



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## POLICY REVIEW COMMITTEE

### AGENDA

December 13, 2023

10:30 a.m.

Council Chambers/Zoom

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#1 CALL TO ORDER

#2 ADOPTION OF THE AGENDA

#3 ADOPTION OF THE MINUTES

#4 POLICIES

4.1 Policy 3009 Ice Cover Work Operations p. 7

4.2 Policy 2010 Substance Use Prevention p. 17

4.3 Policy 2012 Violence and Harassment Prevention p. 41

4.4 Policy 6308 Clubroot of Canola p.81

4.4 Policy 9500 Financial Reserves p. 91

4.5 Policy 4020 Snowplowing of Rural Residential Driveways p. 110

4.6 Policy 4010 Road Access Approaches p. 127

#5 NEXT MEETING DATE January 10, 2024

#6 ADJOURNMENT

Minutes of a  
**POLICY REVIEW COMMITTEE**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
M.D. Administration Building, Council Chambers  
Valleyview, Alberta, on October 11, 2023

**# 1:**  
**CALL TO ORDER**

Chair Tom Burton called the meeting to order at 9:00 a.m.

**PRESENT**

Chair	Councillor Tom Burton
Vice-chair	Councillor Sally Rosson
Member	Reeve Tyler Olsen (Virtual)
Member	Deputy Reeve Bill Smith
Member	Councillor Jennifer Scott
Member	Councillor Christine Schlieff
Member	Councillor Ryan Ratzlaff
Member	Councillor Winston Delorme
Member	Councillor Dave Berry
Member	Councillor Duane Didow (Virtual)
Acting Chief Administrative Officer	Martino Verhaeghe
Director of Corporate Services	Ed Kaemingh
Director of Community Services	Michelle Honeyman
Legislative Services Officer	Sarah Sebo
Legislative Assistant/Recording Clerk	Drew Melvin
Manager of Communications and Marketing	Stacey Sevilla
Manager of Information Systems	Peter Stoodley
Community Services Coordinator	Lisa Lenentine
Executive Assistant, CAO Services	Wendy Holscher

**ABSENT**

Member	Councillor Dale Smith
Chief Administrative Officer	Stacey Wabick
Director of Infrastructure & Engineering	Roger Autio

**#2**  
**POLICY REVIEW**  
**COMMITTEE**  
**AGENDA**

**MOTION: 23.10.243. Moved by: COUNCILLOR SALLY ROSSON.**  
That the Policy Review Committee adopt the Agenda of the Policy Review Committee meeting as presented.

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

**CARRIED**

#3  
POLICY REVIEW  
COMMITTEE  
MINUTES

MOTION: 23.10.244. Moved by: COUNCILLOR RYAN RATZLAFF.  
That the Policy Review Committee adopt the minutes of the Policy Review Committee Meeting held on September 13, 2023 as presented.

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

CARRIED

#4  
BUSINESS

ISSUANCE OF DIGITAL  
COMMUNICATIONS TOOLS

**4.1 "Issuance of Digital Communications Tools"**

MOTION: 23.10.245. Moved by: COUNCILLOR DAVE BERRY.  
That the Policy Review Committee recommend Council Policy 1019 "Issuance of Digital Communications Tools" as amended.

- 3.2 typo: "returned"
- 1.5 Lifecycle: "so long as device has not prematurely failed"
- 3.5 Change from CAO to Manager/Director
- "IS / Information Systems" to be defined
- "In-camera" to be "Closed-session"
- 5.1: "This policy" to cite policy number
- 5.8: bracket after "controls"

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

CARRIED

IN-KIND DONATIONS

**4.2 "In-Kind Donations"**

MOTION: 23.10.246. Moved by: COUNCILLOR CHRISTINE SCHLIEFF.  
That the Policy Review Committee recommend Council approve Policy 8011 "In-Kind Donations" as amended.

- Verify numbering
- Change "organisation" to "organization"
- 3.3 "At least" 15 days before event
- 2.3(A): Remove first "religious" ; change "religious purposes" to "ideological purposes"
- 2.3: Administration may defer any In-Kind decision to Council

For: Chair Tom Burton, Vice-Chair Sally Rosson, Reeve Tyler Olsen, Deputy Reeve Bill Smith, Councillor Jennifer Scott, Councillor Christine Schlieff,

Councillor Ryan Ratzlaff, Councillor Winston Delorme, Councillor Dave Berry,  
Councillor Duane Didow

CARRIED

REGIONAL SUSTAINING  
GRANT

**4.3 “Regional Sustaining Grant”**

MOTION: 23.10.247. Moved by: COUNCILLOR WINSTON DELORME.  
That the Policy Review Committee recommend Council approve Policy 8013  
“Regional Sustaining Grant” as amended.

- 2.5(D): Add First Nations, Tribal Councils, and Metis Settlements are ineligible
- 2.5(B): Remove first “religious” ; change “religious purposes” to “ideological purposes”

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

CARRIED

PRESENCE

Councillor Bill Smith left the meeting at 10:10 a.m.  
Councillor Bill Smith returned to the meeting at 10:11 a.m.

Councillor Winston Delorme left the meeting at 10:10 a.m.  
Councillor Winston Delorme returned to the meeting at 10:12 a.m.

GREENVIEW SUSTAINING  
GRANTS

**4.4 “Greenview Sustaining Grants”**

MOTION: 23.10.248. Moved by: COUNCILLOR JENNIFER SCOTT.  
That the Policy Review Committee recommend Council approve Policy 8014  
“Greenview Sustaining Grants” as amended.

- 2.5(D): Remove first “religious” ; change “religious purposes” to “ideological purposes”
- 2.5(F): Add First Nations, Tribal Councils, and Metis Settlements are ineligible

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

CARRIED

RECESS

The Policy Review Committee recessed at 10:19 a.m.  
The Policy Review Committee reconvened at 10:30 a.m.

PRESENCE

Councillor Winston Delorme left the meeting at 11:01 a.m.  
Councillor Winston Delorme returned to the meeting at 11:02 a.m.

COMMUNITY IMPACT  
GRANTS

**4.5 “Community Impact Grants”**

MOTION: 23.10.249. Moved by: COUNCILLOR RYAN RATZLAFF.  
That the Policy Review Committee recommend Council approve Policy 8015  
“Community Impact Grants” as amended.

- 2.2(B): Remove first “religious” ; change “religious purposes” to  
“ideological purposes”
- 2.2(D): Add First Nations, Tribal Councils, and Metis Settlements are  
ineligible
- Review Numbering
- Chief Administrative Officer (CAO) to be defined

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

CARRIED

SPONSORSHIPS

**4.6 “Sponsorships”**

MOTION: 23.10.250. Moved by: COUNCILLOR SALLY ROSSON.  
That the Policy Review Committee recommend Council approve Policy 8012  
“Sponsorships” as amended.

- 3.4/3.5/5.1: CAO approval threshold to be \$1000.00
- 4.1/4.2/5.2 Change Council approval to reflect above \$1000.00
- 2.3(B): Remove first “religious” ; change “religious purposes” to  
“ideological purposes”
- 2.3(D): Add First Nations, Tribal Councils, and Metis Settlements are  
ineligible

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

CARRIED

REPEAL OF ACCESS TO  
MEETING MINUTES

**4.7 “Access to Meeting Minutes”**

MOTION: 23.10.251. Moved by: COUNCILLOR CHRISTINE SCHLIEF.  
That the Policy Review Committee recommend Council repeal Policy 1004  
“Access to Meeting Minutes” as presented.

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

CARRIED

**COUNCIL CONFERENCE &  
PROFESSIONAL  
DEVELOPMENT POLICY**

**4.8 “Council Conference and Professional Development Policy”**

MOTION: 23.10.252. Moved by: COUNCILLOR JENNIFER SCOTT.  
That the Policy Review Committee recommend Council approve Policy 1015  
“Council Conference and Professional Development Policy” as amended.

- 4.2: Change 3.1 to 4.1
- 3.6: Remove “Companion,” change to “Spouse”

DEFERRED

**DEFERRAL OF COUNCIL  
CONFERENCE AND  
PROFESSION DEVELOPMENT  
POLICY**

MOTION: 23.10.253. Moved by: COUNCILLOR WINSTON DELORME.  
That the Policy Review Committee defer Policy 1015 “Council Conference and  
Professional Development Policy” until 2023 audited year end.

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

Against: Reeve Tyler Olsen

CARRIED

**#5  
ADJOURNMENT**

**5. Adjournment**

MOTION: 23.10.254. Moved by: DEPUTY REEVE BILL SMITH.  
That this meeting adjourns at 11:32 a.m.

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

CARRIED

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RECORDING CLERK

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CHAIR



# REQUEST FOR DECISION

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SUBJECT:	<b>Policy 3009 Ice Cover Work Operations</b>	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER:
MEETING DATE:	December 13, 2023	DIR:	PRESENTER: TH/LM
DEPARTMENT:	HUMAN RESOURCES	LEG:	
STRATEGIC PLAN:	Governance		

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## RELEVANT LEGISLATION:

**Provincial – N/A**

**Council Bylaw/Policy – Policy 3009 “Ice Cover Work Operations”**

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## RECOMMENDED ACTION:

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

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## BACKGROUND/PROPOSAL:

Policy 3009 was presented to the Policy Review Committee on June 14, 2023, and was given approval to advance to Council for decision-making. The policy was presented to Council on July 11, 2023, where Council deferred the policy to a future council meeting.

Administration is presenting Policy 3009 to be re-examined by the Policy Review Committee for clarity and discussion before presenting it to Council.

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

Administration is recommending that Policy 3009 “Ice Cover Work Operations” become a procedure to clarify the detailed process of the scope of work, describing the actions to be taken in a specific task. While a policy sets the direction, and guides the day-to-day actions, the requirement for a procedure is to establish an official way of doing a task, prescribing a step-by-step way of performing a job and should be read as though a worker is doing the job for the 1<sup>st</sup> time, while being able to follow the direction outlined in the procedure to complete a task safely. This is essential for maintaining a high safety standard while being compliant with the Occupational Health and Safety Act, Code and Regulations requirements to identify and assess hazards, implement adequate control measures, develop safety procedures for working and operating equipment safely on ice-covered water, implement emergency and rescue procedures and train employees.

The updated procedure would incorporate best practices from cited documents within the current policy (“Best Practice for Building and Working on Ice Covers in Alberta”, and “Field Guide to Working Safely on Ice

Covers”) although these guides are available for employees to reference, the procedure will include pertinent information.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the Policy Review Committee accepting the recommended motion is that there will be no need for future review of the Policy 3009 “Ice Cover Work Operations” by Council.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** The Policy Review Committee may amend the recommended motion.

**MOTION: That the Policy Review Committee recommend Council approve the transfer of Policy 3009 “Ice Cover Work Operations” to a Safe Work Procedure, as amended.**

**Alternative #2:** The Policy Review Committee may recommend Council maintain Policy 3009 “Ice Cover Work Operations” as a Council policy, however this is not recommended as the policy only affects staff. Additionally, the policy forms part of the Safe Work Procedure Manual and maintaining it as a Council policy would make it disjointed from other workplace procedures.

**MOTION: That the Policy Review Committee recommend Council maintain Policy 3009 “Ice Cover Work Operations” as a Council policy.**

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**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.

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**FOLLOW UP ACTIONS:**

Council will be presented with a motion to repeal Policy 3009 “Ice Cover Work Operations” if the transfer to a safe work procedure is approved.

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

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**ATTACHMENT(S):**

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

**Title: ICE COVER WORK OPERATIONS**

**Policy No: 3009**

**Effective Date: April 12, 2016**

**Motion Number: 16.04.135**

**Supersedes Policy No: (None)**



**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

*"A Great Place to Live, Work and Play"*

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

**DEFINITIONS**

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

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

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

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

**POLICY**

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

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

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

**PROCEDURE**

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

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

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

**REGULATIONS**

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

CURRENT

**Title: Ice Cover Work Operations**

**Procedure No: 5.109**

**Effective Date: Date approved by Manager**

**Review Date: (3 Years from date approved)**



**Legal References:**

Occupational Health and Safety Act, S.A. 2020, c.O-2.2.  
Occupation Health and Safety Code AR 191/2021, Part 12, Section 195.

Alberta’s Best Practice for Building and Working Safely on Ice Covers (2009).

**Cross References:**

Policy 2500 “Corporate Health and Safety”

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

## 1. DEFINITIONS

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

## 2. RELEVANT LEGISLATION

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

## 3. SUPERVISOR RESPONSIBILITY

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

## 4. WORKER RESPONSIBILITY

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

## 5. IDENTIFIED HAZARDS

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

## 6. TRAINING REQUIRED

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

## 7. PERSONAL PROTECTIVE EQUIPMENT

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

## 8. PROCEDURE

- 8.1. All possible frozen bodies of water shall be identified, controls are put in place and routes are to be planned accordingly.
- 8.2. Travelling or working on frozen bodies of water shall only occur when deemed necessary to complete a job or when no other routes exist.
- 8.3. If work is to be conducted on ice where water is more than 1 metre deep at any point, it must be determined that the ice will support the load.
- 8.4. A communication plan must be implemented and followed. Where communication services are limited ensure a secondary communication device such as Zoleos are used.

- 8.5. An emergency response plan is to be developed and communicated before any travel and or work on ice begins.
- 8.6. If there is a sudden or significant change in the weather, new works, changes in equipment or work tasks the ice safety plan shall be reviewed at least once per day or at reasonable intervals to prevent the development of any unsafe working conditions.
- ~~8.7.~~ If a worker falls through the ice, ~~self-rescue is the preferred option:~~
- ~~A) Worker is to kick feet to become parallel with the ice and use ice picks to begin the self-rescue process.~~
  - ~~B) Do not panic, catch your breath, kick until parallel with the ice surface, and continue kicking and pulling until you have pulled yourself up onto the ice;~~
  - ~~C) If self-rescue is not an option, Where there are other workers in the area, the other worker is to throw a safety line or object to aid in the rescue;~~
  - ~~D) The rescuing worker is to remain on solid stable ground to ensure a solid stance;~~
  - ~~E) Once out of the water, the worker is to remain flat on the ice and either crawl, roll, or be pulled by the rescuing worker to solid ground; and,~~
  - ~~F) Wet clothing is to be removed and dried. Follow first aid procedures for hypothermia.~~
- 8.8. When at all possible, ensure an additional means of travel is available. I.e., two ATV's, snowmobiles, or Argos.
- 8.9. Avoid crossing ice when visibility is reduced due to time of day or weather conditions.
- 8.10. Working on frozen bodies of water should be avoided whenever possible and be done only as a last resort. Test the thickness of the ice prior to the start of travel or work on ice coverings and as often ~~as necessary~~, during the course of the work. ~~as necessary.~~
- 8.11. When testing, learn as much as possible about the ice conditions. Testing should be done by two persons on foot and proceed with caution.
- 8.12. The worker(s) must wear PPE, communication device and ice picks. If Working Alone, the worker must be tied off and anchored on solid land. To gauge the integrity of the ice, the worker will make a hole in the ice and assess the ice integrity.
- 8.13. Test~~ing~~ the ice for thickness by:
- A) Observ~~ing~~ the ice to see if there are any cracks, breaks, holes, open water, weak spots, or abnormal surfaces and to identify the colour(s) of the ice to decide if safe to proceed to the next step of testing the ice;
  - B) While testing ice for thickness ensure all PPE is worn and tools readily available and workers should stay about 10 metres (20 feet) apart;
  - C) If alone securely ~~attached~~ attach a rope to your person and firmly ~~anchored~~ anchor to snowmobile, tree, etc. on shore;
  - D) If the edge of the ice is not solid, has cracks or is slushy, avoid going out on it;
  - E) Use an axe or ice auger to determine firmness by ~~make-making~~ a hole to determine if it is at least 10 cm (4" inches) ~~thickness~~ thick;
  - F) Do not walk on ice less than 10 cm (4 inches) thick. NOTE: Even between 9" inches to 10" inches in thickness, there may be unforeseen hazards such as a flowing current underneath that could weaken the ice; and,
  - G) Record ice thickness, location, date, and time.

## 8.14. Ice thickness charts:

- A) Blue Ice: Blue ice is the strongest ice, as it forms vertical columnar crystals that contain few air bubbles. It is formed by a quick drop in temperature and appears to be blue because it is clear enough to see the water underneath it.
- B) White (snow) Ice: This type of ice contains a significant amount of air bubbles and forms on top of the surface ice by natural or man-made flooding of snow. It is considered to be 50% weaker than blue ice.

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

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

## 9. EQUIPMENT

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

## 10. PRE-USE INSPECTION

- 10.1. Prior to operating power mobile equipment or using any other tools, equipment, or PPE, a pre-use inspection of equipment must be completed to ensure it is in safe operating condition as per manufacturer's instructions, safe work procedure and or policy.
- 10.2. Inspections must be conducted by a competent worker.
- 10.3. If an inspection indicates equipment is hazardous or potentially hazardous, the equipment is **to be locked, removed from operations and out and inform** the supervisor **informed. and not put into operations.**

- 10.4. The defective tools or equipment is not placed into operation until **the** defect is repaired, or unsafe condition is corrected.
- 10.5. ~~Record~~ **A record** of the inspection and maintenance of equipment is kept at the worksite and readily available to the worker.

## 11. USE/OPERATION

- 11.1. Use and operate all tools and equipment ~~are~~ as per manufacture's specifications and regulations.

## 12. CLEAN-UP

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

DRAFT





# REQUEST FOR DECISION

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SUBJECT:	<b>Policy 2010 Substance Abuse Prevention</b>	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER:
MEETING DATE:	December 13, 2023	DIR:	PRESENTER: TH/LM
DEPARTMENT:	HUMAN RESOURCES	LEG:	
STRATEGIC PLAN:	Governance		

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#### RELEVANT LEGISLATION:

**Provincial – N/A**

**Council Bylaw/Policy – Policy 2010 “Substance Abuse Prevention”**

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#### RECOMMENDED ACTION:

**MOTION: That the Policy Review Committee recommend Council transfer Policy 2010 “Substance Abuse Prevention” from a Council policy to an administrative policy, as presented.**

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#### BACKGROUND/PROPOSAL:

Policy 2010 “Substance Abuse Prevention” has been reviewed to reflect 2022 safety maintenance audit recommendations, industry standards and the 2023 Policy Review Schedule.

The policy has received adjustments to include a title change to remove the term “Abuse,” updated definitions, legal and cross reference updates, and provides additional clarity by employing common language.

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#### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that it will permit Greenview to have an updated Substance Use Prevention policy that clarifies the intention, direction, and commitment of the organization to health and safety.
2. The benefit of accepting the recommended motion is future revisions to the policy will only require CAO approval. This will make the process easier when there are legislative or procedural changes.

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#### DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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#### ALTERNATIVES CONSIDERED:

**Alternative #1:** The alternative to the recommended motion would be that the policy remains a Council policy. This is not being recommended since the policy only affects staff.

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#### FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**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.

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**FOLLOW UP ACTIONS:**

Administration will present the policy to Council for decision-making.

Council be presented with an additional motion to repeal Policy 2010 "Substance Abuse Prevention."

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**ATTACHMENT(S):**

- Policy 2010 "Substance Abuse Prevention" (Current)
- Policy 02-110 "Substance Use Prevention" (Draft)

**Title: Substance Abuse Prevention**

**Policy No: 2010**

**Effective Date: May 11, 2020**

**Motion Number: 20.05.278**

**Supersedes Policy No: HU 08**

**Review Date: May 11, 2023**



**Purpose:** Greenview has an interest in establishing programs to promote and enhance health and safety in the workplace. Greenview Substance Abuse Prevention Policy is directed at protecting the health and safety of employees, co-workers, general public and the environment. The Substance Abuse Prevention Policy combines drug and alcohol testing with education, training and access to assistance.

**DEFINITIONS**

**Accredited Laboratory** means a laboratory that meets guidelines and standards of the Substance Abuse and Mental Health Services Administration, which is the certifying agency for forensic urine drug testing laboratories in Canada and the United States. Collection and testing processes follow the U.S. Department of Health and Human Services guidelines.

**Alcohol** means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol.

**Breath Alcohol Concentration (BAC)** means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 litres of breath.

**Breath Alcohol Technician** means an individual trained and certified to conduct breath alcohol testing utilizing an Evidential Breath Tester.

**Chain of Custody** means the process of documenting the handling of a specimen from the time a donor gives the specimen to the collector, during the testing at the laboratory, and until the results are reported by the laboratory.

**Collector** means non-medical and medical personnel contracted by an agency who have received training in collecting urine samples in accordance with guidelines that would be acceptable to the regulatory agencies.

**Designated Employer** means an employer which is an affiliate of the organization and which is designated as such for the purposes of this Policy by the organization.

**Drug** means any substance other than food, which is taken to change the way the body or mind functions. Drug testing refers to marijuana, cocaine, opiates, phencyclidine and amphetamines with cut-off levels as per the Substance Abuse and Mental Health Services Administration of the Department of Health and Human Services, which is the certifying agency for forensic urine drug testing laboratories in Canada and the United States.

**Evidential Breath Testing Device** means capable of measuring the alcohol content of deep lung breath samples with sufficient accuracy for evidential purposes. The Evidential Breath Tester must be on the conforming products list as per the U.S. National Highway Traffic Safety Administration.

**Fit for Duty** means being capable of performing work related duties in a safe, efficient, productive manner with no drugs and or alcohol present in the body at or above established standards.

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

**Medical Review Officer (MRO)** means a licensed physician responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant bio medical information.

**MDMA** means Methylenedioxyamphetamine.

**MDA** means Methylenedioxyamphetamine.

**Significant Incident** means incidents involving a fatality, disabling injury, significant property damage, spill or abnormal discharge that may cause long term health effects to employees and or the public, public evacuation or serious environmental damage or an event or near miss that could have had potential serious consequences.

**Substance** medical marijuana is not recognized by Health Canada as a therapeutic drug therefore may be referred to as a substance.

**Substance Abuse Professional (SAP)** means a licensed Physician or a licensed or certified psychologist, social worker, employee assistance professional or an addictions counselor. All must have knowledge of and clinical experience in the diagnosis and treatment of alcohol, drugs and related disorders. Also referred to as a Substance Abuse Expert (SAE).

**Supervisor Training** shall include the physical, behavioral, speech and performance indicators of probable alcohol or drug misuse and appropriate intervention strategies.

**POLICY****1. Scope**

- 1.1 This policy applies to all employees and management of Greenview. While this policy refers specifically to alcohol and drugs, it is intended to apply to all other forms of substance abuse.
- 1.2 The guiding principles of the Canadian Model for Providing a Safe Workplace, a best practice guide from the Construction Owners Association of Alberta (COAA) and Energy Safety Canada are incorporated into this policy.
- 1.3 Greenview shall comply with all applicable Federal and Provincial related laws and or regulations.

**2. Roles and Responsibilities****2.1 Employees are expected to:**

- a. Arrive fit for duty and remain fit for duty during their period of work.
- b. Take responsibility for their own safety and others at the workplace.
- c. Consult with their licensed medical practitioner or pharmacist regarding the proper use of medication they are using to determine if the medication may have a negative effect on their performance.
- d. Advise their direct supervisor, management, or Human Resources if they are using a prescribed drug that their licensed medical practitioner or pharmacist has advised would interfere with their ability to work.
- e. Disclose and seek advice on appropriate counseling or treatment if they suspect they have a dependency or an emerging substance abuse issue.
- f. Take appropriate actions to ensure a co-worker does not remain in an unfit condition at work that may endanger the employee, co-workers or others. This may include contacting your supervisor or management.
- g. Employees receiving standby pay for on-call situations are expected to be fit for duty and in compliance with these standards. If unexpected circumstances arise where an employee is requested to perform unscheduled services while under the influence of alcohol or medications, it is the responsibility of the employee to decline the call.

**2.2 Supervisors will:**

- a. Monitor and evaluate work performance with an objective of early identification and handling of all performance issues.
- b. Ensure that investigations of work related incidents are carried out in accordance with Greenview incident investigation procedures.
- c. Refer an employee for a drug and or alcohol test when required to do so under this policy.
- d. Monitor policy compliance and take appropriate action as required under this policy.
- e. Arrange for safe transportation of an employee to their residence or nearest public transportation when appropriate under this policy.

### 2.3 Management will:

- a. Act as a confidential and objective resource within Greenview on matters related to the Substance Abuse Prevention Policy.
- b. Monitor and evaluate work performance with an objective of early identification and handling of all performance issues.
- c. Ensure that investigations of work related incidents are carried out in accordance with Greenview incident investigation procedures.
- d. Refer an employee for a drug and or alcohol test when required to do so under this policy.
- e. Monitor policy compliance and take appropriate action as required under this policy.
- f. Arrange for safe transportation of an employee to their residence or nearest public transportation when appropriate under this policy.
- g. Undertake periodic reviews and revisions of the Substance Abuse Prevention Policy.

### 2.4 Human Resources/ Safety Personnel

- a. Act as a confidential and objective resource within Greenview on matters related to the Substance Abuse Prevention Policy.
- b. Communicate with the licensed medical practitioner, Medical Review Officer (MRO) and Substance Abuse Professional (SAP) as required.
- c. Provide confidential service to all employees regarding drug and alcohol information, referral to an SAP but not to provide any counselling.
- d. Maintain confidential records of all test results, including refusals to test, correspondence from the Medical Practitioner, MRO and or SAP.
- e. Maintain records of all training /education of management, supervisors and employees.

