



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REGULAR COUNCIL MEETING AGENDA

January 23, 2024

9:00 AM

Administration Building
Valleyview, AB

#1	CALL TO ORDER	
#2	ADOPTION OF AGENDA	
#3	MINUTES	
	3.1 Regular Council Meeting Minutes held January 9, 2024	3
	3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING	
#5	DELEGATION	
	9:00 a.m.	
	5.1 Greenview Industrial Gateway Presentation Disclosure Harmful to Business Interests of a Third Party	
	11:30 a.m.	
	5.2 MLA, Martin Long	
#6	BYLAWS	
#7	BUSINESS	
	7.1 Policy 2012 Violence and Harassment Prevention	13
	7.2 02-115 Workplace Substance Use Prevention	53
	7.3 Q4 Financial Reporting	77
	7.4 2024 Community Grant Requests	95
	7.5 Grande Cache Minor Hockey Sponsorship	100
	7.6 Maskwa Medical Clinic	107
	7.7 Streetlights in the Hamlets and/or Subdivisions	116

	7.8 Ridgevalley Streetlights	126
	7.9 Valleyview Medical Clinic	138
	7.10 Tender Award for Nightly Guard Services	153
#8	NOTICE OF MOTION	
#9	CLOSED SESSION	
	9.1 Kikinow Elders Lodge Discussion	
	Disclosure Harmful to Business Interests of a Third Party	
	Section 16, FOIP	
#10	MEMBERS	163
	REPORTS/EXPENSE CLAIMS	
	<ul style="list-style-type: none"> • Ward 1 • Ward 2 • Ward 3 • Ward 4 • Ward 5 • Ward 6 • Ward 7 • Ward 8 • Ward 8 • Ward 9 	
#11	ADJOURNMENT	

Minutes of a
REGULAR COUNCIL MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
Greenview Administration Building,
Valleyview, Alberta on Tuesday, January 9, 2024

#1
CALL TO ORDER
PRESENT

Reeve Tyler Olsen called the meeting to order at 9:02 a.m.

Ward 9	Reeve Tyler Olsen
Ward 8	Deputy Reeve Bill Smith
Ward 1	Councillor Winston Delorme
Ward 2	Councillor Ryan Ratzlaff
Ward 3	Councillor Sally Rosson
Ward 4	Councillor Dave Berry
Ward 5	Councillor Dale Smith
Ward 6	Councillor Tom Burton
Ward 7	Councillor Jennifer Scott
Ward 8	Councillor Christine Schlieff

ATTENDING

Chief Administrative Officer	Stacey Wabick
Director, Corporate Services	Ed Kaemingh
Director, Planning & Economic Development	Martino Verhaeghe
Director, Community Services	Michelle Honeyman
Director, Infrastructure and Engineering	Roger Autio
Recording Secretary	Wendy Holscher
Legislative Services Officer	Sarah Sebo
Manager, Communications and Marketing	Stacey Sevilla

ABSENT

#2
AGENDA

MOTION: 24.01.01 Moved by: COUNCILLOR CHRISTINE SCHLIEF
That Council adopt the Agenda of the January 9, 2024, Regular Council Meeting as amended.

- Agenda item 7.10 Excavator Purchase
- 9.4 Section 27 Privileged Information
- 9.1 and 9.2 Move to Open Session

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

CARRIED

**#3
MINUTES**

MOTION: 24.01.02 Moved by: COUNCILLOR SALLY ROSSON

That Council adopt the minutes of the December 12, 2023, Regular Council Meeting as amended.

- Administrative changes to Members Business and title change to Agenda item 9.1

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

CARRIED

**BUSINESS ARISING
FROM THE MINUTES**

BUSINESS ARISING FROM MINUTES

6.0 BYLAWS

**BYLAW 24-970
2024 SCHEDULE OF
FEES**

6.1 BYLAW 24-970 2024 SCHEDULE OF FEES

MOTION: 24.01.03 Moved by: COUNCILLOR RYAN RATZLAFF

That Council give third reading to Bylaw 24-970 "2024 Schedule of Fees" as amended.

- Clarify page 37 Approaches 2. ii. Is for the first and second approach.

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

AGAINST: Councillor Dale Smith, Councillor Burton

CARRIED

7.0 NEW BUSINESS

POLICY 3009 TRANSFER

**7.1 TRANSFER POLICY 3009 ICE COVER WORK OPERATIONS TO SAFE WORK
PROCEDURE 5.109**

MOTION: 24.01.04 Moved by: COUNCILLOR SALLY ROSSON

That Council approve the transfer of Policy 3009 Ice Cover Work Operations from a Council policy to Safe Work Procedure 5.109 Ice Cover Work, as presented.

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

CARRIED

MOTION: 24.01.05 Moved by: COUNCILLOR JENNIFER SCOTT

That Council repeal Policy 3009 Ice Cover Work Operations.

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

CARRIED

REPEAL POLICY 1004

7.2 REPEAL POLICY 1004 ACCESS TO MINUTES OF MEETINGS

MOTION: 24.01.06 Moved by: COUNCILLOR JENNIFER SCOTT

That Council repeal Policy 1004 "Access to Minutes of Meetings."

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

CARRIED

**REGIONAL SPORT
CONNECTION**

7.3 GRANDE PRAIRIE REGIONAL SPORT CONNECTION SPONSORSHIP

MOTION: 24.01.07 Moved by: COUNCILLOR TOM BURTON

That Council approve a 5 year (2024-2028) sponsorship at \$500.00/year for the Community Sportsmanship award to the Grande Prairie Regional Sport Connection Northwest Alberta Sports Excellence Awards, with funds to come from the 2024-2028 Community Services Donations and Sponsorships budget.

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

CARRIED

**HOLISTIC
MANAGEMENT**

7.4 HOLISTIC MANAGEMENT CANADA COUNCIL SPONSORSHIP

MOTION: 24.01.08 Moved by: COUNCILLOR DAVE BERRY

That Council approve sponsorship of \$6,000.00 to the Holistic Management Canada Council for the Holistic Management Conference, to be hosted on February 10-11th, 2024, in Valleyview, Alberta, with funds to come from the 2024 Community Services Donations and Sponsorships budget.

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

CARRIED

WEED INFESTATIONS

7.5 PREVENTION AND REMEDIATION OF WEED INFESTATIONS

MOTION: 24.01.09 Moved by: DEPUTY REEVE BILL SMITH

That Council accept the report on "Prevention and Remediation of Weed Infestations" for information, as presented.

FOR: Reeve Olsen, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton

AGAINST: Deputy Reeve Bill Smith, Councillor Berry

CARRIED

Reeve Olsen recessed the meeting at 10:11 a.m.

Reeve Olsen reconvened the meeting at 10:22 a.m.

7.6 PROVINCIAL EDUCATION REQUISITION CREDIT & DESIGNATED INDUSTRIAL REQUISITION CREDIT

PERC/DIRC

MOTION: 24.01.10 Moved by: COUNCILLOR DALE SMITH

That Council direct Administration to apply to the Province of Alberta for the Provincial Education Requisition Credit (PERC) in the amount of \$5766.23 and the Designated Industrial Requisition Credit (DIRC) in the amount of \$115.82.

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

CARRIED

7.7 TONNE/KM GRAVEL HAULING RATES REVIEW AND TENDERING STOCKPILING

GRAVEL HAUL RATES

MOTION: 24.01.11 Moved by: COUNCILLOR JENNIFER SCOTT

That Council direct Administration to maintain tonne/km rates at \$0.20 per tonne/km with a \$1.00 basic loading factor in all areas except for \$0.22 per tonne/km with a \$1.00 basic loading factor on the Forestry Trunk Road, to be reviewed at the first Council meeting in November 2024.

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

CARRIED

7.8 GREENVIEW BRANDED CLOTHING AND MERCHANDISE DISTRIBUTION POLICY

NOTICE OF MOTION

MOTION: 24.01.12 Moved by: COUNCILLOR RYAN RATZLAFF

That Council direct Administration to develop a policy for the distribution of Greenview branded clothing to Council, and Greenview branded merchandise to events through Council.

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

CARRIED

7.10 USED EXCAVATOR PURCHASE

EXCAVATOR PURCHASE

MOTION: 24.01.13 Moved by: COUNCILLOR SALLY ROSSON

That Council direct Administration to proceed with purchasing a suitable unit from a vendor or auction up to the budgeted amount of \$175,000, for Capital Project OP24005 with funds to come from Operations' 2024 Interim Capital Budget.

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

CARRIED

7.11 TENDER AWARD FOR ENGINEERING SERVICES FOR THE CONSTRUCTION OF A WASTE TRANSFER STATION AND CLOSURE OF THE GRANDE CACHE LANDFILL

ENGINEERING SERVICES

MOTION: 24.01.14 Moved by: COUNCILLOR WINSTON DELORME

That Council awards the Request for Proposal for Engineering Services for the construction of a Waste Transfer Station and Closure of the Grande Cache Landfill to AECOM Canada Ltd. in the amount of \$341,594.25 inclusive of GST with funds to come from the Environmental Services budget, project code SW20001.

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

CARRIED

7.12 TENDER AWARD FOR THE RECYCLING, WASTE, AND CONFIDENTIAL SHREDDING SERVICES

TENDER AWARD

MOTION: 24.01.15 Moved by: COUNCILLOR RYAN RATZLAFF

That Council awards the Request for Proposals for Recycling, Waste, and Confidential Shredding Services to GFL Environmental Inc., for a period of one year in the amount of \$211,390.08 plus GST, with funds to come from Environmental Services and Facility's Maintenance operational budgets.

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

CARRIED

7.9 MANAGERS REPORTS

MANAGERS REPORTS

MOTION: 24.01.16 Moved by: COUNCILLOR SALLY ROSSON

That Council accepts the Managers Reports for information, as presented.

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

CARRIED

Reeve Olsen recessed the meeting at 12:06 p.m.
Reeve Olsen reconvened the meeting at 12:50 p.m.

NOTICE OF MOTION

8.0 NOTICE OF MOTION

CLOSED SESSION

9.0 CLOSED SESSION

MOTION: 24.01.17 Moved by: COUNCILLOR RYAN RATZLAFF
That the meeting go to Closed Session, at 12:50 p.m. pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

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

CARRIED

9.3 ADVICE FROM OFFICIALS

**9.4 PRIVILEGED INFORMATION
SECTION 27 FOIP**

OPEN SESSION

MOTION: 24.01.18 Moved by: COUNCILLOR TOM BURTON

That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 1:18 p.m.

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

MOTION: 24.01.19 Moved by: COUNCILLOR WINSTON DELORME

That Council does not proceed with the sale of land to Eco Industrial Solutions within the Greenview Industrial Gateway.

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

CARRIED

**#10 MEMBER REPORTS
AND EXPENSE CLAIMS**

10.0 MEMBERS BUSINESS

WARD 1

COUNCILLOR WINSTON DELORME updated Council on recent activities, which include;

- December 12, 2023, Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- December 19, 2023, Committee of the Whole
- Elders Lodge Construction Meeting

WARD 2

COUNCILLOR RYAN RATZLAFF updated Council on recent activities, which include;

- December 12, 2023, Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- Staff Christmas Deliveries
- December 19, 2023, Committee of the Whole

WARD 3

COUNCILLOR SALLY ROSSON updated Council on recent activities, which include;

- Greenview Industrial Gateway Meeting
- Emergency Management Meeting
- December 12, Regular Council Meeting
- Valleyview Recreation Board
- Municipal Planning Commission
- Policy Review Committee
- Christmas Deliveries to staff
- December 19, Committee of the Whole
- FCSS Board Meeting

WARD 4

COUNCILLOR DAVE BERRY updated Council on recent activities, which include;

- December 12, 2023, Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- Rural Crime Watch Meeting
- December 19, 2023, Committee of the Whole

WARD 5

COUNCILLOR DALE SMITH updated Council on recent activities, which include;

- December 12, 2023, Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- Red Willow Lodge Christmas dinner

- Greenview U – Information Systems
- December 19, 2023, Committee of the Whole
- Staff Christmas Deliveries
- Heart River Housing Board Meeting

Councillor Dale Smith exit the meeting at 1:58 p.m.

WARD 6

COUNCILLOR TOM BURTON updated Council on recent activities, which include;

- December 12, 2023, Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- Friends of Grande Spirit Foundation
- River of Death & Discovery Dinosaur Museum Society
- Grande Spirit Foundation DeBolt Updates
- Station 31 Christmas & Awards Event
- DeBolt Area Structure Plan Engagement Session
- MD of Greenview Library Board Meeting
- East Smoky Recreation Board
- December 19, 2023, Committee of the Whole
- Ridgevalley School Christmas Student Event
- Grande Spirit Foundation DeBolt Updates
- MD of Greenview Library Board Meeting
- Greenview University IT Training Session

WARD 7

COUNCILLOR JENNIFER SCOTT updated Council on recent activities, which include;

- December 12, 2023, Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- Delivered Appreciation Trays to DeBolt Service Buildings
- Friends of Sturgeon Lake Zoom Meeting
- Dec 16 and 19 Coffee with a Planner in Ridgevalley
- December 19, 2023, Committee of the Whole
- Ridgevalley School Pancake Breakfast

DEPUTY REEVE BILL SMITH updated Council on recent activities, which include;

WARD 8

- December 12, 2023, Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- IFS GIG Meeting
- December 19, Committee of the Whole
- Staff Christmas Deliveries

WARD 8

COUNCILLOR CHRISTINE SCHLIEF updated Council on recent activities, which include;

- December 12, 2023, Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- Energy Crane Open Houses
- GIG Committee Meeting
- Delivery of Staff Christmas Trays
- December 19, 2023, Committee of the Whole
- FCSS Board Meeting
- South Peace Regional Archives Building Committee Meeting
- Greenview U – Information Systems

WARD 9

REEVE TYLER OLSEN updated Council on recent activities, which include;

- December 12, 2023, Regular Council Meeting
- Policy Review Committee
- Municipal Planning Commission
- Midstream Lunch
- GIG (IFS)
- Christmas deliveries
- December 19, 2023 Committee of the Whole
- Ridgevalley Planning Meeting
- IRC Community Futures
- City/County Regional Promotional Committee
- NWP Skills Trades Needs Meeting

MOTION: 24.01.20 Moved by: COUNCILLOR TOM BURTON

That Council appoint Deputy Reeve Bill Smith to the Maskwa Medical Clinic Board Engineering and Design Committee for a one-year term renewing at the 2024 October Organizational meeting.

FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Delorme, Councillor Schlief, Councillor Rosson, Councillor Scott, Councillor Berry, Councillor Ratzlaff, Councillor Burton

ABSENT: Councillor Dale Smith

CARRIED

**#10 MEMBERS
BUSINESS**

MOTION: 24.01.21 Moved by: COUNCILLOR TOM BURTON

That Council accept the Members Business Reports for information as presented.

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

ABSENT: Councillor Dale Smith

CARRIED

#11 ADJOURNMENT

11.0 ADJOURNMENT

MOTION: 24.01.22 Moved by: DEPUTY REEVE BILL SMITH

That Council adjourn this Regular Council Meeting at 2:36 p.m.

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

ABSENT: Councillor Dale Smith

CARRIED

CHIEF ADMINISTRATIVE OFFICER

CHAIR



REQUEST FOR DECISION

SUBJECT:	Policy 2012 Violence and Harassment Prevention		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 23, 2024	CAO:	MANAGER: EK
DEPARTMENT:	HUMAN RESOURCES	DIR: EGK	PRESENTER: LM
STRATEGIC PLAN:	Governance	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – Part 27 of the OHS Code

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 2012 “Violence and Harassment Prevention”, as presented.

MOTION: That Council repeal Policy 3004 “Violence / Harassment Prevention”.

MOTION: That Council repeal Policy 2011 “Respectful Workplace”.

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 allows 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 (2011 and 2012) have been combined for simplicity due to the legislative requirements being the same for both violence and harassment.

Attached for information, the Administrative Procedure, under legislation, must be reviewed by the Joint Workplace Health and Safety Committee 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.

On December 13, 2023, the Policy Review Committee recommended Policy 2012 - Violence and Harassment Prevention, be approved by Council as amended, along with the repeal of Policy 2011 – Respectful Workplace. Also requiring repeal is Policy 3004 – Violence / Harassment Prevention.

BENEFITS OF THE RECOMMENDED ACTION:

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

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may alter or deny the recommended motion.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will implement and abide by the approved policy and procedure and will ensure appropriate reviews following Greenview's policy review schedule, applicable legislation and following related incidents.

ATTACHMENT(S):

- Policy 2011 – Respectful Workplace – Current
- Policy 2012 – Violence Prevention – Current
- Policy 2012 – Violence and Harassment Prevention – Draft as amended
- Policy 3004 – Violence / Harassment Prevention – Current
- Policy 02-07 - Administrative Procedure – Reporting and Investigating Violence and Harassment - Draft
- Part 27 - Occupational Health and Safety Code

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 of 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.

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 Prevention Policy

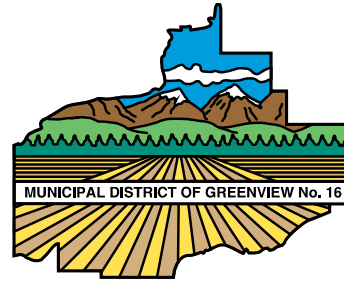
Policy No: 2012

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 / 3004

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 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.

6. EMPLOYER RESPONSIBILITIES

- 6.1 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.

6.2 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.

6.3 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.

6.4 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 or Harassment occurs.
- B) If the Joint Health and Safety Committee recommend a review of the plan; or
- C) Every three (3) years.

7. SUPERVISOR RESPONSIBILITIES

7.1. 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.

8. WORKER RESPONSIBILITIES

8.1. 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: VIOLENCE / HARASSMENT PREVENTION

Policy No: 3004

Approval: Council

Effective Date: September 9, 2014

Supersedes Policy No: (HU 10)



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"


Policy Statement: The Municipal District of Greenview No. 16 (Greenview) will not tolerate or accept workplace violence and will deal quickly and effectively with any incident that may occur.

Purpose: The purpose of this policy is to provide a healthy work environment for all of our employees, free of workplace violence, where every worker will treat co-workers, clients and the public with respect and dignity.

Regulations:

1. None

Approved: 05.02.84

Title: Reporting and Investigating Violence and Harassment Policy No: 0X-XX 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) Alberta Occupational Health and Safety Code, Part 27 Alberta Human Rights Act	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.

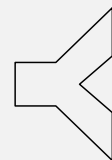
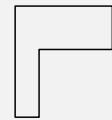
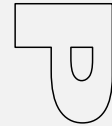
2.2. Workplace Harassment

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

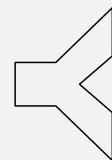
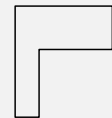
The matter will be brought to the attention of Council through the Reeve or Deputy Reeve. The matter will be handled in accordance with **Bylaw 1404/18, Council Code of Conduct** and therefore is not covered under this procedure.
 - 5.1.2. The Chief Administrative Officer

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

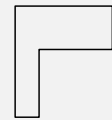
All workers have a responsibility to keep the workplace as safe as possible. This includes reporting incidents so they can be investigated. Doing so helps to prevent future incidents of workplace violence and harassment, and it is the right thing to do. The best measure to protect workers from workplace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

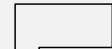
6.2. Internal Formal Process

- 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.

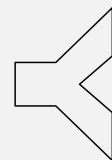
6.3. External Formal Process

- 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



Commented [NP1]: I'm still not sure about this form. Open to more discussion about it. Maybe make it optional (e.g. if they are not comfortable speaking to HR directly?).



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

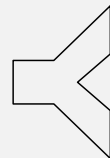
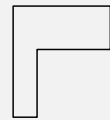
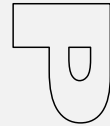
Phone: 1-866-415-8690

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.



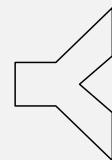
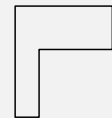
- 7.6. Any individuals who have been witness to events, or who may be able to provide information directly relevant to the investigation, will also be interviewed.
- 7.7. The investigator will prepare a final report, within sixty (60) working days of the conclusion of the investigation, unless there 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.

