended.

- Reinstate recognition for employees who have resigned
- 2.4: change "annual winter" to "Greenview event"
- 2.5: from "below" to "in 2.7"

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

CARRIED

**BOARD MEMBERS' YEARS
OF SERVICE AWARDS**

4.3 "Board Members' Years of Service Awards"

MOTION: 23.09.238. Moved by: COUNCILLOR SALLY ROSSON

That the Policy Review Committee recommend Council approve Policy 2019 "Board Members' Years of Service Awards" as amended.

- 1.1: Add "Council bylaw"
- Add: Awards will be presented at a Greenview event

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

CARRIED

**STAFF ALLOWANCES AND
REIMBURSEMENTS**

4.4 "Staff Allowances and Reimbursements"

MOTION: 23.09.239. Moved by: COUNCILLOR DALE SMITH

That the Policy Review Committee recommend Council approve Policy 2020 "Staff Allowances and Reimbursements" as amended.

- 3.2(B): "Grader" to "equipment"
- 3.2(B): "as approved by the manager"
- 1.1: Change "Contract employee" to "Temporary employee"
- 3.1(D) identify budget source as "employee's department"

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

CARRIED

ADVERTISING

4.5 "Advertising"

MOTION: 23.09.240. Moved by: COUNCILLOR JENNIFER SCOTT

That the Policy Review Committee accept Policy 7002 "Advertising" for information.

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

CARRIED

SOCIAL MEDIA

4.6 "Social Media"

MOTION: 23.09.241. Moved by: COUNCILLOR DAVE BERRY
That the Policy Review Committee recommend Council approve Policy 7006
"Social Media" as amended.

- Remove from Schedule C: World Wetland Day; World Smile Day; World Leisure Day; World Kindness Day; National Walking Day; International Polar Bear Day; Groundhog Day; Great Backyard Bird Count; Earth Day.

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

Against: Councillor Dave Berry

CARRIED

**#5
ADJOURNMENT**

5. Adjournment

MOTION: 23.09.242. Moved by: COUNCILLOR WINSTON DELORME
That this meeting adjourns at 12:32 p.m.

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

CARRIED

RECORDING CLERK

CHAIR



REQUEST FOR DECISION

SUBJECT:	Policy 1019 Issuance of Digital Communication Devices		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 11, 2023	CAO:	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

RELEVANT LEGISLATION:

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

Council Bylaw/Policy –

- Bylaw 22-929 “Records Retention and Disposition”
- Policy 1042 “Access to Information”
- Policy 1038 “Disposal of Surplus Assets and Miscellaneous Goods”
- Policy 01-07 “Bring Your Own Device”

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 1019 “Issuance of Digital Communication Devices” as presented.

BACKGROUND/PROPOSAL:

Policy 1019 has been reviewed to ensure its provisions remain relevant to current practise and to further define the obligations of digital device users.

A significant portion of the amendments concern the inclusion of the security parameters. The additions incorporate how and when the IS Department will use device management software to lock and wipe devices.

The policy includes new sections regarding Greenview’s obligations to freedom of information and privacy. The elements within Section 5 will ensure that Greenview has the tools required to enforce its FOIP responsibilities, and ensures device users are aware of their FOIP responsibilities.

Other amendments include the following provisions:

- Limiting the use of personal applications and software on corporate devices
- Establishing the user’s responsibility to save and backup data
- Duty for device users to report lost or tampered with devices to the IS Department.

BENEFITS OF THE RECOMMENDED ACTION:

1. The recommended motion will ensure Greenview has an updated mobile device security policy.

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

ATTACHMENT(S):

- Policy 1019 “Issuance of Digital Communications Tools” (Current)
- Policy 1019 “Issuance of Digital Communications Tools” (Draft)

Title: Issuance of Digital Communications Tools

Policy No: 1019

Effective Date: April 27, 2021

Motion Number: 21.04.218

Supersedes Policy No: NONE

Review Date: April 27, 2024



Purpose: To establish policy and procedures pertaining to Greenview’s Information Systems Department (IS) purchase and issuance of Digital Communication Tools (DCT) to/for Councillors and Employees to enable them to efficiently perform their job duties in the office and/or the field.

1. DEFINITIONS

- 1.1. **CAO** means the Chief Administrative Officer.
- 1.2. **Digital Communication Tools** means Greenview issued electronic equipment, including but not limited to: cell phones, tablets, laptops, cell phone boosters, cellular data, and residential internet plans, installation, servicing, repair and replacement costs, and other digital equipment as required or authorized by the supervisors or the CAO.
- 1.3. **Employees** means an employee of Greenview and includes paid staff and contractors.
- 1.4. **Greenview** means the Municipal District of Greenview No. 16.
- 1.5. **User Authorization Agreement** means an agreement between Greenview’s Information System Functional Area and Councillors and/or Employees which requires Digital Communication Tools. All users must follow federal and provincial law as well as Greenview based terms, conditions, plan limitations, policy and procedures pertaining to Digital Communication Tools usage; violation shall be investigated and could result in disciplinary action, termination and/or criminal prosecution.

2. POLICY STATEMENT

- 2.1. Information Systems Department shall purchase and issue Digital Communication Tools to Councillors and Employees so they may efficiently perform their job duties. Any replacement due to loss or breakage will be replaced by the IS department and charged to the staff member’s department or Councillor’s GL code.
- 2.2. Information Systems Department shall propose Digital Communication Tools lifecycles and establish minimum specifications to be purchased and issued to Councillors and Employees.

- 2.3. Councillors and Employees shall be issued, at the commencement of their position and within the recommended Digital Communication Tools lifecycles, with any Digital Communication Tools required for their position to perform their job duties efficiently in the office or the field as approved by their supervisor or the Chief Administrative Officer. Councillors shall be issued a cell phone, and a laptop and/or a tablet.
- 2.4. Digital Communication Tools issued to Councillors and or Employees are the property of Greenview and shall be returned to the Information Systems Department upon termination of the individual's position, or at any time, when requested, for the purposes of upgrading, repair, or replacement.
- 2.5. That Councillors may purchase the Greenview digital communication tools they have been assigned at 75% of the purchase price within the first year of service, or 10% of the purchase price after the first year of service. The cell phone number that has been assigned to the Councillor's Greenview phone will be removed from Greenview's list of phone numbers, upon the retirement of the Councillor. All digital communication tools will be returned to Greenview's IS Department to be wiped of all Greenview information before transfer of ownership.
- 2.6. Greenview shall pay/reimburse Councillors and Employees for work-related expenses incurred and related to Digital Communication Tools when authorized by the Chief Administrative Officer. This includes, but is not limited to, charge cords, power adapters, phone cases, iPad cases, etc.
- 2.7. Councillors and Employees are required to use Digital Communication Tools in accordance with User Authorization Agreements.
- 2.8. Employees may be held responsible at the discretion of the Chief Administrative Officer, for the cost of lost, stolen or damaged Digital Communication Tools while in their care.
- 2.9. Expired, surplus Digital Communication Tools shall be listed and presented to Council for approval to be donated, sold or otherwise disposed of.

3. PROCEDURE

- 3.1. Councillors and Employees shall sign the User Authorization Agreement prior to being issued Digital Communication Tools.
- 3.2. Digital Communication Tools are to be used solely by the Councillor or Employee it is issued to.
- 3.3. Councillors and Employees shall consult the Information Systems Department when planning to purchase enhanced accessories to ensure compatibility with Greenview's Digital Communication Tools.
- 3.4. The Information Systems Department will not provide technical support for any software that is not work-related.
- 3.5. Councillors and Employees shall provide 2 weeks' notice to the Information Systems Department and/or the Chief Administrative Officer of any work-related or any other international travel plans whereby they will be using Greenview's Digital Communication Tools.

- 3.6. The Information Systems Department shall record all issuances of Digital Communication Tools and monitor usage in accordance with User Authorization Agreements.
- 3.7. The Information Systems Department shall review monthly billings to identify any Digital Communication Tool usage concerns, relaying concerns to the appropriate supervisor and/or the CAO.
- 3.8. Lost, stolen or damaged Digital Communication Tools shall be immediately reported to the Information Systems Department and the Employee's supervisor.
 - A) The Information Systems Department shall respond to these situations in accordance with direction received from the Employee's supervisor.
 - B) Disciplinary action may be taken in response to lost, stolen, or damaged Digital Communications Tools due to employee negligence or willful misconduct.
- 3.9. Any personal identification or information associated with the Digital Communication Tools shall be removed and applicable passwords provided to the Information Systems Department to ensure that the Digital Communication Tools may be properly reset.
- 3.10. Councillors and Employees may purchase items such as computers, tablets, printers through the Corporate Services Department, with the assistance of the Information Systems Department upon entering into a repayment agreement with Greenview.
- 3.11. When required, Councillors may be issued up to two (2) cell booster or equivalent communication devices to enable cell phone use within Greenview.

CURRENT

Title: Issuance of Digital Communications Tools

Policy No: 1019

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 1019

Department: Information Systems

Review Date: (3 Years from date approved)



Legal References:

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

Cross References:

Bylaw 22-929 "Records Retention and Disposition"
 Policy 1042 "Access to Information"
 Policy 1038 "Disposal of Surplus Assets and Miscellaneous Goods"
 Policy 01-07 "Bring Your Own Device"

Purpose: To establish policy and procedures pertaining to Greenview’s Information Systems Department purchase and issuance of Digital Communication Tools to Councillors and Employees to enable them to efficiently perform their job duties in the office or the field.