## 3. Prohibitions

### 3.1 Alcohol Use

- a. Alcohol concentration: No employee shall report for duty or remain on duty while having a confirmed breath alcohol concentration of 0.02 or greater.
- b. On duty use: No employee shall use alcohol while on duty.
- c. Pre-duty use: No employee shall perform work functions within four hours after using alcohol.
- d. Use following an incident: No employee required to take a post-incident alcohol test shall use alcohol for eight hours following the incident, or until he/she undergoes a post-incident alcohol test, whichever occurs first.

### 3.2 Drug Use

- a. No employee shall report for duty or remain on duty when the employee uses any drug, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the employee that the drug will not adversely affect the employee's ability to work safely at the job site. If a licensed medical practitioner advises the employee that the drug will affect the employee's ability to work safely, the employee will immediately notify management of the circumstances.
- b. No employee in a safety sensitive position shall report for duty or remain on duty when the employee uses medical cannabis, except when the use is pursuant to the instructions of a licensed medical practitioner who has provided Greenview with an acceptable Clearance Letter that the prescribed medical cannabis will not adversely affect the employee's ability to work safely.
- c. Management shall ensure that the employee is removed from duty and accommodated to meet safety concerns. Accommodation where feasible may include work restrictions, modified duties, sick or disability leave.
- d. No employee will intentionally misuse prescription or over the counter medications in such a manner as to render themselves unfit to safely perform their duties.

### **3.3 Possession**

- a. Possession, use or offering for sale of alcohol, cannabis, drugs or drug paraphernalia on Greenview or client sites or Greenview vehicles is prohibited.
- b. Possession of devices or products designed to compromise drug and or alcohol testing are prohibited.
- c. Employees who violate this provision may be subject to immediate termination and referral to law enforcement agencies when applicable.
- d. Use of alcohol for social functions or when it relates to Greenview business is permitted when approved by management who will ensure that the use does not contravene the intent of this policy and any applicable laws or regulations.
- e. Medical cannabis can only be possessed and used on Greenview property with prior written approval from management.

## **4. Testing Options**

### **4.1 Post-Incident**

- a. An employee will be drug and alcohol tested after an incident that involves a fatality, disabling injury or significant near miss that could have had potential serious consequences.
- b. Management and/or Supervisors are required to conduct immediate preliminary investigation.

- c. Testing will never delay necessary medical attention for injured worker following an incident.
- d. Testing is not required when the act or omission of the employee was not a contributing factor.
- e. Testing is required when the actions or inactions of a worker were the contributing factor leading to the incident and it is not frivolous.
- f. Wherever possible drug testing should occur within 2 hours of incident with attempts to test for up to 32 hours of incident. Alcohol testing should occur within 2 hours of incident with attempts to test for up to 8 hours of incident.
- g. Reasons are documented if testing is required, not required or unable to conduct required tests.

#### **4.2 Reasonable Cause Testing**

- a. An employee will be tested for alcohol and or drug use where Greenview management or other official, who is trained to identify drug and alcohol use by an employee, makes observations which form a reasonable basis for suspecting that the employee is in breach of this policy. Such observations must be documented, specific, clearly stated observations concerning the appearance, speech or body odors of the employee. The observations may include indications of the chronic and withdrawal effects of drug and alcohol use.
- b. Observations which may lead to reasonable cause testing are not limited to, but include: odor of alcoholic beverage or marihuana on breath, slurred speech, glassy eyes, unsteadiness in walking, standing, flushed face, disoriented and or drowsy, incidents or injuries, repeated errors in job performance, excessive absenteeism or lateness, credible complaints of drug and or alcohol use at work.

#### **4.3 Return to duty**

- a. Drug and or alcohol testing of an employee who has engaged in prohibited conduct and is returning to work after an assessment by a SAP and compliance with recommendations.

#### **4.4 Follow up**

- a. Drug and or alcohol testing on an unannounced basis for at least one year on return to duty. Frequency and duration of testing is determined by the SAP in consultation with management.

### **5. Training**

Greenview recognizes that employee education on substance abuse and on our Substance Abuse Prevention Policy is a critical step in achieving the objectives of the program.



### 5.1 Employee training

- a. Employees will receive awareness education in regards to how this policy applies to everyone including: the risks of drug and alcohol use and their potential impact on safety in the workplace, consequences for policy violation, available resources for employee assistance services, explanation of the testing procedures and situations when testing will occur.

### 5.2 Management / Supervisor Training

- a. Management will be given the above training as well as more specific training on how to recognize signs and symptoms of drug and alcohol use in the workplace and appropriate responses.

## 6. Maintaining a Valid Operator's License

All employees that operate a motor vehicle on behalf of Greenview are required to maintain a valid operator's license. Any loss of driving privileges (license) must be reported to your supervisor. The employee will no longer be allowed to drive on behalf of Greenview for the term of their suspension. Loss of driving privileges includes temporary suspensions.

## 7. Collection of Specimens and Analysis

A designated drug testing facility for Greenview will collect and process urine specimens for drug testing as required. Drug testing will be conducted according to US Dept. of Health & Human Services (HHS) standards in laboratories accredited by the Substance Abuse and Mental Health Services Administration (SAMHSA). The accredited laboratory will perform required testing with test results forwarded to a Medical Review Officer.

Alcohol screen testing will be with an approved saliva tester or breath alcohol test. All alcohol screening tests at .020 or higher will be confirmed with an approved Evidential Breath Alcohol Testing Device on the Conforming Products List (CPL).

## 8. Positive Test Procedures

### 5.1 Positive alcohol test procedures

- a. Employees with a confirmed breath alcohol concentration of .020 to .039 will be removed from duty immediately and will not be allowed to return to work until the following shift. The employee may be subject to corrective disciplinary action up to termination.
- b. Employees having a confirmed alcohol concentration of .040 or greater will be removed from duty/suspended or terminated.

## 5.2 Positive drug test procedures

- a. Employees who are positive on drug tests as verified by the MRO will be removed from duty / suspended.

## 5.3 Refusal to test

- a. No employee shall refuse to submit to a drug and or alcohol test required under this policy.
- b. No manager or supervisor shall permit an employee who refuses to submit for required testing to remain on duty.
- c. An employee who refuses to submit to a required test, tampers or attempts to tamper with a test sample or obstructs the testing process will be considered to have violated this policy. Positive test procedures will apply.

## 5.4 Removal from duty

- a. Employees removed from duty / suspended having a positive drug test verified by an MRO and or a confirmed alcohol concentration of .040 or greater will be required to attend a meeting with management who will review each case and provide written correspondence of the resources available in evaluating and resolving problems associated with the misuse of alcohol and or drugs, including the names, addresses and telephone numbers of SAP's. Where practical management will endeavor to meet or contact the employee the next working day and direction will be provided regarding the suspension and return to work choices.
- b. Any employee removed / suspended from duty having a positive drug test result verified by an MRO and or a confirmed alcohol concentration of .040 or greater shall be evaluated by a Substance Abuse Professional who shall determine what assistance, if any, the employee needs in resolving substance abuse issues.
- c. In order for this policy to be effective in ensuring that Greenview employees will perform their duties unimpaired by alcohol or drugs, the provisions of this policy must be enforced. Accordingly, where an employee violates any provision(s) of this policy, the employee may be subject to corrective disciplinary action, as appropriate, up to and including termination.

## 5.5 Self-Disclosure

- a. Greenview understands that an alcohol or drug dependency is a preventable and treatable condition and recognizes that an individual may want assistance. Employees are encouraged and required to voluntarily come forward or seek assistance on their own, without fear of reprisal. Greenview will do its utmost to assist the employee. An employee who comes forward seeking assistance will be treated as if

they had a positive drug and or alcohol test. Once an assessment has been completed a return to work plan can be formulated.

#### **5.6 Use of Medical Cannabis**

- a. An employee who is using or will be using Medical Cannabis will be removed and or suspended from safety sensitive duties pending the receipt of a clearance letter from the prescribing physician.
- b. Management will provide the employee with a letter of direction, copy of their job description, copy of their Physical Demands Analysis and a copy of the Provincial College of Physicians and Surgeons Guidelines for Prescribing Medical Cannabis.
- c. Return to safety sensitive duties is conditional on receiving a clearance letter from the prescribing physician who will indicate that they are aware of the employee's job description, physical demands analysis and that the Provincial College of Physicians and Surgeons Guidelines for Prescribing Medical Cannabis were followed, expected duration of the prescription requirement, frequency of use and that the prescribed medical cannabis will not interfere with the employee's ability to work in their safety sensitive position.
- d. Referral and or review may be considered at the discretion of management.
- e. The employee will be accommodated wherever feasible.

#### **5.7 Medical Review Officer Issued Safety Advisory**

- a. In the event of a reported positive drug test the MRO may determine that the donor has a legitimate drug / medical cannabis prescription; the positive result may be changed to a negative. If the MRO determines that the use of that particular prescribed drug / medical cannabis may compromise safety in the performance of a safety sensitive function the MRO will issue a "Safety Advisory" to the Designated Employer Representative (DER).
- b. The employee will be removed from duties and the use or pending use of Medical Cannabis guidelines will be followed when applicable.
- c. When a Safety Advisory is issued for a prescription drug other than cannabis the same procedure will apply.

### **9. Return to work after a positive test**

An employee cannot be returned to duties until he / she has been evaluated by an SAP, complied with recommendations, and has a negative result on a return to duty test and or a breath alcohol concentration less than .020. The employee must provide a written report from the SAP verifying the evaluation and any required treatment or provide a release document for the required information. The SAP will only release relevant information which will assist in returning the employee to their duties.

Follow up testing will be conducted to monitor the returning employee for no less than one year. The frequency of testing will be determined by the SAP in consultation with management and will be designed to assist the employee in remaining alcohol and or drug free at the work place.

**10. Confidentiality and Record Keeping**

All drug test results are confidential and are released by the MRO or designate to the DER or alternate. Alcohol test results are confidential and released by the testing Greenview to the Designated Employer Representative or alternate. The DER or alternate may release relevant information to Greenview decision makers as required. Confidential information from an SAP will be handled in a similar manner.

All records will be maintained in a locked and secure manner. Records will be kept separate from personnel files. Negative test results will be maintained for no less than one year with positive test results and SAP assessments maintained for a five-year period. A third-party administrator can maintain records on behalf of Greenview.

**11. Standards**

**Medical Review Officer**

Initial Test Analyte	Initial Test Cut-off Concentration	Confirmatory Test Analyte	Confirmatory Test Cut-off Concentration
Marijuana Metabolites	50 ng/mL	THCA	15 ng/mL
Cocaine Metabolites	150 ng/mL	Benzoyllecgonine	100 ng/mL
Codeine/Morphine	2000 ng/mL	Codeine Morphine	2000 ng/mL 2000 ng/mL
Hydrocodone/ Hydromorphone	300 ng/mL	Hydrocodone Hydromorphone	100 ng/mL 100 ng/mL
Oxycodone/ Oxymorphone	100 ng/mL	Oxycodone Oxymorphone	100 ng/mL 100 ng/mL
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL

Amphetamine/ Methamphetamine	500 ng/mL	Amphetamine Methamphetamine	250 ng/mL 250 ng/mL
MDMA/MDA	500 ng/mL	MDMA <sup>1</sup> MDA <sup>2</sup>	250 ng/mL 250 ng/mL

CURRENT

**APPENDIX A**

**ANALYTES AND CUT-OFF LEVELS (URINE)**

The laboratory will use the cut-off concentration levels of the above chart for initial and confirmation drug tests. All cut-off concentrations are expressed in nanograms per milliliter (ng/mL).

**ANALYTES AND CUT-OFF LEVELS (ORAL FLUID)**

Initial Test Analyte	Initial Test Cut-off Concentration	Confirmatory Test Analyte	Confirmatory Test Cut-off Concentration
Marijuana Metabolites	4 ng/mL	THCA	2 ng/mL
Cocaine Metabolites	20 ng/mL	Benzoylcegonine	8 ng/mL
Opioids	40 ng/mL	-----	-----
Codeine/Morphine	-----	Codeine Morphine	40 ng/mL 40 ng/mL
Hydrocodone/ Hydromorphone	-----	Hydrocodone Hydromorphone	40 ng/mL 40 ng/mL
Oxycodone/ Oxymorphone	-----	Oxycodone Oxymorphone	40 ng/mL 40 ng/mL
6-Acetylmorphine	-----	6-Acetylmorphine	4 ng/mL
Phencyclidine	10 ng/mL	Phencyclidine	10 ng/mL
Amphetamine/ Methamphetamine	50 ng/mL	Amphetamine Methamphetamine	50 ng/mL 50 ng/mL
MDMA/MDA	-----	MDMA <sup>1</sup> MDA <sup>2</sup>	50 ng/mL 50 ng/mL

The laboratory will use the cut-off concentration levels of the above chart for initial and confirmation drug tests. All cut-off concentrations are expressed in nanograms per milliliter (ng/mL).

**Title:** Substance **Abuse Use** Prevention

**Policy No:** 2010 02-110

**Effective Date:** Date approved by the CAO

**Responsible Department:** Health and Safety

**Review Date:** (3 Years from date approved)



**Legal References:**

Occupational health and Safety Act, S.A. 2020, c.O-2.2  
Part 1 General Obligations.

Canadian Model for Providing a Safe Workplace  
Version 6.1

**Cross References:**

Policy 2500 “Corporate health and Safety”

**Purpose:** Greenview has an interest in establishing programs to promote and enhance health and safety in the workplace. Greenview Substance **Use Abuse Prevention** Prevention Policy is directed at protecting the health and safety of **employees workers**, co-workers, general public and the environment. The Substance **Use Abuse** Prevention Policy combines drug and alcohol testing with education, training, and access to assistance.

**1. DEFINITIONS**

- 1.1. **Accredited Laboratory** means a laboratory that meets guidelines and standards of the Substance Use **Abuse** and Mental Health Services Administration, which is the certifying agency for forensic urine drug testing laboratories in Canada and the United States. Collection and testing processes follow the U.S. Department of Health and Human Services guidelines.
- 1.2. **Alcohol** means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol.
- 1.3. **Breath Alcohol Concentration (BAC)** means breath alcohol concentration the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 litres of breath.
- 1.4. **Breath Alcohol Technician** means an individual trained and certified to conduct breath alcohol testing utilizing an Evidential Breath Tester.
- 1.5. **Chain of Custody** means the process of documenting the handling of a specimen from the time a donor gives the specimen to the collector, during the testing at the laboratory, and until the results are reported by the laboratory.
- 1.6. **Collector** means non-medical and medical personnel contracted by an agency who have received training in collecting urine samples in accordance with guidelines that would be acceptable to the regulatory agencies.
- 1.7. **Designated Employer Representative** means the **Health and Safety Department** which has been appointed as **Greenview’s** representative for the purposes of this policy. ~~an~~

~~employer which is an affiliate of the organization, and which is designated as such for the purposes of the policy by the organization.~~

- 1.8. **Drug** means any substance other than food, which is taken to change the way the body or mind functions. Drug testing refers to cannabis, cocaine, opiates, phencyclidine and amphetamines with cut-off levels as per ~~The Canadian Model For Providing a Safe Workplace. Substance Abuse and Mental Health Services Administration of the Department of Health and Human Services, which is the certifying agency for forensic urine drug testing laboratories in Canada and the United States.~~
- 1.9. **Evidential Breath Testing Device** means ~~a device that measures the alcohol level of a person through their breath. capable of measuring the alcohol content of deep lung breath samples with sufficient accuracy for evidential purposes. The Evidential Breath Tester must be on the conforming products list as per the U.S. National Highway Traffic Safety Administration.~~
- 1.10. **Fit for Duty** means being capable of performing work related duties in a safe, efficient, productive manner with no drugs and or alcohol present in the body at or above established standards.
- 1.11. **Greenview** means the Municipal District of Greenview No. 16.
- 1.12. **Medical Review Officer (MRO)** means a licensed physician responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance ~~use~~ **ABUSE** disorders and has the appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant bio medical information.
- 1.13. **Medication** means a drug obtained legally, either over the counter or through a physician's prescription that causes or has the potential to cause impairment (i.e. medical cannabis, codeine, morphine, etc.)
- 1.14. **MDMA** means Methylenedioxyamphetamine.
- 1.15. **MDA** means Methylenedioxyamphetamine.
- 1.16. **Significant Incident** means incidents involving a fatality, disabling injury, significant property damage, spill or abnormal discharge that may cause long term health effects to ~~employees workers~~ and or the public, public evacuation, serious environmental damage or an event or near miss that could have had potential serious consequences.
- 1.17. **Substance** means ~~the use of selected substances, including alcohol, tobacco products, drugs, inhalants, and other substances that can be consumed, inhaled, injected or otherwise absorb into the body with possible dependence and other detrimental effects. marihuana is not recognized by Health Canada as a therapeutic drug therefore may be referred to as a substance.~~
- 1.18. **Substance Abuse Professional (SAP)** means a licensed physician or a licensed or certified psychologist, social worker, ~~employee-worker~~ assistance professional, or an addictions counsellor. A SAP must have knowledge of and clinical experience in the diagnosis and treatment of alcohol, drugs, and related disorders. SAPs may also be referred to as a Substance Abuse Expert (SAE).



- 1.19. **Supervisor Training** shall include the physical, behavioural, speech, and performance indicators of probable alcohol or drug misuse and appropriate intervention strategies.

## 2. POLICY STATEMENT

### 2.1. Scope:

- A) This policy applies to all **employee workers** and management of Greenview. This policy applies to all forms of substance use and is not limited to drugs and alcohol.
- B) The guiding principles of the Canadian Model for Providing a Safe Workplace, a best practice guide from the Construction Owners Association of Alberta (COAA) and Energy Safety Canada are incorporated into this policy.
- C) Greenview shall comply with all applicable Federal and Provincial related laws and or regulations.

## 3. RESPONSIBILITIES

### 3.1. Self-Disclosure:

- A) Greenview understands that ~~an alcohol or drug~~ substance dependency is a preventable and treatable condition and recognizes that an individual may want assistance. Workers are encouraged and required to voluntarily come forward or seek assistance on their own, without fear of reprisal. Greenview will do its utmost to assist the worker. A worker who comes forward seeking assistance will be treated as if they had a positive drug and or alcohol test. Once an assessment has been completed a return-to-work plan can be formulated.

### 3.2. Maintaining a Valid Operator's Licence:

- A) All **employee worker**s who operate a motor vehicle on behalf of Greenview are required to maintain a valid operator's license. Any loss of driving privileges (license) must be reported to a supervisor. The **employee worker** will no longer be allowed to drive on behalf of Greenview for the term of their suspension. Loss of driving privileges includes temporary suspensions.

### 3.3. ~~Employee-Workers~~ are expected to:

- A) Arrive fit for duty and remain fit for duty during their period of work.
- B) Take responsibility for their own safety and others at the workplace.
- C) Consult with their licensed medical practitioner or pharmacist regarding the proper use of medication they are using to determine if the medication may have a negative effect on their performance.
- D) Advise their direct supervisor, management, or Human Resources if they are using **a** prescribed ~~medication or cannabis drug~~ that ~~may their licensed medical practitioner or pharmacist has advised would~~ interfere with their ability to work.
- E) Disclose and seek advice on appropriate counselling or treatment if they suspect they have a dependency or an emerging substance **abuse use** issue.
- F) Take appropriate actions to ensure a co-worker does not remain in an unfit condition at work that may endanger the **employee worker**, co-workers, or others. This may include contacting your supervisor or manager.
- G) **Employee Workers** receiving standby pay for on-call situations are expected to be fit for duty and in compliance with these standards. If unexpected circumstances arise where a **employee worker** is requested to perform unscheduled services while under the influence ~~of alcohol or medications~~, it is the responsibility of the ~~employee worker~~ to decline the ~~call work~~.

3.3. Supervisors will:

- A) Monitor and evaluate work performance with an objective of early identification and handling of all performance issues.
- B) Ensure that investigations of work-related incidents are carried out in accordance with Greenview incident investigation procedures.
- C) Refer an ~~n-employee-worker~~ for a drug and or alcohol test when required to do so under this policy.
- D) Monitor policy compliance and take appropriate action as required under this policy.
- E) Arrange for safe transportation of an ~~n-employee-worker~~ to their residence or nearest public transportation when appropriate under this policy.

3.4. Management will:

- A) Act as a confidential and objective resource within Greenview on matters related to the Substance ~~Abuse-Use~~ Prevention Policy.
- B) Monitor and evaluate work performance with an objective of early identification and handling of all performance issues.
- C) Ensure that investigations of work-related incidents are carried out in accordance with Greenview incident investigation procedures.
- D) Refer an ~~n-employee worker~~ for a drug and or alcohol test when required to do so under this policy.
- E) Monitor policy compliance and take appropriate action as required under this policy.
- F) Arrange for safe transportation of an ~~n-employee worker~~ to their residence or nearest public transportation when appropriate under this policy.
- G) Undertake periodic reviews and revisions of the Substance ~~Abuse Use~~ Prevention Policy ~~every three (3) years~~.

3.5. Human Resources and Safety Personnel:

- A) Act as a confidential and objective resource within Greenview on matters related to the Substance ~~Abuse Use~~ Prevention Policy.
- B) Communicate with the licensed medical practitioner, Medical Review Officer (MRO) and Substance Abuse Professional (SAP) as required.
- C) Provide confidential service to all ~~employee workers~~ regarding drug and alcohol information, referral to an SAP but not to provide any counselling.
- D) Maintain confidential records of all test results, including refusals to test, and correspondence from the Medical Practitioner, MRO, or SAP.
- E) Maintain records of all training /education of management, supervisors and ~~employee workers~~.

## 4. TRAINING

4.1. ~~Employee Worker~~ Training:

- A) ~~Employee Workers~~ will receive awareness education ~~in regards to~~ regarding how this policy applies to everyone including: the risks of ~~drug and alcohol substance~~ use and their potential impact on safety in the workplace, consequences for policy violation, available resources for ~~employee worker~~ assistance services, explanation of the testing procedures and situations when testing will occur.

4.2. Management / Supervisor Training:

- A) Management will be given the above training as well as more specific training on how to recognize signs and symptoms of ~~drug and alcohol~~ substance use in the workplace and appropriate responses.

## 5. PROHIBITIONS

### 5.1. Alcohol Use:

- A) Alcohol concentration: No ~~employee worker~~ shall report for duty or remain on duty while having a confirmed breath alcohol concentration of .02 or greater.
- B) On-duty use: No ~~employee worker~~ shall use alcohol while on duty.
- C) Pre-duty use: No ~~employee worker~~ shall perform work functions within eight ~~four~~ hours after using alcohol.
- D) Use following an incident: No ~~employee worker~~ required to take a post-incident alcohol test shall use alcohol for eight hours following the incident, or until he/she undergoes a post-incident alcohol test, whichever occurs first.

### 5.2. Drug Use:

- A) No ~~employee worker~~ shall report for duty or remain on duty when the ~~employee worker~~ uses any drug, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the ~~employee worker~~ that the drug will not adversely affect the ~~employee worker's~~ ability to work safely at the job site. If a licensed medical practitioner advises the ~~employee worker~~ that the drug will affect the ~~employee worker's~~ ability to work safely, the ~~employee worker~~ will immediately notify management of the circumstances.
- B) No ~~employee worker~~ in a safety sensitive position shall report for duty or remain on duty when the ~~employee worker~~ uses medical cannabis, except when the use is pursuant to the instructions of a licensed medical practitioner who has provided Greenview with an acceptable clearance letter that the prescribed medical cannabis will not adversely affect the ~~employee worker's~~ ability to work safely.
- C) Management shall ensure that the ~~employee worker~~ is removed from duty and accommodated to meet safety concerns. Accommodation where feasible may include work restrictions, modified duties, sick or disability leave.
- D) No ~~employee worker~~ will intentionally misuse prescription or over the counter medications in such a manner as to render themselves unfit to safely perform their duties.

### 5.3. Possession:

- A) Possession, use, or offering for sale of alcohol, cannabis, drugs, or drug paraphernalia on Greenview sites, client sites, or Greenview vehicles is prohibited.
- B) Possession of devices or products designed to compromise drug and or alcohol testing is prohibited.
- C) ~~Employee Workers~~ who violate this provision may be subject to immediate termination and referral to law enforcement agencies when applicable.
- D) Use of alcohol for social functions or when it relates to Greenview business is permitted when approved by management who will ensure that the use does not contravene the intent of this policy and any applicable laws or regulations.
- ~~E) Medical cannabis can only be possessed and used on Greenview property with prior written approval from management.~~

## 6. TESTING PROCEDURE

### 6.1. Post-Incident:

- A) A **employee worker** will be drug and alcohol tested after an incident that involves a fatality, disabling injury, **serious damage** or significant near miss that could have had potentially serious consequences.
- B) Management and/or supervisors are required to conduct an immediate preliminary investigation.
- C) Testing will never delay necessary medical attention for an injured worker following an incident.
- D) Testing is not required when the act or omission of the **employee worker** was not a contributing factor.
- E) Testing is required when the actions or inactions of a worker were the contributing factor leading to the incident and it is not frivolous.
- F) Wherever possible drug testing should occur within 2 hours of the incident with attempts to test for up to 32 hours of the incident. Alcohol testing should occur within 2 hours of the incident with attempts to test for up to 8 hours of the incident.
- G) Reasons are documented if testing is required, not required or unable to conduct required tests.