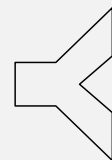
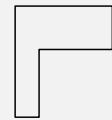
9. DISCIPLINE AND REMEDIES

- 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.



REQUEST FOR DECISION

SUBJECT: **02-115 Workplace Substance Use Prevention**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: January 23, 2024 CAO: MANAGER: EK
DEPARTMENT: HUMAN RESOURCES DIR: EK PRESENTER: TH/LM
STRATEGIC PLAN: Governance LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) –2010 Substance Abuse Prevention.

RECOMMENDED ACTION:

MOTION: That Council approve the transfer of Policy 02-115 Workplace Substance Use Prevention Policy from a Council Policy to an Administrative Policy, as presented.

MOTION: That Council repeal Policy 2010 Substance Abuse Prevention.

BACKGROUND/PROPOSAL:

On December 13, 2023, Administration brought the Substance Use Prevention policy to Council for review as per the 2023 Policy Review Schedule.

Policy 2010, Substance Abuse Prevention, has been reviewed to reflect the 2022 safety maintenance audit recommendations and industry standards. The policy has received amendments including a title change to include “Workplace” and a clause regarding the transportation of workers for testing procedures.

Ultimately, Administration is requesting to transfer the Council policy to an Administrative Policy under the Chief Administrative Officer’s purview. Managing the Administrative policy will allow for timely updates following auditing, legislation updates and recommended changes following incidents.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council approving the recommended motion is that it will permit Greenview to have an updated Workplace Substance Use Prevention policy that clarifies the intention, direction, and commitment of the organization to health and safety.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may alter or deny the recommended motion.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will apply the Workplace Substance Use Prevention policy, as approved, and will continue to review and update, as required.

ATTACHMENT(S):

- Council Policy 2010 Substance Abuse Prevention
- Administrative Policy 02-115 Workplace Substance Use Prevention

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 Methylenedioxymethamphetamine.

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 marihuana 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	Benzoylcegonine	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 ¹ MDA ²	250 ng/mL 250 ng/mL

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 ¹ MDA ²	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).

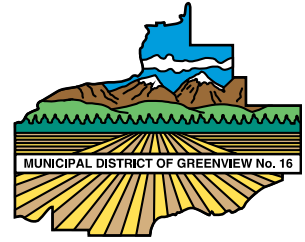
Title: Workplace Substance ~~Abuse~~ Use Prevention

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's Workplace Substance ~~Use Abuse Prevention~~ Policy is directed at protecting the health and safety of ~~employees~~ workers, co-workers, general public and the environment. The Workplace 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 Workplace 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 Methylenedioxymethamphetamine.
- 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 workers** 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 Workplace 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.
- ~~F)G)~~ Arrange for transportation of workers to a testing facility the is appropriate for the situation and location.
- ~~G)H)~~ Undertake periodic reviews and revisions of the Workplace 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 Workplace 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
Cannabis Marijuana 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 ¹ MDA ²	250 ng/mL 250 ng/mL
ng/mL means nanograms per milliliter.			

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 ¹ MDA ²	50 ng/mL 50 ng/mL
ng/mL means nanograms per millilitre.			

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

SUBJECT: **Q4 Preliminary Financial Reporting**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: January 23, 2024
DEPARTMENT: FINANCE
STRATEGIC PLAN: Economy

REVIEWED AND APPROVED FOR SUBMISSION
CAO: MANAGER: MH
DIR: PRESENTER: MH
LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act 268.1 (b)

Council Bylaw/Policy (cite) – Financial Reporting Policy No. 1500

RECOMMENDED ACTION:

MOTION: That Council accepts the preliminary Operating and Capital reports for the period ending December 31st, 2023, for information, as presented.

BACKGROUND/PROPOSAL:

Section 268.1 (b) of the Municipal Government Act stipulates actual revenues and expenses compared with the budget are provided to Council as often as Council directs. Financial Reporting Policy No. 1500 directs variance reports on the operating and capital budgets as well as a restricted surplus report be presented to Council at the second Regular Council meeting of the month following the calendar quarters ending March, June, September, and December.

Operating

There has been \$175 million in revenue earned and \$118 million in expenses incurred to date in operations. The expenses to date are \$37 million lower than budget, however year end transactions are still occurring with many significant entries, such as amortization, still to be recorded. Analysis of variances to the 2023 budget of \$100,000 are shown in the Q4 2023 Prelim Operating Budget Variance Report attached.

Capital

There has been \$33.8 million spent to date on capital which is \$67 million lower than budget, however year end transactions are still occurring.

Notes on project statuses are shown in the Q4 2023 Prelim Capital Variance Report attached.

Final Reports

Final Q4 reporting with a full variance analysis and updated reserve report will be brought to Council at the March 26th RCM.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended action is that Council can review the preliminary revenues, expenses, and capital project spending to the end of December 31st, 2023 (Q4).
2. The benefit of Council accepting the recommended action is that Council has the opportunity to ask questions regarding the financial information.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: None

FINANCIAL IMPLICATION:

Direct Costs: N/A

Ongoing / Future Costs: N/A

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Q4 Prelim 2023 Operating Budget Variance Report
- Q4 Prelim 2023 Capital Budget Variance Report
- Policy 1500 Financial Reporting
- MGA Sec 268.1 (b)

Financial records and receipts

268.1 A municipality must ensure that

- (a) accurate records and accounts are kept of the municipality's financial affairs, including the things on which a municipality's debt limit is based and the things included in the definition of debt for that municipality;
- (b) the actual revenues and expenditures of the municipality compared with the estimates in the operating or capital budget approved by council are reported to council as often as council directs;
- (c) the revenues of the municipality are collected and controlled, and receipts issued in the manner directed by council.



MD OF GREENVIEW NO. 16
Q4 PRELIMINARY REPORTING
OPERATING BUDGET VARIANCE BY SUB DEPARTMENT
ENDING DECEMBER 31ST, 2023

	2023 Budget	2023 Q4 Actuals	\$ Variance	% of Budget	2022 Q4 Actuals	2023 Q4 Actuals	\$ Variance	% Variance	Analysis of Significant Variances
Revenues									
51 - REVENUE FROM LOCAL TAXES	147,425,164	147,101,312	(323,852)	99.8%	131,495,608	147,101,312	15,605,704	11.9%	Tax revenue higher than 2022 due to increased assessment values and an increased non-residential tax rate. Tax revenue is lower than the 2023 budget due to changes in assessment since the bylaw was approved.
53 - SALE OF MUNICIPAL SERVICES	10,261,628	10,683,344	421,716	104.1%	8,416,547	10,683,344	2,266,797	26.9%	Mutual aid revenue for Fire Services is higher than budget due to wildfires.
54 - REVENUE - OTHER	4,164,752	9,051,664	4,886,912	217.3%	4,543,147	9,051,664	4,508,517	99.2%	Higher bank interest and return on investment revenue funds are earning higher returns.
55 - CONDITIONAL GRANTS	2,034,602	7,666,709	5,632,107	376.8%	7,734,246	7,666,709	(67,537)	-0.9%	Grants are recognized as expenses are incurred. The 2023 YTD amount includes \$6.4 million in capital grants. Q4 grants have not been recognized yet.
55 - GRANTS AND SHARED FUNDING REVENUE	193,239	197,346	4,107	102.1%	193,240	197,346	4,106	2.1%	
Total Revenues	164,079,385	174,700,375	10,620,990	106.5%	152,382,788	174,700,375	22,317,587	14.6%	
Expenses									
10 - COUNCIL									
101 - Council	1,508,157	1,283,139	(225,018)	85.1%	1,311,633	1,283,139	(28,494)	-2.2%	In line with 2022. Largest variances to budget in honorariums/benefits and hospitality.
Total COUNCIL	1,508,157	1,283,139	(225,018)	85.1%	1,311,633	1,283,139	(28,494)	-2.2%	
11 - REQUISITIONS	34,734,929	34,732,168	(2,761)	100.0%	34,864,891	34,732,168	(132,722)	-0.4%	
Total REQUISITIONS	34,734,929	34,732,168	(2,761)	100.0%	34,864,891	34,732,168	(132,722)	-0.4%	
11 - CAO SERVICES									
110 - CAO Services Administration	1,472,482	1,039,607	(432,875)	70.6%	708,614	1,039,607	330,993	46.7%	Largest variances to budget in salaries/benefits and contracted &
Total CAO SERVICES	1,472,482	1,039,607	(432,875)	70.6%	708,614	1,039,607	330,993	46.7%	
11 - GREENVIEW INDUSTRIAL GATEWAY									
308 - Greenview Industrial Gateway	418,500	510,143	91,643	121.9%	200,782	510,143	309,361	154.1%	After review of the GIG capital projects, \$0.3 million in expenses were moved to operating as they do not qualify as assets (e.g. rail study, CCS application, BDO zone rating). These expenses will be funded from reserve as per Council motion. This overage is partially offset with savings in accommodations and subsistence, promotional marketing, events, and tradeshow.
Total GREENVIEW INDUSTRIAL GATEWAY	418,500	510,143	91,643	121.9%	200,782	510,143	309,361	154.1%	

	2023 Budget	2023 Q4 Actuals	\$ Variance	% of Budget	2022 Q4 Actuals	2023 Q4 Actuals	\$ Variance	% Variance	Analysis of Significant Variances
11 - CORPORATE SERVICES									
112 - Assessment Services	1,785,677	1,459,577	(326,100)	81.7%	1,742,260	1,459,577	(282,683)	-16.2%	DIP assessment contract with the Province was amended Q3 where the Province now bills the assessment contractor directly.
115 - Information Systems	2,182,885	2,230,862	47,977	102.2%	2,453,694	2,230,862	(222,832)	-9.1%	Largest variances to budget in software licensing, mapping services, hardware purchases, and telecommunications. These are partially offset by salaries/benefits and contracted services which are under budget.
116 - Health & Safety	659,397	457,192	(202,205)	69.3%	474,268	457,192	(17,076)	-3.6%	In line with 2022. Largest variances to budget in salaries/benefits and training.
119 - Human Resources	1,062,102	869,127	(192,975)	81.8%	866,645	869,127	2,482	0.3%	In line with 2022. Largest variances to budget in salaries/benefits and legal services.
120 - Amortization	24,131,205	5,153	(24,126,052)	0.0%	24,623,131	5,153	(24,617,978)	-100.0%	Amortization recorded at year end.
121 - Corporate Services	5,031,984	4,048,843	(983,141)	80.5%	4,383,544	4,048,843	(334,701)	-7.6%	In line with 2022. Largest variances to budget in salaries/benefits, allowance for doubtful accounts, and cash management charges. These are partially offset with higher than expected insurance costs.
Total CORPORATE SERVICES	34,853,250	9,070,753	(25,782,497)	26.0%	34,543,541	9,070,753	(25,472,788)	-73.7%	
20 - INFRASTRUCTURE & ENGINEERING									
200 - Infrastructure & Engineering Administration	1,395,900	938,064	(457,836)	67.2%	993,746	938,064	(55,682)	-5.6%	In line with 2022. Largest variances to budget in salaries/benefits.
201 - Roadways	2,037,500	1,790,541	(246,959)	87.9%	1,445,436	1,790,541	345,105	23.9%	Largest variances to budget in supplies. Inventory used through the construction season has not been recorded yet.
202 - Bridges	500,000	537,859	37,859	107.6%	412,951	537,859	124,908	30.2%	
203 - Surfacing	1,500,000	1,160,583	(339,417)	77.4%	1,313,174	1,160,583	(152,591)	-11.6%	Variance to budget in asphalt repairs.
204 - Drainage	1,040,000	941,789	(98,211)	90.6%	728,571	941,789	213,218	29.3%	
Total INFRASTRUCTURE & ENGINEERING	6,473,400	5,368,836	(1,104,564)	82.9%	4,893,877	5,368,836	474,959	9.7%	
22 - ENVIRONMENTAL SERVICES									
220 - Environmental Services Administration	2,230,399	1,605,595	(624,804)	72.0%	6,498,567	1,605,595	(4,892,972)	-75.3%	Largest variances to budget in salaries/benefits as well as ARO costs which will have yet to be recorded.
221 - Water Supply	1,517,849	1,346,165	(171,684)	88.7%	1,254,339	1,346,165	91,825	7.3%	In line with 2022. Largest variances to budget in professional services, contracted maintenance, and utilities. These savings are partially offset with higher supplies costs as more repairs are being done by staff, fuel, and chemicals due to increasing prices.
222 - Wastewater Collection & Disposal	663,189	409,239	(253,950)	61.7%	389,955	409,239	19,284	4.9%	In line with 2022. Largest variances to budget in contracted maintenance and utilities.
223 - Solid Waste Collection & Disposal	2,500,895	2,405,553	(95,342)	96.2%	2,042,760	2,405,553	362,793	17.8%	
Total ENVIRONMENTAL SERVICES	6,912,332	5,766,551	(1,145,781)	83.4%	10,185,621	5,766,551	(4,419,070)	-43.4%	

	2023 Budget	2023 Q4 Actuals	\$ Variance	% of Budget	2022 Q4 Actuals	2023 Q4 Actuals	\$ Variance	% Variance	Analysis of Significant Variances
23 - OPERATIONS									
230 - Operations Administration	6,589,043	5,245,384	(1,343,659)	79.6%	5,540,301	5,245,384	(294,917)	-5.3%	In line with 2022. Largest variances to budget in salaries/benefits.
231 - Fleet & Shop Valleyview	955,500	931,422	(24,078)	97.5%	1,073,726	931,422	(142,303)	-13.3%	
232 - Operations Grovedale	12,500	9,414	(3,086)	75.3%	47,753	9,414	(38,339)	-80.3%	Utilities were coded here in 2022 but were consolidated under Facilities in 2023.
234 - Street Lights	280,000	242,193	(37,807)	86.5%	273,193	242,193	(31,000)	-11.3%	Higher power costs in 2023.
235 - Fleet & Shop Grovedale	375,000	276,148	(98,852)	73.6%	402,712	276,148	(126,564)	-31.4%	Higher fuel costs in 2022, partially offset with higher costs for parts in 2023. Largest variance to budget in fuel and parts.
236 - Fleet & Shop - Grande Cache	245,500	286,278	40,778	116.6%	274,297	286,278	11,981	4.4%	In line with 2022. Largest variance to budget is higher vehicle components and parts costs.
237 - Operations - Grande Cache	230,000	172,911	(57,089)	75.2%	263,421	172,911	(90,511)	-34.4%	Largest variance to budget in contracted services and supplies.
238 - Operations DeBolt	11,000	8,895	(2,105)	80.9%	5,162	8,895	3,733	72.3%	
Total OPERATIONS	8,698,543	7,172,645	(1,525,898)	82.5%	7,880,565	7,172,645	(707,919)	-9.0%	
24 - ROAD MAINTENANCE & SERVICES									
240 - Road Maintenance & Inspection Administration	3,153,000	2,469,361	(683,639)	78.3%	2,846,920	2,469,361	(377,559)	-13.3%	Largest variances to budget in contracted maintenance and supplies.
242 - Brushing Program	405,250	376,991	(28,259)	93.0%	276,368	376,991	100,623	36.4%	
243 - Mowing Program	50,500	65,499	14,999	129.7%	51,912	65,499	13,588	26.2%	Largest variances to budget in contractor services and supplies.
245 - Gravelling Program	8,558,000	7,239,179	(1,318,821)	84.6%	6,233,246	7,239,179	1,005,933	16.1%	Higher stockpiling and gravel purchase costs in 2023. Largest variances to budget in contractor services and gravel purchases. MOTION: 23.01.16 - That Council direct Administration to suspend the 2023 road re-gravelling program where deemed appropriate, excluding the Forestry Trunk Road.
246 - Road Services	1,606,000	1,866,273	260,273	116.2%	1,436,405	1,866,273	429,869	29.9%	Largest variances to budget in contracted maintenance contracted maintenance costs for work on TWP 724, Old High Prairie Road, and RR 223.
247 - Pit Reclamation	-	-	-	0.0%	7,074	-	(7,074)	-100.0%	
248 - Forestry Trunk Road	7,635,500	6,792,669	(842,831)	89.0%	6,529,179	6,792,669	263,490	4.0%	In line with 2022. Largest variances to budget in contractor services.
Total ROAD MAINTENANCE & SERVICES	21,408,250	18,809,973	(2,598,277)	87.9%	17,381,103	18,809,973	1,428,870	8.2%	

	2023 Budget	2023 Q4 Actuals	\$ Variance	% of Budget	2022 Q4 Actuals	2023 Q4 Actuals	\$ Variance	% Variance	Analysis of Significant Variances
25 - FACILITY MAINTENANCE									
250 - Facility Maintenance Administration	3,084,951	2,604,058	(480,893)	84.4%	2,672,803	2,604,058	(68,746)	-2.6%	In line with 2022. Largest variances to budget in salaries/benefits, contracted maintenance, supplies, and utilities.
251 - FCSS Building Maintenance	42,225	42,469	244	100.6%	30,522	42,469	11,947	39.1%	In line with 2022, utilities were not coded here in 2022 but corrected in 2023.
252 - Grovedale Public Service Building	71,662	94,529	22,867	131.9%	82,437	94,529	12,092	14.7%	In line with 2022. Largest variances to budget in building maintenance.
253 - DeBolt Public Service Building	71,662	105,005	33,343	146.5%	67,726	105,005	37,279	55.0%	Higher repairs in 2023. Largest variance to budget in building maintenance.
254 - GC - Facilities Maintenance	449,651	429,145	(20,506)	95.4%	437,627	429,145	(8,483)	-1.9%	
255 - Valleyview Fire Hall Building Maintenance	10,250	12,066	1,816	117.7%	8,490	12,066	3,577	42.1%	
256 - Valleyview Ambulance Building Maintenance	6,150	5,459	(691)	88.8%	4,865	5,459	593	12.2%	
257 - Valleyview Vet Clinic - Building Maintenance	7,175	16,818	9,643	234.4%	6,556	16,818	10,262	156.5%	
258 - Grovedale Maintenance Shop	26,360	13,582	(12,778)	51.5%	35,733	13,582	(22,150)	-62.0%	Largest variance to budget in utilities.
259 - DeBolt Maintenance Shop	3,700	2,028	(1,672)	54.8%	2,829	2,028	(801)	-28.3%	
Total FACILITY MAINTENANCE	3,773,786	3,325,160	(448,626)	88.1%	3,349,589	3,325,160	(24,429)	-0.7%	
30 - COMMUNITY SERVICES									
300 - Community Services Administration	1,436,534	1,988,506	551,972	138.4%	715,369	1,988,506	1,273,137	178.0%	Largest variances to budget is \$1.0M payment to Grande Spirit to be funded by reserve is partially offset by less spending to date in salaries/benefits and timing of debenture payments.
301 - Valleyview Medical Clinic	144,800	87,168	(57,632)	60.2%	123,083	87,168	(35,914)	-29.2%	Largest variances to budget in maintenance and utilities.
302 - Fox Creek Medical Clinic	-	-	-	0.0%	(36,000)	-	36,000	-100.0%	
305 - Other Buildings	-	33	33	0.0%	1,190	33	(1,157)	-97.2%	
309 - Grande Cache Medical Clinic	32,500	8,100	(24,400)	24.9%	-	8,100	8,100	0.0%	Timing of locum payments.
312 - Community Development Agreements	5,500,000	5,500,000	-	100.0%	5,487,000	5,500,000	13,000	0.2%	
Total COMMUNITY SERVICES	7,113,834	7,583,807	469,973	106.6%	6,290,641	7,583,807	1,293,165	20.6%	
32 - COMMUNITY SERVICES GRANT PROGRAMS									
303 - Seniors Programs	49,750	49,599	(151)	99.7%	49,063	49,599	536	1.1%	
320 - Recreation Boards	1,223,840	212,000	(1,011,840)	17.3%	1,000,000	212,000	(788,000)	-78.8%	Payment for operating grant for the Fox Creek Multiplex has not been made yet in 2023.
321 - Community Services Grants	1,565,000	1,334,206	(230,794)	85.3%	1,069,698	1,334,206	264,508	24.7%	Less grant applications received than budget allotment.
323 - Multipurpose Facility Grants	585,811	401,595	(184,216)	68.6%	745,446	401,595	(343,851)	-46.1%	Variance to budget due to timing of payments. Remaining to be paid is Smoky River Ski Hill.
324 - Agricultural Societies	263,000	263,000	-	100.0%	350,973	263,000	(87,973)	-25.1%	2022 includes one-time payments that are now handled through the grant application process.
Total COMMUNITY SERVICES GRANT PROGRAMS	3,687,401	2,260,400	(1,427,001)	61.3%	3,215,179	2,260,400	(954,779)	-29.7%	