1. DEFINITIONS

- 1.1. **CAO** means the Chief Administrative Officer **or designate**.
- 1.2. **Digital Communication Tools** means Greenview issued electronic equipment, including but not limited to: cell phones, tablets, laptops, cell phone boosters, cellular data, and residential internet plans, installation, servicing, repair and replacement costs, and other digital equipment as required or authorized by the supervisors or the CAO.
- 1.3. **Employees** means **a person currently employed by Greenview who has been issued a Digital Communication Device.** ~~an employee of Greenview and includes paid staff and contractors.~~
- 1.4. **Greenview** means the Municipal District of Greenview No. 16.
- 1.5. **Lifecycle** means the allotted time a Digital Communication Tool must be kept before being eligible for an upgrade. Current lifecycles are three (3) years for employees and four (4) years for Councillors.
- 1.6. **Mobile Device Management Software (MDM)** means software systems which enables Greenview’s Information Systems Department to manage Mobile Devices connected to Greenview’s network. Functionality includes: provisioning, securing, monitoring and the ability to remotely disable and wipe devices.
- 1.7. **User Authorization Agreement** means an agreement between Greenview’s Information System ~~Department, Functional Area~~ Councillors and ~~for~~ Employees who requires Digital Communication Tools. All users must follow federal and provincial law as well as Greenview based terms, conditions, plan limitations, policy and procedures pertaining to Digital

Communication Tools usage; violation shall be investigated and could result in disciplinary action, termination, or criminal prosecution.

2. POLICY STATEMENT

- 2.1. Councillors and Employees shall be issued, at the commencement of their position and within the recommended Digital Communication Tools lifecycles, with any Digital Communication Tools required for their position to perform their job duties efficiently in the office or the field as approved by their supervisor or the Chief Administrative Officer. Councillors shall be issued a cell phone, and a laptop and/or a tablet.
- 2.2. Information Systems Department shall purchase and issue Digital Communication Tools to Councillors and Employees so they may efficiently perform their job duties. Any replacement due to loss or breakage will be replaced by the Information Systems department and charged to the staff member's department or Councillor's ~~GL code~~ budget.
- 2.3. Information Systems Department shall ~~propose~~ recommend Digital Communication Tools lifecycles that maximize Greenview's return on investment and commitment to fiscal responsibility. ~~to Councillors and Employees.~~

3. PROCEDURE

- 3.1. Councillors and Employees shall sign the User Authorization Agreement prior to being issued Digital Communication Tools.
- 3.2. Equipment that is currently issued to an Employee or Councillor must be returned to the Information Systems department before new, or alternate, equipment will be issued.
- 3.3. Digital Communication Tools issued to Councillors and or Employees are the property of Greenview and shall be returned to the Information Systems Department upon termination of the individual's position, or at any time, when requested, for the purposes of upgrading, repair, or replacement.
- 3.4. Information Systems does not provide a case and screen protector. It is the responsibility of the department to ensure the Employee's device is protected.
- 3.5. Greenview shall pay/reimburse Councillors and Employees for work-related expenses incurred and related to Digital Communication Tools when authorized by the Chief Administrative Officer. This includes, but is not limited to, charge cords, power adapters, phone cases, iPad cases, etc.
- 3.6. Employees can elect to bring their own cell phone and receive a monthly allowance in accordance with Greenview's Policy 01-07 "Bring Your Own Device Policy."
- 3.7. The Information Systems Department shall review monthly billings to identify any Digital Communication Tool usage concerns, relaying concerns to the appropriate supervisor and/or the CAO.
- 3.8. Councillors may purchase the Greenview digital communication tools they have been assigned at 75% of the purchase price within the first year of service, or 10% of the purchase price after the first year of service. The cell phone number that has been assigned to the Councillor's Greenview phone will be removed from Greenview's list of phone numbers, upon the retirement of the Councillor. All digital communication tools will be returned to

Greenview’s IS Department to be wiped of all Greenview information before transfer of ownership.

3.9. ~~Expired~~, Surplus Digital Communication Tools shall be ~~listed and presented to Council for approval to be donated, sold or otherwise~~ disposed of in accordance with Greenview’s Policy AD 26 “Surplus Assets.”

4. APPLICATION SECURITY MEASURES

4.1. The Information Systems Department shall record all issuances of Digital Communication Tools and monitor ~~device~~ usage ~~via the MDM~~ in accordance with ~~this policy~~. ~~User Authorization Agreements~~.

4.2. ~~Changes to the device’s security configuration and content may be changed at any time as required by Greenview’s Information Systems department.~~

4.3. The Information Systems Department will not provide technical support for any software that is not work-related.

4.4. ~~At the end of employment or tenure as a Councillor~~, any personal identification or information ~~associated with~~ ~~stored on~~ the Digital Communication Tools shall be ~~destroyed removed~~ and applicable passwords provided to the Information Systems Department to ensure that the Digital Communication Tools may be properly reset.

4.5. When required, Councillors may be issued up to two (2) cell booster or equivalent communication devices to enable cell phone use within Greenview.

4.6. ~~All Greenview related content, including but not limited to email, calendars, notes, messages, and in camera agenda packages, are to be considered and treated as confidential.~~

4.7. ~~Greenview shall remotely wipe/erase (i.e. reset it to factory default settings) in case of theft, loss, suspension or termination of employment, virus or malware, security breach, or for any other legitimate reason arising out of administration, legal or criminal proceedings. This will be completed with the use of the MDM.~~

5. ACCESS AND OWNERSHIP OF INFORMATION

5.1. Greenview has exclusive use and ownership of all information and data that is created or stored on Greenview owned Digital Communication Tools.

A) ~~The only exception is correspondence between Council and residents that has not been shared with Employees of Greenview pursuant to the *Freedom of Information and Protection of Privacy Act*.~~

5.2. ~~In the event that Greenview receives an access request in accordance with the *Freedom of Information and Protection of Privacy Act*, Greenview reserves the right, without notice to the Employee, to scan data, or place a hold, on Digital Communication Tools for any and all relevant information.~~

5.3. ~~Greenview also reserves the right to scan cellular data on corporate Cellphones, without notice to the Employee, if it has any reason to believe that the use of Greenview owned data and information is not being handled or secured in accordance with Greenview policies and bylaws.~~

5.4. Employees are responsible for preserving and managing records, generated or received, in accordance with Greenview records management policies and bylaws.

5. COUNCIL AND ADMINISTRATION RESPONSIBILITIES

- 5.1. Councillors and Employees are required to use Digital Communication Tools in accordance with [this policy](#). ~~User Authorization Agreements~~.
- 5.2. Employees may be held responsible at the discretion of the Chief Administrative Officer, for the cost of lost, stolen or damaged Digital Communication Tools while in their care.
- 5.3. Digital Communication Tools are to be used solely by the Councillor or Employee it is issued. ~~Those issued a Cellphone will be held responsible for any and all use or misuse by the friends or family members.~~
- 5.4. Councillors and Employees shall consult the Information Systems Department when planning to purchase enhanced accessories to ensure compatibility with Greenview's Digital Communication Tools.
- 5.5. Councillors and Employees shall provide 2 weeks' notice to the Information Systems Department and/or the Chief Administrative Officer of any work-related or any other international travel plans whereby they will be using Greenview's Digital Communication Tools.
- 5.6. Lost, stolen or damaged Digital Communication Tools shall be immediately reported to the Information Systems Department and the Employee's supervisor.
 - A) The Information Systems Department shall respond to these situations in accordance with direction received from the Employee's supervisor.
 - B) Disciplinary action may be taken in response to lost, stolen, or damaged Digital Communications Tools due to Employee negligence or willful misconduct.
 - C) ~~Submit an employee incident report and obtain direct supervisor approval to get the Digital Communication Tool repaired. Greenview does not have a care plan on mobile devices.~~ If a mobile device is beyond repair, Information Systems will, with approval from the employee's manager, replace the device with the cost being covered by the Employee or Councillor's department budget.
- 5.7. ~~It is the responsibility of the Employee and Councillor to regularly backup all personal information stored on Digital Communication Tools. The Information Systems department is not responsible for any lost data, including but not limited messages, contacts, calendars, photographs, videos, and music.~~
- 5.8. Agree not to install software which allows the user to bypass standard built-in security features and controls). Mobile devices will be removed from accessing Greenview's resources and may be remotely wiped.
- 5.9. Do not allow third-party service providers control of or access to the Digital Communications Tools, without first consulting IS.
- 5.10. All Digital Communication Tools must be locked by requiring a passcode, password, fingerprint ID, facial recognition, or another similar security mechanism at all-times to prevent unauthorized access.

6. EMPLOYEE NON-COMPLIANCE

6.1. The CAO will be advised of any breaches of this policy and will be responsible for appropriate remedial action, which may include revocation of the privilege to use Greenview's Digital Communications Tools.

7. COUNCILLOR NON-COMPLIANCE

7.1. Council will be advised of any breaches of this policy and will be responsible for appropriate remedial action for Councillors and the CAO, which may include revocation of the privilege to use Greenview's Digital Communications Tools.

DRAFT



REQUEST FOR DECISION

SUBJECT:	Policy 8011 In-Kind Donations	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER:
MEETING DATE:	October 11, 2023	DIR:	PRESENTER:
DEPARTMENT:	COMMUNITY SERVICES	LEG:	
STRATEGIC PLAN:	Culture, Social & Emergency Services		

RELEVANT LEGISLATION:
Provincial – Not applicable.

Council Bylaw/Policy – Not applicable.

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 8011 “In-Kind Donations” as presented.

BACKGROUND/PROPOSAL:

Policy 8004 “Greenview Sponsorship and Donations” has been reviewed as per the 2023 Policy Review Schedule. It is recommended that In-Kind donations become its own policy to coincide with the launch of Greenview’s new grant program. In the program, “In-Kind donations” is a proposed stream with its own criteria and application separate from sponsorships.

An In-Kind donation is the contribution of an item purely benefitting the requesting non-profit organisation. In-Kind donations are generally valued at less than \$1,000.00 and are approved at the discretion of the Chief Administrative Officer; In-Kind donation exceeding \$1,000.00 are approved at the discretion of Council. Council is made aware of In-Kind donations valued at less than \$1,000.00 through monthly reporting.

Policy 8011 seeks to build a framework for In-Kind donation requests and establish good governance while providing quality municipal services and supporting the non-profit sector in Greenview and surrounding communities.