### 6.2. Reasonable Cause Testing:

- A) A **employee worker** will be tested for alcohol and/or drug use where Greenview management or other official(s), who **are is** trained to identify **drug and alcohol substance** use by **employee workers**, makes observations which form a reasonable basis for suspecting that the **employee worker** is in breach of this policy. Such observations must be documented, specific, clearly stated observations concerning the appearance, speech, or body odours of the **employee worker**. The observations may include indications of the chronic and withdrawal effects of drug and alcohol use.
- B) Observations which may lead to reasonable cause testing are not limited to but include an odour of alcoholic beverage or cannabis **marijuana** on breath, slurred speech, glassy eyes, unsteadiness in walking, standing, flushed face, disoriented and or drowsy, incidents or injuries, repeated errors in job performance, excessive absenteeism or lateness, credible complaints of drug and or alcohol use at work.

### 6.3. Return to Duty:

- A) Drug and or alcohol testing of a **employee worker** who has engaged in prohibited conduct and is returning to work after an assessment by a SAP and compliance with recommendations.

### 6.4. Follow-up:

- A) Drug and or alcohol testing on an unannounced basis for at least one year on return to duty. The frequency and duration of testing are determined by the SAP in consultation with management.

### 6.5. Collection of Specimens and Analysis

- A) A designated drug testing facility for Greenview will collect and process urine specimens for drug testing as required. Drug testing will be conducted according to ~~US Dept. of Health & Human Services (HHS) standards in laboratories accredited by the Substance Abuse and Mental Health Services Administration (SAMHSA)~~ the **Canadian Model for Providing a Safe Workplace**. The accredited laboratory will perform the required testing with test results forwarded to an **MRO. ~~medical Review Officer.~~**

- B) Alcohol screen testing will be with an approved saliva tester or breath alcohol test. All alcohol screening tests at .020 or higher will be confirmed with an approved Evidential Breath Alcohol Testing Device on the Conforming Products List (CPL).

## 7. POSITIVE TEST PROCEDURES

### 7.1. Positive alcohol test procedures:

- A) **Employee Workers** with a confirmed breath alcohol concentration of .02 to .039 will be removed from duty immediately and will not be allowed to return to work until the following shift. The ~~employee worker~~ may be subject to corrective disciplinary action up to termination.
- B) **Employee Workers** having a confirmed alcohol concentration of .040 or greater will be removed from duty, suspended, or terminated **immediately**.

### 7.2. Positive drug test procedures:

- A) **Employee Workers** who are positive on drug tests as verified by the MRO will be removed from **duty, suspended, or terminated immediately.** ~~duty/suspended.~~

### 7.3. Removal from duty:

- A) **Employee A worker** suspended or removed from duty for having a positive drug test verified by an MRO and/or a confirmed alcohol concentration of .040 or greater will be required to attend a meeting with management who will review each case and provide written correspondence of the resources available in evaluating and resolving problems associated with the misuse of alcohol and or drugs. **This includes, including** the names, addresses and telephone numbers of SAPs. Where practical, management will endeavour to meet or contact the ~~employee worker~~ the next working day and direction will be provided regarding the suspension and return to work choices.
- B) A ~~employee worker~~ removed, or suspended from duty having a positive drug test result verified by an MRO and/or a confirmed alcohol concentration of .040 or greater shall be evaluated by a SAP who shall determine what assistance, if any, the ~~employee worker~~ needs in resolving substance **abuse use** issues.
- C) ~~In order for~~ **For** this policy to be effective in ensuring that Greenview **employee workers** will perform their duties unimpaired by alcohol or drugs, the provisions of this policy must be enforced. Accordingly, where a ~~employee worker~~ violates any provision(s) of this policy, the ~~employee worker~~ may be subject to corrective disciplinary action, as appropriate, up to and including termination.

### 7.4. Use of Medical Cannabis:

- A) A ~~employee worker~~ who is using or will be using medical cannabis will be removed and/or suspended from safety sensitive duties pending the receipt of a clearance letter from the prescribing physician.
- B) Management will provide the ~~employee worker~~ with a letter of direction, copy of their job description, copy of their Physical Demands Analysis, and a copy of the Provincial College of Physicians and Surgeons Guidelines for Prescribing Medical Cannabis.
- C) Return to safety sensitive duties is conditional on receiving a clearance letter from the prescribing physician who will indicate that they are aware of the ~~employee worker's~~ job description, physical demands analysis, and that the Provincial College of Physicians and Surgeons Guidelines for Prescribing Medical Cannabis were followed. The expected duration of the prescription requirement, frequency of use and that the prescribed medical cannabis will not interfere with the ~~employee worker's~~ ability to work in their safety sensitive position.
- D) Referral and or review may be considered at the discretion of management.
- E) The ~~employee-worker~~ will be accommodated wherever feasible.

7.5. Medical Review Officer Issued Safety Advisory:

- A) In the event of a reported positive drug test, an MRO may determine that the ~~donor~~ **worker** has a legitimate drug or medical cannabis prescription; **in such cases**, the positive result may be changed to a negative **result**. If an MRO determines that the use of that particular prescribed drug or medical cannabis may compromise safety in the performance of a safety sensitive function, an MRO will issue a “Safety Advisory” to the Designated Employer Representative (DER).
- B) The **employee worker** will be removed from duties and the use, or pending use, of Medical Cannabis guidelines will be applied, when applicable.
- C) The same procedure will apply when a Safety Advisory is issued for a prescription drug other than cannabis.

7.6. Return to work after a positive test:

- A) A **employee worker** cannot **be returned** to duties until they have been evaluated by a SAP, complied with recommendations, and have a negative result on a return to duty test and/or a breath alcohol concentration less than .02. The **employee worker** must provide a written report from a SAP verifying the evaluation and any required treatment, or provide a release document for the required information. The SAP will only release relevant information which will assist in returning the **employee worker** to their duties.
- B) Follow up testing will be conducted to monitor the returning **employee worker** for not less than one year. The frequency of testing will be determined by the SAP in consultation with management and will be designed to assist the **employee worker** in remaining alcohol or drug free at the workplace.

7.7. Confidentiality and Record Keeping:

- A) All drug test results are confidential and are released by the MRO or designate to the DER or alternate. Alcohol test results are confidential and released by the testing **facility Greenview** to the DER or alternate. The DER or alternate may release relevant information to Greenview decision makers as required. Confidential information from a SAP will be handled in a similar manner.
- B) All records will be maintained in a locked and secure manner. Records will be kept separate from personnel files. Negative test results will be maintained for no less than one year with positive test results and SAP assessments maintained for a five-year period. A third-party administrator can maintain records on behalf of Greenview.

7.8. Standards:

A) Medical Review Officer:

Initial Test Analyte	Initial Test Cut-off Concentration	Confirmatory Test Analyte	Confirmatory Test Cut-off Concentration
<del>Cannabis Marijuana</del> Metabolites	50 ng/mL	THCA	15 ng/mL
Cocaine Metabolites	150 ng/mL	Benzoylcegonine	100 ng/mL

Codeine/Morphine	2000 ng/mL	Codeine Morphine	2000 ng/mL
Hydrocodone/ Hydromorphone	300 ng/mL	Hydrocodone Hydromorphone	100 ng/mL 100 ng/mL
Oxycodone/ Oxymorphone	100 ng/mL	Oxycodone Oxymorphone	100 ng/mL 100 ng/mL
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL
Amphetamine/ Methamphetamine	500 ng/mL	Amphetamine Methamphetamine	250 ng/mL 250 ng/mL
MDMA/MDA	500 ng/mL	MDMA <sup>1</sup> MDA <sup>2</sup>	250 ng/mL 250 ng/mL
<b>ng/mL means nanograms per millilitre.</b>			

## 8. APPENDIX A

### 8.1. Analysis and Cut-Off Levels (Urine)

A) The laboratory will use the cut-off concentration levels of the above chart for initial and confirmation drug tests. All cut-off concentrations are expressed in nanograms per millilitre (ng/mL).

### 8.2. Analysis and Cut-Off Levels (Oral Fluid)

A) The laboratory will use the cut-off concentration levels of the above chart for initial and confirmation drug tests. All cut-off concentrations are expressed in nanograms per millilitre (ng/mL).

Initial Test Analyte	Initial Test Cut-off Concentration	Confirmatory Test Analyte	Confirmatory Test Cut- off Concentration
Cannabis Marijuana Metabolites	4 ng/mL	THCA	2 ng/mL
Cocaine Metabolites	20 ng/mL	Benzoylcegonine	8 ng/mL
Opioids	40 ng/mL	-----	-----
Codeine/Morphine	-----	Codeine Morphine	40 ng/mL 40 ng/mL
Hydrocodone/ Hydromorphone	-----	Hydrocodone Hydromorphone	40 ng/mL 40 ng/mL
Oxycodone/ Oxymorphone	-----	Oxycodone Oxymorphone	40 ng/mL 40 ng/mL

6-Acetylmorphine	-----	6-Acetylmorphine	4 ng/mL
Phencyclidine	10 ng/mL	Phencyclidine	10 ng/mL
Amphetamine/ Methamphetamine	50 ng/mL	Amphetamine Methamphetamine	50 ng/mL 50 ng/mL
MDMA/MDA	-----	MDMA <sup>1</sup> MDA <sup>2</sup>	50 ng/mL 50 ng/mL
ng/mL means nanograms per millilitre.			

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CHIEF ADMINISTRATIVE OFFICER

DRAFT





# REQUEST FOR DECISION

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**SUBJECT: Policy 2012 Violence and Harassment Prevention**

<b>SUBMISSION TO:</b> POLICY REVIEW COMMITTEE	<b>REVIEWED AND APPROVED FOR SUBMISSION</b>
<b>MEETING DATE:</b> December 13, 2023	<b>CAO:</b> MANAGER: EK
<b>DEPARTMENT:</b> HUMAN RESOURCES	<b>DIR:</b> PRESENTER: LM
<b>STRATEGIC PLAN:</b> Governance	<b>LEG:</b>

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**RELEVANT LEGISLATION:**

**Provincial** (cite) – Part 27 of the OHS Code

**Council Bylaw/Policy** (cite) – N/A

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**RECOMMENDED ACTION:**

**MOTION: That the Policy Review Committee recommend Council approve Policy 2012 “Violence and Harassment Prevention” as presented.**

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**BACKGROUND/PROPOSAL:**

As per the 2023 Policy Review Schedule, these policies require review after being last approved in 2020.

Employers are required under Part 27 of the OHS Code to define workplace harassment and violence in all forms, including domestic and sexual violence. In addition, employers are required to develop prevention plans and review them every 3 years. The attached policy and corresponding procedure allow Greenview to be compliant with the legislation and most importantly, provide parameters for how to respond to any such allegations or issues.

The spirit and the intent of the current policies have not changed with any degree of significance. The two policies have been combined for simplicity due to the legislative requirements being the same for both violence and harassment. An administrative procedure has been created, as required legislatively. The procedure must be reviewed each time a complaint of violence and/or harassment is submitted to Administration. This allows for updates to the procedure, as necessary without a delay; the Chief Administrative Officer has the authority to authorize such administrative procedures.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of accepting the recommended motion is that the policies will be reviewed as per the 2023 Policy Review Schedule.
2. The benefit of accepting the recommended motions is that Greenview will maintain compliance with the legislative requirements for violence and harassment in the workplace.

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DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

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ALTERNATIVES CONSIDERED:

**Alternative #1:** The Policy Review Committee may provide additional feedback in order for Administration to move forward with an amended policy for approval.

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FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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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.

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FOLLOW UP ACTIONS:

Administration will present Policy 2012 to Council for formal approval.

Council will also be presented with a motion to repeal Policy 2011 "Respectful Workplace."

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ATTACHMENT(S):

- Part 27 - Occupational Health and Safety Code
- Policy 2011 "Respectful Workplace" (Current)
- Policy 2012 – Violence Prevention (Current)
- Policy 2012 – Violence and Harassment Prevention (Draft)
- Administrative Procedure – Reporting and Investigating Violence and Harassment (Draft)
- Violence or Harassment Incident Reporting Form (Draft)

**Title: Respectful Workplace**

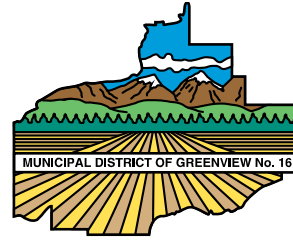
**Policy No: 2011**

**Effective Date: July 27, 2020**

**Motion Number: 20.07.404**

**Supersedes Policy No: (NONE)**

**Review Date: July 27, 2023**



**Purpose:** The purpose of this policy is to adopt a proactive approach to the prevention and management of inappropriate workplace behaviour, outline expectations of employees and the employer in reporting and responding to harassment incidents if they occur, and ensure inappropriate workplace behaviour, which includes harassment, disrespectful behaviour and discrimination, will not be tolerated.

## 1. DEFINITIONS

For the purposes of this policy, the following terms are defined:

- 1.1 **Bullying** means the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. The behaviour is often repeated and/or habitual.
- 1.2 **Complainant** means the person who makes a complaint or brings a harassment, disrespectful behaviour or discrimination issue to the attention of the Employer.
- 1.3 **Cyberbullying** means the use of information and communication technologies including, but not limited to, e-mail, cell phones, instant messaging, social media and websites to support deliberate, repeated and hostile behaviour by an individual or group that is intended to harm others.
- 1.4 **Discrimination** means any conduct, comment or action because of the age, ancestry, colour, gender, gender expression, gender identity, family status, marital status, mental disability, physical disability, place of origin, race, religious beliefs, sexual orientation, and/or source of income. Harassment, when connected to a protected ground, is considered discrimination.
- 1.5 **Disrespectful Behaviour** means objectionable or unwelcome conduct which may or may not have intent to cause harm and has a negative effect of the workplace or employee.
- 1.6 **Employee** means Greenview employees, contractors providing service for or to Greenview, and volunteers, and includes Members of Council, for the purposes of this policy.
- 1.7 **Greenview** means the Municipal District of Greenview No. 16.

- 1.8 **Harassment** means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to an employee, or adversely affect the employee's health and safety. It excludes any reasonable conduct of an employer or supervisor related to the normal management of employees or a work site.
- 1.9 **Protected Ground** includes race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, ancestry, age, place of origin, marital status, source of income, family status and sexual orientation.
- 1.10 **Respondent** means the person whose behaviour is being complained about;
- 1.11 **Retaliation** means to hurt or attempt to hurt somebody in return, to deliberately harm or attempt to harm somebody in response or revenge for an action he or she has done.
- 1.12 **Sexual Harassment** means any sexual behaviour, which is unwelcome, personally offensive, debilitates morale, and therefore interferes with work effectiveness. It includes offensive sexual flirtations, unwelcome advances, propositions, sexual solicitation or advance, and graphic or degrading verbal comments of a sexual nature about an individual or their appearance. The display of sexually suggestive and/or inappropriate written or graphic material or objects including photos, videos or the use of degrading verbal comments creates an offensive atmosphere and is a form of sexual harassment.
- 1.13 **Workplace Harassment** means behaviour intended to intimidate, offend, degrade or humiliate a particular person or group. It is a serious issue and creates an unhealthy workplace resulting in psychological harm to employees.
- 1.14 **Workplace Violence** whether at a work site or work related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.
- 1.15 **Workplace** means a place where an employee is, or may be, conducting work on behalf of Greenview, including work-related social gatherings.

## 2. GENERAL

- 2.1 All Greenview employees are entitled to a respectful working environment free of harassment.
- 2.2 Alberta Occupational Health and Safety (OHS) Act prohibits acts of harassment in the workplace.
  - 2.2.1 Greenview must develop and implement a harassment prevention plan and a violence prevention plan as per Section 390.4(1) of the OHS Act.
  - 2.2.2 A harassment prevention plan must include a harassment prevention policy and harassment prevention procedures in accordance with the requirements set out in Section 390.5 of the OHS Act.
  - 2.2.3 As per Section 390.7(4) of the OHS Act, Greenview must review this policy, at a minimum, every three (3) years.

- 2.3 The Alberta Human Rights Act prohibits discrimination in employment based on protected grounds. Employers are expected to create an inclusive workplace that respects the dignity of every individual by ensuring there is no discrimination in the workplace, removing barriers that are based on protected grounds, and considering requests for accommodation for needs based on a protected ground.
- 2.4 Principles:
- 2.4.1 To maintain a common understanding of the expectations and behaviours considered appropriate and inappropriate in Greenview workplaces and in the delivery of or access to Greenview services.
- 2.4.2 To prevent and manage inappropriate behaviour in Greenview workplaces.
- 2.4.3 Recognizing that conflict, disagreement or inappropriate workplace behaviour may occur, Greenview expects these issues to be resolved in a manner that contributes to the workplace in a positive way.
- 2.4.4 To assess and respond in a timely manner to allegations of inappropriate workplace behaviour as necessary.

### 3. APPLICATION

- 3.1 This policy applies to all Greenview employees.
- 3.2 For the purposes of this policy, the workplace includes:
- 3.2.1 Work related conferences, training sessions, and travel;
- 3.2.2 Greenview related functions;
- 3.2.3 Greenview property, including contract sites;
- 3.2.4 Virtual environment, including phone, e-mail, social media, and other electronic means; and
- 3.2.5 Working and non-working as long as there is a relationship to Greenview activities.
- 3.3 This policy has the following exceptions:
- 3.3.1 Inappropriate workplace behaviour does not include any reasonable conduct of an employer, leader or supervisor related to the normal management of employees or workplaces. Such reasonable conduct may include:
- a. Allocating work according to specific job-related requirements.
  - b. Following-up on work absences;
  - c. Requiring performance to job standards;
  - d. Enforcing workplace policies and procedures;
  - e. Evaluating or measuring performance;
  - f. Denying training or leave requests with good reason;
  - g. Discussing disciplinary action in private;
  - h. Dismissing, suspending, demoting or reprimanding with just cause; and/or
  - i. Providing constructive feedback.

- 3.3.2 Differences of opinion or minor disagreements communicated in a respectful manner are not generally considered to be harassment; and
- 3.3.3 A single minor incident or objectionable or unwelcome conduct may not be considered an act of harassment.

#### 4. ROLES AND RESPONSIBILITIES

##### 4.1 Greenview responsibilities include:

- 4.1.1 Ensuring that Greenview employees and members of the public (including customers) are not subject to or do not participate in harassment or violence in the workplace;
- 4.1.2 Developing policy and procedures respecting potential workplace harassment and violence and understanding health and safety responsibilities;
- 4.1.3 Informing and educating employees to recognize workplace harassment and violence, and understand the avenues to report harassment;
- 4.1.4 Conducting hazard assessments;
- 4.1.5 Developing and implementing appropriate responses to workplace harassment and violence; and
- 4.1.6 Developing procedures for reporting, investigating and documenting incidents of workplace harassment.

##### 4.2 Employee responsibilities include:

###### 4.2.1 Creating and maintaining a respectful workplace by:

- a. Being familiar with and following this policy;
- b. Ensuring behaviour is respectful and appropriate at all times;
- c. Accepting responsibility for actions, reactions, and behaviours and impact on others;
- d. Making concerns known promptly if something is troubling. If confident and safe, immediately inform the respondent to stop the behaviour, or inform supervisor, another leader, or Human Resources Manager;
- e. Reporting incidents of workplace harassment and violence as soon as possible if informal option to resolve the conflict are unsuccessful; and
- f. Being a part of the solution by engaging in steps to resolve the matter.

##### 4.3 Senior Leadership responsibilities include:

- 4.3.1 Being familiar with and following this policy;
- 4.3.2 Being a role model as reflected in Greenview's values;
- 4.3.3 Ensuring employees are aware of, and compliant with, this policy;
- 4.3.4 Taking appropriate action in a prompt, impartial and confidential manner when Respectful Workplace Policy allegations come to your attention;
- 4.3.5 Supporting all parties involved in resolving allegations under the Respectful Workplace Policy with the appropriate option for resolution;

- 4.3.6 Ensuring no person suffers reprisal or retaliation as a result of making a complaint in good faith or for providing information in good faith; and
- 4.3.7 Consulting with Human Resources as necessary.

## 5. APPROPRIATE WORKPLACE BEHAVIOURS

- 5.1 In general, behaviours that are encouraged are those which support and create a healthy, respectful workplace and its related business objectives.
- 5.2 Examples of appropriate workplace behaviours include, but are not limited to:
  - 5.2.1 Being polite, courteous and respectful of others;
  - 5.2.2 Using common greetings, farewells or inquiries about others' well-being;
  - 5.2.3 When reviewing others' ideas, suggestions or work, identifying what is positive or good about the proposal as well as where it can be improved;
  - 5.2.4 Treating others equitably and fairly;
  - 5.2.5 Being open-minded to others' ideas, comments or suggestions;
  - 5.2.6 Seeking input and the active involvement of appropriate people in planning, decision-making and implementing initiatives;
  - 5.2.7 Ensuring that decision-making takes into account relevant factors and is fair;
  - 5.2.8 Recognizing and valuing the diversity among workgroup members, customers and citizens;
  - 5.2.9 Sincerely apologizing to people when something you said or did may have offended them;
  - 5.2.10 Allowing one person to speak at a time;
  - 5.2.11 Expressing appreciation and praising good work;
  - 5.2.12 Giving timely recognition of people's efforts and accomplishments;
  - 5.2.13 Listening openly to other points of view, even when you disagree;
  - 5.2.14 Sharing knowledge and information;
  - 5.2.15 Being inclusive; and
  - 5.2.16 Mentoring or coaching and taking time to develop others.

## 6. INAPPROPRIATE WORKPLACE BEHAVIOURS

- 6.1 Inappropriate workplace behaviour is a single or repeated action that is objectionable or unwelcome and negatively affects an individual or the workplace. Inappropriate workplace behaviour may create a poisoned workplace. Understanding different types of inappropriate workplace behaviour is key to evaluating and adjusting our own actions, and responding and acting appropriately.
- 6.2 There are three (3) types of inappropriate workplace behaviour addressed in this policy. They are:
  - 6.2.1 Harassment;
  - 6.2.2 Disrespectful behaviour; and
  - 6.2.3 Discrimination.
- 6.3 Harassment is:
  - 6.3.1 Any single incident or repeated incidents of objectionable or unwelcome conduct, comment, or action by a person that the person knows or ought

- reasonably to know will or would cause offence or humiliation to an employee, or adversely affect the worker's health and safety;
- 6.3.2 Repeated conduct, comments, bullying, actions or gestures which when taken in isolation seem minor but when repeated are considered harassment;
  - 6.3.3 A single incident of sufficient seriousness to have a significant impact on an individual, group or the workplace;
  - 6.3.4 Hostile or unwanted;
  - 6.3.5 Conduct affecting the employee's dignity, psychological wellbeing, or physical integrity;
  - 6.3.6 Conduct resulting in a harmful or poisoned work environment; and/or
  - 6.3.7 Vexatious conduct, comments, bullying, actions, or gestures which are intended to humiliate, intimidate, offend or degrade a particular person or group.
- 6.4 Examples of workplace harassment include, but are not limited to:
- 6.4.1 Written or verbal comments, actions, gestures, taunting, or other behaviours or jokes which are humiliating, offensive, hurtful or belittling;
  - 6.4.2 Bullying or intimidation;
  - 6.4.3 Abuse of authority that undermines a person's performance or threatens a person's career;
  - 6.4.4 Deliberately excluding an employee from relevant work activities or decision making;
  - 6.4.5 Attempting to discredit an employee by spreading false information about them;
  - 6.4.6 Tampering with a person's personal belongings or work equipment;
  - 6.4.7 Blocking applications for training, leave or promotion for no valid reason;
  - 6.4.8 Eye rolling, finger wagging or other physical gestures that are used to make fun of, express frustration with, or isolate another employee; and/or
  - 6.4.9 Practical jokes that result in awkwardness or embarrassment;
- 6.5 Disrespectful behaviour is:
- 6.5.1 Objectionable or unwelcome conduct which may or may not have intent to cause harm and has a negative effect of the workplace or employee;
  - 6.5.2 Any uncivil behaviour; and/or
  - 6.5.3 Any inappropriate workplace behaviour that does not meet the definition of harassment.
- 6.6 Examples of disrespectful behaviour include, but are not limited to:
- 6.6.1 Demeaning or belittling comments or conversation;
  - 6.6.2 Interruptions;
  - 6.6.3 Refusing to listen to another person's point of view;
  - 6.6.4 Excessive use of profanity;
  - 6.6.5 Taking credit for someone else's work or a team's work;
  - 6.6.6 Decision-making which is influenced by factors which have no work-related purpose; and/or
  - 6.6.7 Yelling, angry outbursts, or shouting (except where intended to alert another to danger).