	2023 Budget	2023 Q4 Actuals	\$ Variance	% of Budget	2022 Q4 Actuals	2023 Q4 Actuals	\$ Variance	% Variance	Analysis of Significant Variances
33 - CULTURAL & HISTORICAL BUILDINGS									
330 - Library Boards	638,000	636,929	(1,071)	99.8%	631,444	636,929	5,485	0.9%	
332 - Community Halls	156,750	140,574	(16,176)	89.7%	142,078	140,574	(1,504)	-1.1%	Payments not made to Goodwin and Puskwaska Community Hall Boards in 2023.
333 - Museums	306,240	306,240	-	100.0%	289,600	306,240	16,640	5.7%	
334 - Cemeteries	165,140	99,519	(65,621)	60.3%	(16,300)	99,519	115,819	-710.5%	Largest variance to budget in Professional Services for Cemetery surveys which are in progress.
Total CULTURAL & HISTORICAL BUILDINGS	1,266,130	1,183,262	(82,868)	93.5%	1,046,822	1,183,262	136,440	13.0%	
34 - RECREATION ENHANCEMENT PROGRAM (REP)									
307 - Community Bus - Grande Cache	21,000	14,660	(6,340)	69.8%	14,918	14,660	(257)	-1.7%	
340 - Outdoor Recreation Administration	686,445	694,734	8,289	101.2%	629,514	694,734	65,219	10.4%	
342 - Outdoor Recreation Facilities Operations	237,500	187,423	(50,077)	78.9%	167,231	187,423	20,191	12.1%	Variance to budget due to lower site maintenance expenses.
343 - Outdoor Recreation Partnerships	42,500	41,831	(669)	98.4%	63,258	41,831	(21,427)	-33.9%	
344 - GC Recreation Aquatics Operations	145,800	112,346	(33,454)	77.1%	129,696	112,346	(17,350)	-13.4%	Larger variance to budget in contracted maintenance and chemicals.
345 - GC Recreation Campground	119,500	103,477	(16,023)	86.6%	104,338	103,477	(861)	-0.8%	Larger variance to budget in contracted maintenance.
346 - GC Recreation Administration	3,070,602	2,613,804	(456,798)	85.1%	2,586,739	2,613,804	27,065	1.0%	Larger variances to budget in salaries/benefits and utilities.
347 - GC Recreation Facilities Operations	541,950	517,806	(24,144)	95.5%	493,097	517,806	24,709	5.0%	
348 - GC Recreation Programming & Fitness	25,100	30,751	5,651	122.5%	32,592	30,751	(1,841)	-5.6%	
349 - GC Recreation Outdoor Operations	88,500	37,630	(50,870)	42.5%	106,455	37,630	(68,825)	-64.7%	2022 included costs for GC Trail Project and only a small amount has been incurred to date in 2023. Larger variances to budget in equipment repair and trail expenses.
380 - Greenview Regional Multiplex	2,917,150	2,370,737	(546,413)	81.3%	2,125,937	2,370,737	244,799	11.5%	Larger variances to budget in salaries/benefits, contracted maintenance, and utilities.
Total RECREATION	7,896,047	6,725,198	(1,170,849)	85.2%	6,453,776	6,725,198	271,422	4.2%	

	2023 Budget	2023 Q4 Actuals	\$ Variance	% of Budget	2022 Q4 Actuals	2023 Q4 Actuals	\$ Variance	% Variance	Analysis of Significant Variances
35 - PROTECTIVE SERVICES									
350 - Protective Services Administration	1,284,048	1,153,619	(130,429)	89.8%	1,435,996	1,153,619	(282,376)	-19.7%	In line with 2022. Larger variances to budget in salaries/benefits, training, and emergency response services.
351 - Fire Protection Valleyview	197,622	186,272	(11,350)	94.3%	155,745	186,272	30,527	19.6%	
352 - Fire Protection Grande Cache	236,740	202,091	(34,649)	85.4%	226,533	202,091	(24,442)	-10.8%	Larger variances to budget in supplies and utilities.
353 - Fire Protection DeBolt	230,740	189,727	(41,013)	82.2%	223,000	189,727	(33,273)	-14.9%	Larger variances to budget in telecommunications and utilities.
354 - Fire Protection Grovedale	246,740	210,769	(35,971)	85.4%	225,079	210,769	(14,311)	-6.4%	Larger variances to budget in telecommunications and utilities.
355 - Disaster Services	53,850	1,724,518	1,670,668	3202.4%	91,701	1,724,518	1,632,818	1780.6%	Fire response costs to the end of December 2023 are \$1.7 million.
356 - Ambulance Services	-	541	541	0.0%	(345)	541	886	-256.7%	
358 - Fire Protection Fox Creek	172,122	154,391	(17,731)	89.7%	129,662	154,391	24,729	19.1%	Larger variance to budget in fire service agreement due to timing which is partially offset with higher than budgeted vehicle repairs.
Total PROTECTIVE SERVICES	2,421,862	3,821,929	1,400,067	157.8%	2,487,371	3,821,929	1,334,558	53.7%	
36 - FAMILY & COMMUNITY SERVICES									
360 - FCSS Administration	1,731,912	1,639,262	(92,650)	94.7%	1,605,489	1,639,262	33,773	2.1%	
361 - FCSS Board	43,660	31,942	(11,718)	73.2%	47,183	31,942	(15,241)	-32.3%	Larger variance to budget in honorariums.
362 - FCSS Programs	69,000	37,096	(31,904)	53.8%	54,933	37,096	(17,837)	-32.5%	Larger variances to budget in professional services, supplies and community activity fee funding.
363 - Community Resource Centre	54,200	30,122	(24,078)	55.6%	44,622	30,122	(14,500)	-32.5%	Larger variance to budget in building rent in GC.
364 - Home Support	121,000	127,718	6,718	105.6%	109,426	127,718	18,292	16.7%	
365 - Liaison Worker Program	45,000	45,000	-	100.0%	45,000	45,000	-	0.0%	
366 - Grants to Individual Organizations	72,000	64,000	(8,000)	88.9%	47,450	64,000	16,550	34.9%	
368 - Outreach Coordinator Program	1,800	1,643	(158)	91.3%	1,183	1,643	459	38.8%	
369 - Support Coordinator Program	1,800	1,236	(565)	68.6%	775	1,236	460	59.4%	
Total FAMILY & COMMUNITY SERVICES	2,140,372	1,978,017	(162,355)	92.4%	1,956,061	1,978,017	21,956	1.1%	

	2023 Budget	2023 Q4 Actuals	\$ Variance	% of Budget	2022 Q4 Actuals	2023 Q4 Actuals	\$ Variance	% Variance	Analysis of Significant Variances
37 - AGRICULTURAL SERVICES									
370 - Agricultural Services Administration	1,925,306	1,299,282	(626,024)	67.5%	1,330,916	1,299,282	(31,634)	-2.4%	In line with 2022. Larger variances to budget in salaries/benefits and SARDA loan.
371 - Agriculture Service Board	51,590	50,101	(1,489)	97.1%	38,943	50,101	11,158	28.7%	
372 - Agricultural Rental Program	36,150	74,237	38,087	205.4%	21,827	74,237	52,410	240.1%	Larger variances to budget in parts and supplies, partially due to BBQ trailer repairs.
373 - Vegetation Management	447,519	313,756	(133,763)	70.1%	257,522	313,756	56,234	21.8%	Larger variances to budget in contracted maintenance as FTR weed control contract is under budget, parts and supplies, and chemicals.
374 - Pest Control	100,650	62,399	(38,251)	62.0%	81,787	62,399	(19,388)	-23.7%	Larger variances to budget in harvest & cleanup incentives and fuel.
375 - Extension and Outreach	245,500	168,780	(76,720)	68.7%	163,023	168,780	5,757	3.5%	Larger variances to budget in supplies, advertising, event organization, and grants due to timing of payments.
376 - Veterinary Services	133,800	124,184	(9,616)	92.8%	160,468	124,184	(36,284)	-22.6%	
377 - Beautification Program	97,750	68,529	(29,221)	70.1%	90,632	68,529	(22,103)	-24.4%	Larger variances to budget in supplies.
Total AGRICULTURAL SERVICES	3,038,265	2,161,267	(876,998)	71.1%	2,145,118	2,161,267	16,149	0.8%	
45 - COMMUNITY PEACE OFFICER PROGRAM									
450 - Community Peace Officer Program	2,558,437	1,425,076	(1,133,361)	55.7%	1,838,310	1,425,076	(413,234)	-22.5%	Larger variances to budget in salaries/benefits, police funding, animal control services, and fuel.
Total COMMUNITY PEACE OFFICER PROGRAM	2,558,437	1,425,076	(1,133,361)	55.7%	1,838,310	1,425,076	(413,234)	-22.5%	
40 - PLANNING & ECONOMIC DEVELOPMENT ADMIN									
400 - Planning & Economic Development Administration	437,016	351,310	(85,706)	80.4%	165,327	351,310	185,982	112.5%	Larger variances to budget in salaries/benefits, professional services, and legal services.
306 - Airports & Helipads	-	190,359	190,359	0.0%	2,767	190,359	187,592	6780.6%	2023 expenses include the demolition of the house at the GC airport as well as payment to Town of Valleyview for runway rehab which will be funded from reserve.
Total PLANNING & ECONOMIC DEVELOPMENT ADMIN	437,016	541,669	104,653	123.9%	168,094	541,669	373,575	222.2%	
11 - COMMUNICATIONS									
111 - Communications	1,062,807	805,608	(257,199)	75.8%	772,808	805,608	32,801	4.2%	Larger variances to budget in salaries/benefits, professional services, advertising, promotional marketing, and publishing services.
Total COMMUNICATIONS	1,062,807	805,608	(257,199)	75.8%	772,808	805,608	32,801	4.2%	

	2023 Budget	2023 Q4 Actuals	\$ Variance	% of Budget	2022 Q4 Actuals	2023 Q4 Actuals	\$ Variance	% Variance	Analysis of Significant Variances
21 - PLANNING & DEVELOPMENT									
211 - Planning & Development Administration	1,142,900	858,083	(284,817)	75.1%	946,623	858,083	(88,540)	-9.4%	In line with 2022. Larger variances to budget in salaries/benefits.
212 - Municipal Planning Commission	58,585	37,792	(20,793)	64.5%	49,609	37,792	(11,817)	-23.8%	In line with 2022. Larger variance to budget in honorariums, travel and training.
213 - Subdivision & Development Appeal Board	14,702	3,582	(11,120)	24.4%	3,326	3,582	256	7.7%	In line with 2022.
214 - Subdivisions - Land Purchase	48,000	7,750	(40,250)	16.1%	10,441	7,750	(2,691)	-25.8%	Land purchases are capital.
215 - Public Engagement	9,700	360	(9,340)	3.7%	-	360	360	0.0%	In line with 2022.
Total PLANNING & DEVELOPMENT	1,273,887	907,567	(366,320)	71.2%	1,009,999	907,567	(102,432)	-10.1%	
31 - ECONOMIC DEVELOPMENT									
311 - Economic Development Program	1,469,342	1,163,809	(305,533)	79.2%	1,555,419	1,163,809	(391,611)	-25.2%	Grant to STARS Foundation was coded here in 2022 but moved to Community Services in 2023. Larger variances to budget in salaries/benefits, business retention, professional services, and promotional marketing.
Total ECONOMIC DEVELOPMENT	1,469,342	1,163,809	(305,533)	79.2%	1,555,419	1,163,809	(391,611)	-25.2%	
Total Expenses	154,619,029	117,636,584	(36,982,445)	76.1%	144,259,814	117,636,584	(26,623,230)	-18.5%	
Net Surplus/(Deficit)	9,460,356	57,063,791	47,603,435	603.2%	8,122,974	57,063,791	48,940,817	602.5%	



**MD OF GREENVIEW NO. 16
Q3 REPORTING
CAPITAL BUDGET VARIANCE
ENDING SEPTEMBER 30TH, 2023**

Project ID	Description	Approved Budget	Amended Budget	Actuals	\$ Variance	% of Budget	Notes
Communications							
CM21001	MD Entrance & Hamlet Signs	-	-	14,400	(14,400)	n/a	Delay in final sign being installed due to Hwy 40 construction. Budget was not carried over but this expense still fit within the overall original budget.
Total Communications		-	-	14,400	(14,400)	n/a	
Corporate Services							
CS22001	Software Replacement Project 2022-2024	891,979	891,979	321,381	570,598	36.0%	Project is ongoing, will continue to 2024.
Total Corporate Services		891,979	891,979	321,381	570,598	36.0%	
Information Systems							
IT23002	SharePoint Upgrade	80,000	80,000	-	80,000	0.0%	Project on hold until 2024 to ensure full impact to the organization is understood.
Total Information Systems		80,000	80,000	-	80,000	0.0%	
Construction & Engineering							
WW17002	Grovedale Evaporative Lagoon Decommissioning	2,162,216	2,162,216	1,217,560	944,656	56.3%	Complete, waiting on final invoices.
RD18008	Range Road 64 (TWP 700 to TWP 694)	264,126	264,126	69,313	194,813	26.2%	Substantially complete and in use in 2022. There are some post construction costs for full completion in 2023.
RD20001	RR 205/210-8 Mile Road	350,000	350,000	15,464	334,537	4.4%	Received the preliminary engineering report and are reviewing options.
RD20008	TWP 692 - Grovedale Industry Road West of 666	350,898	350,898	281,226	69,672	80.1%	Complete.
RD21001	FTR Phase 5	1,154,488	1,154,488	1,777	1,152,711	0.2%	Substantially complete and in use in 2022. There are some post construction costs for full completion in 2023. Remaining budget funds will be uncommitted in the reserve.
RD22001	FTR Phase 6	6,201,250	6,201,250	6,536,343	(335,093)	105.4%	Complete. Will receive \$3.0 million in STIP grant funding for this project.
RD22006	RV Dumping Access	492,919	492,919	208,571	284,348	42.3%	Project delayed but in progress and should be complete this year with deficiencies to be addressed in 2024.
RD23001	Land Acquisitions	-	-	59,950	(59,950)	n/a	Land acquisitions for right of way and road widening. Budgeted under the operating budget, corrected in the 2024 Budget.
RD23002	Block Funding - Roads	1,000,000	1,000,000	480,954	519,046	48.1%	Work to date for approaches.
RD23003	Forestry Trunk Road Improvements	500,000	500,000	41,814	458,186	8.4%	Working on scope of work, will tender for two washrooms and garbage cans for pullouts.
RD23005	FTR Canfor Section South	783,900	783,900	42,800	741,100	5.5%	Design work in progress, tender review occurred in December.

Project ID	Description	Approved Budget	Amended Budget	Actuals	\$ Variance	% of Budget	Notes
BF72012	Sturgeon Creek Bridge	23,279	23,279	-	23,279	0.0%	Design work finalized. Construction proposed for 2027.
BF76637	Township Road 692 (SW 16-69-22-W5M)	-	-	19,632	(19,632)	n/a	Engineering assessment indicated emergent need for replacement. Design work being done in 2023 so project would be shelf ready with the replacement being brought to Council for approval through 2024 budget process.
BF76902	Tributary to Clouston Creek	189,318	189,318	131,605	57,713	69.5%	Complete.
BF77244	Tributary to Sweathouse Creek	517,331	517,331	345,475	171,856	66.8%	Complete.
BF77976	Boulder Creek	-	-	7,463	(7,463)	n/a	Trailing construction costs.
BF78503	Range Road 225	45,000	45,000	20,427	24,573	45.4%	Engineering completed.
BF79118	Tributary to Sturgeon Creek	50,000	50,000	21,394	28,606	42.8%	Engineering completed.
PV22001	Range Road 251 South	74,602	74,602	6,507	68,095	8.7%	Substantially complete and in use in 2022. Deficiencies have been completed in 2023.
PV22002	Twp 701A Overlay (SH 666 to Rge Rd 73)	1,082,099	1,082,099	10,299	1,071,800	1.0%	Substantially complete and in use in 2022. Deficiencies have been completed in 2023.
PV22004	Phase 6 Sidewalks and Driveways Grande Cache	98,874	98,874	14,978	83,897	15.1%	Substantially complete and in use in 2022. Deficiencies have been completed in 2023.
PV22006	Grande Cache Pathway Project	159,122	159,122	3,916	155,206	2.5%	Substantially complete and in use in 2022. Deficiencies have been completed in 2023.
PV23004	Twp. Road 704 Overlay Hwy 49 to RR 230	60,000	60,000	2,670	57,330	4.5%	Design work in progress, tender review occurred in December.
Total Construction & Engineering		15,559,422	15,559,422	9,543,343	6,016,079	61.3%	
Environmental Services							
ES23001	1/2 Ton Truck Replacement A161	60,000	66,262	68,046	(1,784)	102.7%	Complete.
ES23002	1/2 Ton Truck Replacement A197	60,000	66,262	67,247	(985)	101.5%	Complete.
ES23003	1/2 Ton Truck Replacement A108	60,000	66,262	67,247	(985)	101.5%	Complete.
WD15002	Grovedale Water Treatment Plant Upgrade	1,934,023	1,934,023	257,778	1,676,245	13.3%	Substantially complete and in use in 2022. There are some post construction costs for full completion in 2023.
WD16004	Landry Heights Water Distribution System	17,250	17,250	1,866	15,384	10.8%	Complete.
WD17002	SCADA Upgrades - WTP & WP	152,584	152,584	102,773	49,811	67.4%	Complete.
WD19004	Grande Cache Distribution Pumphouse Upgrades	1,147,420	10,000	-	10,000	0.0%	Some work being done internally. Will update tender for construction in 2025. Have been approved for \$1.4 million in AMWWP grant funding for this project.
WD22002	SCADA Upgrades - WTP & WP	161,700	161,700	119,751	41,949	74.1%	Complete.
WD22004	Grande Cache Master Plan	357,583	357,583	196,315	161,268	54.9%	Complete. Report was brought to Council in November.
WD22005	Water & Sewer Extension - Memorial Drive	99,408	99,408	80,457	18,951	80.9%	Engineering completed, options presented to Council for approval in the 2024 budget.
WD22006	Muskeg Seepee Water Well	70,580	70,580	63,425	7,155	89.9%	Complete.
WD23006	Nose Creek Water Point System	240,000	240,000	36,900	203,100	15.4%	Construction has been delayed due to availability of some parts. Should be operational in early 2024.