BENEFITS OF THE RECOMMENDED ACTION:

1. The recommended motion will establish program controls for Greenview’s In-Kind donations. The policy aligns with Greenview’s grant framework as it transitions to Greenview’s online grant portal.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: The Policy Review Committee may vary the CAO's In-Kind donation approval threshold.

FINANCIAL IMPLICATION:

In-Kind Donations will be included and tracked in Community Services' grant budget.

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 8004 "Greenview Sponsorship and Donations" (Current)
- Policy 8011 "In-Kind Donations" (Draft)

Title: Greenview Sponsorships and Donations

Policy No: 8004

Effective Date: October 12, 2021

Motion Number: 21.10.518

Supersedes Policy No: None

Review Date: October 12, 2024



Purpose: To establish guidelines for responding to donation requests to not-for-profit organizations, registered societies and one-time annual events.

1. DEFINITIONS

- 1.1. **CAO** means the Chief Administrative Officer of Greenview.
- 1.2. **Donation** means cash or in-kind contributions made to local not-for-profit groups or organizations.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Sponsorship** means a mutually beneficial arrangement or partnership between Greenview and organizations wherein Greenview contributes funds to support single events and functions in return for recognition, acknowledgement and/or other promotional considerations.

2. POLICY STATEMENT

- 2.1. The organization should be a not-for-profit organization or a registered society qualify for the Greenview Sponsorships and Donations funding.
- 2.2. Sponsorships for for-profit organizations, for items that are community events or functions that are charitable not profitable ventures may be approved at the discretion of Council.
- 2.3. The event or donation must be beneficial to Greenview residents.
- 2.4. The event must be non-political in nature.
- 2.5. Organizations should be limited to one Greenview Sponsorships and Donations funding request per calendar year.
 - A) Requests in excess of one Sponsorship and Donation in a single calendar year will be reviewed and approved at the discretion of Council.
- 2.6. Administration will provide an update to Council regarding sponsorships and donations approved by the CAO in the monthly manager’s report.

- 2.7. Greenview requires successful Greenview Sponsorships and Donations applicants to provide recognition of the funding from Greenview in their event promotion and/or advertising, including the use of Greenview branding where appropriate and in accordance with Greenview's Sponsorship Policy.
- 2.8. Greenview Sponsorships and Donations applicants are encouraged to seek other revenue opportunities. Greenview may provide not-for-profit organizations or registered societies with a letter of support.
- 2.9. Greenview Sponsorships and Donations are subject to Council Approval.
- 2.10. This Policy does not apply to Community Grants, which must follow the requirements of the Community Grants Policy 8002.

3. PROCEDURE

- 3.1. All applicants will be required to file a Sponsorship & Donation Application Form, which is available through Greenview's website.
- 3.2. The applicant shall ensure that any attachments provided are clearly marked with the organization's legal name to facilitate matching your backup documents to the application.
- 3.3. Greenview Sponsorships and Donations requests should be provided to Greenview Administration no fewer than 60 days preceding the event.
- 3.4. Greenview Administration will notify applicants within 14 days of their request being approved or denied by Greenview Council.
- 3.5. Donations under \$2,000.00 do not require any further sponsorship recognition. Promotion may be requested at the discretion of Administration.
- 3.6. All sponsorship or donation requests will be received by the Community Services Coordinator for proper Council approval. Communications department will assist successful applicants in coordinating recognition and advertising for the event.
- 3.7. The CAO, or designate, has the delegated authority to approve a sponsorship or donation for a single event up to a maximum of \$1,000.00.
- 3.8. Sponsorships or donations in excess of \$1,000.00 will be approved at the discretion of Council.
- 3.9. Council may at its discretion consider requests for amounts greater than the prescribed maximum outlined in Schedule A.

Schedule A

<p align="center">Greenview Sponsorships *Policy 8004</p>		
<p>PREMIER</p>	<p>\$10,000 +</p>	<ul style="list-style-type: none"> • Regional, Provincial and/or National Reach • Council photo op and cheque presentation • Delegate tickets to event • Greenview banner • Publications • Verbal mentions
<p>PARTNER Advocate Promoter Contributing Presenting</p>	<p>\$2,500 - \$10,000.00</p>	<ul style="list-style-type: none"> • Regional Recognition • Greenview banner • Publications • Verbal mentions • Possible cheque presentation and photo-op with Councillor(s).
<p>COMMUNITY SUPPORT</p>	<p>\$100 - \$2,500</p>	<ul style="list-style-type: none"> • Greenview banner to be displayed • Incorporate Greenview in publications/media • Possible cheque presentation and photo-op with Councillor(s)

Title: In-Kind Donations

Policy No: 8011

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 8004

Department: Community Services

Review Date: (3 Years from date approved)



Legal References:

Agricultural Societies Act, R.S.A 2000, c.A-11.

Societies Act, R.S.A. 2000, c.S-14.

Canada Not-for-profit Corporations Act (Canada), S.C. 2009, c.23

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

Cross References:

Policy 8010 "Competition Sponsorship"

Policy 1026 "Greenview Grant Recognition"

Purpose: Greenview believes in supporting Non-Profit Organizations through the contribution of In-Kind Donations. This policy establishes guidelines for responding to In-Kind Donation requests for one-time annual events.

1. DEFINITIONS

- 1.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview or delegate.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **In-Kind Donation** means the contribution of an item. In-kind items purely benefit the requesting non-profit organization.
- 1.4. **Non-Profit Organization (NPO)** means an organization which provides products or services to improve or benefit a community. Any money made by a Non-Profit Organization is not for the personal gain of its directors, members, or officers, but whose excess revenue goes back into the organization to further its aims and projects. For the purposes of this policy, organizations incorporated under the following acts of Alberta and Canada are considered Non-Profit Organizations:
 - A) *Agricultural Societies Act*;
 - B) *Societies Act*;
 - C) *Canada Not-for-profit Corporations Act*; or
 - D) Registered as a charity under the *Income Tax Act*.

2. POLICY STATEMENT

- 2.1. Greenview deems it desirable to provide In-Kind Donations to Non-Profit Organizations which provide direct and indirect benefits to Greenview residents.
- 2.2. To qualify for an In-Kind Donation, the requesting organization should be a Non-profit Organization.
 - A) For-profit organizations may request an In-Kind Donation if the request has a community benefit. In-Kind Donations for for-profit organisations shall be gifted at Council’s discretion.
- 2.3. The following organizations, groups, and initiatives are ineligible to receive an In-Kind Donation:
 - A) Religious organizations where the funds would be used to further the organization’s religious purposes;
 - B) Individuals or families; and
 - C) Political organizations or any organization’s political purpose.

3. IN-KIND DONATIONS

- 3.1. The value of In-Kind donations should be less than \$1,000.00.
- 3.2. A Non-Profit Organization may request an In-Kind Donation once annually.
 - A) Requests in excess of once annually from the same Non-Profit Organization shall be approved at Council’s discretion.
- 3.3. A Non-Profit Organization shall request an In-Kind Donation 15 business days prior to the event.

5. COUNCIL RESPONSIBILITIES

- 5.1. In-Kind Donation requests greater than \$1,000.00 may be awarded at the discretion of Council.
- 5.2. Council shall be responsible for approving In-Kind Donations for for-profit organizations which have a community benefit.
- 5.3. Council shall be responsible for approving subsequent In-Kind Donation requests from a Non-Profit Organization which has already requested an In-Kind Donation during that calendar year.

6. ADMINISTRATION RESPONSIBILITIES

- 6.1. The CAO shall approve In-kind Donations not exceeding \$1,000.00.
- 6.2. The Manager of the gifting department shall notify Council of Greenview’s contribution.



REQUEST FOR DECISION

SUBJECT:	Policy 8013 Regional Sustaining Grant		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 11, 2023	CAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG:	

RELEVANT LEGISLATION:
Provincial – Not applicable.

Council Bylaw/Policy – Not applicable.

RECOMMENDED ACTION:
MOTION: That the Policy Review Committee recommend Council approve Policy 8013 “Regional Sustaining Grant” as presented.

BACKGROUND/PROPOSAL:

Regional Sustaining Grants occur when Greenview provides on-going funding to non-profit organizations via a funding agreement. In order to qualify, non-profit organizations must have a direct or indirect benefit to residents and provide strategic or community services in the regions external to Greenview.

Policy 8013 seeks to build a framework for Regional Sustaining requests. In doing so Greenview will establish good governance practices while providing quality municipal services, and will support the non-profit sector in Greenview and surrounding communities.

Policy 8013 “Regional Sustaining Grant” and Policy 8014 “Greenview Sustaining Grant” will replace Policy 8006 “Annual Budgeted Operating Grants.” The organizations that are eligible for this stream of funding are those historically included as line items in the annual budget. Some of these groups had funding agreements and some did not. Moving to this new policy will ensure that grant dollars are tracked and disbursed with some level of accountability to Greenview.

BENEFITS OF THE RECOMMENDED ACTION:

1. The recommended motion will establish a procedure and program controls for Greenview’s Regional Sustaining Grant program. The policy aligns with Greenview’s grant framework as it transitions to Greenview’s online grant portal.

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 the recommended motion.

FINANCIAL IMPLICATION:

Regional Sustaining Grants will be included and tracked in the Community Services budget.

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 8006 "Annual Budgeted Operating Grants" (Current)
- Policy 8013 "Regional Sustaining Grant" (Draft)

Title: Annual Budgeted Operating Grants

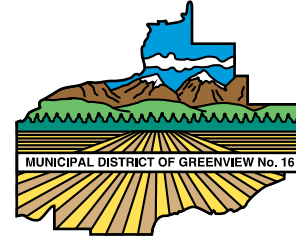
Policy No: 8006

Effective Date: October 12, 2021

Motion Number: 21.10.509

Supersedes Policy No: None

Review Date: October 12, 2024



Purpose: The purpose of the Annual Budgeted Operating Grants Policy is to provide a framework for non-profit organizations that ensures annual grant recipients are awarded funding in a consistent and equitable manner to support sustainable activities that positively impact the economic and social wellbeing of the Greenview community and region.