- 6.7 Determining if harassment or disrespectful behaviour has occurred is based on an objective assessment of the specific facts of each case, and not on the subjective belief of an individual.
- 6.8 Discrimination is:
  - 6.8.1 Any conduct, comment or action because of the age, ancestry, colour, gender, gender expression, gender identity, family status, marital status, mental disability, physical disability, place of origin, race, religious beliefs, sexual orientation, and/or source of income. Harassment, when connected to any protected ground covered by the Alberta Human Rights Commission, is considered discrimination;
  - 6.8.2 Practices, policies, or systems which have a direct or negative impact based on a protected ground; and/or
  - 6.8.3 Behaviours, comments or actions to or about an individual or group, which are unwelcome, based on a protected group and result in a negative or poisoned workplace.
- 6.9 Examples of discrimination include, but are not limited to:
  - 6.9.1 Any previously described workplace behaviour that is based on a protected ground listed above;
  - 6.9.2 Examples of sexual harassment as defined above include:
    - a. Unwelcome advances, requests, comments, physical contact such as unnecessary touching, pinching, patting, jostling or gestures that are sexually suggestive;
    - b. Leering that is sexual in nature;
    - c. Implied or expressed threats of reprisal for refusal to comply with a sexual request; and/or
    - d. Implied or expressed promise of reward for agreeing to comply with a sexual request.
  - 6.9.3 Unwelcome remarks, jokes, taunts, suggestions or speculations about a person's physical attributes or appearance;
  - 6.9.4 Displays of pornographic, racist, or offensive materials in the form of pictures, e-mail, social media, text messages, graffiti, cartoons or sayings in the workplace, regardless of whether the exchange of the materials is consensual; and/or
  - 6.9.5 Unwelcome inquiries or comments about a person's personal life, such as inquiries relating to a person's sexual orientation, family status, marital status, disability, age or any other protected ground listed above.
- 6.10 Discriminatory practices, policies, or systems include:
  - 6.10.1 Denial of equitable treatment in hiring or in the terms, conditions, or benefits of employment;
  - 6.10.2 Policies or procedures which have a negative effect or impact on an individual or group;
  - 6.10.3 Denial of access to Greenview services or the processes by which people use Greenview related services, programs, and/or facilities; and/or

6.10.4 Failure to accommodate an employee(s) protected under the Alberta Human Rights Act.

## 7. COMPLAINT PROCEDURE

7.1 Barring exceptional circumstances, a report of complaint is to be made as promptly as possible to ensure a timely investigation and resolution can be achieved.

7.2 Employees who believe that they have been subjected to harassment should, if possible, choose one or both of the following methods to resolve the complaint:

### 4.3.1 Option #1

- a. Inform the person that you find the behaviour unwelcome and that you want them to stop. This can be done verbally or in writing;
- b. Document the complaint and keep a record detailing the incident. Write down factual dates, times, witnesses, location, what was said, etc.;
- c. If direct communication with the respondent is not possible or you are uncomfortable in bringing the matter directly to his/her attention or the communication has been unsuccessful in ending the objectionable behaviour, then you should contact:
  - i. Human Resources; or
  - ii. A person in a leadership position that you trust.

### 4.3.2 Option #2

- a. If the Option #1 method for resolving a possible harassment situation does not succeed or is not appropriate, the employee may file a formal written complaint with Human Resources;
- b. Formal complaints of harassment will be handled, where possible, expediently and discreetly. Formal complaints will be investigated by an Investigation Team. The Investigation Team will consist of the Human Resources Manager and the Manager or General Manager of the Respondent or, where determined appropriate, by a trained third party investigator(s). The Investigation Team will conduct an investigation of harassment. Human Resources will ensure document control for all complaints of harassment within the scope of this policy;
- c. The investigator(s) will meet with the complainant, seek specific information on the complaint, and ensure the complainant fully understands the investigation process. The complainant will be advised that the complainant can withdraw from any further action in connection with the complaint, at any stage, although Greenview may continue to investigate the complaint;
- d. In a timely manner, the investigator(s) will interview the respondent. If necessary, the investigator(s) will interview any witnesses named by the complainant and respondent. All employees of Greenview have a responsibility to co-operate in the investigation;
- e. Following the conclusion of the investigation, the investigator(s) will inform the applicable leader, and if necessary, the Human Resources Manager, of the findings and determine appropriate next step(s). The

complainant and respondent will also be informed following conclusion of the investigation. If necessary, the Chief Administration Officer (CAO) will be informed/consulted;

- f. Details pertaining to the actual investigation will remain confidential with Human Resources accessible only by designated members involved with the investigation. Disclosure of the circumstances of the complaint and/or persons involved will only occur if required for the investigation, corrective action or by law.

**8. FALSE OR FRIVOLOUS COMPLAINTS**

- 8.1 Complaints that are found to be false, frivolous or made in bad faith will not be tolerated and will be subject to the appropriate disciplinary action or denial of Greenview service.

**9. RETALIATION**

- 9.1 Everyone has the right to report, in good faith, incidents of inappropriate workplace behaviour without fear of retaliation.
- 9.2 Retaliation by any person against anyone involved in informal or formal complaint processes will not be tolerated and will be subject to discipline, up to and including dismissal or denial of Greenview services.
- 9.3 This policy does not discourage or prevent any person from exercising their rights under any law, including the Alberta Human Rights Act.

**10. CONSEQUENCES OF NON-COMPLIANCE**

- 10.1 Any employee who violates this Policy will be subject to appropriate administrative and disciplinary action. The action taken will depend on the circumstances of the incident and may range from, but not limited to, discipline, up to and including dismissal.

<b>By signing below, I acknowledge that I have read and understood this policy, and accept all responsibilities outlined within.</b>		
Print Name	Signature	Date

**Title: Violence Prevention Policy**

**Policy No: 2012**

**Effective Date: July 27, 2020**

**Motion Number: 20.07.405**

**Supersedes Policy No: (None)**

**Review Date: July 27, 2023**



**Purpose:** The purpose of this policy is to adopt a proactive approach to the prevention and management of workplace violence, outline expectations of employees and the employer in reporting and responding to violence incidents if they occur, and ensure workplace violence will not be tolerated.

## 1. DEFINITIONS

For the purposes of this policy, the following terms are defined:

- 1.1 **Complainant** is the person who makes a complaint or brings a workplace threat or violence issue to the attention of the Employer;
- 1.2 **Employee** means Greenview employees, contractors providing service for or to Greenview, and volunteers, and includes Members of Council, for the purposes of this policy.
- 1.3 **Greenview** means the Municipal District of Greenview No. 16.
- 1.4 **Respondent** is the person whose behaviour or action is being complained about;
- 1.5 **Retaliation** means to hurt or attempt to hurt somebody in return, to deliberately harm or attempt to harm somebody in response or revenge for an action he or she has done;
- 1.6 **Threat** means any act, gesture or statement that gives an employee, or another person, reasonable cause to believe that there is risk of injury to themselves or another person or damage to property.
- 1.7 **Violence** (whether at a work site or work related) means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm. Workplace violence can include:
  - a) Physical attack or aggression (e.g. hitting, shoving, pushing or kicking a worker, throwing an object at a worker, kicking an object the worker is standing on, such as a ladder);
  - b) Threatening behaviour (e.g. shaking a fist in a worker's face, wielding a weapon at work, trying to hit a worker, trying to run down a worker

- using a vehicle or equipment such as a forklift, destroying property or throwing objects);
- c) Verbal or written threats (e.g. verbally threatening to attack a worker, leaving threatening notes or sending threatening emails to express an intent to inflict harm on a worker);
- d) Damage to property;
- e) Domestic violence; and
- f) Sexual violence.

1.8 **Workplace** means a place where an employee is, or may be, conducting work on behalf of Greenview, including work-related social gatherings.

## 2 **BACKGROUND**

- 2.1 Greenview is committed to making the workplace as safe as is reasonably practicable for employees and users of Greenview services. The commitment is supported by Greenview's Respectful Workplace Policy and is reflected in Greenview's values.
- 2.2 Greenview believes in the prevention of violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of violence committed by or against any worker or member of the public is unacceptable conduct and will not be tolerated
- 2.3 Principles:
- 2.3.1 We are committed to
- a) Investigating reported incidents of violence in an objective and timely manner;
  - b) Taking necessary corrective action;
  - c) Not disclose the names of the complainant, the alleged respondent, or any witnesses, except where necessary to investigate the incident and take corrective action, or to inform involved parties of investigation results and actions taken, if necessary to inform workers of a threat of violence or potential violence, or as required by law; and
  - d) Disclose the minimum amount of personal information required to inform workers of a threat of violence or potential violence.
- 2.3.2 This violence prevention policy is not intended to discourage a worker from exercising their rights pursuant to any other law (e.g., contacting police, human rights complaint, etc.).
- 2.4 No worker or any other individual affiliated with Greenview shall subject any other person to violence.
- 2.5 The Alberta Occupational Health and Safety (OHS) Act prohibits acts of violence in the workplace.
- 2.5.1 Greenview must develop and implement a harassment prevention plan and a violence prevention plan as per Section 390.4(1) of the OHS Act.
- 2.5.2 A violence prevention plan must include a violence prevention policy and violence prevention procedures in accordance with the requirements set out in Section 390.1 and 390.2 of the OHS Act.

- 2.5.3 As per Section 390.7(4) of the OHS Act, Greenview must review this policy, at a minimum, every three (3) years.

### **3. APPLICABILITY**

- 3.1 This policy applies to all Greenview employees and Members of Council.
- 3.2 For the purposes of this policy, the workplace includes:
  - 3.2.1 Work related conferences, training sessions, and travel;
  - 3.2.2 Greenview related functions;
  - 3.2.3 Greenview property, including contract sites;
  - 3.2.4 Virtual environment, including phone, e-mail, social media, and other electronic means; and
  - 3.2.5 Working and non-working as long as there is a relationship to Greenview activities.
- 3.3 This policy has the following exceptions:
  - 3.3.1 Harassment and discrimination or other behaviours addressed in the Respectful Workplace Policy; and
  - 3.3.2 Violence occurring between employees offsite during non-worktime will be evaluated to determine whether any other Greenview policies apply (e.g. Respectful Workplace Policy).

### **4. ROLES AND RESPONSIBILITIES**

- 4.1 Greenview responsibilities include:
  - 4.1.1 Ensuring that Greenview employees and members of the public (including customers) are not subject to or do not participate in harassment or violence in the workplace;
  - 4.1.2 Developing policy and procedures respecting potential workplace harassment and violence and understanding health and safety responsibilities;
  - 4.1.3 Informing and educating employees to recognize workplace harassment and violence, and understand the avenues to report harassment and violence;
  - 4.1.4 Conducting hazard assessments;
  - 4.1.5 Developing and implementing appropriate responses to workplace harassment and violence; and

4.1.6 Developing procedures for reporting, investigating and documenting incidents of workplace harassment and violence.

4.2 Employee responsibilities include:

4.2.1 Creating and maintaining a respectful, safe and healthy workplace by:

4.2.1.1 Being familiar with and following this policy;

4.2.1.2 Ensuring behaviour is respectful and appropriate at all times;

4.2.1.3 Accepting responsibility for actions, reactions, and behaviours and impact on others;

4.2.1.4 Making concerns known promptly if something is troubling. **If at any time a reasonable suspicion is made that there is imminent danger of physical harm, from any one, immediately calling 911;**

4.2.1.5 Reporting incidents of workplace harassment and violence as soon as possible; and

4.2.1.6 Being a part of the solution by engaging in steps to resolve the matter.

4.3 Leadership responsibilities include:

4.3.1 Being familiar with and following this policy;

4.3.2 Being a role model as reflected in Greenview's values;

4.3.3 Ensuring employees are aware of, and compliant with, this policy;

4.3.4 Taking appropriate action in a prompt, impartial and confidential manner when Violence Prevention Policy allegations come to your attention;

4.3.5 Supporting all parties involved in resolving allegations under the Violence Prevention Policy with the appropriate option for resolution;

4.3.6 Ensuring no person suffers reprisal or retaliation as a result of making a complaint in good faith or for providing information in good faith; and

4.3.7 Consulting with Human Resources as necessary.

## 5. PREVENTION AND ASSESSMENT OF RISK

5.1 The ultimate objective is to prevent violence from occurring at Greenview workplaces.

5.2 Greenview as an employer has a role in prevention by:

5.2.1 Identifying and assessing risks at Greenview workplaces, including workplace violence;

- 5.2.2 Working collaboratively across departments to assist in implementing appropriate mitigation measures to address risks;
- 5.2.3 Educating employees on preventative measures; and
- 5.2.4 Specifically, in instances where Greenview becomes reasonably aware that domestic violence may spill over in the workplace and that it would likely expose an individual to physical injury, Greenview will take every reasonable precaution to ensure the protection of the individual.

5.3 Employees have a role in prevention by:

- 5.3.1 Learning to identify warning signs of workplace violence;
- 5.3.2 Refraining from workplace violence;
- 5.3.3 Reporting, in accordance with this policy, any violent incidents or warning signs they observe at work.

## 6. REPORTING PROCEDURE

- 6.1 Each employee has a responsibility to ensure that his or her work environment is safe and secure. Employees must report any violent acts occurring or that may occur in the workplace, including threats and warning signs of violent behaviour. Employees must immediately inform their supervisor if they:
  - 6.1.1 Have been threatened;
  - 6.1.2 Have been subjected to a violent act at work or during the course of their work;
  - 6.1.3 Have witnessed a threat or violent act against or by an employee; or
  - 6.1.4 Have reason to believe that they, another employee, a member of the public or Greenview property may become a target of violence.
- 6.2 Employees who do not feel comfortable reporting the situation to their supervisor can report directly to any member of the leadership team or Human Resources. **If a situation presents an imminent threat to an employee's safety, an employee must call 9-1-1 and ask for assistance from the Police.**
- 6.3 Employees should document the complaint and keep a record detailing the incident. Write down factual dates, times, witnesses, location, what was said, etc.
- 6.4 These incidents will be reported by the employee or supervisor to Human Resources to ensure an effective investigation takes place and an appropriate response is developed.
- 6.5 Human Resources must be advised when any legal action, criminal or civil, is related to an incident (e.g. restraining order).



- 6.6 Where an incident occurs and the health, safety and welfare of persons or property is at risk, the Police need to be contacted immediately to intervene. Once the Police have been contacted, Human Resources needs to be advised.

## **7. INVESTIGATING AND RESPONDING TO WORKPLACE VIOLENCE**

- 7.1 Barring exceptional circumstances, a report of complaint is to be made as promptly as possible to ensure a timely investigation and resolution can be achieved.
- 7.2 Formal complaints of harassment will be handled, where possible, expediently and discreetly. Formal complaints will be investigated thoroughly by trained investigators. Human Resources and/or an independent third party specialist will conduct an investigation of violence. Human Resources will ensure document control for all complaints of violence within the scope of this policy.
- 7.3 The investigator(s) will meet with the complainant, seek specific information on the complaint, and ensure the complainant fully understands the investigation process. The complainant will be advised that the complainant can withdraw from any further action in connection with the complaint, at any stage, although Greenview may continue to investigate the complaint.
- 7.3.1 Greenview will advise an employee who, as a victim of workplace violence, may be experiencing adverse symptoms as a result of the violent act that they should consider consulting with a health professional. Services are also available from Greenview's Employee & Family Assistance Program (EFAP) provider, free of charge.
- 7.4 In a timely manner, the investigator(s) will interview the respondent. If necessary, the investigator(s) will interview any witnesses named by the complainant and respondent. All employees of Greenview have a responsibility to co-operate in the investigation.
- 7.5 If underlying causes of an incident are identified during an investigation, recommendations may be provided for immediate preventative action.
- 7.6 Following the conclusion of the investigation, the investigator(s) will inform the Human Resources Manager, if necessary, and the applicable leader of the findings and determine appropriate next step(s). The complainant and respondent will also be informed following conclusion of the investigation. If necessary, the Chief Administration Officer (CAO) will be informed/consulted.
- 7.7 Details pertaining to the actual investigation will remain confidential with Human Resources accessible only by designated members involved with the investigation. Disclosure of the circumstances of the complaint and/or persons involved will only occur if required for the investigation, corrective action or by law.

## **8. FALSE OR FRIVOLOUS COMPLAINTS**

- 8.1 Complaints that are found to be false, frivolous or made in bad faith will not be tolerated and will be subject to the appropriate disciplinary action or denial of Greenview service.

**9. RETALIATION**

- 9.1 Everyone has the right to report, in good faith, incidents of workplace violence without fear of retaliation.
- 9.2 Retaliation by any person against anyone involved in informal or formal complaint processes will not be tolerated and will be subject to discipline, up to and including dismissal or denial of Greenview services.
- 9.3 This policy does not discourage or prevent any person from exercising their rights under any law, including the Occupational Health & Safety Act.

**10. CONSEQUENCES OF NON-COMPLIANCE**

- 10.1 Employees failing to adhere to the items contained in this policy will be subject to appropriate disciplinary action. What is appropriate action will depend on the circumstances of the incident and may range from, but not be limited to, warnings and suspensions, up to and including dismissal. Incidents may also be referred to the Police for investigation.
- 10.2 Contractors, suppliers, volunteers, and members of the public are expected to adhere to this policy. If violence occurs, Greenview will take appropriate action to ensure a safe workplace. This could include discontinuing business with individuals or organizations, issuing Trespass Notices or referring the matter to the Police.

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

Print Name	Signature	Date

**Title: Violence and Harassment Prevention**

**Policy No: 2012**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No: 2011 / 2012**

**Department: Human Resources**

**Review Date:**



**Legal References:**

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

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

Alberta Occupational Health and Safety Code, Part 27.

**Cross References:**

Bylaw 21-893 "Council Code of Conduct"

Policy 2500 "Corporate Health and Safety Policy"

Policy 2004 "Employee Code of Conduct"

Policy 02-07 "Reporting and Investigating Violence and Harassment"

**Purpose:** The purpose of this policy is to contribute to fostering a safe, healthy, and inclusive Workplace. It expresses the Municipal District of Greenview's commitment to a Workplace that prevents Violence and Harassment from occurring, and it ensures that the Municipal District of Greenview will meet both its obligations and responsibilities as set out in relevant legislation.

## 1. DEFINITIONS

For the purpose of this policy, the following terms are defined:

- 1.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview or delegate.
- 1.2. **Complainant** means a person who reports an issue of Violence or Harassment in the Workplace.

**Cyberbullying** means the use of information and communication technologies including, but not limited to, e-mail, cell phones, instant messaging, social media and websites to support deliberate, repeated and hostile behaviour by an individual or group that is intended to harm others.

**Discrimination** means any conduct, comment or action because of the age, ancestry, colour, gender, gender expression, gender identity, family status, marital status, mental disability, physical disability, place of origin, race, religious beliefs, sexual orientation, and/or source of income. Harassment, when connected to a protected ground, is considered discrimination.

**Disrespectful Behaviour** means objectionable or unwelcome conduct which may or may not have intent to cause harm and has a negative effect of the workplace or employee.

- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Harassment (whether at work or work-related)** means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying, or action by a

person that the person knows or ought reasonably to know will or would cause offence or humiliation to a Worker, or adversely affect the Worker's health and safety. It excludes any reasonable and respectful conduct of an employer or Supervisor related to the normal management of Workers or the Workplace. Harassment can include:

- A) Exclusion or isolation of workers.
- B) Actions that create fear or mistrust or that ridicule or devalue a Worker such as fist shaking, yelling, verbal aggression, misuse of power or authority, spreading gossip, malicious rumours, or public ridicule.
- C) Intimidation such as standing too close or making inappropriate gestures or comments.
- D) Intentionally withholding or giving wrong information required for a worker to complete their work.
- E) Taking away work or responsibilities without cause.
- F) Unwanted touching, grabbing, brushing, kissing, pushing, or impeding or blocking movement.
- G) Cyberbullying - the use of information and communication technologies including, but not limited to, e-mail, cell phones, instant messaging, social media, and websites to post or send offensive or intimidating messages.
- H) Discrimination - any conduct, comment or action because of the age, ancestry, colour, gender, gender expression, gender identity, family status, marital status, mental disability, physical disability, place of origin, race, pregnancy, religious beliefs, sexual orientation, and/or source of income. Harassment, when connected to a protected ground, is considered Discrimination.
- I) Disrespectful Behaviour means objectionable or unwelcome conduct which may or may not have intent to cause harm and has a negative effect on the Worker or Workplace.
- J) Sexual harassment - any sexual behaviour, which is unwelcome, personally offensive, debilitates morale, and therefore interferes with work effectiveness. It includes offensive sexual flirtations, unwelcome advances, propositions, sexual solicitation, or advance, and graphic or degrading verbal comments of a sexual nature about an individual or their appearance. The display of sexually suggestive and/or inappropriate written or graphic material or objects including photos, videos or the use of degrading verbal comments creates an offensive atmosphere and is a form of Sexual Harassment. Offering an employment benefit (such as a raise or promotion or assistance with one's career) in exchange for sexual favours, or threatening an employment detriment (such as termination, demotion, or disciplinary action) for a worker's failure to engage in sexual activity.

1.5. **OHS** means Alberta Occupational Health and Safety.

~~Protected Ground includes race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, ancestry, age, place of origin, marital status, source of income, family status and sexual orientation.~~

1.6. **Respondent** means the person whose behaviour or action is being reported.

1.7. **Retaliation** means to hurt or attempt to hurt somebody in return, to deliberately harm or attempt to harm somebody in response or revenge for an action he or she has done.

~~Sexual Harassment means any sexual behaviour, which is unwelcome, personally offensive, debilitates morale, and therefore interferes with work effectiveness. It includes offensive sexual flirtations, unwelcome advances, propositions, sexual solicitation or advance, and graphic or degrading verbal comments of a sexual nature about an~~

~~individual or their appearance. The display of sexually suggestive and/or inappropriate written or graphic material or objects including photos, videos or the use of degrading verbal comments creates an offensive atmosphere and is a form of sexual harassment.~~

- 1.8. **Supervisor** means a Worker who directs or oversees a person, group, department, organization, or operation. (e.g., CAO, Director, Manager, Assistant Manager, Supervisor, Lead Hand, etc.).
- 1.9. **Threat** means any act, gesture or statement that gives an employee, or another person, reasonable cause to believe that there is risk of injury to themselves or another person or damage to property.
- 1.10. **Workplace Violence** (whether at a work site or work related) means the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm. ~~Workplace~~ Violence can include but is not limited to:
  - A) Physical attack or aggression (e.g., hitting, shoving, pushing, or kicking a Worker, throwing an object at a Worker, kicking an object the Worker is standing on, such as a ladder).
  - B) Threatening behaviour (e.g., shaking a fist in a Worker's face, wielding a weapon at work, trying to hit a Worker, trying to run down a Worker using a vehicle or equipment such as a forklift, destroying property or throwing objects at a Worker).
  - C) Verbal or written Threats (e.g., verbally threatening to attack a worker, leaving threatening notes or sending threatening emails to express an intent to inflict harm on a Worker).
  - D) Damage to property.
  - E) Domestic violence **becomes a workplace hazard and is no longer limited to a personal issue when it occurs or spills over into the workplace as it may put the targeted Worker at risk and pose a threat to co-workers; and**
  - F) Sexual violence **is any sexual act, attempt to obtain a sexual act, or other act directed against a Worker's sexuality using coercion by any person regardless of their relationship to the Worker in a workplace or work-related setting.**
- 1.11. ~~Worker Employee~~ means Greenview employees, contractors providing service for or to Greenview, volunteers, and members of Council.
- 1.12. **Workplace** means a place a Worker is, or may be, conducting work on behalf of Greenview, including:
  - A) **Work related conferences, training sessions, and travel.**
  - B) **Greenview related functions and social gatherings.**
  - C) **Greenview property, including contract sites.**
  - D) **Virtual environment, including phone, email, social media, and other electronic means; and**
  - E) **Working and non-working if there is a relationship to Greenview activities.**

~~**Workplace Harassment** means behaviour intended to intimidate, offend, degrade or humiliate a particular person or group. It is a serious issue and creates an unhealthy workplace resulting in psychological harm to employees.~~

## 2. POLICY STATEMENT

- 2.1. Greenview is committed to eliminating or if not reasonably practicable, controlling the hazards of Violence and Harassment in the Workplace.
- 2.2. Greenview supports the prevention of Violence and Harassment and promotes a Violence and Harassment free Workplace in which all people are treated with respect and dignity and work together to achieve common goals.
- 2.3. Any act of Violence or Harassment committed by or against any Worker is unacceptable conduct and will not be tolerated.
- 2.4. This policy applies to Workers and Workplaces as defined in sections 1.11 and 1.12.
- 2.5. This policy is not intended to discourage a Worker from exercising their rights pursuant to any other law (e.g., contacting police, human rights complaint, etc.).
- 2.6. In support of this policy, Violence and Harassment Prevention procedures have been developed. These include measures and procedures to protect Workers from the hazards of Violence and Harassment and the processes for reporting, investigating, and documenting incidents and concerns.

### 3. FALSE OR FRIVOLOUS COMPLAINTS

- 3.1. Complaints that are found to be false, frivolous, or made in bad faith will not be tolerated and will be subject to the appropriate disciplinary action or denial of Greenview service.

### 4. RETALIATION

- 4.1. Everyone has the right to report, in good faith, incidents of Workplace Violence and Harassment without fear of Retaliation.
- 4.2. Retaliation by any person against anyone involved in an informal or formal complaint process will not be tolerated and will be subject to discipline, up to and including dismissal or denial of Greenview services.

### 5. CONSEQUENCES OF NON-COMPLIANCE

- 5.1. **Employees Workers** failing to adhere to the items contained in this policy and the supporting procedures will be subject to appropriate disciplinary action. Depending on the circumstances of the incident and outcome of any investigation, may range from, but not limited to, warnings and suspensions, up to and including dismissal. Incidents may also be referred to the Police for investigation.
- 5.2. Contractors, suppliers, volunteers, and members of the public are expected to adhere to this policy. If Violence or Harassment occurs, Greenview will take appropriate action to ensure a safe Workplace. This could include discontinuing business, issuing trespass notices, or referring the matter to the Police.