Project ID	Description	Approved Budget	Amended Budget	Actuals	\$ Variance	% of Budget	Notes
WW19001	Grovedale Floating Liner	10,046,498	10,046,498	33,859	10,012,639	0.3%	Engineering in progress.
WW19002	Grande Cache Sewage Treatment Plant	35,441,468	48,987,956	13,751,203	35,236,753	28.1%	Tender awarded by Council April 25th, construction in progress. Will receive \$5.5 million in AMWWP grant funding for this project in 2023.
WW20005	DeBolt Lift Station Forcemain Upgrades	10,000	10,000	1,420	8,580	14.2%	Complete.
WW21001	Ridgevalley Lagoon Expansion	2,742,001	2,742,001	646,771	2,095,230	23.6%	Land purchase has been completed, de-sludging has been delayed to 2024. Have been approved for \$4.5 million in AMWWP grant funding for this project.
SW19004	Grande Cache Landfill & Recycling Land Purchase	65,000	65,000	3,654	61,347	5.6%	An additional survey is required.
SW20001	GC Transfer Station Development	68,800	68,800	-	68,800	0.0%	Tender was brought to Council in Jan 2024.
SW22003	West Yellowhead Regional Management Authority	270,000	270,000	-	270,000	0.0%	Complete. This is not a capital asset so has been expensed in operations under 223 Solid Waste Collection & Disposal.
SW23001	Hook Bin Truck Replacement A201	300,000	300,000	-	300,000	0.0%	Tender awarded by Council in March, delivery expected in 2024.
SW23002	Little Smoky Transfer Site Land	-	-	15,635	(15,635)	n/a	Purchase of land from the Province.
Total Environmental Services		53,304,315	65,732,169	15,514,345	50,217,824	23.6%	
Operations Vehicles & Equipment							
OP22001	Street Sweeper GC	365,000	365,000	361,045	3,955	98.9%	Complete.
OP23004	1/2 Ton Truck Purchase - Replacement of A127 (3/4 ton)	60,000	66,262	67,886	(1,624)	102.5%	Complete.
OP23005	2 Ton, Extended Cab Truck - Replacement of A145 & F22	100,000	104,364	101,584	2,780	97.3%	Complete.
OP23006	DeBolt PSB Paving	-	-	123,795	(123,795)	n/a	Budgeted in operations under 246 Road Services but after reviewing the project, it was deemed to be capital. This will be funded from the operating budget.
Total Operations Vehicles & Equipment		525,000	535,626	654,310	(118,684)	122.2%	
Facilities Maintenance							
FM20013	DeBolt PSB Addition	-	-	31,826	(31,826)	n/a	Trailing construction costs. Project now complete and all deficiencies identified have been addressed.
FM21008	Security Improvement 4 Year Plan	239,907	239,907	162,498	77,409	67.7%	The last camera upgrades have been installed and work is in progress on PSB doors fobs.
FM22001	Skid Steer Broom Replacement	12,000	12,000	10,330	1,670	86.1%	Complete.
FM22003	C0 & N20 Monitoring Equipment MD Shops	-	-	5,750	(5,750)	n/a	Additional sensors in the DeBolt PSB.
FM22008	New Operations Shop in Grande Cache	161,180	161,180	154,852	6,328	96.1%	Detailed design was reviewed and approved by Council in December.
FM22008-1	Salt & Sand Shed Grande Cache	1,000,000	1,000,000	1,033,017	(33,017)	103.3%	Complete.
FM22009	GRM Emergency Generator (350 kW)	425,000	425,000	3,563	421,438	0.8%	Project amended via Council motion to proceed with making the Grovedale Community Center generator-ready. Will carry over to 2024.
FM23002	Renovations to FM/Enviro Building	50,000	50,000	17,853	32,147	35.7%	Contractor started late in 2023.
FM23005	Replacement of RB1 with new broom	6,000	6,000	5,270	730	87.8%	Complete.
FM23009	Purchase a Wide Area Mower	95,000	95,000	99,810	(4,810)	105.1%	Complete.
Total Facilities Maintenance		1,989,087	1,989,087	1,526,078	463,009	76.7%	

Project ID	Description	Approved Budget	Amended Budget	Actuals	\$ Variance	% of Budget	Notes
Community Services							
CP22005	Fox Creek Greenview Multiplex Renovation Project	2,416,109	2,416,109	-	2,416,109	0.0%	Project underway but work stalled by fire evacuation and recovery.
CP23001	Greenview Grant Portal	25,000	25,000	24,048	952	96.2%	Complete.
CP23002	Community Bulletin Boards	25,000	25,000	3,036	21,964	12.1%	Two boards have been ordered, remainder to be resurfaced.
Total Community Services		2,466,109	2,466,109	27,084	2,439,025	1.1%	
Greenview Industrial Gateway							
GI22001	Greenview Industrial Gateway - Legal Fees	75,000	75,000	13,302	61,698	17.7%	Will be used as required.
GI22003	GIG Professional Services - Engineering	2,223,891	2,223,891	133,077	2,090,814	6.0%	Continuing work on the water outtake engineering.
GI22005	Greenview Industrial Gateway - Land Purchase	2,307,571	2,307,571	2,330,273	(22,702)	101.0%	Complete.
GI22004	Greenview Industrial Gateway - Road	3,974,925	3,974,925	2,862,767	1,112,158	72.0%	Complete.
GI23002	Truck Purchase - 1/2 Ton	60,000	47,663	48,486	(823)	101.7%	Complete.
Total Greenview Industrial Gateway		8,641,387	8,629,050	5,387,905	3,241,145	62.4%	
Economic Development							
ED21002	Tourism Centre Exhibits & Interactive Features	32,244	32,244	52,780	(20,536)	163.7%	Complete. Budget overage will be covered by grant funding.
ED22004	Mural Roofs and Lighting at Bird's Eye Park	20,000	20,000	4,899	15,101	24.5%	Remaining mural installation delayed to 2024.
Total Economic Development		52,244	52,244	57,679	(5,435)	110.4%	
Recreation							
RE21002	Little Smoky Recreation Area	9,854	9,854	1,701	8,153	17.3%	The remaining work is landscaping and hazardous tree removal.
RE21007	Community Facility	1,946,450	1,946,450	-	1,946,450	0.0%	
RE21008	Heat & Power Generation System	72,035	72,035	47,430	24,605	65.8%	The initial project deliverables for the installation and commission of a combined heat and power generation system are complete.
RE22003	Victor Lake Recreation Enhancements	50,000	50,000	-	50,000	0.0%	Boat launch and dock. Will carry over to 2024.
RE22008	Shuttler Flats	28,735	28,735	7,108	21,627	24.7%	This will be carried over, no further work will be conducted in 2023.
RE23002	Recreation Centre Arena	100,000	100,000	35,610	64,390	35.6%	Design work to be completed in 2023.
RE23004	A163 Truck Replacement - 1 Ton	89,000	82,572	86,054	(3,482)	104.2%	Complete.
RE23006	A167 Truck Replacement - 1/2 Ton	60,000	66,262	68,206	(1,944)	102.9%	Complete.
RE23008	A142 Truck Replacement - SUV	50,000	47,663	49,268	(1,605)	103.4%	Complete.
RE23009	Zamboni Replacement	200,000	200,000	-	200,000	0.0%	Tender awarded by Council June 13th, waiting on delivery.
RE23016	GRM - Audio Deficiencies Upgrades	96,000	96,000	-	96,000	0.0%	In progress, will carry over to 2024.
RE23017	GRM - Fieldhouse Air Conditioning	220,000	220,000	6,790	213,210	3.1%	In progress. Engineer evaluation underway. Anticipated completion Spring 2024
Total Recreation		2,922,074	2,919,571	302,168	2,617,403	10.3%	

Project ID	Description	Approved Budget	Amended Budget	Actuals	\$ Variance	% of Budget	Notes
Protective Services							
PS21003	GC Fire Training Center	20,369	20,369	390	19,979	1.9%	Contract signed. Delays due to a reconfiguration of the building, expected completion now June 2024.
PS23004	Bunker Gear	72,000	72,000	-	72,000	0.0%	Complete. After review it was determined that this project does not meet TCA threshold levels so it was moved to Operations under 350 Protective Services Administration.
PS23003	AFRRCS Communication Upgrade	74,000	74,000	72,813	1,187	98.4%	Complete.
PS23002	Rescue Tools	100,000	100,000	74,995	25,005	75.0%	Complete.
PS23001	Rescue Truck Replacement (F17) DeBolt	1,200,000	1,200,000	-	1,200,000	0.0%	Tender awarded by Council May 9th, expected delivery late 2024.
PS23005	Protective Services Tools & Equipment	-	-	16,850	(16,850)	n/a	Budgeted in operations under 350 Protective Services Administration but after reviewing the project, it was deemed to be capital. This will be funded from the operating budget.
Total Protective Services		1,466,369	1,466,369	165,047	1,301,322	11.3%	
Agricultural Services							
AG23001	Explosive Magazine Lock Upgrade	12,500	12,500	-	12,500	0.0%	Complete, waiting on invoicing.
AG23002	Utility Trailers	10,000	10,000	1,700	8,300	17.0%	Equipment caddy ordered instead, still waiting on delivery estimate.
AG23004	Storage Sheds for Satellite Rental Locations	20,000	20,000	5,345	14,655	26.7%	Installation expected in Q4.
AG23005	Snowmobile	19,300	19,300	19,300	-	100.0%	Complete.
Total Agricultural Services		61,800	61,800	26,345	35,455	42.6%	
CPO Program							
PO22004	New Snow Machine	21,000	21,000	19,855	1,145	94.5%	Complete.
PO23001	Replacement CPO Unit E4	95,000	95,000	97,479	(2,479)	102.6%	Complete.
PO23002	Replacement CPO Unit E3	95,000	95,000	97,319	(2,319)	102.4%	Complete.
Total CPO Program		211,000	211,000	214,653	(3,653)	101.7%	
Total Capital Projects		\$ 88,170,786	\$ 100,594,426	\$ 33,754,737	\$ 66,839,689	33.6%	

Title: Financial Reporting

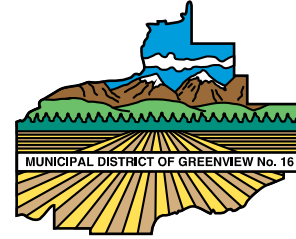
Policy No: 1500

Effective Date: February 8, 2022

Motion Number: 22.02.68

Supersedes Policy No: NONE

Review Date: February 8, 2025



Purpose: This policy outlines financial reporting requirements for Greenview. Administration will provide Council with quarterly financial reports in order to promote stewardship of Greenview resources, to support decision-making, and to provide transparent communication to the public.

1. DEFINITIONS

- 1.1. **Act** means the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26 and any amendments.
- 1.2. **Capital Budget** means the approved budget for the current year covering purchases of tangible capital assets.
- 1.3. **Council** means the Reeve and Councillors of the Municipal District of Greenview No. 16 duly elected pursuant to the provisions of the Local Authorities Election Act, R.S.A 2000, Chapter L-21, and who are eligible to hold office under the terms of the Municipal Government Act, R.S.A 2000, Chapter M-26.
- 1.4. **Greenview** means the Municipal District of Greenview No. 16.
- 1.5. **Operating Budget** means the approved budget for the current year covering annual operating expenditures such as wages, supplies, equipment, etc.
- 1.6. **Restricted Surplus** means amounts Council has designated towards a specific purpose.
- 1.7. **Restricted Surplus Report** means a report on restricted surplus balances and will include balance forwards from prior years, estimated reductions and estimated increases in the current year.
- 1.8. **Variance Report** means a report showing the budgeted amounts, actual amounts and the difference between the two reported as both dollar and percentage variances.

2. POLICY STATEMENT

- 2.1 Council must be made aware of certain aspects of the financial operations of Greenview as often as Council directs in accordance with the Act.

- 2.2 Council should be made aware of other aspects respecting the financial position of Greenview on a regular basis.

3. PROCEDURE

- 3.1. Variance reports on the Operating Budget shall be provided to Council at the second Regular Council meeting of the month following the calendar quarters ending March, June, September, and December and will report on year to date information for those period end dates. Financial information provided will be on a summarized basis by department.
- 3.2. Variance reports on the Capital Budget shall be provided to Council at the second Regular Council meeting of the month following the calendar quarters ending March, June, September, and December and will report on year to date information for those period end dates. Financial information provided will be on a summarized basis by department.
- 3.3. A Restricted Surplus report shall be provided to Council at the second Regular Council meeting of the month following the calendar quarters ending March, June, September, and December and will report on year to date information on those periods.
- 3.4. December quarter-end reports will be preliminary as year end reports will not be complete.
- 3.5. Audited Financial Statements for the year will be presented by the Auditor to Council following the completion of the annual audit, normally in April of the year following the year for which the audit has been prepared.

4. COUNCIL RESPONSIBILITIES

- 4.1 Council will review the reports as presented to ensure a general familiarity with the financial information provided.

5. ADMINISTRATION RESPONSIBILITIES

- 5.1 Administration shall prepare the reports and respond to any questions on the information contained in the reports.



REQUEST FOR DECISION

SUBJECT:	2024 Grant Requests		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 23, 2024	CAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER: LD
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 8015 – Community Impact Grants

RECOMMENDED ACTION:

MOTION: That Council authorize funding to the grant recipients in the amount of \$666,750.00 as indicated on the attached 2024 Approved Grant Listing, with \$596,750.00 to come from the 2024 Community Services Grants Budget, \$10,000.00 to come from the 2024 Economic Development Budget, and \$60,000.00 to come from the 2024 Agricultural Services Budget.

BACKGROUND/PROPOSAL:

On December 19, 2023, Committee of the Whole reviewed and recommended that Council disburse the 2024 community grants as indicated on the 2024 Approved Grant Listing (attached). Committee of the Whole reviewed each grant application and made the recommendations outlined in the “2024 Grant Listing” document.

The requests from Valleyview & District Agricultural Society and the Ridgevalley Seniors Assistance Society have been deferred until a presentation is made at a Committee of the Whole meeting in early 2024.

The 2024 Community Services Grants budget is approximately \$3.25 Million. With the approval of the 2024 Approved Grant Listing in the amount of \$596,750.00, the balance will be approximately \$2,656,333.00.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the grant applicants can make a fiscal plan accordingly with the response of their application.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to provide a different grant amount to any of the grant recipients.

FINANCIAL IMPLICATION:

Direct Costs: \$666,750

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

None

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will advise the grant applicants of Council's decision.

ATTACHMENT(S):

- 2024 Approved Grant Listing (Fall 2023 Deadline)

2024 Approved Grant Listing (Fall 2023 Deadline)

Community Services Grants & Sponsorships Budget Balance		Total from 2024 Community Services Grants & Sponsorships	Total from 2024 Ag Services Budget	Recipients within Greenview	\$ 122,500.00	Recipients outside Greenview	\$ 85,000.00
3,300,000.00				Operating Approved	Capital Approved	Approved	Comments
	Operating Requested	Capital Requested	Total Amount Requested				
Grant Applicant:						\$ -	
Landry Heights Homeowners Association	\$ 2,000.00		\$ 2,000.00	\$ 2,000.00		\$ 2,000.00	
Valleyview & District Agricultural Society		\$ 50,000.00	\$ 50,000.00			\$ -	defer. Lisa has provided a list of documentation to be completed by Jan. 31.
Mountain Metis Community Association	\$ 123,164.00		\$ 123,164.00	\$ 47,500.00		\$ 47,500.00	\$40,000 and \$7500
Grande Prairie Ski Patrol Association	\$ 2,500.00		\$ 2,500.00	\$2,500.00		\$ 2,500.00	
Grovedale Figure Skating Club	\$ 2,500.00		\$ 2,500.00			\$ -	ineligible due to applying in April 2023
Grande Prairie Palliative Care Society	\$ 40,000.00		\$ 40,000.00	\$ 40,000.00		\$ 40,000.00	
Grande Cache Search and Rescue Association		\$ 30,000.00	\$ 30,000.00			\$ -	
Grande Prairie Youth Emergency Shelter	\$ 30,000.00		\$ 30,000.00	\$ 20,000.00		\$ 20,000.00	
Grande Prairie Minor Baseball Association		\$ 15,000.00	\$ 15,000.00			\$ -	
Red Willow Players Theatre Association	\$ 8,000.00		\$ 8,000.00	\$ 8,000.00		\$ 8,000.00	
Rotary Club of Grande Prairie		\$ 100,000.00	\$ 100,000.00			\$ -	
Silver Birch Golf Club	\$ 15,000.00		\$ 15,000.00	\$ 15,000.00		\$ 15,000.00	
Rising Above Ministry	\$ 50,000.00		\$ 50,000.00	\$ 27,500.00		\$ 27,500.00	
Fox Creek Minor Baseball		\$ 75,000.00	\$ 75,000.00		\$ 20,000.00	\$ 20,000.00	
Willmore Wilderness	\$ 119,806.00		\$ 119,806.00				Defer for 2024 COTW Presentation (54,000)

Community Services Grants & Sponsorships Budget Balance		Total from 2024 Community Services Grants & Sponsorships	Total from 2024 Ag Services Budget	Recipients within Greenview		Recipients outside Greenview	
3,300,000.00			\$ 60,000.00	Operating Approved	Capital Approved	Approved	Comments
	Operating Requested	Capital Requested	Total Amount Requested				
Grant Applicant:						\$ -	
Hinton Friendship Center (Mamowichitowin Wellness Program)	\$ 220,000.00		\$ 220,000.00			\$ -	Ask them to present at a 2024 COTW
Mental Health Matters Society	\$ 222,102.00		\$ 222,102.00				
Grande Cache Otters Swim Club		\$ 76,623.53	\$ 76,623.53				recommend that they apply to GC Recreation Board for funding.
Valleyview PAL Society	\$ 10,000.00		\$ 10,000.00	\$ 10,000.00		\$ 10,000.00	
Centre for Creative Arts Grande Prairie	\$ 5,000.00		\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	
Bear Creek Folk Music Festival	\$ 25,000.00		\$ 25,000.00				
Akasaka Figure Skating Club	\$ 32,000.00		\$ 32,000.00				Recommend they approach the GC Rec Board
Ridgevalley Seniors Assistance Society		\$ 112,727.61	\$ 112,727.61				defer to a 2024 COTW
SARDA Ag Research	\$ 60,000.00		\$ 60,000.00	\$ 60,000.00		\$ 60,000.00	Ag Services Budget
GP Art Gallery (Prairie Art Gallery Society)	\$ 40,500.00		\$ 40,500.00	\$ 35,000.00		\$ 35,000.00	
Community Futures West Yellowhead	\$ 10,000.00		\$ 10,000.00	\$ 10,000.00		\$ 10,000.00	Economic Development Budget
Friends of Sturgeon Lake	\$ 20,013.00		\$ 20,013.00	\$ 25,000.00		\$ 25,000.00	up to \$25000.00 for Lidar
Nitehawk Year-Round Adventure Park		\$ 339,250.00	\$ 339,250.00	\$ 339,250.00		\$ 339,250.00	
				\$ 646,750.00	\$ 20,000.00	\$ 666,750.00	
Operating and Capital Totals:	\$ 1,037,585.00	\$ 798,601.14	\$ 1,836,186.14				
Grand Total:	\$ 1,836,186.14			\$ 596,750.00	Community Services Grants & Sponsorships Total		
				\$ 60,000.00	Ag Services Total		



REQUEST FOR DECISION

SUBJECT:	Grande Cache Minor Hockey U13 Sponsorship		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 23, 2024	CAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER: LD
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 8012 - Sponsorships

RECOMMENDED ACTION:

MOTION: That Council approve sponsorship for \$21,800.00, to the Grande Cache Minor Hockey U13 Tier 4 Provincial Host Committee for hosting the U13 2024 Hockey Alberta Provincial Championships on March 21-24th, in Grande Cache, Alberta, with funds to come from the Community Services Sponsorship budget.

BACKGROUND/PROPOSAL:

The Grande Cache Minor Hockey U13 Tier 4 Provincial Host Committee is holding the U13 2024 Hockey Alberta Provincial Championships at the Grande Cache Recreation Centre, on March 21-24, 2024. Grande Cache Minor Hockey Association has been chosen to host the event, making this the first time since 1992, after a lengthy evaluation process by the provincial selection committee.

Grande Cache Minor Hockey Association (GCMHA) is a non-profit organization that is run by a board of volunteers consisting of 18 people, which includes the executive board members and team managers. The association has 116 registered players from within the Grande Cache area from ages 4 – 18. The Board has generously spent their volunteer time applying to be chosen as a host town for 2024, as this tournament offers some exciting and high-profile hockey opportunities, bringing together the top teams from across the province.

The purpose of organizing this event is to raise funds for a program termed the "Legacy Plan," aiming to contribute to the community. The plan involves using the proceeds from the tournament to arrange and conduct a hockey camp for all players associated with GCMHA in Grande Cache and the surrounding areas. The primary objective of the camp is to provide an opportunity for local youth, particularly those who may face financial constraints preventing them from attending such camps or lack access, to enhance their skills through training facilitated by experienced coaches. GCMHA is dedicated to fostering the development of all its players' abilities and cultivating a love for the sport.