1. DEFINITIONS

- 1.1. **Annual Budgeted Operating Grant** means a grant for operating expenses that is accounted for in Greenview’s annual budget. Generally, a grant agreement will be in place stipulating the annual operating grant contribution Greenview will provide. Occasionally, an annual budgeted operating grant will be for a finite term (such as 3 years, 5 years, etc.)
- 1.2. **Community Grant** means a one-time capital or operating grant subject to the application, reporting and recognition requirements outlined in Policy 8002.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **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 aims and projects.
- 1.5. **Operating Expenses** means an expense incurred through normal business operations. This may include but is not limited to rent, equipment maintenance, inventory costs, marketing, payroll, insurance and funds allocated for development.

2. POLICY STATEMENT

- 2.1. Greenview is committed to supporting sustainable activities that positively impact the social/economic development of the Greenview community, and is faced with allocating a limited amount of resources. This process is intended to help govern the best use of these limited funds.

3. SCOPE

- 3.1. This policy applies to Annual Budgeted Operating Grants. Organizations that require capital funding, or additional operating funding other than the annually budgeted amount,

must submit a Community Grant Application to Greenview by April 15 or October 15 in accordance with The Community Grants Policy 8002.

4. PRINCIPLES

- 4.1. Accountability: Greenview may require Annual Budget Operating Grant recipients to be accountable for the funds awarded to their not-for-profit organization or society. Upon Greenview's request, recipients will be required to provide the previous years' financial statements prior to funds being released.
- 4.2. Recognition: Greenview requires Annual Budgeted Operating Grant recipients to provide recognition of the funding in an acceptable manner to Greenview. Greenview Administration will use Schedule A as a guideline for establishing the level of recognition.

5. PROCEDURE

- 5.1. Funding requirements for Annual Budgeted Operating Grants will be provided through the Greenview budget process.
- 5.2. Greenview may approve multi-year funding commitments pending annual approval of program funding and satisfaction of annual grant conditions.
- 5.3. Distribution will be at the discretion of Council and will be part of the budget deliberations.
- 5.4. Recipients must confirm their operational funding requirements August 15 for the upcoming year.
- 5.5. Administration will work with recipients to identify the appropriate level of recognition represented by ongoing contributions for Greenview utilizing Schedule A as a guideline.
- 5.6. The grant recipient must establish and maintain proper accounting records.
- 5.7. Successful recipients may be required to file an accounting statement of grant fund expenditures with Greenview August 15 of the funding year.

6. FUNDING CONDITIONS

- 6.1. Recipients must be a not-for-profit community group or organization.
- 6.2. The Annual Budgeted Community Grants shall be utilized for the specified purpose. Greenview Council approval is required for any changes to the intended use of the funds.
- 6.3. The operating grant accounting statement shall be endorsed by two authorized representatives having legal and /or financial signing authority for the organization.

Schedule A

<p align="center">Greenview Sponsorships *Policy 8006</p>		
<p>PREMIER</p>	<p>\$10,000 +</p>	<ul style="list-style-type: none"> • Regional, Provincial and/or National Reach • Council photo op and cheque presentation • Delegate tickets to event • Greenview banner • Publications • Verbal mentions
<p>PARTNER Advocate Promoter Contributing Presenting</p>	<p>\$2,500 - \$10,000.00</p>	<ul style="list-style-type: none"> • Regional Recognition • Greenview banner • Publications • Verbal mentions • Possible cheque presentation and photo-op with Councillor(s).
<p>COMMUNITY SUPPORT</p>	<p>\$100 - \$2,500</p>	<ul style="list-style-type: none"> • Greenview banner to be displayed • Incorporate Greenview in publications/media • Possible cheque presentation and photo-op with Councillor(s)

Title: Regional Sustaining Grant

Policy No: 8013

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 8006

Department: Community Services

Review Date: (3 Years from date approved)



Legal References:

Agricultural Societies Act, R.S.A. 2000, c. A-11.

Societies Act, R.S.A. 2000, c. S-14

Canada Not-for-profit Corporations Act (Canada), S.C. 2009, c.23

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

Cross References:

Policy 1026 "Greenview Grant Recognition"

Purpose: To provide program guidelines for Greenview’s Regional Sustaining Grant program. Regional Sustaining Grants occur when Greenview provides ongoing funding to non-profit organizations via a funding agreement.

1. DEFINITIONS

- 1.1. **Community Services** means work done by a person or group of people which benefits others.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Needs Assessment** means an analysis provided by the applicant detailing:
 - A) Project or organizational inputs, whether in-kind or financial;
 - B) Historical and current financial statements;
 - C) Expected organizational outputs; and
 - D) Any other information requested by Greenview.
- 1.4. **Non-profit Organization** means an organization which provides products or services to improve or benefit a community. Any money made by a Non-Profit Organization is not for the personal gain of its directors, members, or officers, but whose excess revenue goes back into the organization to further its aims and projects. For the purposes of this policy organizations incorporated under the following acts of Alberta or Canada are considered Non-Profit Organizations:
 - A) *Agricultural Societies Act*;
 - B) *Societies Act*;
 - C) *Canada Not-for-profit Corporations Act*; or
 - D) Registered as a charity under the *Income Tax Act*.

- 1.5. **Stacked Funding** means being awarded more than one funding stream to cover a single project.
- 1.6. **Region** means areas adjacent to Greenview and whose organizations provide services to Greenview residents.

2. REGIONAL GRANT STREAM

- 2.1. Greenview deems it desirable to provide stable funding agreements to external Non-profit Organizations which provide direct and indirect benefits to Greenview residents.
- 2.2. The Regional Sustaining Grant is intended to support Non-Profit Organizations which provide strategic or Community Services in Greenview.
- 2.3. Grant limits are based on the Needs Assessment provided by the Applicant with regard to the previously approved Regional Sustaining Grant budget.
- 2.4. Applicants must demonstrate that they are a Non-profit Organization in order to be eligible to receive a Regional Sustaining Grant.
- 2.5. The following organizations, groups, and initiatives are ineligible to receive a Regional Sustaining Grant:
 - A) Municipalities;
 - B) Religious organizations where the funds would be used to further the organization’s religious purpose;
 - C) Direct support to individuals or families;
 - D) First Nations Bands or Tribal Councils; or
 - E) Political organizations or any organization’s political purposes.
- 2.6. Non-profit Organizations which receive a Regional Sustaining Grant must provide recognition to Greenview as detailed in Policy 1026 “Greenview Grant Recognition.”

3. APPLICANT RESPONSIBILITIES

- 3.1. An applicant must apply through the Greenview Grant Portal to be considered for a Regional Sustaining Grant.
- 3.2. Applicants must annually demonstrate funding need through a Needs Assessment by August 15th. For the purpose of this policy, a Needs Assessment shall contain:
 - A) Organizational inputs, whether in-kind or financial;
 - B) Historical and current financial statements;
 - C) Expected project or organizational outputs; and
 - D) Any other information requested by Greenview.
- 3.3. When a Non-profit Organization has excess funds at the end of a fiscal year, said Non-profit Organization must:
 - A) Request the reallocation of funds to be approved by Council; or
 - B) Return the funds to Greenview.
- 3.4. Non-profit Organizations which receive a Regional Sustaining Grant must provide recognition to Greenview as detailed in Policy 1026 “Greenview Grant Recognition.”
- 3.5. Applicant Non-profit Organization may be required to present to Committee of the Whole.

4. COUNCIL RESPONSIBILITIES

4.1. Council will have final decision-making authority on including Regional Sustaining Grants in the annual budget.

5. ADMINISTRATION RESPONSIBILITIES

5.1. Administration shall prepare the Greenview Grant Portal annually to accept applications for the Regional Sustaining Grant.

5.2. Administration shall prepare applications and an estimated budget for the Council's consideration.

5.3. Once a budget is approved, Administration shall disperse funds to the successful applicants.

DRAFT



REQUEST FOR DECISION

SUBJECT:	Policy 8014 Greenview Sustaining Grant		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 11, 2023	CAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG:	

RELEVANT LEGISLATION:
Provincial – Not applicable.

Council Bylaw/Policy – Not applicable.

RECOMMENDED ACTION:
MOTION: That the Policy Review Committee recommend Council approve Policy 8014 “Greenview Sustaining Grant” as presented.

BACKGROUND/PROPOSAL:

Sustaining Grants occur when Greenview provides on-going funding to non-profit organizations which provide strategic or community services within Greenview by operating and maintaining Greenview-owned facilities or providing services which have direct benefit to residents (Currently listed as line items in the budget. E.g. Community halls, agricultural societies, and museums).

Policy 8014 seeks to build a framework for Sustaining Grant requests and establish good governance while providing quality municipal services and supporting the not-for profit sector in Greenview. Grant requests under this stream are a one-time annual request and must be used for operational purposes.

Going forward applicants will be required to annually supply Greenview a needs assessment. The assessment will ensure that recipient organizations demonstrate a funding need for grant funds.

BENEFITS OF THE RECOMMENDED ACTION:

1. The recommended motion will establish a procedure and program controls for Greenview’s Sustaining Grant program. The policy aligns with Greenview’s grant framework as it transitions to Greenview’s online grant portal.

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 the recommended motion.

FINANCIAL IMPLICATION:

Sustaining Grants will be included and tracked in the Community Services' grant budget.

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 8006 "Annual Budgeted Operating Grants" (Current)
- Policy 8014 "Greenview Sustaining Grants" (Draft)

Title: Annual Budgeted Operating Grants

Policy No: 8006

Effective Date: October 12, 2021

Motion Number: 21.10.509

Supersedes Policy No: None

Review Date: October 12, 2024



Purpose: The purpose of the Annual Budgeted Operating Grants Policy is to provide a framework for non-profit organizations that ensures annual grant recipients are awarded funding in a consistent and equitable manner to support sustainable activities that positively impact the economic and social wellbeing of the Greenview community and region.