### 5. EMPLOYER RESPONSIBILITIES

- 5.3. OHS prohibits acts of Violence and Harassment in the Workplace. Employer responsibilities are set out in Part 27 of the OHS Code.

- A) Greenview must identify and assess risks at Greenview Workplaces, including the hazards of Violence and Harassment.
  - B) Greenview must ensure that Workers are not subject to or do not participate in Violence or Harassment in the Workplace.
  - C) Greenview must develop and implement a Violence and Harassment Prevention Plan that includes Violence and Harassment procedures.
  - D) Greenview must develop and implement the Violence and Harassment Prevention Plan in consultation with the Joint Workplace Health and Safety Committee.
  - E) Greenview must ensure that Workers are trained in:
    - i. The recognition of Violence and Harassment.
    - ii. The policies, procedures, and Workplace arrangements that have been developed and implemented to eliminate or control the hazards of Violence and Harassment.
    - iii. The appropriate response to Violence and Harassment including obtaining assistance and,
    - iv. The procedures for reporting, investigating, and documenting incidents of Violence and Harassment.
  - F) Greenview must investigate any incidents of Violence or Harassment and take corrective action.
  - G) Greenview must not disclose the circumstances related to an incident of Violence or Harassment or the names of the Complainant, the Respondent, or any witnesses, except:
    - i. When necessary to investigate the incident or to take corrective action, or to inform the parties involved in the incident of the results of the investigation and any corrective action to be taken to address the incident.
    - ii. Where necessary to inform Workers of the specific or general Threat of Violence or potential Violence.
    - iii. As required by law.
  - H) Greenview must only disclose the minimum amount of personal information under clause 6.1(G)(ii) that is necessary to inform Workers of a specific or general Threat of Violence or potential Violence.
- 5.4. When Greenview is aware a Worker is or is likely to be exposed to Domestic Violence at a Workplace, Greenview must take reasonable precautions to protect the Worker and any other persons at the Workplace likely to be affected.
- 5.5. All documentation produced during an investigation including the incident report, notes, emails, outcome, summaries, etc. are to be filed under investigations in the confidential human resources section of Greenview’s electronic filing system for a minimum of two (2) years.
- 5.6. Greenview must review the Violence and Harassment prevention plan and revise the plan, if necessary, in consultation with the Joint Health and Safety Committee. The review must take place on the earliest of the following:
- A) When an incident of Violence occurs.
  - B) If the Joint Health and Safety Committee recommend a review of the plan; or
  - C) Every three (3) years.

## 6. SUPERVISOR RESPONSIBILITIES

- 6.1. Supervisor responsibilities include:

- A) Ensuring Workers under their supervision are not subject to Harassment or Violence at the Workplace.
- B) Being a role model.
- C) Ensuring Workers are aware of, and compliant with, this policy and supporting procedures.
- D) Taking appropriate action in a prompt, impartial and confidential manner when Violence or Harassment allegations come to your attention.
- E) Supporting all parties involved in resolving allegations under the Violence and Harassment prevention policy with the appropriate option for resolution.
- F) Ensuring no person suffers reprisal or Retaliation as a result because of making a complaint in good faith or for providing information in good faith; and
- G) Consulting with Human Resources as necessary.

## 7. WORKER RESPONSIBILITIES

### 7.1. Worker responsibilities include:

- A) Learn to identify warning signs of Violence and Harassment.
- B) Refrain from Violence and Harassment.
- C) Being familiar with and following this policy and supporting procedures.
- D) Ensuring behaviour is always respectful and appropriate.
- E) Accepting responsibility for actions, reactions, and behaviours and impact on others.
- F) Making concerns known promptly if something is troubling.
- G) Reporting incidents of Workplace Violence and Harassment as soon as possible; and
- H) Being a part of the solution by engaging in steps to resolve the matter.

DRAFT



**Title: Reporting and Investigating Violence and Harassment**

**Policy No: 02-07**

**Effective Date:** Date approved by the CAO

**Responsible Department:** Human Resources

**Review Date:** In conjunction with Policy 2012



**Legal References:**

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

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

Alberta Occupational Health and Safety Code, Part 27.

**Cross References:**

Policy 2012 “Violence and Harassment Prevention”  
Emergency Response Plan

Safe Work Procedure (SWP) 5.40

Violence and Harassment Incident Report Form

**Purpose:** In support of Policy 2012 – Violence and Harassment Prevention, these procedures outline the reporting process for a worker who has experienced or witnessed any form of violence or harassment in the workplace and the process for investigating incidents of violence or harassment.

**\*\*\*If at any time you formulate a reasonable suspicion that you or anyone else is in imminent danger of physical harm, from anyone, immediately call 911\*\*\***

**1. GENERAL**

- 1.1. This procedure is to be used in conjunction with Policy 2012 “Violence and Harassment Prevention.”
- 1.2. Definitions in Policy 2012 “Violence and Harassment Prevention apply to this procedure.”
- 1.3. Violence and harassment are workplace hazards that must be addressed during a hazard assessment.
- 1.4. An incident of violence or harassment must be reported promptly to ensure a timely investigation and resolution can be sought.
- 1.5. All workers subject to or witness of violence or harassment, or any threats or warning signs of violent behaviour must report it.
- 1.6. Human Resources is responsible for the administration of this document.
- 1.7. Human Resources will answer questions and can advise on the interpretation of these procedures and the associated policy, the steps to file an internal formal complaint, and/or the individual’s right to file an external formal complaint under the Alberta Human Rights Act or the Alberta Occupational Health and Safety Act.

## **2. HAZARDS**

### **2.1. Workplace Violence**

Workplace violence is not just limited to physical assault, but can also include near misses, verbal abuse, and sexual violence. Even the fear of assault or witnessing an assault on a co-worker can have serious health affects on workers.

Aside from physical injuries, violent, abusive, or threatening incidents in the workplace often result in serious and disabling psychological damage.

Psychological trauma is a common outcome of violent incidents. Emotional problems resulting from violent incidents include self doubt, depression, fear, post traumatic stress syndrome, loss of sleep, irritability, disturbed relationships with family, friends and co-workers, decreased ability to function at work, and increased absenteeism. Workers often blame themselves when they are injured in an assault, and self-blame is often encouraged by others.

Every person is unique, and their response to workplace violence will differ. Compassionate support can help reduce the risk of longer-term mental health issues.

### **2.2. Workplace Harassment**

The impacts to a worker who is subject to any form of harassment are significant and real. Behaviours or actions that are undertaken and that produce harassment, whether intentional or not, undermine, offend, embarrass, intimidate, threaten, frighten, demotivate, or demoralize the receiver. They can cause depression, anxiety, emotional distress, physical distress, low morale, the inability to perform work tasks or loss of productivity, absenteeism from work, and ultimately can cause a worker to leave the organization.

It is important to recognize that it is the impact of the behaviour on others, not the intent, which determines whether harassment has occurred.

## **3. DISTINGUISHING WORKPLACE BULLYING FROM OTHER BEHAVIOURS**

- 3.1. It is recognized that there may be some circumstances where an employee experiences stress or discomfort in the workplace, which is not related to harassment. Unless there is evidence that demonstrates a course of conduct or a pattern of humiliating, offensive, or intimidating behavior, or there is evidence of a single significant incident having severe impact or being found to be sufficiently offensive, threatening, or intimidating, such situations may not constitute a basis for a complaint under the violence and harassment prevention policy.
- 3.2. To determine whether workplace bullying, or harassment has occurred, each situation must be examined reasonably and objectively, based on its specific facts.
- 3.3. For example, bullying or harassment would not include:

- 3.3.1. The normal exercise of supervisory responsibilities, including performance reviews, direction, counseling, and disciplinary action where necessary, provided they are conducted in a respectful, professional manner.
- 3.3.2. Social interactions, jokes, and bantering, which are mutually acceptable, provided the interactions are respectful and there is no negative impact for others in the workplace.
- 3.3.3. Disagreements, misunderstandings, miscommunication and/or conflict situations, provided the behaviour of the individuals involved remains professional and respectful.

#### **4. CONFIDENTIALITY**

- 4.1. Confidentiality is beneficial to everyone involved, whether resolution is being sought through direct dialogue, informal resolution, or a formal complaint process. It allows the parties to resolve issues in a private manner and protects them against unsubstantiated claims that might result in harmful gossip.
- 4.2. Every participant in this process is expected to maintain confidentiality throughout the process and thereafter.
- 4.3. To protect the interests of all parties involved, all information must remain confidential, as per Policy 2012 – Violence and Harassment Prevention, Article 3.17.
- 4.4. There must be no reference to an accusation of violence or harassment in a worker's personnel file unless disciplinary action was taken.

#### **5. PROCEDURE MODIFICATION**

- 5.1. The procedures will be modified as follows if an accusation is filed against:
  - 5.1.1. A Member of Council

The matter will be brought to the attention of Council through the Reeve or Deputy Reeve. The matter will be handled in accordance with Bylaw 21-893 "Council Code of Conduct" and therefore is not covered under this procedure.
  - 5.1.2. The Chief Administrative Officer

The matter will be brought to the attention of Council through the Reeve or Deputy Reeve.
  - 5.1.3. The Manager, Human Resources

The Director, Corporate Services, will replace the Manager, Human Resources throughout the procedures.

#### **6. REPORTING**

All workers have a responsibility to keep the workplace as safe as possible. This includes reporting incidents so they can be investigated. Doing so helps to prevent future incidents of workplace violence and harassment, and it is the right thing to do. The best measure to protect workers from workplace violence and harassment is prevention.

There are three reporting processes that workers can refer to for resolution:

### 6.1. Informal Process

- 6.1.1. Any worker who believes they are being subjected to violence or harassment or have witnessed violence or harassment of another worker are encouraged whenever possible, if they feel safe to do so, to resolve problems informally.
- 6.1.2. Workers should keep a written record of the incident or incidents of the harassment or violence including such information as dates, times, location, witnesses, and what happened.
- 6.1.3. The informal process is suitable when:
  - a) The issue is less severe or harmful in nature.
  - b) This is a first-time incident of an issue less severe or harmful in nature.
  - c) You can address your concerns directly with the other person and develop a solution.
- 6.1.4. Workers who believe they are experiencing disrespectful workplace behaviour, bullying or any form of harassment should first, if safe to do so, make their objections known by speaking directly with the person(s) and respectfully inform them that their behaviour is unwelcome and must stop. If possible, speak to the person(s) with a witness present. You could also respectfully inform the person(s) in writing (print, email, or text) or through a representative such as a supervisor. You may also seek advice through Human Resources.
- 6.1.5. Speak to the person calmly, respectfully, and professionally. Describe the unwanted behavior in specific, factual statements and ask for the unwelcome behavior to stop.
- 6.1.6. As the Speaker:
  - a) State the purpose of the conversation (I want to talk to you about...)
  - b) Describe the behaviour specifically (Focus on what you saw the other person do)
  - c) Describe the effect of the behaviour on you (I thought... I felt...)
  - d) Give the other person an opportunity to respond (What were you thinking about at the time? Or What was going on for you?)
  - e) State what you would like them to do differently (I need you to... or I would like you to...)
  - f) Return responsibility to the person – and offer support (Will that work for you? Or What can I do to support you in this?)
- 6.1.7. As the Listener:
  - a) Have the conversation
  - b) Act respectfully
  - c) Clarify critical information
  - d) Do not argue thoughts, feelings, or perceptions
  - e) Respect reasonable requests
- 6.1.8. Within an informal resolution process, an employee may contact Human Resources, to discuss the details of incidents or concerns, review the Violence and

Harassment Prevention policy and supporting procedures, and select problem-solving avenues.

- 6.1.9. If you do not feel able to approach an individual with your concern, or if your efforts to communicate are unsuccessful, and you believe that the situation requires a higher level of intervention, you must file an Internal Formal Complaint.
- 6.1.10. If you are threatened with physical violence or witness a threat on another worker report it immediately to a supervisor or human resources and file a Violence and Harassment Incident Report.

**\*\*\*If at any time you formulate a reasonable suspicion that you or anyone else is in imminent danger of physical harm, from anyone, immediately call 911\*\*\***

## 6.2. Internal Formal Process

- 6.2.1. If the perceived harassment or violence persists, the worker or a witness must report the incident(s) to Human Resources or their supervisor.
- 6.2.2. A violence and harassment incident report form must be completed for all reported incidents by the complainant, Human Resources or a Supervisor that received the initial complaint.
- 6.2.3. that is included in the health and safety management system manual or as available on Greenview SharePoint.
- 6.2.4. Submissions must include all relevant information regarding the details of the violence or harassment incident.
- 6.2.5. The internal formal complaint resolution process will focus on:
  - a) Ensuring that all involved parties understand and accept their responsibilities for maintaining appropriate, professional behaviour in the workplace and
  - b) Ensuring that any violent or harassing conduct has ended.
- 6.2.6. An external resource may be utilized as an investigator, facilitator, etc. during an internal process, if warranted. It is solely up to the Manager, Human Resources, to determine where an external resource is required.

## 6.3. External Formal Process

- 6.3.1. Where harassment is based on a protected ground (race, colour, ancestry, place of origin, religious beliefs, gender, age, physical disability, mental disability, marital status, family status, source of income or sexual orientation), a worker can file a complaint under the Alberta Human Rights (AHR) Act by contacting:

**Alberta Human Rights Commission**  
800 Standard Life Centre 10405 Jasper Avenue  
Edmonton, Alberta T5J 4R7

**Phone: 780-427-7661**

**Website:** <https://albertahumanrights.ab.ca/>

- 6.3.2. If a worker believes that Greenview is not in compliance with Alberta Occupational Health and Safety legislation, further information can be obtained by contacting:

**Alberta Occupational Health and Safety**

**Phone: 1-866-415-8690**

**Website:** <https://www.alberta.ca/file-complaint-online>

- 6.3.3. If violence or harassment in the workplace has led to the worker developing a diagnosable injury or illness, a claim may be filed with Alberta Workers Compensation Board (WCB).

## **7. INVESTIGATING**

- 7.1. Upon receipt of an incident report, the Human Resources Manager or designate may conduct a preliminary assessment, to determine if the matter falls under the scope of the Violence and Harassment Prevention policy and to determine if a formal investigation is the appropriate avenue to address the complaint.
- 7.2. Human Resources may decide ***not to proceed with an investigation process***:
- 7.2.1. If there is no indication that the allegations would fall under the scope of the Violence and Harassment Prevention policy, i.e. Allegations are not related in any manner of conduct that may be considered violence or harassment; or
- 7.2.2. If a significant delay (in excess of two (2) months) has occurred between the alleged event(s) and the filing of a complaint, which would reasonably preclude the feasibility of a sound investigation process, and/or of appropriate restorative or corrective measures.
- 7.3. On the decision to launch a formal investigation an investigator will be assigned by the Human Resources Manager.
- 7.4. During the initial meeting between the Investigator and the Complainant, the Investigator will outline the details of the workplace violence and harassment policy and supporting procedures and provide the Complainant with information on the Employee and Family Assistance Plan (EAP) should they be experiencing any adverse symptoms as a result of the incident.
- 7.5. The investigator will first conduct individual interviews with the complainant(s) and respondent(s) so that each person will have full opportunity to provide information related to the allegations. If the respondent refuses to participate in the investigation, the formal fact-finding process will continue, nonetheless.
- 7.6. Any individuals who have been witness to events, or who may be able to provide information directly relevant to the investigation, will also be interviewed.

- 7.7. The investigator will prepare a final report, within sixty (60) working days of the conclusion of the investigation, unless there are extenuating circumstances. The investigator will also provide written correspondence regarding the results of the investigation, and corrective action (if any) to the claimant(s) and the respondent(s) within the same time frame.
- 7.8. The claimant(s) and respondent(s) will have the right to reply to the written correspondence regarding the results of the investigation within seven (7) working days of receiving it. Written responses are to be submitted directly to the human resources manager. No actions will be taken by the human resources manager, within the seven (7) working days in which both parties have a right to reply.
- 7.9. Based on the factual findings of the final report, and any additional information contained in written responses to the investigation results, the human resources manager and/or the investigator in consultation with management, shall determine what actions are to be taken as a result of the findings.

## **8. HOW TO RESPOND IF ALLEGATIONS ARE MADE AGAINST YOU**

- 8.1. If allegations are made against you, listen to the concerns of the other party. If your behavior is inappropriate, cease the unwelcome behavior and offer an apology to the person(s) affected by your conduct.
- 8.2. If you believe that the allegations are unfounded, discuss the matter with your supervisor or a Human Resources staff member as may be appropriate to the situation. Review the Violence and Harassment Prevention Policy, including your rights within the process, and discuss your options in responding to the situation.
- 8.3. If a facilitator, mediator, or investigator is involved, provide them with information that is factual and specific regarding your response to the allegations. It is helpful to document your version of alleged incidents, detailing the names of the individual(s) involved, when and where incidents may have occurred, noting any witnesses, if applicable.
- 8.4. Knowing that such situations are stressful for all those involved, do not discuss the matter with others at work, including those who may have witnessed events. Maintain a confidential and professional approach to the situation.
- 8.5. Remember that allegations may not be substantiated. Greenview is committed to ensuring that each party has full opportunity to present their side and that the rights and dignity of all parties are respected in the process.

## **9. DISCIPLINE AND REMEDIES**

- 9.1. Retaliation against anyone involved in a resolution process will not be tolerated. Any actions of retaliation or reprisal may result in disciplinary action up to and including termination for just cause.
- 9.2. Protection from retaliation covers both complainants and witnesses who have participated throughout the process. Also protected from retaliation are facilitators, investigators, and the Human Resources staff responsible for functions within this process, acting in accordance with policy 2012 – Violence and Harassment Prevention.

- 9.3. Disciplinary action(s) will be taken against any individual proven to have violated the Violence and Harassment Policy, regardless of their position within the organization.
- 9.4. Discipline and/or subsequent remedies will be based on the relative severity of the incident(s), the impact on the complainant, the frequency and time span of the offense(s), the positions held by respective parties, the resulting effect on the workplace, and any other facts or information deemed to be relevant.
- 9.5. Possible disciplinary action could include anyone, or a combination, of the following:
  - a) A warning or formal reprimand.
  - b) A verbal or written apology to the targeted worker.
  - c) Re-assignment of duties.
  - d) Immediate or subsequent termination for cause.
  - e) Other actions as deemed appropriate, i.e., training or counseling.
- 9.6. Where the results of a formal investigation produce disciplinary action taken against the respondent(s), the disciplinary action will be documented in the employment record file of the respondent(s).
- 9.7. Because of its serious nature, false accusations or abuse of the relevant policy will not be tolerated. Where a formal investigation concludes that an accusation was knowingly frivolous or malicious filed in bad faith, disciplinary action will result, up to and including termination for just cause.



## Part 27

# Violence and Harassment

### Hazard assessment

**389** Violence and harassment are considered hazards for the purposes of Part 2.

### Violence prevention plan

**390(1)** An employer must develop and implement a violence prevention plan that includes a violence prevention policy and violence prevention procedures.

**390(2)** The employer must develop and implement the violence prevention plan in consultation with

- (a) the joint health and safety committee or the health and safety representative, if the employer is required to establish a committee or designate a representative, or
- (b) affected workers, if the employer is not required to establish a committee or designate a representative.

### Violence prevention policy

**390.1** An employer must ensure that a violence prevention policy under section 390(1) includes the following:

- (a) a statement that the employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence;
- (b) a statement that the employer will investigate any incidents of violence and take corrective action to address the incidents;
- (c) a statement that the employer will not disclose the circumstances related to an incident of violence or the names of the complainant, the person alleged to have committed the violence and any witnesses, except
  - (i) where necessary to investigate the incident or to take corrective action, or to inform the parties involved in the incident of the results of the investigation and any corrective action to be taken to address the incident,
  - (ii) where necessary to inform workers of a specific or general threat of violence or potential violence, or
  - (iii) as required by law;
- (d) a statement that the employer will disclose only the minimum amount of personal information under clause (c)(ii) that is necessary to inform workers of a specific or general threat of violence or potential violence;
- (e) a statement that the violence prevention policy is not intended to discourage a worker from exercising the worker's rights pursuant to any other law.

**Violence prevention procedures**

**390.2** An employer must ensure that the violence prevention procedures under section 390(1) include the following:

- (a) the measures the employer will take to eliminate or, if that is not reasonably practicable, control the hazard of violence to workers;
- (b) information about the nature and extent of the hazard of violence, including information related to specific or general threats of violence or potential violence;
- (c) the procedure to be followed by the employer when disclosing the information in clause (b), which must be in compliance with section 390.1(c) and (d);
- (d) the procedure to be followed by a worker to obtain immediate assistance when an incident of violence occurs;
- (e) the procedure to be followed by a worker when reporting violence;
- (f) the procedure to be followed by the employer when
  - (i) documenting and investigating an incident of violence, and
  - (ii) implementing any measures to eliminate or control the hazard of violence that have been identified as a result of the investigation;
- (g) the procedure to be followed by the employer when informing the parties involved in an incident of violence of
  - (i) the results of an investigation of the incident, and
  - (ii) any corrective action to be taken to address the incident.

**Domestic violence**

**390.3** When an employer is aware that a worker is or is likely to be exposed to domestic violence at a work site, the employer must take reasonable precautions to protect the worker and any other persons at the work site likely to be affected.

**Harassment prevention plan**

**390.4(1)** An employer must develop and implement a harassment prevention plan that includes a harassment prevention policy and harassment prevention procedures.

**390.4(2)** The employer must develop and implement the harassment prevention plan in consultation with

- (a) the joint health and safety committee or the health and safety representative, if the employer is required to establish a committee or designate a representative, or
- (b) affected workers, if the employer is not required to establish a committee or designate a representative.

**Harassment prevention policy**

**390.5** An employer must ensure that a harassment prevention policy under section 390.4(1) includes the following:

- (a) a statement that the employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment;
- (b) a statement that the employer will investigate any incidents of harassment and take corrective action to address the incidents;
- (c) a statement that the employer will not disclose the circumstances related to an incident of harassment or the names of the complainant, the person alleged to have committed the harassment and any witnesses, except
  - (i) where necessary to investigate the incident or to take corrective action, or to inform the parties involved in the incident of the results of the investigation and any corrective action to be taken to address the incident, or
  - (ii) as required by law;
- (d) a statement that the harassment prevention policy is not intended to discourage a worker from exercising rights pursuant to any other law, including the *Alberta Human Rights Act*.

**Harassment prevention procedures**

**390.6** An employer must ensure that the harassment prevention procedures under section 390.4(1) include the following:

- (a) the procedure to be followed by a worker when reporting harassment;
- (b) the procedure to be followed by the employer when documenting, investigating and preventing harassment;
- (c) the procedure to be followed by the employer when informing the parties involved in an incident of harassment of
  - (i) the results of an investigation of the incident, and
  - (ii) any corrective action to be taken to address the incident.

**Review of plans**

**390.7(1)** An employer must review the violence prevention plan and the harassment prevention plan, and revise the plans if necessary.

**390.7(2)** The employer must carry out the review required by subsection (1) in consultation with

- (a) the joint health and safety committee or the health and safety representative, if the employer is required to establish a committee or designate a representative, or
- (b) affected workers, if the employer is not required to establish a committee or designate a representative.

**390.7(3)** With respect to the violence prevention plan, the review required by subsection (1) must take place on the earliest of the following:

- (a) when an incident of violence occurs;
- (b) if the joint health and safety committee or the health and safety representative, if applicable, recommends a review of the plan;
- (c) every 3 years.

**390.7(4)** With respect to the harassment prevention plan, the review required by subsection (1) must take place on the earliest of the following:

- (a) when an incident of harassment occurs;
- (b) if the joint health and safety committee or the health and safety representative, if applicable, recommends a review of the plan;
- (c) every 3 years.

### **Training of workers**

**391** An employer must ensure that workers are trained in

- (a) the recognition of violence and harassment,
- (b) the policies, procedures and workplace arrangements that the employer has developed and implemented to eliminate or control the hazards of violence and harassment,
- (c) the appropriate response to violence and harassment, including procedures for obtaining assistance, and
- (d) the procedures for reporting, investigating and documenting incidents of violence and harassment.

### **Investigation and reporting of incidents**

**391.1** Sections 33(6)(b) to (d), (7) and (8) and 36 of the Act apply to incidents of violence or harassment.

### **Treatment or referral**

**391.2** An employer must ensure that a worker reporting an injury or adverse symptom resulting from an incident of violence or harassment is advised to consult a health professional of the worker's choice for treatment or referral.

### **Entitlement to pay**

**392** When a worker is treated or referred by a physician under section 391.2 and if the treatment sessions occur during regular work hours, the employer at the work site where the incident occurred shall not make a deduction from the worker's pay or benefits for the time during which a worker attends the session.

**Retail fuel and convenience store worker safety application**

**392.1** Sections 392.2 to 392.6 apply to gas stations, other retail fuelling outlets and convenience stores where workers are ordinarily present during business hours.