GCMHA is requesting a sponsorship of \$21,800.00 to aid in hosting the tournament. Administration requested a breakdown of the specific items that GCMHA would attribute to this request to Greenview, which include:

- Grande Cache Recreation Centre rental, quoted \$7,600.00 for the ice, boardrooms, hospitality rooms etc.
- “Player of the Game” and “Heart and Hustle” awards for each of the 15 games played throughout the weekend. 60 awards total x \$20 each = \$1,200.00,
- purchasing of tournament merchandise for the event = \$7,000.00,
- swag bags for each player 150 x \$30 each = \$4,500.00,
- custom lanyards to hold players, coaches, and volunteer badges at \$6.00 each x 250 = \$1,500.00

If this sponsorship application is successful, all sponsored items will prominently feature Greenview's logo. The \$21,800 sponsorship package comes with additional benefits, such as delegate tickets to the events, display of Greenview banners throughout the weekend, acknowledgment in printed materials, verbal mentions during all 15 games if sponsoring awards, inclusion in website and social media promotions, and invitations for Greenview Council to participate in the opening and closing ceremonies. This would provide an opportunity for Council to extend a welcome and express gratitude to attendees, as well as to present awards following each game.

Administration is recommending the full sponsorship amount requested, as the tournament would greatly increase the knowledge and exposure of Grande Cache and area and could have positive economic and social impacts on the community.

The 2024 Community Services Sponsorships budget totals \$200,000.00.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview would be supporting our community in hosting a large event, bringing in many out-of-town attendees, which would have a positive impact and support the economic and social well-being of the community.
2. The benefit of Council accepting the recommended motion is that Greenview would be supporting a healthy, active lifestyle for the area's youth and helping GCMHA players develop their hockey skills.
3. The benefit of Council accepting the recommended motion is that the tournament could help bring the community together and increase business within the Grande Cache area benefiting local hotels, eateries, gas stations, and show support for the local economy.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to recommend a different sponsorship amount in one or more categories or support the event in a different capacity. i.e. in-kind donation.

FINANCIAL IMPLICATION:

Direct Costs: \$21,800.00

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

If approved, Council may be asked to attend opening/closing ceremonies or hand out awards after games, at Council's discretion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will advise the Grande Cache Minor Hockey's U13 Tier 4 Provincial Host Committee of Council's decision.

ATTACHMENT(S):

- Grande Cache Minor Hockey Association Sponsorship Application.

Greenview Sponsorship and Donation Request Form

Row 102

Organization or Person Requesting Funds	Grande Cache Minor hockey's u13 tier 4 provincial host committee
Date of Application	12/29/23
Form Date Field	179
Date of Event	03/21/24
Phone Number	780-827-1878
Purpose of Organization	
Mailing Address	box 1747 Grande Cache, AB T0E0Y0
Funding Request Total	\$21,800.00
Type of sponsorship request	Event
Describe your organization	Grande Cache Minor Hockey Association (GCMHA) is a non-profit organization with 116 registered players from Grande Cache ranging in ages from 4 to 18. We are run by a volunteer board of directors, which consists of 18 people, including executive board members and team mangers.
Intended Purpose	After an extensive application process, GCMHA was chosen to host the U13 2024 Hockey Alberta Provincial Championships for the first time since 1992, to be held March 21-24, 2024 in Grande Cache. Hockey Alberta Provincial Championships are some of the most exciting and high-profile events in which Hockey Alberta's membership takes part of each season, bringing together the top teams from across the province in each category. The thrill of playing in this exciting event makes hosting a Hockey Alberta Provincial Championship tournament a unique and special opportunity and GCMHA is super excited to be chosen to host the U13 event this March. Hosting the 2024 Hockey Alberta Provincial Championships will be a great opportunity for GCMHA, Grande Cache, and the MD of Greenview to showcase our facilities, enhance our reputation, and provide a memorable experience for players, coaches, officials, and spectators that visit the community. We are seeking sponsorship from the MD of Greenview to help support this event.
Direct Goals	GCMHA has set out the following goals for the event: 1. Increase Local Community Ecqngmic Impact: Generate economic impact

for the Hamlet of Grande Cache - increase business to our community. 2. Enhance Community Engagement: Enhance community engagement and build a sense of pride and excitement among local residents - bringing the community together. 3. Generate Revenue for Grande Cache Minor Hockey Association: Diversify our revenue stream for the organization through this fundraising event. 4. Increase Exposure and Community Awareness: Increase exposure and community awareness for the Hamlet of Grande Cache. 5. Inspire and Motivate Local Youth: Provide the opportunity for minor hockey players to be able to participate and be a part of a larger hockey community. Empower young athletes and instill in them a sense of purpose and drive, encouraging them to pursue their dreams and reach their full potential. GCMHA has set out a Legacy Plan for hosting this event. Our Legacy Plan would involve utilizing the profits earned from hosting the provincial championships to organize a hockey camp for the minor hockey members in Grande Cache. This camp would offer an opportunity for children and youth in the community to develop their hockey skills by learning from experienced coaches and participating in various drills and exercises designed to improve their performance. Hockey camps are an excellent way for young players to improve their skills and learn new techniques. However, not all families can afford to send their children to such camps, and some communities may not even have access to them. This is why offering a hockey camp in Grande Cache would be an amazing opportunity for the young hockey players in the area. By providing access to quality coaching and training, GCMHA would help to develop the skills of its players and foster a love of the sport that could last a lifetime. This Legacy Plan is an excellent way for GCMHA to give back to the community. By focusing on the development of our minor hockey players, we can build a foundation for future success and growth within our organization. Additionally, by making hockey more accessible to youth in the community, GCMHA is promoting a healthy and active lifestyle that can have positive long-term effects on their health and well-being.

Where/When?	This event will take place at the Grande Cache Recreation Centre March 21-24, 2024.
Benefit to residents of Greenview	An event of this nature will have an incredible impact on the Hamlet of Grande Cache. The following are some benefits: Economic Boost: Over 500 visitors attending the event will generate significant revenue, approximately \$200,000+, benefiting local hotels, eateries, gas stations, and leisure activities, thereby supporting our local economy. Advertising & Exposure: Social media coverage from attendees showcasing the scenic Grande Cache area and from the event will provide free publicity, promoting the hamlet and our attractions, serving as invaluable marketing for Greenview. Merchandise Branding: We plan to sell tournament merchandise, which could display our GCMHA logo as well as the MD of Greenview's logo, serving as ongoing advertising for the region. Promotional Video: We are working on creating a professionally produced video of content featuring local youth in hockey gear, along with drone footage of Grande Cache. We anticipate that this will garner extensive social media attention, offering additional exposure for local tourism and community appreciation. GCMHA's logo and the MD of Greenview logo would be part of the promotional video. Swag Bags & Branding: Each participating hockey player will receive a swag bag – If Greenview sponsors these, they will feature MD, GCMHA, and Hockey Alberta logos which will further promote the Hamlet. Free Media Exposure: Leveraging the event's website

and media exposure will facilitate widespread coverage at no cost, benefiting the MD of Greenview and significantly boosting community visibility. Future Opportunities: A successful event sets the stage for future tournaments, establishing Grande Cache as a favorable destination, potentially leading to recurring events and continued economic benefits.

Funding from others

We will be reaching out to all local and regional organizations, businesses, and industry for financial support for this event. We will be seeking both financial support as well as donations for our raffle tables.

Recognition

Greenview would be recognized in a number of ways for sponsoring this event 1. Council photo opportunity and cheque presentation 2. Delegate tickets, as required, for the weekend events 3. Greenview banner(s) will be displayed throughout the arena throughout the weekend 4. Recognized in printed programs 5. If sponsoring 'Player of the Game' awards and 'Heart & Hustle' awards, Greenview would be verbally mentioned during each award ceremony after all 15 hockey games 6. If Greenview sponsors merchandize, the MD of Greenview logo would be included on all merchandise ordered. 7. If Greenview sponsors the Swag Bags and Lanyards, the MD logo would be included on all items 8. Greenview would be thanked on social media as well as any other printed media used throughout the weekend. 9. Including Council in opening and closing ceremonies

Previous Donation no

Grant Funds Received from other sources?

Have you performed any other fundraising projects?

Agreement

Grant Purpose

Year Grant Received

Amount of Grant

List the donee, purpose and amount

What type of fundraising & how much did you raise?

Signature

Date

**Financial
Statement**

**Administration
Recommendations**

Email

Column41

MD Logo

Email Comm.

Column44

**List for
Recognition**

Contact Name(s) Reid Reuther

Column47

Logo Permission

**Agreement with
Statement**

Signature1 Reid Reuther

FOIP Disclosure



REQUEST FOR DECISION

SUBJECT:	Maskwa Medical Center (Canada) Inc. Capital Request		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 23, 2024	CAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER: LL
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council authorizes Administration to enter into an agreement with Maskwa Medical Center (Canada) Inc. in the amount of \$500,000 for design and engineering services for the Maskwa Medical Center building, with funds to come from the 2024 Community Services Grants Budget.

BACKGROUND/PROPOSAL:

A representative from the Maskwa Medical Center presented an update to the Committee of the Whole in November 2023 indicating a forthcoming request for funding. The funding request was discussed during budget deliberations in December and approved as a placeholder in the 2024 interim budget. The Maskwa Medical Center has submitted a capital grant request for \$500,000.00 to assist with the design and engineering of the new Maskwa Medical Center building located in Grande Prairie. Included as information is the fundraising breakdown to other local municipalities and governments, as well as funding requests proposed for the future. The decision by Council for this first funding request of \$500,000 does not imply that there is any future funding contribution secured. Any future requests will require the organization to apply through the Greenview grant request process.

Maskwa Medical Center (Canada) Inc. is a not-for-profit corporation whose mission is to improve the quality of life and health outcomes for Northwestern Alberta, committed to accelerating the process and improving access to medical specialists, family physicians and health services for the Peace Region.

In 2021 Council approved a \$25,000 grant to the Maskwa Medical Centre Inc. as well as provided a letter to the Maskwa Medical Centre in support of the cost-benefit analysis business plan submission. Since then, Maskwa Medical Centre has completed Indigenous Consultations and signed a Memorandum of Understanding with the University of Alberta. They are currently working on designs and land agreements to continue to move this project forward.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will be supporting an organization that is striving to provide a valuable service to the Peace Region that will directly benefit Greenview residents.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the recommended motion is that Greenview will be providing a large sum of funds to an individual organization located outside of Greenview.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to direct Administration to outline specific conditions in the funding agreement.

Alternative #2: Council has the alternative to request additional information from Maskwa Medical Center Inc.

FINANCIAL IMPLICATION:

Direct Costs: \$500,000.00

Ongoing/Future Costs: N/A

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will advise the Maskwa Medical Center Inc. of Council's decision and adjust the 2024 proposed budget accordingly.

ATTACHMENT(S):

- 2024 Capital Grant Application
- Maskwa Building NPO – Cash Flow Budget

2024 Grant Application (October 15, 2023 deadline)

Row 89

Name of Organization	Maskwa Medical Center (Canada) Inc.
Address of Organization	401, 10514 - 67 Avenue, Grande Prairie AB, T8W 0K8
Form Date Field	184
Contact Name	Ken Drysdale
Phone Number	780-831-0796
Purpose of Organization	Our mission is to improve the quality of life and health outcomes for Northwestern Alberta. The Maskwa Medical Center project was founded in 2019 due to the need in northern Alberta for better access to diagnostic services in the region. Maskwa Medical Center is an innovative, Alberta-based, not for profit registered charity committed to accelerating the process and improving access to medical specialists, family physicians and health services for the people of the Peace Region. It will be located directly west of the new Grande Prairie Hospital on lands that are currently owned by Northwestern Polytechnic.
Purpose Continued	
Position of Contact Person	Chairman of the Board
What act are you registered under?	Canada Not-for-profit Corporations Act
Registration No.	73821 1887 RR0001
Grant Type	Capital Grant
Total Amount Requested	\$500,000.00
Proposed Project	We are currently in the process of selecting the Design and Engineering team to complete the design and engineering of the new Maskwa Medical Center building. The scope of the project is as follows: The Maskwa Medical Center project will need a gross floor area of approximately 65,000 - 75,000 sf divided over 3 floors, based on an early analysis of our space requirements. A +15 walkway will be included in the design to connect the Maskwa Medical Center building to the existing Grande Prairie Hospital parkade and the existing +15 walkway to the hospital. The main floor will consist of wrap around medical services not currently available near the current Grande Prairie Hospital that

would provide vital services to staff, patients, medical professional, and the public. These services could consist of services such as a pharmaceutical outlet, 24 hr daycare, full medical supply outlet, restaurant/coffee shop, mental health and addiction consultants, and other medical specialists. The second floor, and possibly a portion of the third floor, will house a new 22,000 sf U of A Faculty of Family Medicine and Dentistry teaching clinic, producing 10 graduating family physicians per year starting in 2026/2027. The third floor will contain professional medical offices, consultant offices, and the Maskwa Medical Clinic, a new diagnostic clinic. For early planning and consultation purposes with our stakeholders and to get initial budgets established, we commissioned preliminary floor plans and a conceptual rendering to guide the project plan. These drawings and renderings are available upon request. March 2023 Financials have been attached but they are password protected: password:1817

Have you previously applied for a grant from MD

Previous Grant App from MD Yes

Final Completion Report Provided to MD Yes

Grant funds applied for from other sources? Yes

Grant Funds Received from other sources?

Have you performed any other fundraising projects? Yes

Agreement Ken Drysdale

Grant Purpose To complete a business plan that was presented to Alberta Health for an ARP agreement to fund physicians for the Maskwa Medical Clinic.

Year Grant Received 2021

Amount of Grant \$25,000.00

List the donee, purpose and amount For Design & Engineering Services for the new Maskwa Medical Center building. City of Grande Prairie - \$500,000 (presented and approved) County of Grande Prairie - \$500,000 (future request on Nov 30th)

What type of fundraising & how much did you raise?	1) To complete a business plan and present to Alberta Health for an ARP agreement to fund physicians for the Maskwa Medical Clinic. City of Grande Prairie - \$25,000 County of Grande Prairie No 1 - \$25,000 2) For Operational Costs to Date Cenovus - \$20,000 Support The Girls Foundation - \$50,000 Maskwa Board Members - \$250,000
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Signature	Ken Drysdale
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Date	11/28/23
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Financial Statement

Administration Recommendations

Email	
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Column41

MD Logo

Email Comm.

Column44

List for Recognition	Permanent signage in the building once completed for all contributors to the project. Media coverage, sod turning, and ribbon cutting events - all major contributors will be invited and acknowledged. Logos of contributors will be placed on the website, social media, and all digital and print marketing materials. We will work with the MD of Greenview's communications department on all of the above.
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Maskwa Building NPO

Cash Flow Forecast

Starting cash on hand

\$ -

Starting date

Jan 2026

Cash minimum balance alert

\$ 10,000.00

	\$ 46,023	\$ 46,054	\$ 46,082	\$ 46,113	\$ 46,143	\$ 46,174	\$ 46,204	\$ 46,235	\$ 46,266	\$ 46,296	\$ 46,327	\$ 46,357	Total
Cash on hand (beginning of month)	\$ -	\$ 81,848	\$ 163,695	\$ 245,543	\$ 327,390	\$ 409,238	\$ 491,085	\$ 572,933	\$ 654,780	\$ 736,628	\$ 818,475	\$ 900,323	

Lease Revenues

University of Alberta (22,000 @ \$42)	\$ 77,000	\$ 77,000	\$ 77,000	\$ 77,000	\$ 77,000	\$ 77,000	\$ 77,000	\$ 77,000	\$ 77,000	\$ 77,000	\$ 77,000	\$ 77,000	\$ 924,000
Pharmacy (2,500 @ \$32)	\$ 6,667	\$ 6,667	\$ 6,667	\$ 6,667	\$ 6,667	\$ 6,667	\$ 6,667	\$ 6,667	\$ 6,667	\$ 6,667	\$ 6,667	\$ 6,667	\$ 80,000
Medical Supply Store (6,000 @ \$32)	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 192,000
Restaurant (4,000 @ \$26)	\$ 8,667	\$ 8,667	\$ 8,667	\$ 8,667	\$ 8,667	\$ 8,667	\$ 8,667	\$ 8,667	\$ 8,667	\$ 8,667	\$ 8,667	\$ 8,667	\$ 104,000
Daycare (6,000 @ \$24)	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 144,000
Doctors Offices (18,000 @ \$40)	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 720,000
Maskwa Office (3,500 @ \$40)	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 84,000
Other (4,000 @ \$30)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 120,000
Other receipts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total cash receipts	\$ 197,333	\$ 197,333	\$ 197,333	\$ 197,333	\$ 197,333	\$ 197,333	\$ 197,333	\$ 197,333	\$ 197,333	\$ 197,333	\$ 197,333	\$ 197,333	\$ 2,368,000
Total cash available	\$ 197,333	\$ 279,181	\$ 361,028	\$ 442,876	\$ 524,724	\$ 606,571	\$ 688,419	\$ 770,266	\$ 852,114	\$ 933,961	\$ 1,015,809	\$ 1,097,656	

Cash paid out

Advertising													\$ -
Commissions and fees													\$ -
Contract labor													\$ -
Employee benefit programs													\$ -
Insurance (other than health)	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 30,000
Interest expense	\$ 38,500	\$ 38,265	\$ 38,029	\$ 37,792	\$ 37,553	\$ 37,314	\$ 37,073	\$ 36,831	\$ 36,587	\$ 36,343	\$ 36,097	\$ 35,850	\$ 446,233
Materials and supplies (in COGS)													\$ -
Meals and entertainment													\$ -
Mortgage interest													\$ -
Office expense													\$ -
Other interest expense													\$ -
Pension and profit-sharing plan													\$ -
Purchases for resale													\$ -
Rent or lease	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 120,000
Rent or lease: vehicles, equipment													\$ -
Repairs and maintenance	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 30,000
Supplies (not in COGS)													\$ -
Taxes and licenses													\$ -
Travel													\$ -
Utilities	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 60,000
Wages & Benefits	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 60,000
Other expenses	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 60,000
Other expenses													\$ -
Other expenses													\$ -
Miscellaneous													\$ -
Subtotal	\$ 68,500	\$ 68,265	\$ 68,029	\$ 67,792	\$ 67,553	\$ 67,314	\$ 67,073	\$ 66,831	\$ 66,587	\$ 66,343	\$ 66,097	\$ 65,850	\$ 806,233
Loan principal payment	\$ 46,986	\$ 47,221	\$ 47,457	\$ 47,694	\$ 47,933	\$ 48,172	\$ 48,413	\$ 48,655	\$ 48,898	\$ 49,143	\$ 49,389	\$ 49,636	\$ 579,596
Capital purchases													\$ -
Other startup costs													\$ -
To reserve and/or escrow													\$ -
Owners' withdrawal													\$ -
Total cash paid out	\$ 115,486	\$ 115,486	\$ 115,486	\$ 115,486	\$ 115,486	\$ 115,486	\$ 115,486	\$ 115,486	\$ 115,486	\$ 115,486	\$ 115,486	\$ 115,486	\$ 1,385,829
Cash on hand (end of month)	\$ 81,848	\$ 163,695	\$ 245,543	\$ 327,390	\$ 409,238	\$ 491,085	\$ 572,933	\$ 654,780	\$ 736,628	\$ 818,475	\$ 900,323	\$ 982,171	