1. DEFINITIONS

- 1.1. **Annual Budgeted Operating Grant** means a grant for operating expenses that is accounted for in Greenview’s annual budget. Generally, a grant agreement will be in place stipulating the annual operating grant contribution Greenview will provide. Occasionally, an annual budgeted operating grant will be for a finite term (such as 3 years, 5 years, etc.)
- 1.2. **Community Grant** means a one-time capital or operating grant subject to the application, reporting and recognition requirements outlined in Policy 8002.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **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 aims and projects.
- 1.5. **Operating Expenses** means an expense incurred through normal business operations. This may include but is not limited to rent, equipment maintenance, inventory costs, marketing, payroll, insurance and funds allocated for development.

2. POLICY STATEMENT

- 2.1. Greenview is committed to supporting sustainable activities that positively impact the social/economic development of the Greenview community, and is faced with allocating a limited amount of resources. This process is intended to help govern the best use of these limited funds.

3. SCOPE

- 3.1. This policy applies to Annual Budgeted Operating Grants. Organizations that require capital funding, or additional operating funding other than the annually budgeted amount,

must submit a Community Grant Application to Greenview by April 15 or October 15 in accordance with The Community Grants Policy 8002.

4. PRINCIPLES

- 4.1. Accountability: Greenview may require Annual Budget Operating Grant recipients to be accountable for the funds awarded to their not-for-profit organization or society. Upon Greenview's request, recipients will be required to provide the previous years' financial statements prior to funds being released.
- 4.2. Recognition: Greenview requires Annual Budgeted Operating Grant recipients to provide recognition of the funding in an acceptable manner to Greenview. Greenview Administration will use Schedule A as a guideline for establishing the level of recognition.

5. PROCEDURE

- 5.1. Funding requirements for Annual Budgeted Operating Grants will be provided through the Greenview budget process.
- 5.2. Greenview may approve multi-year funding commitments pending annual approval of program funding and satisfaction of annual grant conditions.
- 5.3. Distribution will be at the discretion of Council and will be part of the budget deliberations.
- 5.4. Recipients must confirm their operational funding requirements August 15 for the upcoming year.
- 5.5. Administration will work with recipients to identify the appropriate level of recognition represented by ongoing contributions for Greenview utilizing Schedule A as a guideline.
- 5.6. The grant recipient must establish and maintain proper accounting records.
- 5.7. Successful recipients may be required to file an accounting statement of grant fund expenditures with Greenview August 15 of the funding year.

6. FUNDING CONDITIONS

- 6.1. Recipients must be a not-for-profit community group or organization.
- 6.2. The Annual Budgeted Community Grants shall be utilized for the specified purpose. Greenview Council approval is required for any changes to the intended use of the funds.
- 6.3. The operating grant accounting statement shall be endorsed by two authorized representatives having legal and /or financial signing authority for the organization.

Schedule A

<p align="center">Greenview Sponsorships *Policy 8006</p>		
<p>PREMIER</p>	<p>\$10,000 +</p>	<ul style="list-style-type: none"> • Regional, Provincial and/or National Reach • Council photo op and cheque presentation • Delegate tickets to event • Greenview banner • Publications • Verbal mentions
<p>PARTNER Advocate Promoter Contributing Presenting</p>	<p>\$2,500 - \$10,000.00</p>	<ul style="list-style-type: none"> • Regional Recognition • Greenview banner • Publications • Verbal mentions • Possible cheque presentation and photo-op with Councillor(s).
<p>COMMUNITY SUPPORT</p>	<p>\$100 - \$2,500</p>	<ul style="list-style-type: none"> • Greenview banner to be displayed • Incorporate Greenview in publications/media • Possible cheque presentation and photo-op with Councillor(s)

Title: Greenview Sustaining Grants

Policy No: 8014

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 8006

Department: Community Services

Review Date: (3 Years from date approved)



Legal References:

Agricultural Societies Act, R.S.A. 2000, c. A-11
 Societies Act, R.S.A. 2000, c. S-14
 Canada Not-for-profit Corporations Act (Canada), S.C. 2009, c.23
 Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.)

Cross References:

Policy 1026 "Greenview Grant Recognition"

Purpose: To provide a framework for the administration of Greenview’s Sustaining Grant program. Greenview Sustaining Grants provides ongoing funding to Non-profit Organizations which administer community services in Greenview by operating and maintaining Greenview owned facilities. ~~These include Agricultural Societies (Valleyview, DeBolt, Grovedale), Community Halls (DeBolt, Grovedale, Little Smoky, Goodwin, New Fish Creek, Puskwaskau, Sturgeon Heights, Sunset House, Sweathouse), Museums (DeBolt & Grovedale), Recreation Boards (East Smoky, Grovedale, Crooked Creek).~~

1. DEFINITIONS

- 1.1. **Greenview** means the Municipal District of Greenview No. 16.
- 1.2. **Greenview Sustaining Grants** means providing ongoing funding to Non-profit Organizations which provide strategic or community services in Greenview by operating and maintaining Greenview owned facilities or services that have a direct benefit to residents of Greenview. ~~These include: Agricultural Societies (Valleyview, DeBolt, Grovedale), Community Halls (DeBolt, Grovedale, Little Smoky, Goodwin, New Fish Creek, Puskwaskau, Sturgeon Heights, Sunset House, Sweathouse), Museums (DeBolt & Grovedale), Recreation Boards (East Smoky, Grovedale, Crooked Creek).~~
- 1.3. **Grant Cycle** means the period covering one full calendar year in which two grant application opportunities exist.
- 1.4. **Needs Assessment** means a projected analysis provided by the applicant detailing:
 - A) Organizational inputs, whether in-kind or financial;
 - B) Historical and current financial statements;
 - C) Expected project or organizational outputs; and
 - D) Any other information requested by Greenview.

- 1.5. **Operating Cost** means all expenses, costs and disbursements incurred in conjunction with the ownership, management, maintenance, repair and operation of a Greenview owned or operated facility.

2. SUSTAINING GRANTS

- 2.1. Greenview supports non-profit organizations by assisting with operational expenses related to Greenview owned or operated facilities.
- 2.2. Grant limits are based on the Needs Assessment provided by the Applicant with regard to the previously approved Sustaining Grant budget.
- 2.3. A Sustaining Grant is a one-time annual request and may only be used for operating purposes.
 - A) In the event there is an urgent requirement for funding, an organization may request additional funds from Council on a case-by-case basis.
- 2.4. The following community operated facilities are eligible for Greenview Sustaining Grants:
 - A) Agricultural Societies of DeBolt, Grovedale and Valleyview;
 - B) Community Halls of DeBolt, Goodwin, Grovedale, Little Smoky, New Fish Creek, Sturgeon Heights, Sunset House, and Sweathouse;
 - C) Museums of DeBolt and Grovedale; and
 - D) Recreation Boards in Crooked Creek, East Smoky, and Grovedale.
- 2.5. The following organizations, associations, and initiatives are ineligible to apply for a Sustaining Grant:
 - A) Operational expenses which are not related to a Greenview owned or operated facility;
 - B) Capital expenses;
 - C) Municipalities;
 - D) Religious organizations where the funds would be used to further the organization's religious purpose;
 - E) Direct support to individuals or families;
 - F) First Nation Bands or Tribal Councils; or
 - G) Political organizations or any organization's political purpose.

3. APPLICANT RESPONSIBILITIES

- 3.1. An applicant must apply through the Greenview Grant Portal to be considered for a Sustaining Grant.
- 3.2. Applicants must annually demonstrate funding needs through a Needs Assessment by August 15th. For the purpose of this policy, a Needs Assessment shall contain:
 - A) Organizational inputs, whether in-kind or financial;
 - B) Historical and current financial statements;
 - C) Expected project or organizational outputs; and
 - D) Any other information requested by Greenview.
- 3.3. Applicants who are seeking subsequent Sustaining Grants are required to submit an outcomes report annually. For the purposes of this policy, an outcome report shall contain:
 - A) A statement detailing past-year operations and associated costs;
 - B) Results of operations during the year;

- C) Any remaining funds, if applicable; and
- D) A Needs Assessment.

3.4. Where an organization has excess funds at the end of a fiscal year, the applicant must:

- A) Request the reallocation of funds to be approved by Council; or
- B) Return the funds to Greenview.

3.5. Organizations which receive a Sustaining Grant must provide recognition to Greenview as detailed in Policy 1026 "Greenview Grant Recognition."

3.6. Applicant organizations may be required to present to the Committee of the Whole.

3.7. Where an applicant has excess funds at the end of a fiscal year, said applicant must

- A) Request the reallocation of funds to be approved by Council; or
- B) Return the funds to Greenview;

4. COUNCIL RESPONSIBILITIES

4.1. Council shall have authority over reviewing and decision-making regarding the inclusion of Sustaining Grants in the annual budget.

4.2. Council may hear emergency funding requests for organizations with a funding agreement.

5. ADMINISTRATION RESPONSIBILITIES

5.1. Administration shall annually prepare the Greenview Grant Portal to accept applications for the Sustaining Grant.

5.2. Administration shall prepare the applications and an estimated budget for Council's consideration.

5.3. Once the budget is approved, Administration shall disperse funds to the successful applicants.



REQUEST FOR DECISION

SUBJECT:	Policy 8015 Community Impact Grant	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER:
MEETING DATE:	October 11, 2023	DIR:	PRESENTER:
DEPARTMENT:	COMMUNITY SERVICES	LEG:	
STRATEGIC PLAN:	Culture, Social & Emergency Services		

RELEVANT LEGISLATION:
Provincial – Not applicable.

Council Bylaw/Policy – Not applicable.

RECOMMENDED ACTION:
MOTION: That the Policy Review Committee recommend Council approve Policy 8015 “Community Impact Grant” as presented.

BACKGROUND/PROPOSAL:

Community Impact Grants provide funding to non-profit organizations which support community needs and initiatives within Greenview and surrounding communities. Non-profit organizations which contribute to the social well-being of Greenview residents and surrounding communities may apply for a Community Impact Grant.