**Additional requirements for violence prevention plan**

**392.2** An employer must ensure that the violence prevention plan contains the following procedures, policies and control measures, in addition to those required under sections 390, 390.1 and 390.2:

- (a) safe cash-handling procedures, including procedures that minimize the amount of money readily accessible to a worker at the work site;
- (b) where the work site is open to the public between the hours of 11:00 p.m. and 5:00 a.m.,
  - (i) a time lock safe at the work site that cannot be opened by a worker between, at minimum, those hours,
  - (ii) limiting the quantities of high-value items, including cash and lottery tickets, accessible at the work site between, at minimum, those hours, and
  - (iii) storing remaining high-value items in the time lock safe referred to in subclause (i) or securely elsewhere;
- (c) maintaining good visibility into and out of the work site;
- (d) limiting access by the public to the interior of any buildings at the work site;
- (e) monitoring the work site by video surveillance;
- (f) signs at the work site visible to the public indicating that
  - (i) where the work site is open to the public between the hours of 11:00 p.m. and 5:00 a.m.,
    - (A) the safe at the work site is a time lock safe that cannot be opened, and
    - (B) the quantity of high-value items such as cash and lottery tickets at the work site is limited,
  - and
  - (ii) the work site is monitored by video surveillance;
- (g) each worker working alone is provided with a personal emergency transmitter that is monitored by the employer or the employer's designate.

**Additional training required**

**392.3** In addition to any training under section 391, the employer must ensure that a worker is trained in the violence prevention plan requirements listed in section 392.2.

**Review of violence prevention plan and worker training**

**392.4** The employer must ensure that the violence prevention plan requirements under section 392.2 and corresponding worker training under section 392.3 are reviewed and, if necessary, revised every 3 years and whenever there is a change of circumstances that may affect the health and safety of workers.

**Personal emergency transmitter**

**392.5** A worker working alone must at all times during the worker's work shift wear the personal emergency transmitter referred to in section 392.2(g).

**Mandatory fuel prepayment**

**392.6(1)** An employer must require that customers prepay for fuel sold at gas stations and other retail fuelling outlets.

**392.6(2)** In addition to the requirement in subsection (1), an employer may implement procedures or use equipment as approved by a Director for payment for or sale of fuel, or the dispensing of fuel, to ensure worker safety.



Name of witness(es)	Witness contact information
①	
②	
③	
Do you have any additional information or comments?	
Please print your name	Signature

Please complete and submit this form to the Manager, Human Resources.

Draft





# REQUEST FOR DECISION

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SUBJECT:	<b>Policy 6308: Clubroot of Canola</b>	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER: SK
MEETING DATE:	December 13, 2023	DIR: MH	PRESENTER: SK
DEPARTMENT:	AGRICULTURE	LEG:	
STRATEGIC PLAN:	Economy		

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## RELEVANT LEGISLATION:

**Provincial** (cite) – Agricultural Pests Act, R.S.A 2000, Chapter A-8

**Council Bylaw/Policy** (cite) – Policy 6308: Clubroot of Canola

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## RECOMMENDED ACTION:

**MOTION: That the Policy Review Committee recommend to Council to approve Policy 6308 “Clubroot of Canola” as presented.**

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## BACKGROUND/PROPOSAL:

Policy 6308 stipulates a requirement for an annual review of the policy to ensure that it reflects the thoughts of the Agricultural Service Board in efforts to maintain active measures to control or destroy regulated pests as required under the Agricultural Pests Act.

Upon review of the Policy, Administration noted that some of the positive cases found in recent years include disease incidence levels of 1% or under, coupled with pathotype test results revealing the infectious agent to be the most common clubroot pathotype within Alberta, 3H, which has many commercially available resistant cultivars producers can utilize. In relation to regulated pests under the Act, it is important to weigh the impact of control measures with the reality of farming in the Peace region. Rotational options are not as varied in the Peace region and a 1-4 rotation can be difficult if it does not include forage production.

In response to this, Administration has added the following to 3. A. in Policy 6308:

“i. 1-2 rotation or a one-year break when ID% is 1% or less, and pathotypic testing indicates infection is 3H or 8N.”

While this allows for a minor increase in the flexibility of Policy 6308, it remains a zero-tolerance approach. The revision is in keeping with current research on the pathogen, indicating that low spore load situations may allow producers to manage clubroot with resistant cultivars, but still guards against pathotypic shift that would indicate an increase to the severity of the infection.

Of the 42 clubroot infestations detected in Greenview since 2017, 10 of the occurrences have less than 1% incidence of disease.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. One benefit of the Policy Review Committee accepting the recommended action is that survey results indicating a less than 1% disease occurrence has been a point of contention for Greenview producers as that level of disease indicated one or two infected plants being found with minimal galling.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. One disadvantage to the Policy Review Committee accepting the recommended action is that it may be interpreted as the Board taking a less stringent approach by some ratepayers, which the Board may not wish to have ratepayers perceive.

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** The Policy Review Committee may choose to accept the report for information, while still maintaining the policy directive of an annual review of Policy 6308.

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

**Direct Costs: N/A**

**Ongoing / Future Costs: N/A**

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**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.

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**FOLLOW UP ACTIONS:**

Should the Policy Review Committee choose to accept the recommended action, Administration will forward the revisions of Policy 6308 "Clubroot of Canola" to Council for approval.

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**ATTACHMENT(S):**

- Policy 6308 "Clubroot of Canola" (Current)
- Policy 6308 "Clubroot of Canola" (Draft)

**Title: CLUBROOT OF CANOLA**

**Policy No: 6308**

**Effective Date: July 27, 2021**

**Motion Number: 21.07.398**

**Supersedes Policy No: None**

**Review Date: July 27, 2024**



**Purpose:** The purpose of this policy is to establish a management plan to prevent and/or minimize the spread and impact of Clubroot in Greenview. Greenview Council recognizes that Clubroot of Canola is declared a pest under the *Agricultural Pests Act* of Alberta and is a concern to agricultural producers within Greenview. Council further recognizes that it is beneficial to the agricultural industry to 'take active measures to prevent the establishment of, control or destroy pests in Greenview (Sec. 6, *Agricultural Pests Act*, R.S.A 2000, Chapter A-8).

## 1. DEFINITIONS

- 1.1. **Manager of Agricultural Services** means the individual appointed as the Agricultural Fieldman through motion by Greenview Council and by virtue of position (*Agricultural Service Board Act*) who acts as a Pest Inspector.
- 1.2. **Agricultural Pests Act** means the Alberta *Agricultural Pests Act* (R.S.A. 200, Chapter A-8) and the *Pest and Nuisance Control Regulation* (184/2001) including any amendments or successor legislation thereto.
- 1.3. **Agricultural Service Board** means the Board appointed by Greenview Council to address agricultural concerns.
- 1.4. **Alberta Clubroot Management Plan** means the plan to manage clubroot of canola as set forth by Alberta Agriculture and Forestry.
- 1.5. **Clubroot of Canola ("Clubroot")** means the serious soil-borne disease caused by *Plasmodiophora brassicae*.
- 1.6. **Control** means to destroy or manage the disease through measures deemed acceptable by the Pest Inspector and this Policy.
- 1.7. **Crop Residue** means the material left in an agricultural field after the crop has been harvested.
- 1.8. **Cruciferous Plants** means a plant family which includes; canola/rapeseed and mustard, as well as the cabbage family (broccoli, brussel sprouts, cabbage, cauliflower, kale, kohlrabi, radish, rutabaga and turnip).

- 1.9. **ID %** means a value derived from application of the accepted algorithm to determine clubroot disease severity:  $(\#1 \text{ total} * 1) + (\#2 \text{ total} * 3) / 100 * 100$ .
- 1.10. **Destroy** means to kill all growing parts or to render reproductive mechanisms non-viable.
- 1.11. **Geographic Area** means an area of land under the jurisdiction of Greenview.
- 1.12. **Greenview** means the Municipal District of Greenview No. 16.
- 1.13. **Infested** means a property containing Clubroot of Canola.
- 1.14. **Notice** means a notice in writing issued by a Pest Inspector under section 12 of the *Agricultural Pests Act*.
- 1.15. **Period of Restriction** means a period of time which a cruciferous crop may not be planted or grown.
- 1.16. **Pest** means an animal, bird, insect, plant or disease declared a pest under section two of the *Agricultural Pests Act*.
- 1.17. **Pest Inspector** means an inspector appointed by Greenview Council or by the Minister to carry out the *Agricultural Pests Act*.
- 1.18. **Producer** means a farm operator.
- 1.19. **Soil Disturbance** means anything that can or may move soil.

## 2. POLICY STATEMENT

- 2.1. Clubroot of Canola poses a serious threat to the Canola industry by reducing yields, it reduces the quantity and quality of the oil produced from the seeds and the spores can remain viable for twenty (20) years or more according to current research.
  - A. Clubroot was declared a pest to Alberta under the *Agricultural Pests Act* (APA) in 2007. Section 6 of the APA states that: a local authority shall take active measures to prevent the establishment of, or to control or destroy pests in Greenview.

## 3. PROCEDURE

- 3.1. In the event that a symptomatic sample sent to an accredited lab for analysis returns a DNA positive for Clubroot Greenview shall:
  - A. Ensure the landowner(s) and/or producer(s) receive a written Pest Notice as per the *Agricultural Pests Act* and associated Regulations following these parameters, as set by Council:
    - i. 1-3 rotation or a two-year break when ID% is less than 2%;
    - ii. 1-4 rotation or a three-year break when ID% is greater than 2%;
    - iii. Should pathotype testing reveal the field is infested with a resistance breaking pathotype the pest notice shall be until there is a canola cultivar

with resistance to that specific pathotype. All other brassica crops shall be prohibited.

- B. All landowner(s) and/or producer(s) within a one (1) mile or 1.6 kilometer radius of the field where Clubroot was confirmed, will be sent written confirmation that Clubroot was confirmed within a one (1) mile or 1.6 kilometer radius of their property with an information package.
- 3.2. The landowner(s) and/or producer(s) of lands confirmed with Clubroot shall be required to adopt the following immediate control measures;
- A. The crop shall be harvested, and the canola seed shall be sold for crushing, but **not** sold for feed or seed, and shall **not** be retained for reseeding.
  - B. Crop residue shall be chopped and evenly spread back onto the infected land, not baled or removed.
  - C. Any seed load transported from the infested land shall be securely covered (tarpred).
  - D. Soil disturbance on infected land should be minimized to prevent movement to uninfected land.
  - E. Any crop residue and soil should be cleaned from all equipment and implements and left on the land before taking equipment off the infected land.
  - F. Implements, or parts thereof, which come directly into contact with the soil should be sterilized, as per the Alberta Clubroot Management Plant (Appendix 1 and 2).
  - G. Should the landowner(s) and/or producer(s) of infected land plant canola fail to abide by the notice the Manager of Agricultural Services shall:
    - i. If the landowner(s) and/or producer(s) fails to abide by the Notice, the Manager of Agricultural Services shall.
    - ii. Take appropriate measures to destroy the planted crop.
    - iii. Should Greenview destroy the crop, an invoice shall be issued to the landowner(s) and/or producer(s) for the labour, chemical and equipment costs of the crops destruction as per Provincial Legislation, including the ability of Greenview to add the arrears amount to the property taxes.
    - iv. Should enforcement be required, where the landowner(s) or producer(s) does not elect to perform the control themselves additional administrative fees will be charged at 15% of the cost of enforcement.
  - H. After the period of restriction listed in the Notice has expired, canola may be seeded.
  - I. Inform any contractors or custom operators who may enter onto the land that Clubroot has been found on the property, and advise them to properly clean and disinfect any equipment which comes into contact with the soil.

#### 4. COUNCIL RESPONSIBILITIES

- 4.1. Council shall appoint Pest Inspectors (as per section 10 of the *Agricultural Pests Act*).
- 4.2. Council shall review the Clubroot of Canola policy annually, to ensure the policy is informed by the most recent advancements in knowledge of the clubroot pathogen.

## 5. ADMINISTRATION RESPONSIBILITIES

- 5.1. The Manager of Agricultural Services shall establish protocols and an inspection schedule to be followed outlining the following:
  - A. Ensure fields to be inspected are distributed across the geographic area of Greenview.
  - B. Sampling techniques, recordkeeping and protocols for entering land.
  - C. Mitigation and control of clubroot spore transferral between fields by Pest Inspectors and;
  - D. Timed to ensure impacted producers are informed of positive clubroot DNA results prior to harvest.
- 5.2. For Research purposes, canola and other cruciferous crops may be permitted to be grown on lands where a Notice has been issued with respect to Clubroot of Canola on the lands provided that pre-approval has been granted by the Manager of Agricultural Services at their sole discretion.
- 5.3. Administration shall develop a geographical heat map based on Townships of infestations for use in mitigation plan development by industry and construction companies.
- 5.4. In order to better understand how the disease was introduced and spread, administration shall gather as much information about the Clubroot infected field as possible, including type and variety of the crop, seed retailer, equipment movement, custom operators used, soil type, pH and drainage patterns.
- 5.5. Greenview Agricultural Services will provide information and education to landowner(s) and/or producer(s) regarding the spread of Clubroot of Canola.
- 5.6. Greenview will advocate that all seed (of a host crop) should be a Clubroot resistant variety.

**Title: Clubroot of Canola**

**Policy No: 6308**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No: 6308**

**Review Date:**



**Legal References:**

Agricultural Pests Act, R.S.A. 2000, c. A-8  
 Pest and Nuisance Control Regulation, AR 184/2001  
 Agricultural Service Board Act, R.S.A. 2000, c. A-10  
 Alberta Clubroot Management Plan (August, 2014)

**Cross References:**

Bylaw 23-954 "Designated Officer"  
 Bylaw 97-224 "Agricultural Services Board Establishment"

**Purpose:** The purpose of this policy is to establish a management plan to prevent and/or minimize the spread and impact of Clubroot in Greenview. Greenview Council recognizes that Clubroot of Canola is declared a pest under the *Agricultural Pests Act* of Alberta and is a concern to agricultural producers within Greenview. Council further recognizes that it is beneficial to the agricultural industry to take active measures to prevent the establishment of, and to control or destroy pests in Greenview. *(Sec. 6, Agricultural Pests Act, R.S.A 2000, Chapter A-8).*

## 1. DEFINITIONS

- 1.1. **Manager of Agricultural Services** means the individual appointed as the Agricultural Fieldman ~~through~~ by motion of Greenview Council, and **who** by virtue of position ~~(Agricultural Service Board Act) who~~ acts as a Pest Inspector.
- 1.2. **Agricultural Pests Act (APA)** means the Alberta Agricultural Pests Act, R.S.A. 2000, c.A-8 and the Pest and Nuisance Control Regulation 184/2001 including any amendments or successor legislation thereto.
- 1.3. **Agricultural Service Board (ASB)** means the Board appointed by Greenview Council to address agricultural concerns.
- 1.4. **Alberta Clubroot Management Plan** means the plan to manage clubroot of canola as set forth by Alberta Agriculture and Forestry.
- 1.5. **Clubroot of Canola (Clubroot)** means the soil-borne disease caused by *Plasmodiophora brassicae*.
- 1.6. **Control** means to destroy or manage the disease through measures deemed acceptable by the Pest Inspector and this policy.
- 1.7. **Crop Residue** means the material left in an agricultural field after the crop has been harvested.

- 1.8. **Cruciferous Plants** means a plant family which includes; canola/rapeseed and mustard, as well as the cabbage family (broccoli, brussel sprouts, cabbage, cauliflower, kale, kohlrabi, radish, rutabaga and turnip).
- 1.9. **ID%** means a value derived from the application of the accepted algorithm to determine clubroot disease severity:  $(\#1 \text{ total} * 1) + (\#2 \text{ total} * 3) / 100 * 100$ .
- 1.10. **Destroy** means to kill all growing parts or to render reproductive mechanisms non-viable.
- ~~1.11. **Geographic Area** means an area of land under the jurisdiction of Greenview.~~
- 1.12. **Greenview** means the Municipal District of Greenview No. 16.
- 1.13. **Infested** means a property containing Clubroot of Canola.
- 1.14. **Notice** means a notice in writing issued by a Pest Inspector under ~~section 12 of~~ the *Agricultural Pests Act*.
- 1.15. **Period of Restriction** means a period of time in which a cruciferous crop may not be planted or grown.
- 1.16. **Pest** means an animal, bird, insect, plant or disease declared a pest under section two of the *Agricultural Pests Act*.
- 1.17. **Pest Inspector** means an inspector appointed by Greenview Council or by the Minister to carry out the *Agricultural Pests Act*.
- 1.18. **Producer** means a farm operator.
- 1.19. **Soil Disturbance** means anything that can or may move soil.

## 2. POLICY STATEMENT

- 2.1. Clubroot of Canola poses a serious threat to the canola industry by reducing yields, it reduces the quantity and quality of the oil produced from the seeds and the spores can remain viable for twenty (20) years or more according to current research.
  - A) ~~Clubroot is declared a pest in Alberta under the APA. Under which Greenview may take active measures to prevent the establishment of, or to control or destroy pests within the municipality's boundaries.~~
  - ~~Clubroot was declared a pest in to Alberta under the *Agricultural Pests Act* (APA) in 2007. Section 6 of the APA states that: a local authority shall take active measures to prevent the establishment of, or to control or destroy pests in Greenview.~~

## 3. PROCEDURE

- 3.1. In the event that a symptomatic sample sent to an accredited lab for analysis returns a DNA positive for Clubroot Greenview shall:
  - A) Ensure the landowner(s) and/or producer(s) receive a written Pest Notice as per the *Agricultural Pests Act* and associated Regulations following these parameters, as set by Council:
    - i. ~~1-2 rotations or a one-year break when ID% is 1% or less, and pathotypic testing indicates infection is 3H or 8N pathotype;~~
    - ii. 1-3 rotation or a two-year break when ID% is less than 2%;



- iii. 1-4 rotation or a three-year break when ID% is greater than 2%;
  - iv. Should pathotype testing reveal the field is Infested with a resistance breaking pathotype the pest Notice shall be until there is a canola cultivar with resistance to that specific pathotype. All other brassica crops shall be prohibited.
- B) All landowner(s) and/or producer(s) within a one (1) mile or 1.6 kilometer radius of the field where Clubroot was confirmed, will be sent an information package with written confirmation that Clubroot was confirmed within a one (1) mile or 1.6 kilometer radius of their property. ~~with an information package.~~

3.2. The landowner(s) and/or producer(s) of lands confirmed with Clubroot shall be required to adopt the following immediate control measures;

- A) The crop shall be harvested, and the canola seed shall be sold for crushing, but **not** sold for feed or seed, and shall **not** be retained for reseeding.
- B) Crop residue shall be chopped and evenly spread back onto the infected land, not baled or removed.
- C) Any seed load transported from the Infested land shall be securely covered (tarpred).
- D) Soil disturbance on infected land ~~should must~~ be minimized to prevent movement to uninfected land.
- E) Any crop residue and soil ~~should must~~ be cleaned from all equipment and implements and left on the land before taking equipment off the infected land.
- F) Implements, or parts thereof, which come directly into contact with the soil should be sterilized, as per the Alberta Clubroot Management Plant (~~Appendix 1 and 2~~).
- G) Should the landowner(s) and/or producer(s) of infected land or canola plant fail to abide by the Notice, the Manager of Agricultural Services shall:
  - ~~i. If the landowner(s) and/or producer(s) fails to abide by the Notice, the Manager of Agricultural Services shall.~~
  - ii. Take appropriate measures to destroy the planted crop.
  - iii. Should Greenview destroy the crop, an invoice shall be issued to the landowner(s) and/or producer(s) for the labour, chemical and equipment costs of the destruction as per provincial legislation, including the ability of Greenview to add the arrears amount to the property taxes.
  - iv. Should enforcement be required, where the landowner(s) or producer(s) does not elect to perform the control themselves additional administrative fees will be charged at 15% of the cost of enforcement.
- H) After the period of restriction listed in the Notice has expired, canola may be seeded.
- I) Inform any contractors or custom operators who may enter onto the land that Clubroot has been found on the property, and advise them to properly clean and disinfect any equipment which comes into contact with the soil.

#### 4. COUNCIL RESPONSIBILITIES

- 4.1. Council shall appoint Pest Inspectors ~~(as per section 10 of the Agricultural Pests Act)~~.
- 4.2. Council shall review the Clubroot of Canola policy annually, to ensure the policy is informed by the most recent advancements in knowledge of the Clubroot pathogen.

#### 5. ADMINISTRATION RESPONSIBILITIES

- 5.1. The Manager of Agricultural Services shall establish protocols and an inspection schedule to be followed outlining the following:
  - A) Ensure fields to be inspected are distributed across ~~the geographic area of~~ Greenview.
  - B) Sampling techniques, recordkeeping and protocols for entering land.
  - C) Mitigation and control of clubroot spore transferral between fields by Pest Inspectors

and;

D) Timed to ensure impacted producers are informed of positive clubroot DNA results prior to harvest.

- 5.2. For research purposes, canola and other cruciferous crops may be permitted to be grown on lands where a Notice has been issued with respect to Clubroot of Canola on the lands provided that pre-approval has been granted by the Manager of Agricultural Services at their sole discretion.
- 5.3. Administration shall develop a geographical heat map based on Townships of infestations for use in mitigation plan development by industry and construction companies.
- 5.4. To better understand how the disease was introduced and spread, Administration shall gather as much information about the Clubroot infected field as possible, including type and variety of the crop, seed retailer, equipment movement, custom operators used, soil type, pH and drainage patterns.
- 5.5. Greenview Agricultural Services will provide information and education to landowner(s) and/or producer(s) regarding the spread of Clubroot of Canola.
- 5.6. Greenview will advocate that all seed (of a host crop) should be a Clubroot resistant variety.

DRAFT



# REQUEST FOR DECISION

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SUBJECT:	<b>Policy 9500 Financial Reserves</b>	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER:
MEETING DATE:	December 13, 2023	DIR:	PRESENTER: CG
DEPARTMENT:	FINANCE	LEG:	
STRATEGIC PLAN:	Economy		

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#### RELEVANT LEGISLATION:

**Provincial** – None

**Council Bylaw/Policy** – None

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#### RECOMMENDED ACTION:

**MOTION: That the Policy Review Committee recommend Council approve Policy 9500 “Financial Reserves” as presented.**

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#### BACKGROUND/PROPOSAL:

Administration is presenting an updated Reserve Policy in order to harmonize the policy with Greenview’s current list of active financial reserves. Updating the policy was suggested by Council at its November 14, 2023 meeting during a discussion of balancing and consolidation of financial reserves.

The draft policy reflects Greenview’s current financial reserves and the approach Greenview takes towards the management of reserves. General amendments include:

- Providing greater detail for reserve categories (section 2.3), this includes an amendment specifying Planning and Development reserves due to their unique legislative requirements; and
- Updated Council and Administration responsibilities.

Schedule A has been updated which details Greenview’s active reserves. The schedule additionally clarifies:

- The purpose of the reserve;
- When the reserve receives a contribution (whether directed by Council, as a result of acquiring development fees, or based on asset amortization)
- Whether the reserve has a minimum or maximum target balance; and
- Whether the account collects interest.

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#### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Greenview will have an updated Financial Reserve Policy which reflects the current active reserves, and details their purpose and other attributes.

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DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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ALTERNATIVES CONSIDERED:

**Alternative #1:** Council may direct Administration to include further information on the status of financial reserves.

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FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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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.

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FOLLOW UP ACTIONS:

Administration will implement any amendments, as applicable, and will present the policy to Council for approval.

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ATTACHMENT(S):

- Policy 1502 "Reserves" (Current)
- Policy 9500 "Financial Reserves" (Draft)

**Title: Reserves**

**Policy No: 1502**

**Effective Date: April 12, 2022**

**Motion Number: 22.04.193**

**Supersedes Policy No:**

**Review Date: April 12, 2025**



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

## 1. DEFINITIONS

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

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

## 2. POLICY STATEMENT

### 2.1. Financial Reserves

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

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

### 2.2. Asset Management

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

## 2.3. Reserve Categories

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

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

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

## 3. COUNCIL RESPONSIBILITIES

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

## 4. ADMINISTRATION RESPONSIBILITIES

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

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

5. PROCEDURE

5.1 Reserve Responsibilities

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

All categorized Reserves can be found in Appendix A attached.

APPENDIX A

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



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

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

**8. Fire-Rescue Apparatus Vehicle & Equipment Reserve**

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

**9. Fleet and Equipment Replacement Reserve**

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

**10. Facilities Reserve**

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

**11. Greenview Daycare Funding Reserve**

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

**12. Greenview FCSS Reserve**

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

### 13. Gravel Pit Reclamation Reserve

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

### 14. Operating Contingency Reserve

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

### 15. Project Carry Forward Reserve.

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

### 16. Recreation Reserve

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

### 17. Road Infrastructure Reserve

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

18. Interest: Its prorated share of total reserve.

**19. Valleyview and District Medical Clinic Building Reserve**

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

**20. Valleyview & District Medical Clinic Equipment Reserve**

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

**21. Water Reserve**

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

**22. Wastewater Reserve**

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

<b>Title:</b> <b>Financial Reserves</b>	
<b>Policy No:</b> <b>9500</b>	
<b>Effective Date:</b>	
<b>Motion Number:</b>	
<b>Supersedes Policy No:</b> <b>1502</b>	
<b>Review Date:</b>	
<b>Legal References:</b> <i>Not applicable</i>	<b>Cross References:</b> Policy 9002 "Expenditure Officer" Policy 1507 "Tangible Capital Assets" Policy 1500 "Financial Reporting"
<b>Purpose:</b> To establish reserves that will allow for future planned and unplanned expenditures required by Greenview. This will also address links to amortization and replacement of assets.	