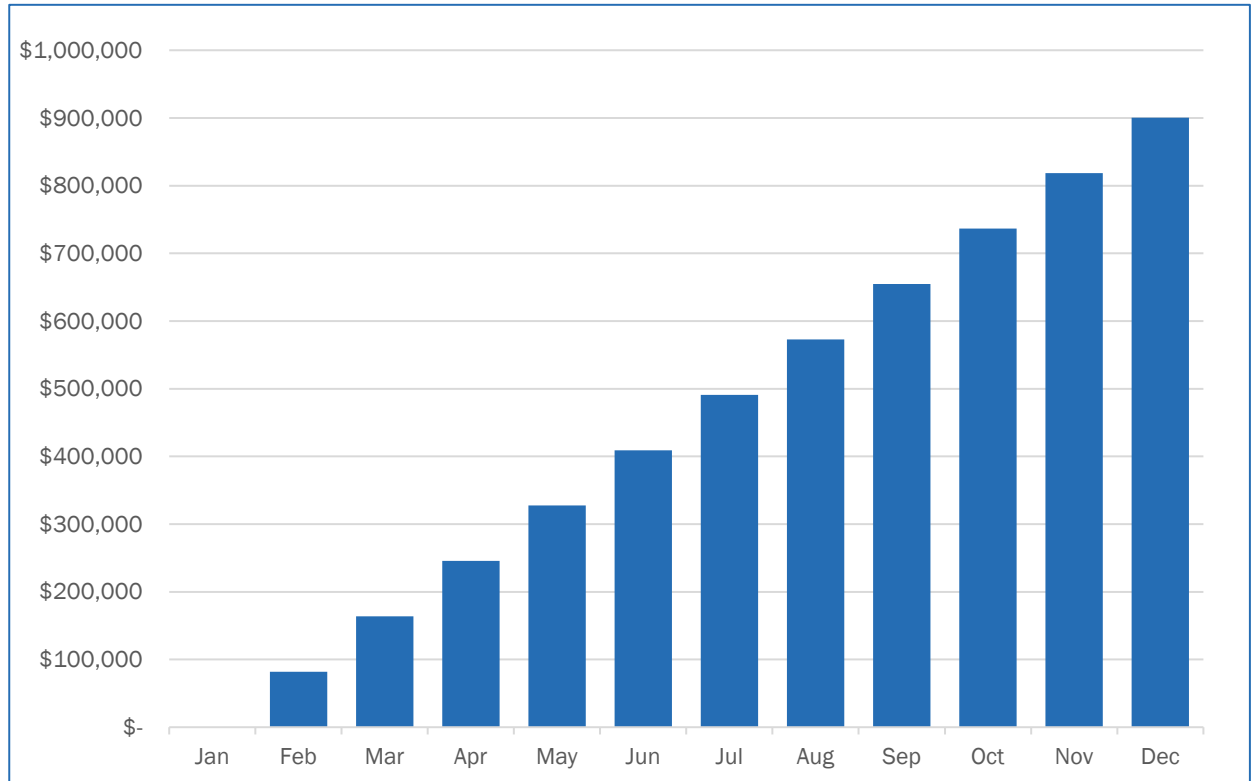
Debt Repayment Schedule

Opening Principal Balance	\$ 7,700,000	\$ 7,653,014	\$ 7,605,793	\$ 7,558,337	\$ 7,510,643	\$ 7,462,710	\$ 7,414,538	\$ 7,366,125	\$ 7,317,470	\$ 7,268,571	\$ 7,219,428	\$ 7,170,039	
Amortization Period in Months	120	120	120	120	120	120	120	120	120	120	120	120	
Interest Rate	6%	6%	6%	6%	6%	6%	6%	6%	6%	6%	6%	6%	
Required Monthly Payment	\$ 85,486	\$ 85,486	\$ 85,486	\$ 85,486	\$ 85,486	\$ 85,486	\$ 85,486	\$ 85,486	\$ 85,486	\$ 85,486	\$ 85,486	\$ 85,486	\$ 1,025,829

Maskwa Building NPO

Cash Flow Forecast

Month	Cash on hand
January 2026	\$ -
February 2026	\$ 81,847.55
March 2026	\$ 163,695.09
April 2026	\$ 245,542.64
May 2026	\$ 327,390.19
June 2026	\$ 409,237.73
July 2026	\$ 491,085.28
August 2026	\$ 572,932.83
September 2026	\$ 654,780.37
October 2026	\$ 736,627.92
November 2026	\$ 818,475.47
December 2026	\$ 900,323.02



Maskwa Building NPO

Funding - Option 1

Source	Nov-Dec 23		Jan-Jun 24		Jul-Dec 24		Jan-Jun 25		Jul-Dec 25		Totals
City of Grande Prairie	\$	500,000	\$	-	\$	1,750,000	\$	-	\$	1,750,000	\$ 4,000,000
County of Grande Prairie	\$	500,000	\$	-	\$	1,750,000	\$	-	\$	1,750,000	\$ 4,000,000
MD of Greenview	\$	500,000	\$	-	\$	1,750,000	\$	-	\$	1,750,000	\$ 4,000,000
Government of Alberta	\$	-	\$	-	\$	-	\$	10,000,000	\$	-	\$ 10,000,000
Government of Canada	\$	-	\$	-	\$	-	\$	5,000,000	\$	-	\$ 5,000,000
Corporation Support (O&G)	\$	-	\$	-	\$	3,000,000	\$	-	\$	3,000,000	\$ 6,000,000
Bank Funding (CWB and/or ATB)	\$	-	\$	-	\$	-	\$	-	\$	7,700,000	\$ 7,700,000
Other Supports (Private & Public)	\$	-	\$	-	\$	2,000,000	\$	2,000,000			\$ 4,000,000
	\$	1,500,000	\$	-	\$	10,250,000	\$	17,000,000	\$	15,950,000	\$ 44,700,000



REQUEST FOR DECISION

SUBJECT: **Streetlights in the Hamlets and/or Subdivisions**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: January 23, 2024 CAO: MANAGER:
DEPARTMENT: INFRASTRUCTURE & ENGINEERING DIR: RA PRESENTER: RA
STRATEGIC PLAN: Governance LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council accept the report on streetlights within Greenview’s hamlets and/or subdivisions, for information as presented.

BACKGROUND/PROPOSAL:

On June 20, 2023, Administration presented to Committee of the Whole with respect to adding streetlights in the Hamlet of Ridgevalley, resulting in the following Motion:

MOTION: 23.06.48 Moved by: COUNCILLOR JENNIFER SCOTT

That Committee of the Whole recommend to Council to direct Administration to prepare a report on the street lighting locations within Greenview Hamlets.

FOR: Councillor Burton, Councillor Didow, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Berry

AGAINST: Councillor Ratzlaff, Councillor Dale Smith

ABSENT: Councillor Delorme, Reeve Olsen

CARRIED

Administration would like to inform Council that not all lights are classified as streetlights. Lights at our water points, community centres, etc, are classified as “yard lights” and therefore are not included in this report.

The attached maps for each hamlet show the following existing streetlights, as well as possible additional streetlights to ensure a consistent level of service in all hamlets and/or subdivisions:

Hamlet	Existing Streetlights	Possible Additional Streetlights
Little Smoky	13	11
Ridgevalley	14	19
DeBolt	34	15

Landry Heights	0	30
Grovedale	10	42
Grande Cache	553	13
TOTAL	624	130

The possible additional streetlights shown on the maps are approximate locations; where possible, light heads would be placed on existing power poles nearby to minimize unnecessary installation costs.

In addition to the location of streetlights in the hamlets and/or subdivisions, Administration has related information regarding the potential for upgrading streetlights:

Presently, Greenview's hamlets have streetlights that are primarily High Pressure Sodium (HPS), with the exception of Grande Cache, of which most have been upgraded to Light-Emitting Diode (LED). In 2022, Administration had inquired with ATCO Electric regarding the conversion of streetlights to LED. ATCO's primary option to proceed with such would be the transition of any non-invested lights, to invested, which would result in a credit/payment to Greenview for ATCO's Company Investment (pro-rated at \$37,500 in 2022). After which Greenview has the option to convert all lights onto the LED Multiplier where there is no upfront cost to Greenview. However, should Greenview choose not to transition all streetlights to invested, then the remaining option is for Greenview to pay all costs for the upgrades from HPS to LED, which were estimated as follows:

- Little Smoky - \$20,180.82
- Ridgevalley/DeBolt - \$48,710.33
- Grovedale – with the current light count in Grovedale, Administration expects an estimate would be similar to that for Little Smoky (\$20,180.82)
- Grande Cache – as mentioned above, most have been upgraded, with the only remaining HPS lights being decorative, and ATCO has advised that the LED Multiplier does not apply for decorative lighting; Administration can request an updated estimate should Council request such.

ATCO also advised that as streetlights fail, any HPS heads will be converted to LED; such upgrades to invested lights will not result in any cost to Greenview; however, such upgrades to non-invested lights will incur a cost to Greenview.

Greenview Council can choose between Invested or Non-Invested preference – based on information from ATCO, Greenview has 38 non-invested streetlights; the rest are invested.

With the **Invested** option, the lighting fixtures are installed, owned, and maintained by ATCO Electric, and ATCO will be responsible for the full cost of end-of-life replacement (after installation costs paid by Greenview, financially funded by the local electrical distributor).

With the **Non-Invested** option, the lighting fixtures are installed, owned, and maintained by ATCO Electric however, Greenview would be responsible for the full cost of replacement (installation to end-of-life, financially funded solely by Greenview).

Greenview's annual operating cost would increase by approximately \$56,550.00 should Council direct Administration to proceed with all possible additional streetlights (\$1.19/day/light = \$435/year/light); Council could also phase this project over multiple years.

Working with ATCO, the average estimated cost on an invested basis is \$18,022.00 per streetlight, for an estimated total of \$2,342,860.00 for installing the additional possible 130 lights.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the recommended motion is that Council will have the information required to have an open discussion regarding streetlights within the Hamlets.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the recommended motion is that the same level of service is not offered to all Hamlets/populated areas.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to direct Administration to develop a phased plan for additional streetlighting within all Hamlets and/or subdivisions, as proposed in the attached maps, with funding to come from Operations' operational budget years 2025-2027.

ALTERNATIVE MOTION: That Council direct Administration to develop a phased plan for additional streetlighting within all Hamlets/populated areas, to be presented at the March 12, 2024 Regular Council Meeting.

Alternative #2: Council has the alternative to direct Administration to schedule and hold an informational open house in each of the Hamlets and/or subdivisions: Little Smoky, Ridgevalley, DeBolt, Landry Heights, and Grovedale (excluding Grande Cache as the possible additional streetlights are for a commercial area only). The estimated cost of holding five open houses is \$1,500.00, with funds to come from Infrastructure & Engineering's 2024 operational budget.

ALTERNATIVE MOTION: That Council direct Administration to schedule and hold an informational open house in each Little Smoky, Ridgevalley, DeBolt, Landry Heights, and Grovedale, and subsequently mail all affected residents a survey, on the proposed additional streetlighting, and provide all feedback to Council in June 2024.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Upon Council's decision, Administration will proceed accordingly.







ATTACHMENT(S):

- Little Smoky streetlighting
- Ridgevalley streetlighting
- DeBolt streetlighting
- Landry Heights streetlighting
- Grovedale streetlighting
- Grande Cache streetlighting



Hamlet of Little Smoky ATCO Streetlights

Legend

-  Streetlight Add Proposed
-  ATCO Streetlight
- Roads by Surface**
-  GRAVEL
-  PAVED
-  Paved Highways
-  Cadastre



1:5,000

0 100 200 m

**ATCO Data updated from ATCO, Dec 2023

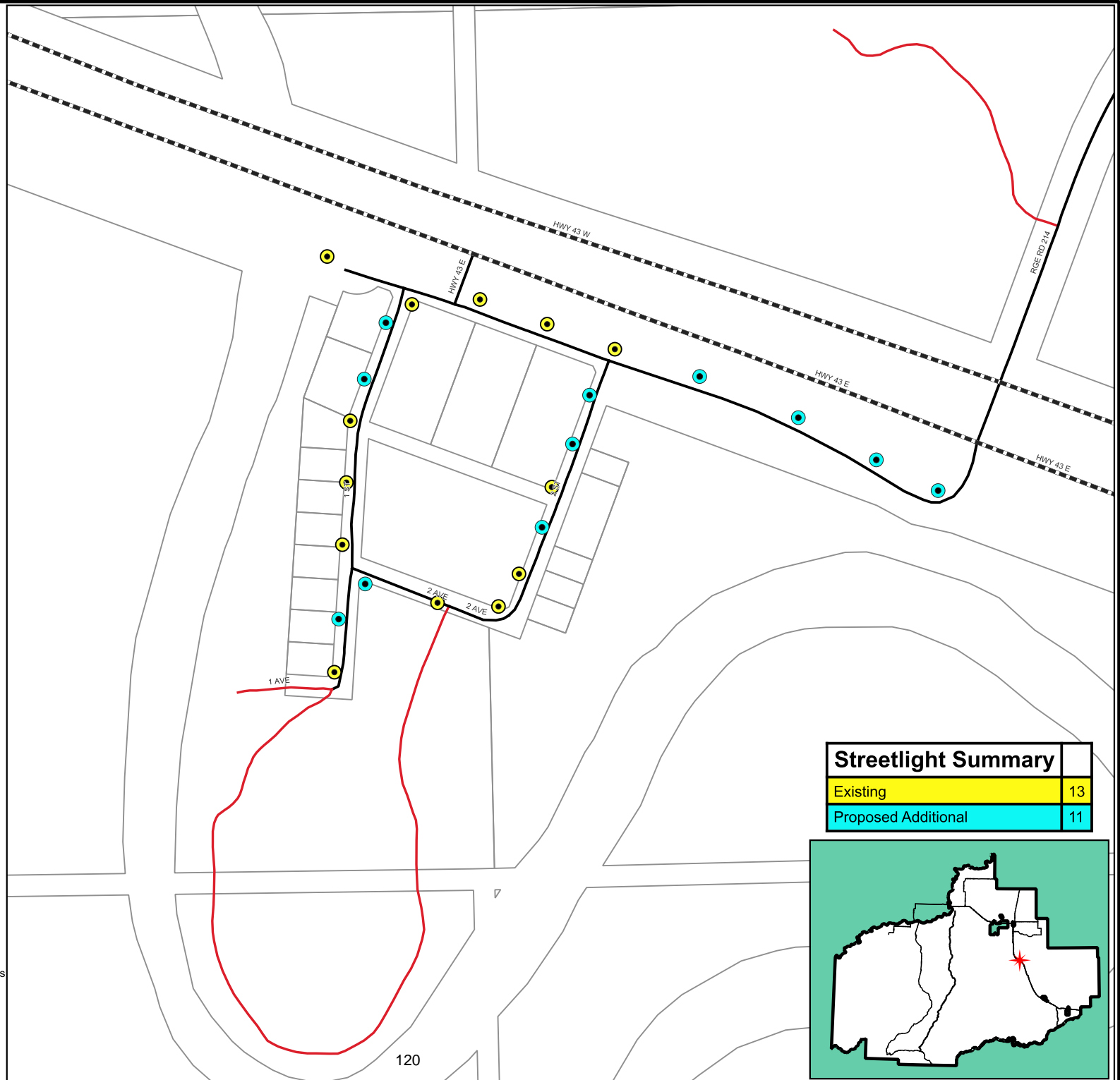
Produced: January 04, 2024
Projection UTM 11N NAD83

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Hamlet of Ridgevalley ATCO Streetlights

Legend

- Streetlight Add Proposed
 - ATCO Streetlight
- Roads by Surface
- GRAVEL
 - PAVED
 - Cadastre



1:5,000

0 100 200 m

**ATCO Data updated from ATCO, Dec 2023

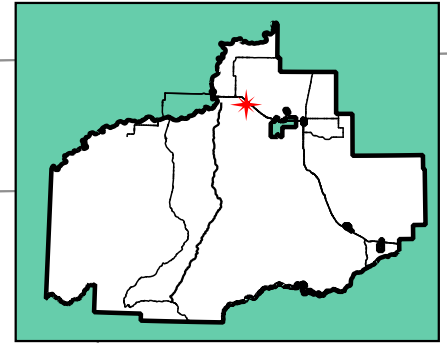
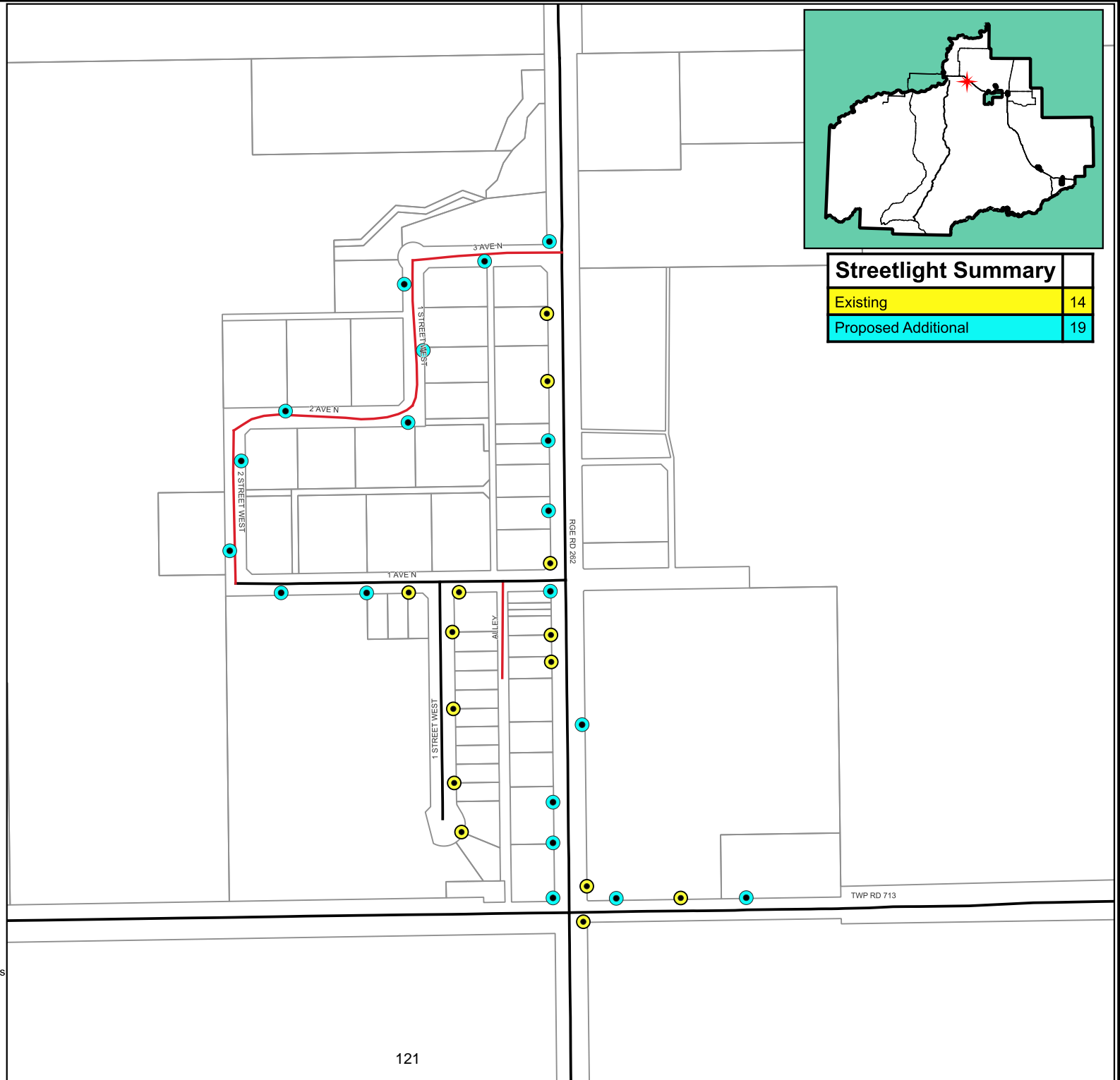
Produced: January 04, 2024
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Streetlight Summary