Policy 8015 seeks to build a framework for Community Impact Grant requests and establish good governance while providing quality municipal services and supporting the not-for profit sector in Greenview. Grant requests under this stream are a one-time annual request and may be used for operational or capital purposes.

The Policy seeks to establish fiscal restraint by establishing limits on the operating and capital grants within the Community Impact Grant stream. Administration is recommending a limit of \$40,000.00 for operating grants and a limit of \$100,000.00 for capital grants. Having limits within the policy encourages applicants to review their funding request, and encourages them to find other funding sources thereby increasing accountability.

BENEFITS OF THE RECOMMENDED ACTION:

1. The recommended motion will establish a procedure and program controls for Greenview’s Community Impact Grant program. The policy aligns with Greenview’s grant framework as it transitions to Greenview’s online grant portal.

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 the recommended motion.

FINANCIAL IMPLICATION:

Sponsorships will be included and tracked in Community Services' grant budget.

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 8002 "Community Grants" (Current)
- Policy 8015 "Community Impact Grants" (Draft)

Title: Annual Budgeted Operating Grants

Policy No: 8006

Effective Date: October 12, 2021

Motion Number: 21.10.509

Supersedes Policy No: None

Review Date: October 12, 2024



Purpose: The purpose of the Annual Budgeted Operating Grants Policy is to provide a framework for non-profit organizations that ensures annual grant recipients are awarded funding in a consistent and equitable manner to support sustainable activities that positively impact the economic and social wellbeing of the Greenview community and region.

1. DEFINITIONS

- 1.1. **Annual Budgeted Operating Grant** means a grant for operating expenses that is accounted for in Greenview’s annual budget. Generally, a grant agreement will be in place stipulating the annual operating grant contribution Greenview will provide. Occasionally, an annual budgeted operating grant will be for a finite term (such as 3 years, 5 years, etc.)
- 1.2. **Community Grant** means a one-time capital or operating grant subject to the application, reporting and recognition requirements outlined in Policy 8002.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **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 aims and projects.
- 1.5. **Operating Expenses** means an expense incurred through normal business operations. This may include but is not limited to rent, equipment maintenance, inventory costs, marketing, payroll, insurance and funds allocated for development.

2. POLICY STATEMENT

- 2.1. Greenview is committed to supporting sustainable activities that positively impact the social/economic development of the Greenview community, and is faced with allocating a limited amount of resources. This process is intended to help govern the best use of these limited funds.

3. SCOPE

- 3.1. This policy applies to Annual Budgeted Operating Grants. Organizations that require capital funding, or additional operating funding other than the annually budgeted amount,

must submit a Community Grant Application to Greenview by April 15 or October 15 in accordance with The Community Grants Policy 8002.

4. PRINCIPLES

- 4.1. Accountability: Greenview may require Annual Budget Operating Grant recipients to be accountable for the funds awarded to their not-for-profit organization or society. Upon Greenview's request, recipients will be required to provide the previous years' financial statements prior to funds being released.
- 4.2. Recognition: Greenview requires Annual Budgeted Operating Grant recipients to provide recognition of the funding in an acceptable manner to Greenview. Greenview Administration will use Schedule A as a guideline for establishing the level of recognition.

5. PROCEDURE

- 5.1. Funding requirements for Annual Budgeted Operating Grants will be provided through the Greenview budget process.
- 5.2. Greenview may approve multi-year funding commitments pending annual approval of program funding and satisfaction of annual grant conditions.
- 5.3. Distribution will be at the discretion of Council and will be part of the budget deliberations.
- 5.4. Recipients must confirm their operational funding requirements August 15 for the upcoming year.
- 5.5. Administration will work with recipients to identify the appropriate level of recognition represented by ongoing contributions for Greenview utilizing Schedule A as a guideline.
- 5.6. The grant recipient must establish and maintain proper accounting records.
- 5.7. Successful recipients may be required to file an accounting statement of grant fund expenditures with Greenview August 15 of the funding year.

6. FUNDING CONDITIONS

- 6.1. Recipients must be a not-for-profit community group or organization.
- 6.2. The Annual Budgeted Community Grants shall be utilized for the specified purpose. Greenview Council approval is required for any changes to the intended use of the funds.
- 6.3. The operating grant accounting statement shall be endorsed by two authorized representatives having legal and /or financial signing authority for the organization.

Schedule A

<p align="center">Greenview Sponsorships *Policy 8006</p>		
<p>PREMIER</p>	<p>\$10,000 +</p>	<ul style="list-style-type: none"> • Regional, Provincial and/or National Reach • Council photo op and cheque presentation • Delegate tickets to event • Greenview banner • Publications • Verbal mentions
<p>PARTNER Advocate Promoter Contributing Presenting</p>	<p>\$2,500 - \$10,000.00</p>	<ul style="list-style-type: none"> • Regional Recognition • Greenview banner • Publications • Verbal mentions • Possible cheque presentation and photo-op with Councillor(s).
<p>COMMUNITY SUPPORT</p>	<p>\$100 - \$2,500</p>	<ul style="list-style-type: none"> • Greenview banner to be displayed • Incorporate Greenview in publications/media • Possible cheque presentation and photo-op with Councillor(s)

Title: Community Impact Grants

Policy No: 8015

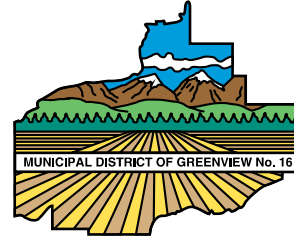
Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 8006

Department: Community Services

Review Date: (3 Years from date approved)



Legal References:

Agricultural Societies Act, R.S.A. 2000, c. A-11.

Societies Act, R.S.A. 2000, c. S-14

Canada Not-for-profit Corporations Act (Canada), S.C. 2009, c.23

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

Cross References:

Policy 1026 "Greenview Grant Recognition"

Purpose: To provide a framework for the administration of Greenview's Community Impact Grant program.

1. DEFINITIONS

- 1.1. **Grant Cycle** is the period covering one full calendar year in which two grant application opportunities exist.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Non-Profit Organization** means an organization which provides products or services to improve or benefit a community. Any money made by a Non-Profit Organization is not for the personal gain of its directors, members, or officers, but whose excess revenue goes back into the organization to further its aims and projects. For the purposes of this policy organizations incorporated under the following acts of Alberta or Canada are considered Non-Profit Organizations:
 - A) *Agricultural Societies Act*;
 - B) *Societies Act*;
 - C) *Canada Not-for-profit Corporations Act*; or
 - D) Registered as a charity under the *Income Tax Act*.
- 1.4. **Stacked Funding** means being awarded more than one funding stream to cover a single project.

2. POLICY STATEMENT

- 2.1. Greenview deems it desirable to provide stable funding agreements to Non-Profit Organizations which provide direct and indirect benefits to Greenview residents and surrounding communities.
- 2.2. The following organizations, groups, and initiatives are ineligible to apply for a Community Impact Grant:
 - A) Municipalities;
 - B) Religious organizations where the funds would be used to further the organization’s religious purposes.
 - C) Direct support individuals or families;
 - D) First Nations Bands and Tribal Councils;
 - E) One-time events; and
 - F) Political organizations or any organization’s political purposes.
- 2.3. Non-profit Organizations seeking operating and capital assistance must apply for each funding stream separately.

3. COMMUNITY IMPACT GRANT - OPERATING STREAM

- 3.1. Grant limits are based on the Needs Assessment the Applicant provided regarding the previously approved Sustaining Grant budget.
 - A) Operational funding cap of \$40,000.00.
 - B) Applicants requesting a grant greater than \$40,000.00 must present to the Committee of the Whole.
- 3.2. Operating funding may be used for all costs and expenses incurred with respect to the ownership, maintenance, and operation of a project or organization.

4. COMMUNITY IMPACT GRANT - CAPITAL STREAM

- 4.1. Grant limits are based on the Needs Assessment the Applicant provided regarding the previously approved Sustaining Grant budget.
 - A) Capital funding cap of 50% of the total project or program cost, up to a maximum of \$100,000.00.
 - B) Applicants requesting a grant greater than \$100,000.00 must present to the Committee of the Whole.
- 4.2. Capital funding may be used for expenses incurred in the improvement of any project or organization, including extraordinary repairs, additions, alterations, modifications, or restoration of assets.

5. APPLICANT RESPONSIBILITIES

- 5.1. Applicants shall annually submit their applications through the Greenview Grant Portal by April 15th to be considered for a Community Impact Grant.
- 5.2. Applicants must submit a Needs Assessment, which shall include:
 - A) Organizational inputs, whether in-kind or financial;
 - B) Budgetary estimates;
 - C) Historical and current financial statements;
 - D) Expected project or organizational outputs; and
 - E) Any other information requested by Greenview.

- 5.3. Applicants may be required to enter into a funding agreement with Greenview.
- 5.4. An applicant shall submit an outcome report within two (2) months upon termination of the program. An outcome report shall contain:
 - A) A statement detailing past-year operations and associated costs;
 - B) Results of the program;
 - C) Any remaining funds, if applicable; and
 - D) Any other information requested by Greenview.
- 5.5. Where an applicant has excess funds at the end of a fiscal year not exceeding \$2000.00, said Non-profit Organization must request the reallocation of funds by the CAO. Where excess funds exceed \$2000.00, said Non-profit Organization must:
 - A) Request the reallocation of funds to be approved by Council; or
 - B) Return the funds to Greenview.
- 5.6. Non-profit Organizations which receive an operating grant must provide recognition to Greenview as detailed in Policy 1026 “Greenview Grant Recognition.”
- 5.7. Applicant Non-profit Organizations may be required to present to the Committee of the Whole.

6. COUNCIL RESPONSIBILITIES

- 5.1. Council is responsible for reviewing the inclusion of Community Impact Grants within the annual budget.
- 5.2. Council shall have sole discretion regarding the reallocation of surplus grant funds exceeding \$2000.00.