1. DEFINITIONS

- 1.1. **Assets** means economic resources controlled by Greenview as a result of past transactions or events and from which future economic benefits are expected to be obtained. Assets have three essential characteristics:
  - A) They embody a future benefit that involves a capacity, singly or in combination with other Assets, to provide future net cash flows, or to provide goods and services;
  - B) Greenview can control access to the benefit;
  - C) The transaction or event giving rise to Greenview’s control of the benefit has already occurred.
- 1.2. **Contribution** means funds added to a Reserve or Reserve Fund account, for example, revenues directly to reserves as included in the annual budget documents or an expense included in the operating budget.
- 1.3. **Commitment** means approval by Council to spend funds up to a specified amount on projects or ~~tasktasks~~, such as capital projects, one-time **operating** expenditures, ~~or direct from reserve expenditures.~~
- ~~1.4. **Deferred Revenue** that is considered a liability on the Greenview’s financial statements, until such time it becomes relevant to current operations. It is set aside as an obligatory reserve fund for a specific purpose required by legislation, regulation, or agreement.~~
- ~~1.5. **Financial Assets** means assets that are available to discharge existing liabilities or finance further operations and are not for consumption in the normal course of operations. Examples of financial assets are cash on hand, accounts receivable and inventories for resale.~~
- 1.6. **Financial Reserves** means an effective tool to ~~sustain financial viability, provide an adequate level of municipal services and~~ support Greenview’s ~~asset management long term capital planning,~~ as they allow for funds to be set aside to manage ~~for future spending needs assets throughout their lifecycle.~~ There are two types of reserve: Unrestricted and Restricted.

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

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

1.8. **Tangible Capital Assets** means non-financial assets having physical substance that:

- A) Are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance, or repair of other Greenview tangible capital assets;
- B) Have useful economic lives extending beyond an accounting period;
- C) Are to be used on a continuing basis in Greenview’s operations;
- D) Are not for sale in the ordinary course of operations; and
- E) All in accordance with Tangible Capital Assets Policy.

## 2. POLICY STATEMENT

### 2.1. Financial Reserves

A) Greenview shall establish financial reserves and commit funds on an ongoing basis for future funding requirements, stabilization of fluctuations in operating and capital activities, contingency funding and to fund identified social/economic needs. Greenview shall manage Financial Reserves in a responsible manner and use Financial Reserves solely for the specific purpose as approved by Council.

### 2.2. Asset Management

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

### 2.3. Reserve Categories

A) The categorization of reserves ~~funds~~ has been created by Greenview. Each sub-category may have its own target reserve amount, which is reviewed and amended by council as part of a regular policy review. ~~Greenview has a number of categories with a variety of items covered within each. These categories broadly fall under asset management, social, economic, and environmental areas, but a single reserve may impact one or more of these purposes~~ Greenview categories for reserves include:

- i. **Unrestricted Reserves.** These are used for funding net new capital and in year operating costs. ~~A recommendation is made by Administration annually for the~~

- ~~balance to be set at. Administration annually recommends to Council the ideal balance to set Unrestricted Reserves.~~
- ii. Asset Management Reserves are used to fund the replacement of Assets, generally typically though through an allocation of amortization and interest.
- iii. Social, Economic and Environmental Reserves are used to fund programs or activities within Greenview that contribute to these areas and support the strategic plans of Council.
- iv. Planning and Development Reserves are required as a result of certain development activities and have defined legislative requirements.
- A. ~~For the Assets categories are broad, each includes sub-categories that better guide the purposes for which funds are reserved. For example, Greenview's "Fleet Replacement" category includes sub-categories such as lifecycle plans (for scheduled replacement of certain assets), as operational equipment, heavy duty equipment, over 1-ton vehicle, under 1-ton vehicles and environmental needs, and others.~~
- B. ~~Social, economic, and environmental reserves are put in place to enhance an aspect of Greenview or mitigate a potential risk. These may include such items as supporting recreation, FCSS or economic development. They are often, but not always, linked to key strategic activities within Greenview.~~

### 3. COUNCIL RESPONSIBILITIES

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

### 4. ADMINISTRATION RESPONSIBILITIES

- 4.1 Evaluate and ~~approve~~ recommend the policy reserves.
- 4.2 As per council decision, create the transfer of funds to and from Reserves. ~~and Reserve Funds through the budget process.~~
- 4.3 ~~As per council decision, create the transfer of funds to and from Reserves and Reserve Funds through Council Resolution or Bylaw outside of the budget process.~~
- 4.4 ~~As per council decision, re-purpose commitments and the lending or borrowing to and from Reserves and Reserve Funds through Council Resolution or Bylaw.~~

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

## 5. PROCEDURE SCHEDULE

- 5.1 All categorized Reserves can be found in Appendix Schedule A attached.

### ~~Reserve Responsibilities~~

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



APPENDIX SCHEDULE A

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

- ~~A) Purpose: This liability provides funds for post-closure liability costs for Greenview long-term liability sites. Post-closure liability costs for regional landfills will be budgeted for by Greenview Regional Solid Waste Management Commission. Following the calculation on any new and on-going assets that would follow this category. This is for all long-term liability sites.~~
- ~~B) Receives: This Liability receives funds based on calculation found in PS 3280 agreed upon in the PS 3280 policy.~~
- ~~C) Interest: This Liability is adjusted from time to time based on future cost estimates and consulting reports.~~

1. Bridge Replacement Reserve

- A) Purpose: This reserve provides funds for future replacement costs of bridges. ~~Annual contribution based on life cycle costing of bridges and the maintenance thereof.~~
- B) ~~Receives-Contribution: This reserve receives funds contribution is based on a prorated amount of amortization specifically allocated in the operating budget and receives any amortization of "Engineering Structures – Bridges."~~
- C) Interest: ~~Yes. Its prorated share of total reserve.~~

2. Community Bus Reserve

- A) Purpose: The reserve fund is established to assist in the replacement costs of the Community Bus.
- B) Receives Contribution: This reserve ~~receives funds contribution is~~ specifically allocated in the Operating Budget and receives any amortization with community bus.
- C) Interest: ~~Yes. Its prorated share of total reserve.~~

3. Developer Contributions

- A) Purpose: This reserve is ~~funded by~~ represents the contributions in lieu of MR Land Reserve ~~in-lieu payments~~ and off-site levies collected from developers.
- B) Receives Contribution: This reserve ~~receives funds contribution is~~ received from development agreements and off-site levies.
- C) Interest: ~~Yes. This reserve receives no interest.~~

4. Disaster Response Reserve

- A) Purpose: This reserve provides funds for emergency funding for Greenview to deal with disasters when they occur, with minimal impact to the approved Operating and Capital Budgets.
- B) Receives Contribution: This reserve receives an annual contribution of \$100,000.00
- C) Interest: No. ~~Its prorated share of total reserve.~~
- D) Maximum or Minimum: This reserve shall have a minimum balance of \$1 Million to a maximum balance of \$3 Million.

5. **Economic Development Reserve**

- A) Purpose: This reserve provides funds for Greenview development projects (property development, etc.) as depicted in the long-term capital plan.
- B) Receives Contribution: This reserve ~~receives funds contribution is~~ based on Council’s direction. ~~Economic Development Plan.~~
- C) Interest: No. ~~This reserve receives no interest.~~

6. **Fire Facilities, Fire-Rescue Apparatus Vehicle & Equipment Reserve**

- A) Purpose: This reserve provides funds for Greenview’s share of ~~the~~ replacement cost ~~or construction~~ of Fire Halls and other Fire Infrastructure (dry hydrants, etc.) ~~and Fire-Rescue Service Apparatus Vehicle & Equipment~~ within Greenview and the Towns of Fox Creek and Valleyview.
- B) Receives Contribution: This reserve receives a prorated amount of amortization ~~annualized contribution~~ based on Fire facilities, equipment and vehicles ~~Hall construction or replacement schedules based on~~ amortization.
- C) Interest: Yes. ~~Its prorated share of total reserve~~

~~7. **Fire-Rescue Apparatus Vehicle & Equipment Reserve**~~

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

8. **Fleet and Equipment Replacement Reserve**

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

9. **Facilities Reserve**

- A) Purpose: This reserve provides funds for replacement or construction costs for Greenview facilities such as offices and maintenance shops. Facilities relating to utilities and emergency services will be funded through their own respective reserve funds.

- B) Receives Contribution: This reserve receives an annualized contribution based on Building construction or replacement schedules based on amortization
- C) Interest: ~~Yes. Its prorated share of total reserve~~

10. **Greenview Daycare Funding Reserve**

- A) Purpose: This reserve fund is established to assist in the costs of developing daycare services in Greenview, which may include building and equipment purchases.
- B) Receives Contribution: This reserve ~~receives funds contribution is~~ at the discretion of Council.
- C) Interest: ~~No. Its prorated share of total reserve~~

11. **Greenview FCSS Reserve**

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

12. **Gravel Pit Reclamation Reserve**

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

13. **Operating Contingency Reserve**

- A) Purpose: This reserve provides funds ~~for emergent, non-recurring expenditures or the loss of revenues to supply Greenview with emergency operating funds in case of a large scale disaster or other disruption to funding sources.~~
- B) Receives Contribution: This reserve ~~receives funds~~ Contribution is based on allocation for any ~~unallocated operating surplus funds received during the year.~~
- C) Interest: ~~No. Its prorated share of total reserve~~
- D) Maximum or Minimum: The minimum target value is ~~\$13M or~~ the average of three months of operating costs. ~~, which ever is the greater.~~

14. **Project Carry Forward Reserve.**

- A) Purpose: This reserve will hold all funds for ~~one-time operating~~ projects that have been carried over from one year to a subsequent year. ~~This reserve will be funded as needed in any given year. This fund will be tagged with the projects and their codes.~~ Any projects that were completed ~~below~~ under capital budget, will ~~return~~ have surplus funds transferred ~~back~~ to the unrestricted reserve.

B) Receives Contribution: This reserve receives prior years project carryover funds.

C) Interest: ~~No. Its prorated share of total reserve~~

15. **Recreation Reserve**

A) Purpose: This reserve provides funds for the construction or replacement of Greenview’s recreation facilities (campgrounds, multiplexes, etc.), and equipment.

B) Receives Contribution: This reserve receives annual Recreation asset amortization plus any other contributions Council provides.

C) Interest: ~~Yes. Its prorated share of total reserve~~

16. **Road Infrastructure Reserve**

A) Purpose: This reserve provides funds for future years’ road construction budget, based on approved capital plans. This reserve will contain an additional amount of \$2M to allow Greenview the ability to react to positive or negative pricing shifts.

B) Receives Contribution: This reserve ~~receives annualized~~ contribution is based on a ~~prorated amount of the amortization of Road Structures or replacement schedules based on amortization~~

C) Interest: ~~Yes. Its prorated share of total reserve.~~

~~17. **Valleyview and District Medical Clinic Building Reserve**~~

~~A) Purpose: This reserve fund is established to assist in the costs of future construction/upgrades to the Valleyview & District Medical Clinic Building. The Valleyview & District Medical Clinic Committee shall provide a recommendation to Council of funds for the reserve based on their anticipated budget and surplus there of.~~

~~B) Receives: This reserve receives annualized contribution based on the Valleyview medical Building construction or replacement schedules based on amortization.~~

~~C) Interest: Its prorated share of total reserve.~~

18. **Valleyview & District Medical Clinic Equipment Reserve**

A) Purpose: This reserve fund is established to assist in the costs of future ~~purchases or upgrades to costs of facilities or~~ equipment housed in the related Valleyview & District Medical Clinic Building. The Valleyview & District Medical Clinic Committee shall provide a recommendation to Council on funds for the reserve based on their anticipated budget and surplus there of.

B) Receives Contribution: This reserve ~~receives funds~~ contribution is specifically allocated in the Operating Budget, ~~as recommended by the committee~~ and receives a ~~prorated amount of~~ amortization based on the Valleyview Medical Clinic equipment.

C) Interest: ~~Yes. It's a prorated share of the total reserve.~~

~~19. **Water Reserve**~~

~~A) Purpose: This reserve provides funds for replacement or construction of water distribution systems and networks within Greenview~~

~~B) Receives: This reserve receives funds based on the life cycle of the water systems and the annual amortization.~~

~~C) Interest: Its prorated share of total reserve.~~

20. **Water Utilities ~~Wastewater~~ Reserve**

- A) Purpose: This reserve provides funds for the replacement or construction of wastewater collection systems and networks within Greenview
- B) ~~Receives- Contribution: This reserve receives funds contribution is based on the life cycle of the wastewater facilities and the annual amortization a prorated amount of amortization of water and wastewater facilities and equipment.~~
- C) Interest: Yes. ~~Its prorated share of total reserve~~

21. **Solid Waste Reserve**

- A) Purpose: This reserve provides funds for replacement solid waste facilities and equipment.
- B) Contribution: This reserve contribution is based on a prorated amount of amortization of solid waste facilities and equipment.
- C) Interest: Yes.

22. **Greenview Seniors Funding Reserve**

- A) Purpose: This reserve fund is established to assist in the costs of developing seniors services in Greenview, which may include building and equipment purchases.
- B) Contribution: This reserve contribution is at the discretion of Council.
- C) Interest: No.

23. **Health and Dental Benefit Reserve**

- A) Purpose: This reserve fund is established to ease the budgeting pressures of the Administrative Services Only Model of health benefits by setting funds aside in the reserve in years that there is a budgetary surplus and using the reserves when there is a budgetary deficit.
- B) Contribution: This reserve contribution is the budgetary surplus amount.
- C) Interest: Yes.

24. **Unrestricted Reserve**

- A) Purpose: This reserve fund is used for tracking the resulting reserve that is not restricted elsewhere in this policy and results from the regular financial results of Greenview. It is used to fund net new capital purchases and operating or reserve allocations that are outside of the annual budget process.
- B) Contribution: Results from the regular year end processes.
- C) Interest: No.
- D) Maximum or Minimum: At the discretion of Council, but Administration will recommend an annual minimum based on budgeted new capital requests and pressures related to other reserves or spending.



# REQUEST FOR DECISION

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SUBJECT:	<b>Policy 4020 Snowplowing Rural Residential Driveways</b>		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	December 13, 2023	CAO:	MANAGER: JF
DEPARTMENT:	OPERATIONS	DIR:	PRESENTER: JF
STRATEGIC PLAN:	Governance	LEG:	

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## RELEVANT LEGISLATION:

**Provincial – N/A**

**Council Bylaw/Policy – Policy 4020 Snowplowing Rural Residential Driveways**

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## RECOMMENDED ACTION:

**MOTION: That the Policy Review Committee accept the discussion on Policy 4020 “Snowplowing Rural Residential Driveways” for information.**

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## BACKGROUND/PROPOSAL:

At the August 22, 2023, Regular Council Meeting, Greenview Council passed a motion to approve Policy 4020 “Snowplowing of Rural Residential Driveways,” as presented. Updates and changes in the current version of the policy include:

- 
- At the July 12, 2023, PRC meeting, the Committee directed that section 2.8 be struck through. This removed the availability of the service in the Co-ops & Enterprises.
  - Name change of the policy to indicate snowplowing instead of snow removal.
  - Multi-parcel subdivisions were defined and added to definitions and to the list of properties not eligible for the service.
  - Gated Communities were defined and added to the list of properties not eligible for the service.
  - Clarity that it is the resident’s responsibility to display or remove the sign to express their request for snowplowing service.
  - The applicant is required to inform Greenview of site changes at their residence.
  - Greenview shall notify Agreement holders of program changes.

Of these changes, Administration has primarily received feedback from residents in regard to multi-parcel subdivisions. In consideration of the feedback received, Administration is bringing the policy back to the Committee for review. Further relevant information of note regarding this aspect:

- Policy definition of multi-parcel subdivision “means a subdivision with more than 2 subdivided parcels.”
- In accordance with standard definitions of multi-parcel subdivisions, Administration has applied this as follows:
  - A developed subdivision of 3 parcels or more with the same plan number would not be eligible for the service. This would typically be a subdivision where each lot was subdivided simultaneously as part of a development.
  - A developed subdivision of 2 parcels or less with the same plan number is eligible for the service.
  - A parcel of land with multiple subdivided parcels (no number threshold) that occurred separately over time would still be eligible for the service.
- Examples on attached map indicate eligible and non-eligible properties.
- Administration is requesting consideration for the maximum number of parcels eligible for the program would be 2 parcels out of a quarter.

In addition to the topic of multi-parcel subdivisions, during 2024 budget deliberations it was also brought up to have a discussion regarding providing snowplowing services for senior and special needs residents. Administration committed to bringing the topic forward for the Policy Review Committee’s deliberation. Should the Committee wish to proceed in this direction, Administration would request the following for drafting a policy:

- Clarity for whether the service would be available in Co-ops & Enterprises.
- Clarity for whether the service would be available for those identified within hamlets, multi-parcel subdivisions, gated communities, or any other locations presently listed as exempt from service availability.
- Clarity for whether the service would be free or at a reduced rate for those identified.
- Clarity for the criteria those identified would need to meet to be eligible for the service, including age threshold and nature of special needs.
- Would the snowplowing services be in addition to the current driveway snowplowing program or in place of the current program.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. A benefit of the recommended motion is that the Committee will have further opportunity to discuss matters that have been brought forward regarding the current snowplowing of rural residential driveway program.
2. A benefit of the recommended motion is that it will provide Administration with information on how the Committee would like the rural residential driveway snowplowing program to be formulated.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. There are no perceived disadvantages to the recommended motion.
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ALTERNATIVES CONSIDERED:

**Alternative #1:** The Policy Review Committee has the alternative option to not enter into a discussion regarding Policy 4020, however, Administration does not recommend this action as the issues at hand have been raised and Administration has committed to bringing them back to PRC for review.

**Alternative #2:** The Policy Review Committee has the alternative to direct Administration on how it would like a residential driveway snowplowing program for seniors and disabled persons to be formulated. The Committee may amend the alternative motion to include or remove any parameters.

**MOTION:** That the Policy Review Committee direct Administration to draft a snowplowing program to include service for seniors and disabled persons and:

- That the service be made available in \_\_\_\_\_ (Co-Ops & Enterprises; hamlets; multi-parcel subdivisions; gated communities; or any other currently exempt location).
- That the fee for service be \_\_\_\_\_ (at a reduced rate; free)
- That a senior be classified as age \_\_\_\_\_ and disabled person be classified as \_\_\_\_\_ (requiring doctor’s note; mental, emotional, or physical disability; chronic illness)
- That the snowplowing services be \_\_\_\_\_ (in addition to the current rural residential driveway snowplowing program; in place of the current program).

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FINANCIAL IMPLICATION:

**Direct Costs:** N/A

**Ongoing / Future Costs:**

There are no financial implications to the recommended motion, however, changes or increases in service levels will have associated costs.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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



**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

There are no direct follow up actions to the recommended motion. However, should the Committee wish to move in any direction, Administration will proceed accordingly.

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**ATTACHMENT(S):**

- Policy 4020 “Snowplowing of Rural Residential Driveways” (Current)
- Policy 4020 “Snowplowing of Rural Residential Driveways” (Draft)
- County of Grande Prairie Policy N7 “Snowplowing for Seniors or Special Needs Individuals”
- Schedule of Fees Bylaw 22-930 Pg. 28 (Relevant Portion)
- Map Example

**Title: Snowplowing of Rural Residential Driveways**

**Policy No: 4020**

**Effective Date: August 22, 2023**

**Motion Number: 23.08.443**

**Supersedes Policy No: 4020**

**Department: Operations**

**Review Date: August, 2026**



**Legal References:**

*Not applicable*

**Cross References:**

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

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

**1. DEFINITIONS**

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

**2. POLICY STATEMENT**

- 2.1. Greenview will provide snowplowing for rural residents on a low-priority basis.
  - A) Low priority means that areas will be monitored weekly and will have snow and ice removed once conditions indicate the need to do so.
- 2.2. All Residents who wish to have their driveways cleared must first enter into a ~~one-time~~ "Snowplowing Private Driveway Agreement" releasing Greenview, Greenview employees and agents from any potential liability arising from snowplow operation on private property.

Greenview will not proceed until all documentation is complete. A sign will be provided at that time.

- 2.3. Agreements cannot be re-assigned to another person or transferred to another property.
- 2.4. Snowplow signs remain the property of Greenview. Lost or stolen signs will be replaced by Greenview at the expense of the Resident, as per the most current Schedule of Fees bylaw.
- 2.5. This policy does not apply and snowplowing services are not available to Non-residential Rural Property, Hamlet Residential Property, Multi-Parcel Subdivisions, or Gated Communities.
- 2.6. Private parking areas, granary access, hay access, and other areas are not considered driveways and will not be cleared.
- 2.7. Resident driveways will only be cleared once all other snow removal priorities have been completed. These include, in order of priority:
  - A) Arterial roads;
  - B) Local residential roads, seasonal roads, and collector roads
  - C) Greenview sideways, sidewalks, parking lots, and public buildings; and
  - D) Back lanes and other areas.

### 3. PROCEDURE

- 3.1. The Resident will be issued a snowplow sign indicating their agreement number. The snowplow sign is to be placed at a location easily visible to the equipment operator at the driveway entrance when the Resident requests the snowplowing service. The equipment operator will record the agreement number acknowledging that the driveway has been plowed.
  - A) It is the sole responsibility of the Resident not to display the snowplow sign when not requesting the service. Displaying the sign at the driveway entrance will be understood as the Resident's request for snowplowing service.
- 3.2. Greenview will forward statements to the Resident showing all charges incurred by the property for snowplowing completed by Greenview, and the Resident will be required to pay for all charges within thirty (30) days immediately following the date of the invoice. If the Resident does not pay their account, Greenview will not provide further snowplowing until the account is paid, and any account remaining outstanding will be a debt due to Greenview.
- 3.3. Greenview retains the right to refuse to clear a driveway should the equipment operator have any concerns about their safety, equipment damage, private property damage, the ability to exit the site, or where a closed gate prohibits access.
- 3.4. If a renter does not pay the invoiced fee, it will be applied to the landowner as per the "Snowplowing Private Driveways Agreement."

### 4. APPLICANT RESPONSIBILITIES

- 4.1. The applicant is responsible for completing the "Snowplowing Private Driveway Agreement."
- 4.2. The applicant is responsible for ensuring their snowplow sign is displayed appropriately for service requests or refusal.

4.3. The applicant shall pay all invoiced charges within thirty (30) of receiving the invoice.

4.4. The applicant is required to inform Greenview of any site changes since their last completed “Snowplowing Private Driveway Agreement.”

**5. COUNCIL RESPONSIBILITIES**

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

**6. ADMINISTRATION RESPONSIBILITIES**

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

6.2. Administration shall notify agreement holders of program changes.

CURRENT

**Title: Snowplowing of Rural Residential Driveways**

**Policy No: 4020**

**Effective Date: Date passed in Council**

**Motion Number:**

**Supersedes Policy No: 4020**

**Department: Operations**

**Review Date: August, 2023**



**Legal References:**

*Not applicable*

**Cross References:**

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

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

**1. DEFINITIONS**

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

**2. POLICY STATEMENT**

- 2.1. Greenview will provide snowplowing for rural residents on a low-priority basis.
  - A) Low priority means that areas will be monitored weekly and will have snow and ice removed once conditions indicate the need to do so.
- 2.2. All Residents who wish to have their driveways cleared must first enter into a "Snowplowing Private Driveway Agreement" releasing Greenview, Greenview employees and agents from any potential liability arising from snowplow operation on private property. Greenview will not proceed until all documentation is complete. A sign will be provided at that time.

- 2.3. Agreements cannot be re-assigned to another person or transferred to another property.
- 2.4. Snowplow signs remain the property of Greenview. Lost or stolen signs will be replaced by Greenview at the expense of the Resident, as per the most current Schedule of Fees bylaw.
- 2.5. This policy does not apply and snowplowing services are not available to Non-residential Rural Property, Hamlet Residential Property, Multi-Parcel Subdivisions, or Gated Communities.
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- 2.7. Resident driveways will only be cleared once all other snow removal priorities have been completed. These include, in order of priority:
  - A) Arterial roads;
  - B) Local residential roads, seasonal roads, and collector roads
  - C) Greenview sideways, sidewalks, parking lots, and public buildings; and
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- 3.2. Greenview will forward statements to the Resident showing all charges incurred by the property for snowplowing completed by Greenview, and the Resident will be required to pay for all charges within thirty (30) days immediately following the date of the invoice. If the Resident does not pay their account, Greenview will not provide further snowplowing until the account is paid, and any account remaining outstanding will be a debt due to Greenview.
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### 4. APPLICANT RESPONSIBILITIES

- 4.1. The applicant is responsible for completing the "Snowplowing Private Driveway Agreement."
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- 4.3. The applicant shall pay all invoiced charges within thirty (30) of receiving the invoice.

4.4. The applicant is required to inform Greenview of any site changes since their last completed “Snowplowing Private Driveway Agreement.”

**5. COUNCIL RESPONSIBILITIES**

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

**6. ADMINISTRATION RESPONSIBILITIES**

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

6.2. Administration shall notify agreement holders of program changes.

DRAFT



## Policy 4020: Snowplowing of Rural Residential Driveways (Subdivision Example)

### Legend

Multi-Parcel Subdivision???