Existing	14
Proposed Additional	19



Hamlet of Debolt ATCO Streetlights

Legend

● Streetlight Add Proposed

● ATCO Streetlight

Roads by Surface

— GRAVEL

— PAVED

— Paved Highways

□ Cadastre



0 100 200 m

1:9,000

**ATCO Data updated from ATCO, Dec 2023

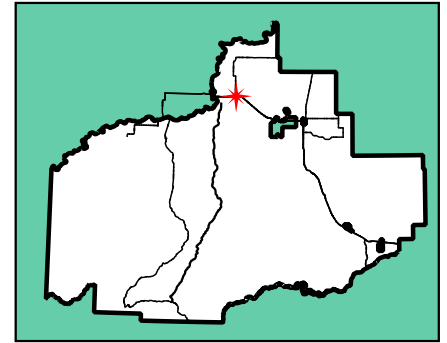
Produced: January 04, 2024
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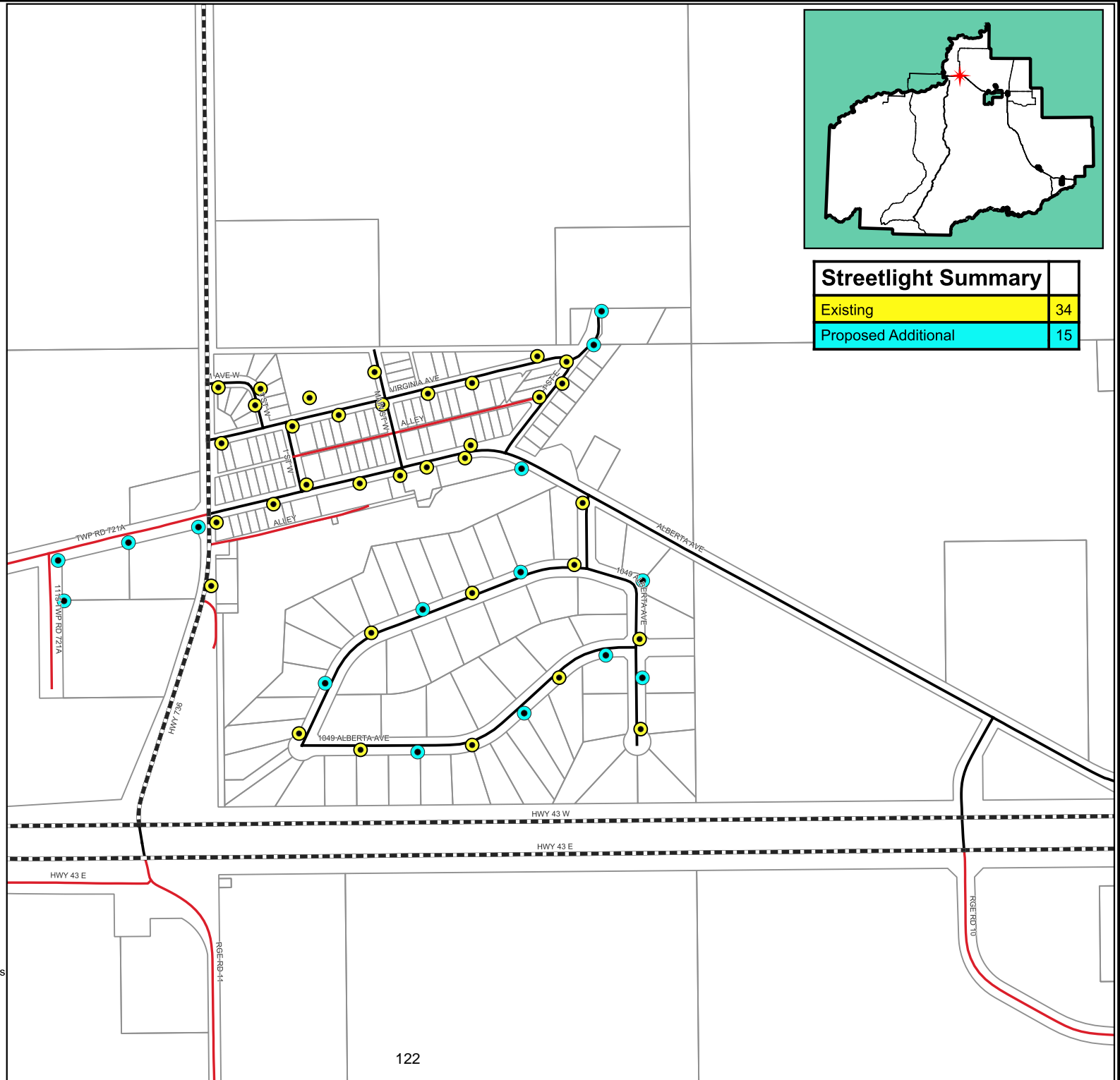
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Streetlight Summary

Existing	34
Proposed Additional	15





Hamlet of Landry Heights ATCO Streetlights

Legend

● Streetlight Add Proposed
Roads by Surface

- GRAVEL
- PAVED
- Paved Highways
- Cadastre



0 100 200 m

1:10,000

**ATCO Data updated from ATCO, Dec 2023

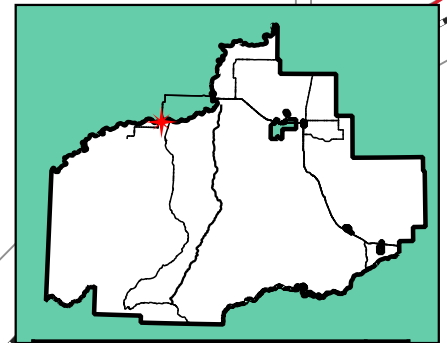
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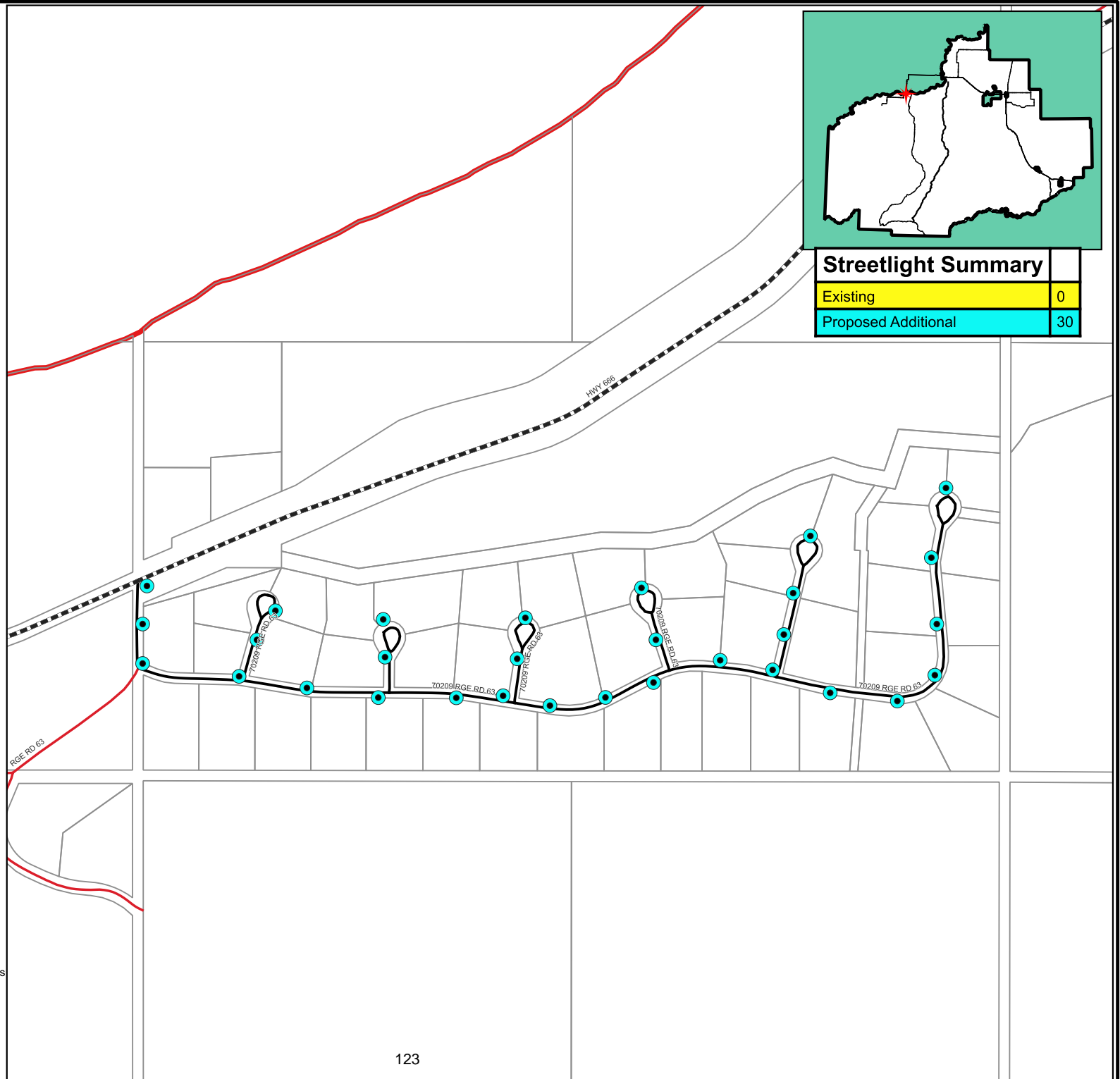
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Streetlight Summary	
Existing	0
Proposed Additional	30

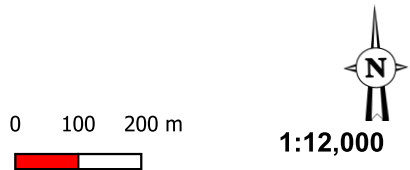




Hamlet of Grovedale ATCO Streetlights

Legend

-  Streetlight Add Proposed
-  ATCO Streetlight
-  GRAVEL
-  PAVED
-  Paved Highways
-  Cadastre



**ATCO Data updated from ATCO, Dec 2023

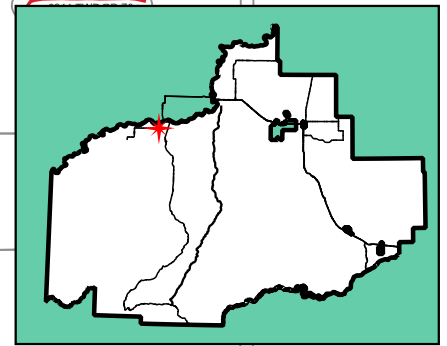
Produced: January 04, 2024
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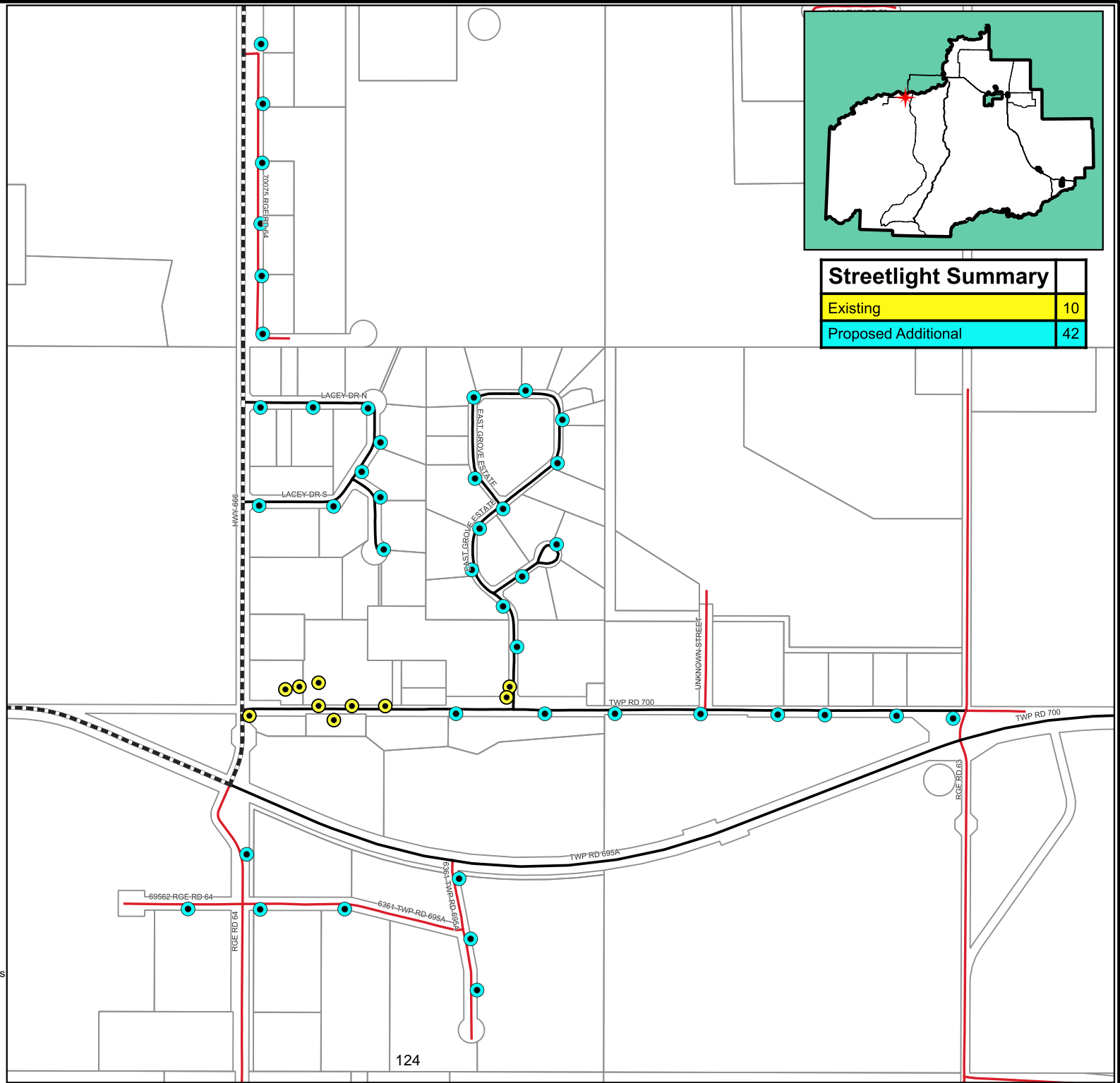
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Streetlight Summary	
Existing	10
Proposed Additional	42





Hamlet of Grande Cache ATCO Streetlights

Legend

- Streetlight Add Proposed
- ATCO Streetlight
- Roads by Surface
 - GRAVEL
 - PAVED
 - UNIMPROVED
 - Paved Highways
 - Cadastre

0 250 500 m



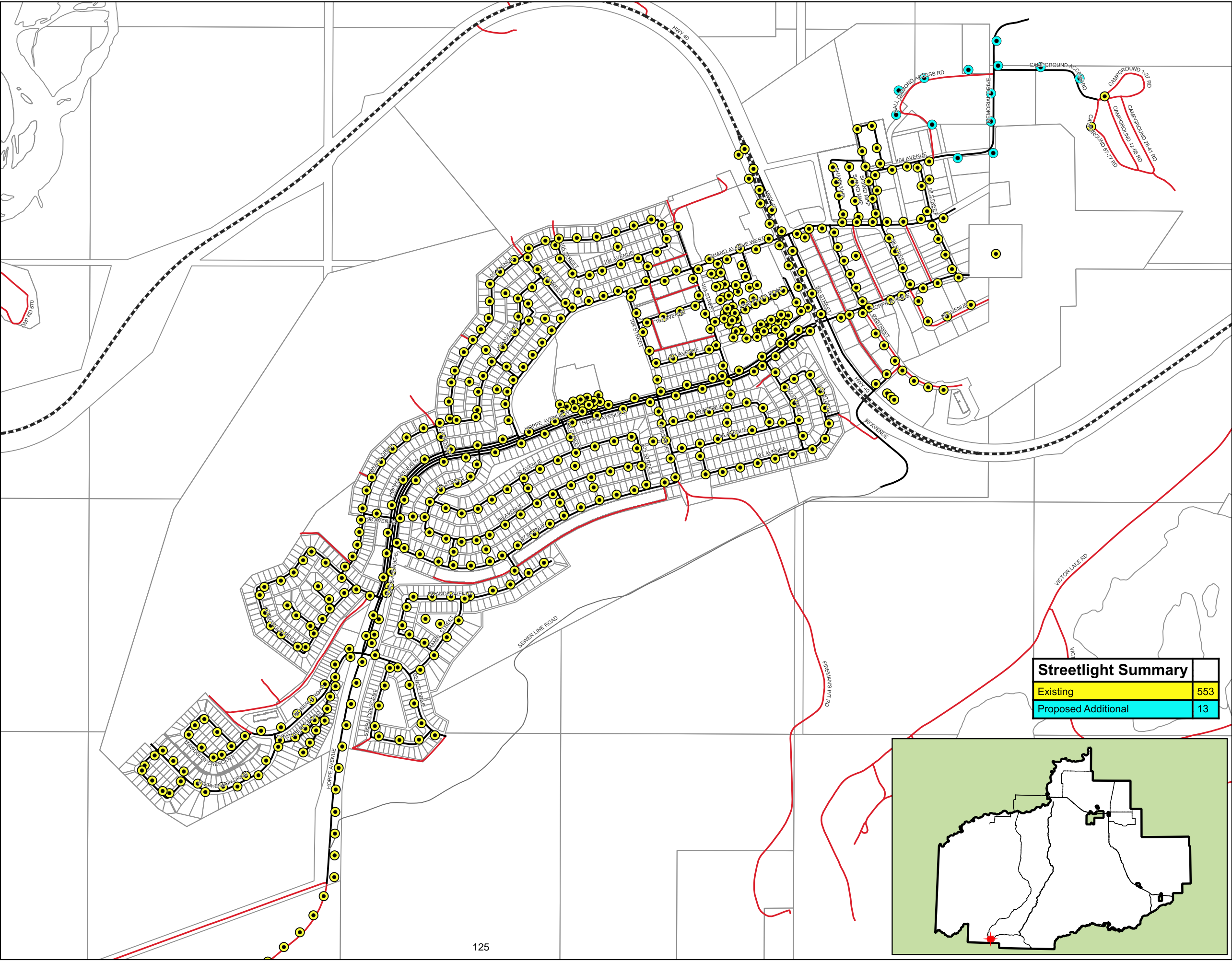
**ATCO Data updated from ATCO, Dec 2023
Produced: January 04, 2024
Projection UTM 11N NAD83

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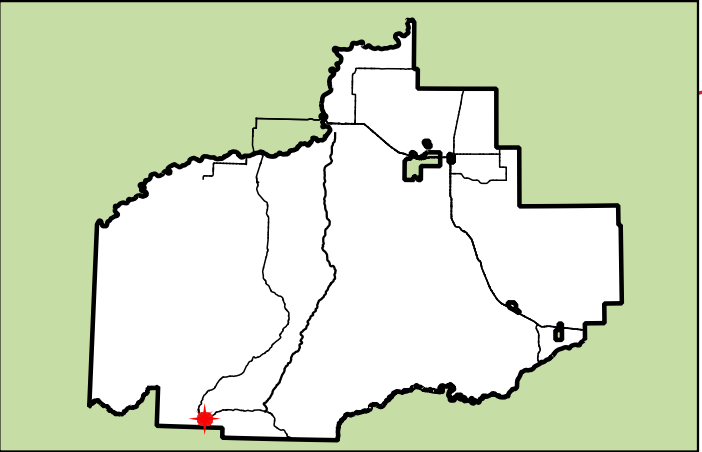
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Streetlight Summary	
Existing	553
Proposed Additional	13





REQUEST FOR DECISION

SUBJECT:	Ridgevalley Streetlights	REVIEWED AND APPROVED FOR SUBMISSION
SUBMISSION TO:	REGULAR COUNCIL MEETING	CAO: MANAGER:
MEETING DATE:	January 23, 2024	DIR: RA PRESENTER: RA
DEPARTMENT:	INFRASTRUCTURE & ENGINEERING	LEG: SS
STRATEGIC PLAN:	Governance	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council accept the report on the feasibility and cost of increasing the number of streetlights within the Hamlet of Ridgevalley, as presented.

MOTION: That Council direct Administration to schedule and hold an informational open house in Ridgevalley, and subsequently mail all affected residents a survey, on the proposed additional streetlighting, and provide all feedback at the March 12, 2024 Regular Council Meeting.

BACKGROUND/PROPOSAL:

Administration has received multiple requests regarding streetlighting along Range Road 262, between the years 2021 and 2023. The main concern is children’s safety going to and from Ridgevalley School, specifically crossing the road during dark winter months.

The Hamlet of Ridgevalley currently has 14 streetlights along main street (RR 262) and two (2) of the original interior subdivision streets, 1 Avenue N and 1 Street W. The streetlights provide coverage of approximately 1,050m of the 2,040m of residential roadway, or 51%. The Hamlet has roughly 268 residents based on Greenview’s draft Area Structure Plan population estimate, with residential, commercial, industrial and institutional areas, as well as parks and open spaces. The current focus of streetlighting in Ridgevalley is providing lighting for children’s safety walking to and from the area school.