7. ADMINISTRATION RESPONSIBILITIES

- 6.1. Administration shall annually prepare the Greenview Grant Portal to accept Community Impact Grant applications.
- 6.2. Administration shall assemble and prepare grant applications for Council’s decision-making during budget deliberations.



REQUEST FOR DECISION

SUBJECT:	Policy 8012 Sponsorships	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER:
MEETING DATE:	October 11, 2023	DIR:	PRESENTER: LL
DEPARTMENT:	COMMUNITY SERVICES	LEG:	
STRATEGIC PLAN:	Culture, Social & Emergency Services		

RELEVANT LEGISLATION:

Provincial – N/A

Council Bylaw/Policy – N/A

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 8012 “Sponsorships” as presented.

BACKGROUND/PROPOSAL:

Policy 8004 “Greenview Sponsorship and Donations” has been reviewed as per the 2023 Policy Review Schedule. It is recommended that Sponsorships become its own policy to coincide with the launch of Greenview’s new grant program. In the program, Sponsorships are a proposed stream with its own criteria and application separate from other grant contributions.

A sponsorship occurs when Greenview provides a monetary contribution to a non-profit organization’s event, and in return the non-profit organization advertises or promotes Greenview’s brand. Administration is proposing to increase the Chief Administrative Officer’s approval limit from \$1,000.00 to \$2,000.00. This is being recommended as a housekeeping measure so small sponsorship requests may be processed in a timely manner. Council will continue to be made aware of sponsorships through monthly reporting.

Policy 8012 seeks to build a framework for sponsorship requests and establish good governance for sponsorships while providing quality municipal services and supporting the not-for profit sector in Greenview and surrounding communities.

BENEFITS OF THE RECOMMENDED ACTION:

1. The recommended motion will establish a procedure and program controls for Greenview’s Sponsorships. The policy aligns with Greenview’s grant framework as it transitions to Greenview’s online grant portal.

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 the recommended motion.

FINANCIAL IMPLICATION:

Sponsorships will be included and tracked in Community Services' grant budget.

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 8004 "Greenview Sponsorships and Donations" (Current)
- Policy 8012 "Sponsorships" (Draft)

Title: Greenview Sponsorships and Donations

Policy No: 8004

Effective Date: October 12, 2021

Motion Number: 21.10.518

Supersedes Policy No: None

Review Date: October 12, 2024



Purpose: To establish guidelines for responding to donation requests to not-for-profit organizations, registered societies and one-time annual events.

1. DEFINITIONS

- 1.1. **CAO** means the Chief Administrative Officer of Greenview.
- 1.2. **Donation** means cash or in-kind contributions made to local not-for-profit groups or organizations.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Sponsorship** means a mutually beneficial arrangement or partnership between Greenview and organizations wherein Greenview contributes funds to support single events and functions in return for recognition, acknowledgement and/or other promotional considerations.

2. POLICY STATEMENT

- 2.1. The organization should be a not-for-profit organization or a registered society qualify for the Greenview Sponsorships and Donations funding.
- 2.2. Sponsorships for for-profit organizations, for items that are community events or functions that are charitable not profitable ventures may be approved at the discretion of Council.
- 2.3. The event or donation must be beneficial to Greenview residents.
- 2.4. The event must be non-political in nature.
- 2.5. Organizations should be limited to one Greenview Sponsorships and Donations funding request per calendar year.
 - A) Requests in excess of one Sponsorship and Donation in a single calendar year will be reviewed and approved at the discretion of Council.
- 2.6. Administration will provide an update to Council regarding sponsorships and donations approved by the CAO in the monthly manager’s report.

- 2.7. Greenview requires successful Greenview Sponsorships and Donations applicants to provide recognition of the funding from Greenview in their event promotion and/or advertising, including the use of Greenview branding where appropriate and in accordance with Greenview’s Sponsorship Policy.
- 2.8. Greenview Sponsorships and Donations applicants are encouraged to seek other revenue opportunities. Greenview may provide not-for-profit organizations or registered societies with a letter of support.
- 2.9. Greenview Sponsorships and Donations are subject to Council Approval.
- 2.10. This Policy does not apply to Community Grants, which must follow the requirements of the Community Grants Policy 8002.

3. PROCEDURE

- 3.1. All applicants will be required to file a Sponsorship & Donation Application Form, which is available through Greenview’s website.
- 3.2. The applicant shall ensure that any attachments provided are clearly marked with the organization’s legal name to facilitate matching your backup documents to the application.
- 3.3. Greenview Sponsorships and Donations requests should be provided to Greenview Administration no fewer than 60 days preceding the event.
- 3.4. Greenview Administration will notify applicants within 14 days of their request being approved or denied by Greenview Council.
- 3.5. Donations under \$2,000.00 do not require any further sponsorship recognition. Promotion may be requested at the discretion of Administration.
- 3.6. All sponsorship or donation requests will be received by the Community Services Coordinator for proper Council approval. Communications department will assist successful applicants in coordinating recognition and advertising for the event.
- 3.7. The CAO, or designate, has the delegated authority to approve a sponsorship or donation for a single event up to a maximum of \$1,000.00.
- 3.8. Sponsorships or donations in excess of \$1,000.00 will be approved at the discretion of Council.
- 3.9. Council may at its discretion consider requests for amounts greater than the prescribed maximum outlined in Schedule A.

Schedule A

<p align="center">Greenview Sponsorships *Policy 8004</p>		
<p>PREMIER</p>	<p>\$10,000 +</p>	<ul style="list-style-type: none"> • Regional, Provincial and/or National Reach • Council photo op and cheque presentation • Delegate tickets to event • Greenview banner • Publications • Verbal mentions
<p>PARTNER Advocate Promoter Contributing Presenting</p>	<p>\$2,500 - \$10,000.00</p>	<ul style="list-style-type: none"> • Regional Recognition • Greenview banner • Publications • Verbal mentions • Possible cheque presentation and photo-op with Councillor(s).
<p>COMMUNITY SUPPORT</p>	<p>\$100 - \$2,500</p>	<ul style="list-style-type: none"> • Greenview banner to be displayed • Incorporate Greenview in publications/media • Possible cheque presentation and photo-op with Councillor(s)

Title: Sponsorships

Policy No: 8012

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 8004

Department: Community Services

Review Date: (3 Years from date approved)



Legal References:

Agricultural Societies Act, R.S.A. 2000, c. A-11.

Societies Act, R.S.A. 2000, c. S-14

Canada Not-for-profit Corporations Act (Canada), S.C. 2009, c.23

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

Cross References:

Policy 1026 "Greenview Grant Recognition"

Purpose: To establish guidelines for one-time donation requests by Non-Profit Organizations. Greenview sponsorships provide one-time donations in exchange for promoting the Greenview brand within the community.

1. DEFINITIONS

- 1.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview or designate.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Non-Profit Organization** means an organization which provides products or services to improve or benefit a community. Any money made by a Non-Profit Organization is not for the personal gain of its directors, members, or officers, but whose excess revenue goes back into the organization to further its aims and projects. For the purposes of this policy organizations incorporated under the following acts of Alberta or Canada are considered Non-Profit Organizations:
 - A) *Agricultural Societies Act*;
 - B) *Societies Act*;
 - C) *Canada Not-for-profit Corporations Act*; or
 - D) Registered as a charity under the *Income Tax Act*.
- 1.4. **Sponsorship** occurs when Greenview makes a donation toward the cost of a Non-Profit Organization's event, and in return said Non-Profit Organization advertises or promotes Greenview's brand.

2. ELIGIBILITY

- 2.1. To be eligible an organization must be a Non-Profit Organization.
- 2.2. Sponsorships for for-profit organizations shall be approved at the discretion of Council.
- 2.3. The following organizations and initiatives are ineligible to receive a Sponsorship:
 - A) Municipalities;
 - B) Religious organizations where the Sponsorship would be used to further the organization's religious purpose;
 - C) Direct support to individuals or families;
 - D) First Nations Bands, Tribal Councils, Metis Settlements; or
 - E) Political organizations or any organization's political purposes.

~~2.1. The organization should be a not-for-profit organization or a registered society qualify for the Greenview Sponsorships and Donations funding.~~

~~2.2. Sponsorships for for-profit organizations, for items that are community events or functions that are charitable not profitable ventures may be approved at the discretion of Council.~~

~~2.3. The event or donation must be beneficial to Greenview residents.~~

~~2.4. The event must be non-political in nature.~~

3. SPONSORSHIP PROCEDURE

- 3.1. Only one request may be made by an Non-profit Organization during each calendar year.
- 3.2. Sponsorships applications are open throughout the year; however, applicants must submit their application ~~30~~ 60-working days before the event.
- 3.3. Sponsorships must be submitted through the online grant portal.
- 3.4. The CAO shall approve sponsorship requests below ~~\$2,000.00~~ 1,000.00
- 3.5. Sponsorships in excess of ~~\$2,000.00~~ 1,000 shall be approved at the discretion of Council.
- 3.6. Where a Non-profit Organization has remaining funds following their sponsored event, said Non-profit Organization must return the excess funds to Greenview or:
 - A) Request a funds transfer by the CAO for funds not exceeding \$2,000.00; or
 - B) Request a funds transfer by Council for funds exceeding \$2,000.00.

~~3.1. All applicants will be required to file a Sponsorship & Donation Application Form, which is available through Greenview's website.~~

~~3.2. The applicant shall ensure that any attachments provided are clearly marked with the organization's legal name to facilitate matching your backup documents to the application.~~

~~3.6. All sponsorship or donation requests will be received by the Community Services Coordinator for proper Council approval. Communications department will assist successful applicants in coordinating recognition and advertising for the event.~~

4. COUNCIL RESPONSIBILITIES

- 4.1. Council shall have sole discretion for sponsorship approvals exceeding \$2,000.00.
- 4.2. Council shall have the authority for fund transfer requests exceeding \$2000.00.