- Eligible
- Ineligible

Residential

- Cabin
- Manufactured Home
- Residence

ROADS-Jurisdiction

- MUNICIPAL
- PRIVATE
- Paved Highways

ALTALIS Data

- Block Surveyed
- Lot
- Plan Registered
- Cadastre Parcels

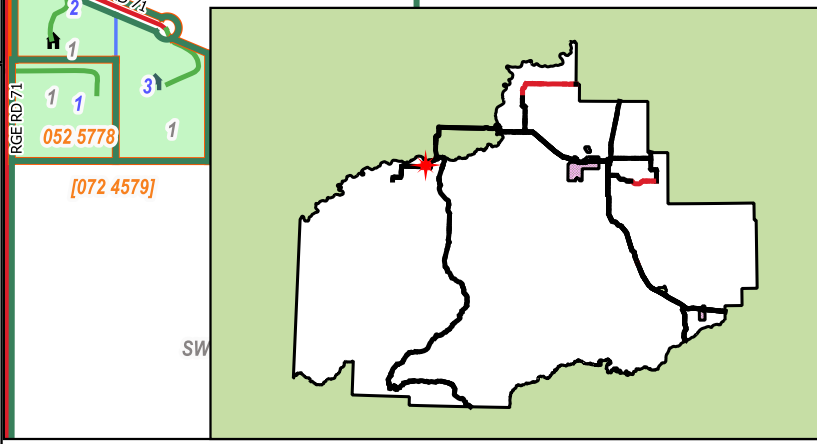
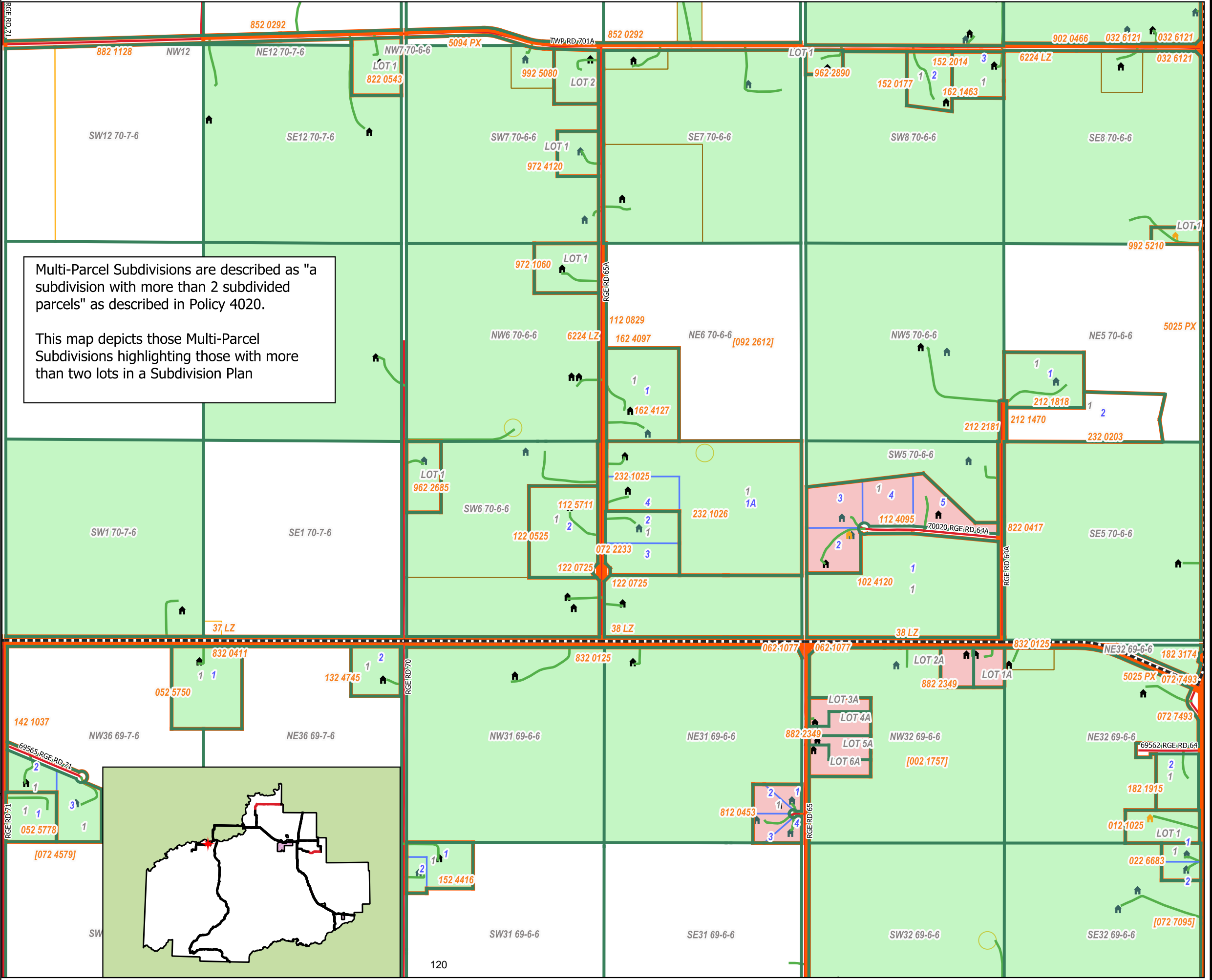


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Multi-Parcel Subdivisions are described as "a subdivision with more than 2 subdivided parcels" as described in Policy 4020.

This map depicts those Multi-Parcel Subdivisions highlighting those with more than two lots in a Subdivision Plan



Produced: November 29, 2023 Projection UTM 11N NAD83

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NOT RESPONSIBLE FOR ERRORS OR OMISSIONS





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

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

### OPERATIONS – Schedule I

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



# Snowplowing for Seniors or Special Needs Individuals

Public Works  
Policy N7

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<b>Policy:</b>	N7 – Snowplowing for Seniors or Special Needs Individuals
<b>Policy Department(s):</b>	Public Works, Family and Community Support Services
<b>Adoption Date:</b>	August 1991
<b>Adoption Reference:</b>	98/8/91
<b>Effective Date:</b>	August 1991
<b>Last Amended:</b>	May 16, 2022

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## Policy Purpose

To provide policy for processing requests for driveway snowplow services by senior citizens and special needs individuals residing in the County of Grande Prairie No.1.

## Policy Statement

The County of Grande Prairie aims to provide programs and services in an effective and efficient manner.

## Definitions

“CAO” means the person appointed by Council to the position of Chief Administrative Officer under the Municipal Government Act for the County or designate.

“County” means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation.

“Senior Citizen” is a person sixty-five (65) years of age and over.

“Special Need Individual” is an individual with a mental, emotional, or physical disability.

”Snowplowing” means pushing snow off the road surface into the road ditch for storage.

## Policy Guidelines

1. The County will provide free of charge snowplowing services of private driveways for senior citizens that are sixty-five (65) years of age and over or a special needs individual residing in rural areas of the County, given that and/or subject to:
  - 1.1. Approval by the Public Works department, Family and Community Services (FCSS) department (if applicable) and the Chief Administrative Officer (CAO).
  - 1.2. The applicant must sign a Senior Citizens or Special Needs Individual Agreement as provided by the Public Works Department.



## Snowplowing for Seniors or Special Needs Individuals

Public Works  
Policy N7

- 1.3. Clearing County roadways are the priority for snow removal. Once County Roadways are cleared, driveways participating in this program will be cleared if there is no additional snowfall. County equipment does not clear driveways by request.
- 1.4. The Senior Citizen or Special Need Individual(s) must be:
  - 1.4.1. living permanently in his/her own house on his/her own land on a full-time basis; or
  - 1.4.2. currently be residing in a rented residence on a full-time basis.
- 1.5. Services will only be provided at one (1) location per applicant. If multiple residences/parcels are owned, services will only be provided to the applicant's primary residence/parcel.
- 1.6. The service is available only to the driveway and does not include snowplowing to granaries, fuel tanks, etc.
- 1.7. The service will not be provided in cases where the driveway is too narrow contains sharp turns or for any other reason that might impede a snowplow.
- 1.8. The services will not be provided to Hamlets and/or small lot Subdivisions (sizes of less than two (2) acres) within the County.
- 1.9. The maximum amount of time allotted for snowplowing allowed each time is fifteen (15) minutes per instance per residence and is at the discretion of the grader operator and/or area foreman.
- 1.10. Residences with multiple driveways and/or access points will only receive services for one (1) driveway which must be clarified at the time of application.
- 1.11. If there are multiple residences on a parcel, snowplowing service will only be provided up to the applicant's residence.
- 1.12. Special needs applicants must first contact the Family and Community Support Services (FCSS) department to initiate the process of becoming an approved applicant. Approval is based on an assessment as determined by the FCSS department.
- 1.13. The condition that qualifies a special needs individual must also prevent, or severely restrict their ability to safely performing driveway snow removal unaided.
- 1.14. Special needs individuals with a chronic illness or permanent paralysis, provide a doctor's note at the time of application indicating that the condition is permanent and must phone the Public Works Department annually to confirm they wish to continue receiving the service.



# Snowplowing for Seniors or Special Needs Individuals

Public Works  
Policy N7

- 1.15. Special needs individuals with a temporary condition or paralysis must provide an annual doctor's note to the FCSS department to have the service continued.
2. The Public Works Department reserves the right to refuse, suspend or terminate snowplowing services if it is determined that the service is being abused or is unnecessary (ex: multiple residences, non-residency during winter months, etc.)

## Attachments

Schedule A – Senior Citizens or Special Needs Individual Agreement for Snowplowing Services

## References

<b>Legal Authorities</b>	N/A
<b>Related Plans, Bylaws, Policies, Etc.</b>	Policy B1 – Policy Development
<b>Other</b>	N/A

## Revision History

<b>Review Date</b>	<b>Description</b>
May 16, 2022	Reviewed and Amended CM20220516.020
May 30, 2016	Reviewed and Amended CM20160530.1011
December 6, 2010	Reviewed and Amended 12-1283-10
January 19, 2009	Reviewed and Amended 01-104-09
June 20, 2005	Reviewed and Amended 06/664/2005
August 1991	Adoption Date 98/8/91



# Snowplowing for Seniors or Special Needs Individuals

Public Works  
Policy N7

## Schedule A – Senior Citizens or Special Needs Individual Agreement for Snowplowing Services

THIS AGREEMENT MADE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 20\_\_.

### BETWEEN

The County of Grande Prairie No.1, of 10001 – 84<sup>th</sup> Avenue, Clairmont,  
in the Province of Alberta (herein after called “The County”)

### OF THE FIRST PART

- AND -

\_\_\_\_\_ of \_\_\_\_\_  
Name Mailing Address

\_\_\_\_\_ of \_\_\_\_\_  
Land Location Rural Address

\_\_\_\_\_ of \_\_\_\_\_  
Birth Date Phone #

In the Province of Alberta, (herein after called the “Owner” or the “Lessee”)

WHEREAS the Owner is the owner, purchaser or lessee of property within the County of Grande Prairie No.1, and

WHEREAS the Owner/Lessee desires the County to snowplow his/her driveway when such driveway becomes impassable or hazardous due to snow conditions.

NOW THEREFORE the County and the Owner/Lessee, for the consideration hereinafter mentioned, agree as follows:

1. The County agrees to snowplow the private driveway of the Owner/Lessee when so requested by the same by the method hereinafter provided; however, it shall be discretion of the County or its employees and *only after* the public roads and highways have been cleared of snow to the satisfaction of the County. “Private Driveways” in this section shall mean the driveway to the residence only.
2. The Applicant represents that he is the Owner/Lessee of the said land agrees to indemnify and save harmless the County in respect of any claims of demands which may at any time hereafter be brought against the County or any employee of the County performing the said work by any person, firm or corporation by reason of the performance of the said work.
3. The Owner/Lessee shall not assign or transfer his interest under this Agreement without first obtaining the written consent of the County.



## Snowplowing for Seniors or Special Needs Individuals

Public Works  
Policy N7

- 
4. The County or its employees shall have the right to refuse to snowplow any private driveway that in the operator's opinion shall be hazardous or difficult to snowplow.
  5. The Owner/Lessee hereby covenants and agrees that any damage to the Owner's/Lessee's property resulting from snowplowing operations shall be at the Owner's/Lessee's sole risk.
  6. Please confirm by October 1<sup>st</sup> of each year that you still require the snowplow service. You may do this by calling the Public Works Department at 780-532-7393.

Clearing County roadways are the priority for snow removal. Once County Roadways are cleared, driveways participating in this program will be cleared if there is no additional snowfall. County equipment does not clear driveways by request.

IN WITNESS WHEREOF, this Agreement has been dully executed by the parties herein.

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Owner/Lessee

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County Representative

**Title: Road Access Approaches**

**Policy No: 4010**

**Effective Date: July 13, 2021**

**Motion Number: 21.07.345**

**Supersedes Policy No: EES 03**

**Review Date: July 13, 2024**



**Purpose:** The Road Access Approaches Policy provides further guidelines for administering general approach or driveway crossing requests.

## 1. DEFINITIONS

- 1.1. **Development Guidelines & Municipal Servicing Standards** means the design and construction standards establishing the minimum allowable levels to which municipal improvements are to be designed and built.
- 1.2. **Director of Infrastructure and Planning** means Greenview’s Director of Infrastructure and Planning or their designate.
- 1.3. **Driveway** means a private right-of-way, paved or unpaved, that provides access for vehicles or pedestrians from a boulevard, curb or sidewalk to a lot or carport, garage, parking pad, loading berth or structure located on the lot.
- 1.4. **Driveway Crossing** means an area where a private driveway accesses a public road, which may include a sidewalk, boulevard, curb, or gutter.
- 1.5. **Greenview** means the Municipal District of Greenview No. 16.
- 1.6. **Hamlet** means an unincorporated community administered by, and within the boundary of, Greenview consisting of five or more dwellings and containing parcels of land used for non-residential. Includes, DeBolt, Ridgevalley, Grovedale, Landry Heights, Little Smoky and Grande Cache.
- 1.7. **Landowner** means the owner of the land and extends to any developer or designate working on behalf of the landowner.
- 1.8. **Parcel Width** means the distance between the side parcel lines at a point midway between the front and rear of the parcel and parallel to the street line.

- 1.9. **Rural** means any territory lying outside of a Hamlet within the boundaries of Greenview.
- 1.10. **Schedules of Fees** means the Bylaw outlining the amounts Greenview may charge for the supply of information, goods, and services.

## 2. POLICY

### 2.1. Rural

- A. One access approach per quarter section of land or subdivided lot along municipally developed roadways will be provided when deemed feasible on the condition that no other approach exists. A second approach may be permitted on a parcel if required by an oil and gas operation at the cost outlined in the Schedules of Fees.
- B. Greenview may provide an additional approach(s) to a quarter section if the parcel is severed by a topographical feature that divides the quarter section into smaller parcels. Subject to Council approval, additional approaches may be added under the following circumstances:
- i. Public Safety reasons;
  - ii. If the parcel is bordered by two (2) or more public roads, a second or third approach may be considered, at an additional cost as per the Schedules of Fees.
- C. The location of the approach will be determined, in consultation with the landowner and in accordance with the Development Guidelines & Municipal Servicing Standards and Alberta Transportation Standards. The size of the approach will be 8 meters for residential and 15 meters for industrial or farmland approaches in accordance with the Development Guidelines and Servicing Standards.
- D. All approaches will be under the authority and control of Greenview, except for temporary approach installations.

### 2.2. Hamlet

- A. One driveway crossing per property or subdivided lot along municipally developed roadways or alleys will be provided when deemed feasible on the condition that no other driveway exists.
- B. Subject to Council approval, additional driveway crossings may be added under the following circumstances:
- i. Public Safety reasons;
  - ii. If the property is bordered by two (2) or more public roads.
- C. The location of the driveway crossing will be determined, in consultation with the landowner and in accordance with the Development Guidelines & Municipal Servicing Standards and Alberta Transportation Standards.



- D. The width of a single-family or duplex residential driveway, including the driveway crossing and motor vehicle parking stall(s), must not exceed 60% to a max of 15 meters of the parcel width.
- E. The width of a non-residential or multi-family residential driveway, including the driveway crossing and motor vehicle parking stall(s), must comply with the requirements of the Development Guidelines & Municipal Servicing Standards.
- F. All driveway crossings will be under the authority and control of Greenview.

## 3. PROCEDURE

### 3.1 Rural

- A) Approach application fees are established by Council within the Schedules of Fees Bylaw.
- B) If an approach is approved, and upon payment from the landowner being received, Greenview will construct the new approach as resources and weather permit within a reasonable time period.
- C) The Director of Infrastructure and Planning or their designate will inform Council annually of all approaches that were undertaken and of all expenditures that occurred.
- D) The landowner will enter into a signed agreement with Greenview prior to the installation of the approach by Greenview.
- E) At the discretion of the Director of Infrastructure and Planning, a temporary approach may be constructed for a period not exceeding one (1) year with a non-refundable fee of \$100.00 accompanying a deposit equal to the cost of constructing an approach as outlined in the Schedule of Fees Bylaw. If an approach is not removed and reclaimed in a manner satisfactory to the Director of Infrastructure and Planning, or designate, after one (1) year, the approach must be constructed to engineering standards and the deposit will be forfeited.

### 3.2. Hamlet

- A) Driveway crossing application fees are established by Council within the Schedules of Fees Bylaw.
- B) If a driveway crossing is approved, and upon payment from the landowner being received, Greenview will construct the new driveway crossing as resources and weather permit within a reasonable time period.
- C) The Director of Infrastructure and Planning or their designate will inform Council annually of all driveway crossings that were constructed and of all expenditures that occurred.

- D) The landowner will enter into a signed agreement with Greenview prior to the construction of the driveway crossing by Greenview.

#### 4. DEVELOPMENT & SUBDIVISION APPROACHES

- 4.1. A landowner may be required to construct an approach to a development or subdivision in accordance with an applicable development agreement, or as a condition of subdivision or development approval. Construction of approaches must conform to the standards outlined in Greenview's Development Guidelines and Municipal Servicing Standards. A landowner that receives an agreement or condition of approval requiring the construction or upgrade of an approach or driveway crossing, must arrange with Greenview for approach construction.
- 4.2 In all cases where the subdivision plan is to be endorsed prior to completion of the approach, a security deposit is required. The standard deposit will be set out annually in the Schedules of Fees and differential rates will be applied for surfaced and non surfaced approaches. Greenview reserves the right to modify the required security to protect the interests of Greenview.
- 4.3 One access approach per subdivided lot along municipally developed roadways will be permitted. Additional approaches for Commercial or Industrial lots and developments may be permitted at the discretion of Council.
- 4.4. Installations that do not meet the requirements of the Development Guidelines & Municipal Servicing Standards must be replaced by the landowner at their cost. All pre-existing approaches or driveway crossings required for a subdivision approval are to be upgraded to meet current engineering standards.
- 4.5. Upon satisfactory completion and acceptance of the approaches by the Director of Infrastructure & Planning or designate. All approaches will transfer to the authority and control of Greenview, except for temporary installations.

**Title: Road Access Approaches**

**Policy No: 4010**

**Effective Date: ~~July 13, 2021~~**

**Motion Number: 21.07.345**

**Supersedes Policy No: ~~4010 EES-03~~**

**Department: Infrastructure and Engineering**



**Review Date: July 13, 2024**

**Legal References:**

*Not applicable*

**Legal References:**

**Bylaw 24-970 "Schedule of Fees Bylaw"**

**Purpose:** The Road Access Approaches Policy provides further guidelines for administering general approach or driveway crossing requests.

## 1. DEFINITIONS

- 1.1. **Development Guidelines & Municipal Servicing Standards** means the design and construction standards establishing the minimum allowable levels to which municipal improvements are to be designed and built.
- 1.2. **Director of Infrastructure and Planning** means Greenview's Director of Infrastructure and Planning or their designate.
- 1.3. **Driveway** means a private right-of-way, paved or unpaved, that provides access for vehicles or pedestrians from a boulevard, curb or sidewalk to a lot or carport, garage, parking pad, loading berth or structure located on the lot.
- 1.4. **Driveway Crossing** means an area where a private driveway accesses a public road, which may include a sidewalk, boulevard, curb, or gutter.
- 1.5. **Greenview** means the Municipal District of Greenview No. 16.
- 1.6. **Hamlet** means an unincorporated community administered by, and within the boundary of, Greenview consisting of five or more dwellings and containing parcels of land used for non-residential. Includes, DeBolt, Ridgevalley, Grovedale, Landry Heights, Little Smoky and Grande Cache.
- 1.7. **Landowner** means the owner of the land and extends to any developer or designate working on behalf of the landowner.
- 1.8. **Parcel Width** means the distance between the side parcel lines at a point midway between the front and rear of the parcel and parallel to the street line.

- 1.9. **Rural** means any territory lying outside of a Hamlet within the boundaries of Greenview.
- 1.10. **Schedules of Fees** means the Bylaw outlining the amounts Greenview may charge for the supply of information, goods, and services.

## 2. POLICY

### 2.1. Rural:

- A) One access approach per quarter section of land or subdivided lot along municipally developed roadways will be provided when deemed feasible on the condition that no other approach exists. A second approach may be permitted on a parcel if required by an oil and gas operation at the cost outlined in the Schedules of Fees.
- B) Greenview may provide an additional approach(s) to a quarter section if the parcel is severed by a topographical feature that divides the quarter section into smaller parcels.
- C) Subject to Council approval, additional approaches may be added under the following circumstances:
- i. Public Safety reasons; or
  - ii. If the parcel is bordered by two (2) or more public roads, a second or third approach may be considered, at an additional cost as per the Schedules of Fees.
- D) The location of the approach will be determined, in consultation with the landowner and in accordance with the Development Guidelines & Municipal Servicing Standards and Alberta Transportation Standards. The size of the approach will be 8 meters for residential and 15 meters for industrial or farmland approaches in accordance with the Development Guidelines and Servicing Standards.
- E) All approaches will be under the authority and control of Greenview, except for temporary approach installations.

### 2.2. Hamlet:

- A) One driveway crossing per property or subdivided lot along municipally developed roadways or alleys will be provided when deemed feasible on the condition that no other driveway exists.
- B) Subject to Council approval, additional driveway crossings may be added under the following circumstances:
- i. Public safety reasons; or
  - ii. If the property is bordered by two (2) or more public roads.
- C) The location of the driveway crossing will be determined, in consultation with the landowner and in accordance with the Development Guidelines & Municipal Servicing Standards and Alberta Transportation Standards.
- D) The width of a single-family or duplex residential driveway, including the driveway crossing and motor vehicle parking stall(s), must not exceed 60% to a max of 15 meters of the parcel width.
- E) The width of a non-residential or multi-family residential driveway, including the driveway crossing and motor vehicle parking stall(s), must comply with the requirements of the Development Guidelines & Municipal Servicing Standards.
- F) All driveway crossings will be under the authority and control of Greenview.

### 3. PROCEDURE

#### 3.1 Rural:

- A) Approach application fees are established by Council within the Schedules of Fees Bylaw.
- B) If an approach is approved, and upon payment from the landowner being received, Greenview will construct the new approach as resources and weather permit within a reasonable time period.
- C) The Director of Infrastructure and Planning or their designate will inform Council annually of all approaches that were undertaken and of all expenditures that occurred.
- D) The landowner will enter into a signed agreement with Greenview prior to the installation of the approach by Greenview.
- E) At the discretion of the Director of Infrastructure and Planning, a temporary approach may be constructed for a period not exceeding one (1) year with a non-refundable fee of \$100.00 accompanying a deposit equal to the cost of constructing an approach as outlined in the Schedule of Fees Bylaw. If an approach is not removed and reclaimed in a manner satisfactory to the Director of Infrastructure and Planning, or designate, after one (1) year, the approach must be constructed to engineering standards and the deposit will be forfeited.

#### 3.2. Hamlet:

- A) Driveway crossing application fees are established by Council within the Schedules of Fees Bylaw.
- B) If a driveway crossing is approved, and upon payment from the landowner being received, Greenview will construct the new driveway crossing as resources and weather permit within a reasonable time period.
- C) The Director of Infrastructure and Planning or their designate will inform Council annually of all driveway crossings that were constructed and of all expenditures that occurred.
- D) The landowner will enter into a signed agreement with Greenview prior to the construction of the driveway crossing by Greenview.

### 4. DEVELOPMENT & SUBDIVISION APPROACHES

4.1. A landowner may be required to construct an approach to a development or subdivision in accordance with an applicable development agreement, or as a condition of subdivision or development approval. Construction of approaches must conform to the standards outlined in Greenview's Development Guidelines and Municipal Servicing Standards. A landowner that receives an agreement or condition of approval requiring the construction or upgrade of an approach or driveway crossing, must arrange with Greenview for approach construction.

4.2 In all cases where the subdivision plan is to be endorsed prior to completion of the approach, a security deposit is required. The standard deposit will be set out annually in the Schedules of Fees and differential rates will be applied for surfaced and non surfaced approaches. Greenview reserves the right to modify the required security to protect the interests of Greenview.

- 4.3 One access approach per subdivided lot along municipally developed roadways will be permitted. Additional approaches for Commercial or Industrial lots and developments may be permitted at the discretion of Council.
- 4.4. Installations that do not meet the requirements of the Development Guidelines & Municipal Servicing Standards must be replaced by the landowner at their cost. All pre-existing approaches or driveway crossings required for a subdivision approval are to be upgraded to meet current engineering standards.
- 4.5. Upon satisfactory completion and acceptance of the approaches by the Director of Infrastructure & Planning or designate. All approaches will transfer to the authority and control of Greenview, except for temporary installations.

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