5. ADMINISTRATION RESPONSIBILITIES

- 5.1. The CAO shall process and approve sponsorships requests and fund transfers below \$2,000.00.
- 5.2. Administration shall present sponsorship requests and fund transfers exceeding \$2,000.00 to Council on behalf of the applicant Non-profit Organization.

DRAFT



REQUEST FOR DECISION

SUBJECT:	Repeal Policy 1004 Access to Minutes of Meetings		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 11, 2023	CAO:	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR:	PRESENTER: DM
STRATEGIC PLAN:	Governance	LEG:	

RELEVANT LEGISLATION:

Provincial – Municipal Government Act, R.S.A. 2000, c.M-26, s. 208(1).

Council Bylaw/Policy –

- Bylaw 22-929 “Records Retention and Disposition Bylaw”
 - Bylaw 21-876 “Procedural Bylaw”
-

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council repeal Policy 1004 “Access to Minutes of Meetings.”

BACKGROUND/PROPOSAL:

Administration is recommending the repeal of Policy 1004 “Access to Minutes of Minutes” as the policy has not been reviewed since 2013 and many of its provisions are established by Greenview bylaw or mandated by Section 208 (Figure 2) of the *Municipal Government Act* (MGA).

Bylaw 21-876 “Procedural Bylaw” (Figure 3) states how Greenview is to prepare the minutes of Council meetings and Council committees. This bylaw is compliant with Section 208 of the MGA which outlines municipal obligations during the production of meeting minutes.

Additionally, Bylaw 22-929 “Records Retention and Disposition Bylaw” (Figure 1) directs Administration on when to dispose of meeting minutes records and recordings.

Therefore, it is recommended to repeal Policy 1004 “Access to Minutes of Meetings” as an administrative housekeeping measure.

Figure 1:

C04	COUNCIL MINUTES	Vital			
Records of minutes of Council's regular, special and organizational meetings. <i>Excludes:</i> <i>Council Committees and Boards - see C06</i>		EA	P	P	Recordings destroyed after transcribed
C05	COUNCIL COMMITTEES & BOARDS AGENDAS	Vital			

5

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BYLAW 22-929

SCHEDULE A – RECORDS RETENTION SCHEDULE

DISPOSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Archival Review, P = Permanent,

Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
	Records of notices and agendas with attachments of internal and external committees /boards that Councillors are appointed to. Includes staff reports and RFDs to Council. <i>Excludes:</i> <i>Appeal Hearing Agendas (SDAB, Pest Control, etc.) - See L01</i>	EA'S	P 5 0	P D** D	Internal COMT/BRD External COMT/BRD Copies
C06	COUNCIL COMMITTEES & BOARDS MINUTES	Vital			
	Records of the minutes of internal and external committees/boards that Councillors are appointed to. <i>Excludes:</i> <i>Appeal Hearings (SDAB, Pest Control, etc.) – See L01</i>	EA'S	P 5	P D**	Internal COMT/BRD External COMT/BRD Recordings destroy after transcribed

Figure 2:

Performance of major administrative duties

208(1) The chief administrative officer must ensure that

- (a) minutes of each council meeting
 - (i) are recorded in the English language,
 - (ii) include the names of the councillors present at the council meeting,
 - (iii) are given to council for adoption at a subsequent council meeting, and
 - (iv) are recorded in the manner and to the extent required under section 216.4(6) when a public hearing is held;
- (b) all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe;

Figure 3:

12. Minutes

- 12.1. Minutes of all proceedings of Council and Committee Meetings shall be recorded in accordance with Sections 208 and 213 of the *Municipal Government Act*, and include:
 - A. All decisions and other proceedings.
 - B. The names of all Councillors, or Members at large, present at and absent from the meeting.
 - C. The names of the Councillors, or members at large, who vote for and against each motion.
 - D. Resolutions to go into Closed Session and to adjourn the meeting.
 - E. The sections of the *Freedom of Information and Protection of Privacy Act* that apply to an item being discussed in Closed Session.
 - F. Any abstention made under the *Municipal Government Act* by any member and the general nature of the abstention.
 - G. Any abstention made as a result of a pecuniary and the general nature of the abstention.
 - H. The signatures of the Reeve or Chair and the Chief Administrative Officer, or designate.
 - I. The names of the members of the public who speak to an item.
- 12.2. The minutes of each meeting must be circulated prior to the meeting at which they are to be adopted. If:
 - A. There are errors or omissions, Council must pass a motion to amend the minutes as amended, or;
 - B. There are no errors or omissions, Council must adopt the minutes as presented.
- 12.3. With the exception of any Closed Session portion of meetings, audio recordings shall be made of all Council and Committee of the Whole meetings. Should Council determine that video recordings be made of Council Meetings, these shall also exclude Closed Session portions of meetings.
- 12.4. Greenview Council Meetings and Committee of the Whole Meetings will be live streamed on Greenview's website and made available for the public to access.
- 12.5. Regular Council meeting minutes shall be retained permanently by the municipality in the original form in a safe and secure place in accordance with the *Municipal Government Act*.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefits of the recommended motion is that it will simplify Greenview's policy catalogue, particularly as the provisions of Policy 1004 are already legislated by the MGA and by Greenview bylaw.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: The Policy Review Committee may consider maintaining and updating 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 present the policy to Council if the Policy Review Committee wishes to repeal the policy.

Administration will draft an updated policy and present the draft to PRC if the Committee wishes to maintain and update the policy.

ATTACHMENT(S):

- Policy 1004 “Access to Minutes of Meetings” (Current)

<p>Title: ACCESS TO MINUTES OF MEETINGS</p> <p>Policy No: 1004</p> <p>Approval: Council</p> <p>Effective Date: <u>May 14, 2013</u></p> <p>Supersedes Policy No: (AD 31)</p> <div style="text-align: center;">  <p>MUNICIPAL DISTRICT OF GREENVIEW NO. 16 <i>"A Great Place to Live, Work and Play"</i></p> </div>
<p>Policy Statement: The Municipal District of Greenview No. 16 will provide access to minutes of meeting in an 'unratified' format prior to their approval.</p>
<p>Purpose: To provide access to records of meetings through the publishing of "unratified" and "approved" copies of the minutes of meetings, and to prohibit access to electronic recordings of meetings.</p>
<p>Principles:</p> <ol style="list-style-type: none"> 1. The electronic recordings of meetings is solely an administrative process, used in the preparation of accurate meeting minutes. A single copy of the electronic recording of a meeting shall be maintained by the recording secretary, and following the approval of those minutes, shall be permanently erased. 2. Minutes shall be prepared in accordance with the Municipal Government Act, including the requirement that minutes are recorded without note or comment. 3. An "unratified" copy of the minutes of a meeting, so marked, will be made available to members of Council, a Committee, or Board, to staff and to the public within three (3) working days of the meeting. 4. Members of Council, a Committee, or Board, and staff responsible to prepare and sign minutes, may obtain access through the recording secretary to listen to the electronic recording to assess the accuracy of the ungratified minutes prior to the meeting where the minutes will be approved. 5. Council, a Committee, or Board may request access to an electronic recording prior to the approval of the minutes. 6. All electronic recording of meetings held by the Municipal District of Greenview No. 16 prior to the approval of this policy will be securely stored and no longer be available to individual Councillors, staff or the public. The recordings will be disposed of in accordance with the provisions of Greenview's Records Retention Bylaw.

Approved: 13.05.290



REQUEST FOR DECISION

SUBJECT:	Policy 1015 Council Conference and Professional Development		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 11, 2023	CAO:	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

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

BACKGROUND/PROPOSAL:

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

"MOTION: 23.02.120 Moved by: REEVE TYLER OLSEN

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

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

CARRIED"

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

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

Administration brought this draft policy to June Policy Review Committee. It is being brought back with background numbers regarding how much each councillor has spent on training and conferences thus far this year. This additional information will allow for a more robust conversation and aid the committee in setting a set amount within the policy, if they so choose.

BENEFITS OF THE RECOMMENDED ACTION:

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

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

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

ATTACHMENT(S):

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

Title: Conference Attendance

Policy No: 1015

Effective Date: December 9, 2019

MOTION: 19.12.872

Supersedes Policy No: CO 04

Review Date: December 9, 2022



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

Definitions

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

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

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

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

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

Spouse means the legally married partner of an individual.

Policy

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

Greenview.

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

CURRENT

Title: Council Conference and Professional Development

Policy No: 1015

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 1015

Department: CAO Services

Review Date: (3 Years from date approved)



Legal References:

Not applicable

Cross References:

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

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

1. DEFINITIONS

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

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

1.3. **Spouse** means an individual who is living with another individual in a marriage-like relationship.

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

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

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

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

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

2. POLICY STATEMENT

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

3. PRINCIPLES

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

4. CONFERENCES

- 4.1. Each member of Council shall be provided with an equal budget and opportunity to attend the following:
 - A) Rural Municipalities of Alberta (RMA) Spring and Fall Conventions;
 - B) Federation of Canadian Municipalities (FCM) Annual Convention;
 - C) Legal Seminars; and,
 - D) Other conferences and professional development events.
- 4.2. Each Councillor is authorized by Council to utilize their approved conference budget at their discretion. Councillors are encouraged but not mandated to attend the conferences listed in 3.1 and may decide to use their budget to attend alternate conferences and/or professional development.
- 4.3. In addition to the conference's budget, a budget for mandatory training requirements, such as orientation after a municipal election, will be provided when required.
- 4.4. ~~Council will consider requests for approval for attendance of a Council Members or Appointed Board Member to other conferences not otherwise specifically identified or implied by this policy.~~

5. COUNCIL RESPONSIBILITIES

- 5.1. Compliance with this policy is the responsibility of each Councillor in cooperation with Council as a whole. Any matter outside the provisions shall be forwarded to Council for a decision.
- 5.2. Councillors will adhere to the Council Code of Conduct Bylaw and any other relevant legislation when representing Greenview at conferences and professional development.
- 5.3. ~~Council approval is required for any out-of-country courses, training, or conferences for the Chief Administrative Officer.~~

6. ADMINISTRATION RESPONSIBILITIES

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