Additional background information for the affected area is as follows:

- The 2022 average annual daily traffic counts for Range Road 262 is 540/per day.
- The posted speed limit in the affected area is 50km/hr and reduced to 30km/hr in the school zone.
- The reduced 30km/hr speed limit sign is immediately followed with a flashing radar unit.
- Crosswalk at the school is marked with children crossing sign, with button-activated flashing lights.
- The intersection of Range Road 262/Township Road 713 has four flashing “STOP” signs.
- There are rumble strips on Range Road 262 when approaching the Hamlet from Hwy 43 to alert all drivers to reduce speed.

Administration began the process of investigating the need for additional streetlighting in Ridgevalley by reaching out to ATCO requesting two quotes: Cost Request A is for adding further streetlights along main street (RR262) and the arena area, to provide additional lighting for children to safely walk to and from the Ridgevalley School. Cost Request B is for adding new lighting to the Hamlet interior that currently has no streetlights. ATCO also supplied routing plans for both options which are provided.

The streetlighting within an area can be financially funded solely by the Municipality or by the local electrical distributor. Greenview currently does not own the streetlights within Ridgevalley. Greenview has two options, Invested or Non-Invested, as defined below:

With the **Invested** option, the lighting fixtures are installed, owned, and maintained by ATCO Electric, and ATCO will be responsible for the full cost of end-of-life replacement. See attached proposal letter for a more detailed estimate.

With the **Non-Invested** option, the lighting fixtures are installed, owned, and maintained by ATCO Electric, however, Greenview would be responsible for the full cost of replacement. See attached proposal letter for a more detailed estimate.

ATCO provided the estimates below (March 2023) for adding extra streetlights (Cost Request A) and providing new streetlights within the interior of Ridgevalley (Cost Request B).

Cost Request	Included	Original Cost	ATCO Community Funding	Greenview Contribution	GST	Cost to Greenview
A	8 new streetlights on existing poles and 1 new streetlight davit	\$56,462.64	\$24,885.00	\$31,577.64	\$1,578.88	\$33,156.52
B	9 new streetlight davits	\$179,364.42	\$24,885.00	\$154,479.42	\$7,723.97	\$162,203.39
					TOTAL	\$195,359.91

(The davit pole is a curved alternative to the octagonal pole that can be used in the same streetscape contexts)

The investment in the proposal by ATCO is believed to be the only contributor/grant available regarding streetlighting but Administration will continue to explore all available grants.

Greenview's annual operating cost would increase by approximately \$7,830.00 should Council direct Administration to proceed with all 18 additional streetlights (\$1.19/day/light = \$435/year/light); Council could also phase this project over multiple years.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion (report, as presented) is that Council will have detailed information to make an informed decision on adding extra streetlighting within the Hamlet of Ridgevalley.
2. The benefit of Council accepting the recommended motion (open house et al.) is that the Ridgevalley residents will have the opportunity to be involved and provide feedback, which in turn will allow Council to make an informed decision regarding streetlighting within Ridgevalley.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to direct Administration to proceed with additional streetlighting in Ridgevalley along main street (RR262) and the arena area.

ALTERNATIVE MOTION: That Council direct Administration to proceed with the Invested option for additional streetlighting in Ridgevalley along main street (RR262) and the arena area, with funds to come from Operations' 2024 operational budget, at the estimated amount of \$31,577.64 (without GST).

FINANCIAL IMPLICATION:

The estimated financial cost of holding the open house and informational survey is \$400.00, with funds to come from Infrastructure & Engineering's 2024 operational budget.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motions.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

Involve - To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW-UP ACTIONS:

Administration will proceed as directed by Council.

ATTACHMENT(S):

- Routing Plan (Cost Request A)
- Routing Plan (Cost Request B)
- Proposal Letter
- Informational Sheet, with Survey (draft)



- NOTES:
- DISTANCES ARE IN METERS AND DECIMALS THEREOF.
 - RED - NEW
MAGNETA - MODIFY
CYAN - REPLACE OR RE-CONDUCTOR
BLACK - EXISTING
GREEN - SALVAGE
 - SITE ID: XXXXXXXXXXXXXXXX

AS BUILT

☐ No Changes

☐ Changes Shown In red

Date: _____

Crew Lead _____
(print name)

Crew Lead _____
(Signature)

- LEGEND:
- | | | | |
|--|---------------------|--|-------------------------|
| | POWER POLE | | 1 PH./3 PH. TRANSFORMER |
| | LUMINAIRE | | ANCHOR |
| | RISER POLE | | Primary Meter |
| | O/H 1 PHASE | | O/H 3 PHASE |
| | O/H 1PH. W/ NEUTRAL | | O/H 3PH. W/ NEUTRAL |
| | U/G 1 PHASE | | U/G 3 PHASE |
| | FUSED SWITCH | | GANG SWITCH |
| | SOLID BLADE SWITCH | | CIRCUIT RECLOSERS |

ENGINEERING APPROVAL

DESIGN CONTACT

ELIZA VELOSO

(403) 312-5311

eliza.veloso@atco.com

0	02/03/23	PRELIMINARY DESIGN	EV
REV	DATE	DESCRIPTION	BY

ATCO

PROJECT NO.: 1085801 LOCATION: RIDGEVALLEY

DRAWING TITLE:
Ridgevalley Street Lighting (Option 1)
SW23 71-26-W5

DRAWN BY: EV DATE: 02/22/2023

CHECKED BY: EA SCALE: 1:2000

DWG #: 1085801-0

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- NOTES:
- DISTANCES ARE IN METERS AND DECIMALS THEREOF.
 - RED - NEW

MAGNETA - MODIFY

CYAN - REPLACE OR RE-CONDUCTOR

BLACK - EXISTING

GREEN - SALVAGE
 - SITE ID: XXXXXXXXXXXXXXXX

AS BUILT

☐ No Changes

☐ Changes Shown In red

Date: _____

Crew Lead _____
(print name)

Crew Lead _____
(Signature)

LEGEND:

	POWER POLE		1 PH./3 PH. TRANSFORMER
	LUMINAIRE		ANCHOR
	RISER POLE		Primary Meter
	O/H 1 PHASE		O/H 3 PHASE
	O/H 1PH. W/ NEUTRAL		O/H 3PH. W/ NEUTRAL
	U/G 1 PHASE		U/G 3 PHASE
	FUSED SWITCH		GANG SWITCH
	SOLID BLADE SWITCH		CIRCUIT RECLOSERS

ENGINEERING APPROVAL

DESIGN CONTACT

ELIZA VELOSO

(403) 312-5311

eliza.veloso@atco.com

REV	DATE	DESCRIPTION	BY
0	02/03/2023	PRELIMINARY DESIGN	EV

ATCO

PROJECT NO.: 1085801 LOCATION: RIDGEVALLEY

DRAWING TITLE:
Ridgevalley Street Lighting (Option 2)
SW23 71-26-W5

DRAWN BY: EV DATE: 02/22/2023

CHECKED BY: EA SCALE: 1:2000

DWG #: 1085801-0

March 17, 2023

MD of Greenview # 16
4806 – 36 Avenue PO Box 1079
Valleyview, AB
T0H 3N0

Attention Roger Autio – Ridgevalley:

Re: Proposal for SW-23-71-26-W5M
Our File: 1085801

Thank you for giving ATCO Electric the opportunity to submit a Proposal at the above noted location. The cost and technical details presented in this proposal are based on information provided by you at the time of application. A site visit may be completed after proposal acceptance depending on the negotiated in-service date.

Commercial Terms

- ☐ Ballpark: Cost Request A: 8 new streetlights on existing poles and one new streetlight davit

Rate Schedule: D61B Street Light (Inv Option)

Original Cost:

ATCO Electric's available investment:

Customer Contribution:

GST:

Cost To Customer:

Distribution contract demand:

N/A 25 year investment term, 5 year initial term

Rate minimum monthly demand:

D61B-N/A

- ☐ Ballpark: Cost Request B: 9 new streetlight davits

Rate Schedule: D61B Street Light (Inv Option)

Original Cost:

ATCO Electric's available investment:

Customer Contribution:

GST:

Cost To Customer:

\$162,203.39

Distribution contract demand:

N/A 25 year investment term, 5 year initial term

Rate minimum monthly demand:

D61B-N/A

Invested Option: The lighting fixtures are installed, owned and maintained by ATCO Electric. ATCO Electric is responsible for full cost of end of life replacement.

No Investment Option: The lighting fixtures are installed, owned and maintained by ATCO Electric. The customer is responsible for full cost of replacement

Please review the contents of the proposal carefully and provide your acceptance or rejection within 90 days.

Thank you for working with us to provide your electric service requirements. If you have any questions or would like to discuss this proposal, please call me at 403-312-5311.

Eliza Veloso
Customer Connection Expeditor
403-312-5311
eliza.veloso@atco.com

Scope of Services
SW-23-71-26-W5M
Project #1085801

Customer responsibility to the project includes:

- Staking final grade in area of construction.
- Ensuring any required municipal development permits are in place.
- Signing and returning the Customer Acknowledgement Project Acceptance page of this proposal. The Land Title holder must sign the proposal.

ATCO Electric's responsibility to the project includes:

- Supplying and installing (8 – 73W LED Luminaries on existing wood poles & 1 – 73W LED in 9m Steel Davits) or (6 – 73W LED in 9m Steel Davits & 3 73W LED Luminaires on existing wood poles.)

This estimate is subject to the following assumptions:

Route selection and ability to acquire third party approvals required for route selection, site location and scope of work determined using customer provided information does not change. Any customer made changes after acceptance will be invoiced to the customer.

The [Customer Guide to New Extensions](#) details the process we'll follow to connect your new service to the electricity distribution grid.

Installing a new or upgraded service that will be energized by ATCO? Check out our [Customer Metering and Service Guide](#) to make sure the meter is installed correctly and safely. This guide provides metering configurations and specifications for most services under 750 volts.

**Additional Terms of Agreement
SW-23-71-26-W5M
Project #1085801**

1. **This Proposal for Electric Service is valid for 90 calendar days from the date of this proposal.**
2. Customer acceptance of ATCO Electric's Cost Proposal is required before ATCO Electric will proceed with the project. Customer acceptance or rejection is recognized at the time ATCO Electric receives a signed copy of the Customer Acknowledgement Project Acceptance page from the customer.
3. Upon receiving the Customer's acceptance, ATCO Electric will forward an invoice to the Customer for the full amount of the Customer Contribution to the project. The customer is responsible for paying the full amount of the invoice within 30 calendar days of receipt from ATCO Electric. Construction will not commence until the customer contribution has been paid.
4. Electric service will be delivered under our current price schedule D61B, D61B. Price schedules and company investments are in accordance with the ATCO Electric Customer Terms and Conditions for Electric Distribution Service as approved by the Alberta Utilities Commission.
5. **Distribution monthly charges will begin not more than 30 days following ATCO construction completion. The minimum monthly distribution contract demand will be carried forward annually for the life of the service, (D61B-25 years, D61B-25 years).**
6. The minimum monthly charge while idle shall be as per the applicable price schedule. Price schedules are found on www.atco.com.
7. The customer has the right to cancel this project at any time. The customer must notify ATCO Electric of its desire to cancel the project by contacting the ATCO Electric Representative listed on the Customer Acknowledgement Proposal Acceptance page of this proposal in writing.
8. Customers who cancel a project prior to accepting ATCO Electric's Proposal are not responsible for costs incurred by ATCO Electric to prepare the Proposal.
9. **Customers who cancel a project after accepting ATCO Electric's Proposal are responsible and will be invoiced for the full amount of ATCO Electric services and costs incurred from the date of the customer application up to and including the date of cancellation.**
10. This Proposal for Electric Service is subject to the ATCO Electric Customer Terms and Conditions for Electric Distribution Service found on www.atco.com. These Terms and Conditions are approved by the Alberta Utilities Commission and are amended from time to time. If there is any conflict or inconsistency between the terms and conditions of this Proposal for Electric Service and the terms and conditions of the ATCO Electric Customer Terms and Conditions for Electric Distribution Service, the ATCO Electric Customer Terms and Conditions for Electric Distribution Service shall prevail to the extent of the conflict or inconsistency.
11. The service described herein is provided for the Customer's use only at the said location, and the Customer shall not permit any other person to use such service.
12. ATCO Electric retains ownership and is responsible for the maintenance of the distribution facilities.
13. Site identification numbers will be provided on your acceptance of this proposal.
14. Customers are free to purchase electricity services from a retailer of their choice. For a list of retailers, visit ucahelps.alberta.ca or call 310-4822 (toll free in Alberta). ATCO's employees are unable to provide a recommended supplier.
15. For your additional assistance, ATCO Electric has developed the [Customer Guide to New Extensions](#) to help customers understand our business practices and processes for new or upgraded electric services. Your ATCO Electric Customer Connection Expeditor is available to review details of the Customer Guide with you at your convenience.

Customer Acknowledgement
Project Response
SW-23-71-26-W5M
Project #1085801

Project Scope and Commercial Terms

- ☐ Ballpark: Cost Request A: 8 new streetlights on existing poles and one new streetlight davit

Rate Schedule: D61B Street Light (Inv Option)

Original Cost:

ATCO Electric's available investment:

Customer Contribution:

GST:

Cost To Customer:

\$33,156.52

Distribution contract demand:

N/A 25 year investment term, 5 year initial term

Rate minimum monthly demand:

D61B-N/A

- ☐ Ballpark: Cost Request B: 9 new streetlight davits

Rate Schedule: D61B Street Light (Inv Option)

Original Cost:

ATCO Electric's available investment:

Customer Contribution:

GST:

Cost To Customer:

\$162,203.39

Distribution contract demand:

N/A 25 year investment term, 5 year initial term

Rate minimum monthly demand:

D61B-N/A

Invested Option: The lighting fixtures are installed, owned and maintained by ATCO Electric. ATCO Electric is responsible for full cost of end of life replacement.

No Investment Option: The lighting fixtures are installed, owned and maintained by ATCO Electric. The customer is responsible for full cost of replacement

Project Response

☐ **Accept Proposal** ☐ **Reject Proposal**

On behalf of MD of Greenview # 16, I _____ am authorized to execute this agreement. I acknowledge that I have reviewed this Proposal for Electric Service in its entirety and understand these Terms and Conditions, Additional Terms of Agreement, Project Scope and Commercial Terms and agree to be bound by them.

Customer Signature: _____ Date: _____

Your opinion matters to us!

But if you would prefer to **not** receive a follow-up survey regarding the services provided by ATCO, please initial here: _____

Please send the completed form to:

By Email to eliza.veloso@atco.com or CustomerAcceptance@atco.com

By Mail to Attn: Eliza Veloso
ATCO Electric
919-11 Ave SW
Calgary Alberta
T2R 1P3

Sincerely,

Eliza Veloso
Customer Connection Expeditor
403-312-5311
eliza.veloso@atco.com



Municipal District of **GREENVIEW**

Residents of Ridgevalley Feedback Form

Resident Name(s) _____

Address: _____

REGARDING STREET LIGHTING WITHIN THE HAMLET OF RIDGEVALLEY:

Do you feel the public/children are safe walking during winter hours with the amount of lighting within Ridgevalley?

YES NO *(please circle one)*

Do you feel Ridgevalley has the appropriate amount of sidewalks/walking space to get to and from the school and/or arena?

YES NO *(please circle one)*

Do you feel there is a need for additional streetlights on Main Street (RR262)?

YES NO *(please circle one)*

Do you feel there is a need for new streetlights within the interior streets of Ridgevalley?

YES NO *(please circle one)*

Do you feel Ridgevalley has enough appropriate traffic signage warning drivers of what's ahead (school zone; speed reductions and/or speed limits; etc)

YES NO *(please circle one)*



REQUEST FOR DECISION

SUBJECT:	Insulation levels at the Valleyview Medical Clinic		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 23, 2024	CAO:	MANAGER:
DEPARTMENT:	FACILITY MAINTENANCE	DIR: RA	PRESENTER: BP
STRATEGIC PLAN:	Environment	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – National Building Code – 2019 Alberta Edition

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council accept the presentation about the Valleyview Medical Clinic building assessment for information, as presented.

MOTION: That Council direct Administration to proceed with the insulation repairs for the Valleyview Medical Clinic: to add 2½” of foam insulation on the exterior walls, replace the stucco on the building, and add 3” of foam insulation to the roof, for a total estimated cost of \$390,000, with funds to come from the Valleyview Medical Clinic 2024 operating budget.

BACKGROUND/PROPOSAL:

It was requested through Council that a building assessment be completed on the Valleyview Medical Clinic, which was finalized on April 19th, 2023. It was at that time that it was discovered very little insulation was used during construction. Council then requested that Facility Maintenance, through Community Services, conduct an inspection to determine the current state of the insulation in the Valleyview Medical Clinic. Upon review of the building’s drawings, Facility Maintenance employed the services of Beirsto & Associates Engineering & Survey to conduct a detailed review of the as-built drawings compared with current building codes.

The wall design consists of a 2” x 6” wood stud wall which is air gaped (no insulation), a ½” sheet of plywood, and 3” of ridged foam insulation. This wall would provide a “thermal resistance” value of up to R19, in ideal conditions when the building was new. As the building ages and more air infiltration occurs in the air gap, the insulation value lessens closer to a thermal resistance level of R15. It is estimated that the inefficiencies of the insulation in the building are currently costing an additional \$16,926.00 annually.

According to the most recent edition of the National Building Code, wall insulation within the Valleyview zone requires a minimum R27 value. The building is currently below these insulation levels. This is likely contributing to the overall increase in energy consumption and cold zones within the building.

The most effective way to correct this problem is to add a thicker layer of insulation between the inner and outer wall surfaces. This can be completed by adding additional rigid foam insulation to the existing exterior wall from the outside of the building, and then refinishing the walls. Another option would be to use a Structural Integrated Panel (SIP) which is already finished. These panels are more costly but would cut down on finishing costs as well as the overall project timeframe and may be worth considering. In either option, approximately 2½” of insulation added to the outside walls, and 3” of foam insulation added to the building roof, are required in order to bring the building up to the current minimum standard of an R27 value. An additional efficiency consideration would be installing spray foam to all areas in the crawlspace where heat loss is occurring.

The following chart shows estimated costs using different repair options:

Repair Options	Anticipated Cost	Timeline
Add blown-in insulation by cutting access between the studs and filling in the void.	\$155,000	6 weeks
Add an additional 2” of foam insulation and replace the stucco on the building. This will also involve the removal of some of the stonework and the smaller windows in some of the examination rooms. There will be some disruption to these rooms when the window removal is happening so this work must be planned on weekends.	\$165,000	10 weeks
Same process as foam above, except with Structural Integrated Panels	\$195,000	6 weeks
Add an additional 3” of foam insulation to the building roof and install a torch down membrane, including work around mechanical heating systems	\$225,000	6 weeks
Install spray foam to all areas in the crawlspace where heat loss is occurring	\$15,000	1 week

*minimum of one of the first three wall options (blown-in, foam, or panels) and the building roof are suggested; additional measure regarding crawlspace is optional for further energy efficiency

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will be informed on the current condition of the Valleyview Medical Clinic insulation values.
2. The benefit of Council accepting the recommended motion is that the Valleyview Medical Clinic will meet current building codes.
3. The benefit of Council accepting the recommended motion is the improved energy efficiency of the Valleyview Medical Clinic and the related savings in operating costs (ie, heating, electrical, gas).

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to work inside the building, cutting access between the studs (which have no insulation) and filling the void with blown-in insulation, for an estimated cost of \$155,000. However, Administration does not recommend this action, as this option will significantly disrupt the tenants’ businesses.

Alternative #2: Council has the alternative to direct Administration to phase all of the recommended repairs with respect to the Valleyview Medical Clinic’s current insulation (walls, roof and crawlspace) over the 2024 and 2025 budget years.

ALTERNATIVE MOTION: That Council direct Administration to proceed with insulation repairs for the Valleyview Medical Clinic: to add 2½” of foam insulation on the exterior walls and replace the stucco on the building during the 2024 budget year for an estimated cost of \$165,000, and then to add 3” of foam insulation to the roof and spray foam insulation to the crawlspace during the 2025 budget year for an estimated total cost of \$240,000, with all funds to come from the Valleyview Medical Clinic’s (applicable year) operational budget.

FINANCIAL IMPLICATION:

Direct Costs: \$390,000.00

Ongoing / Future Costs: Administration anticipates a reduction in operating costs.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

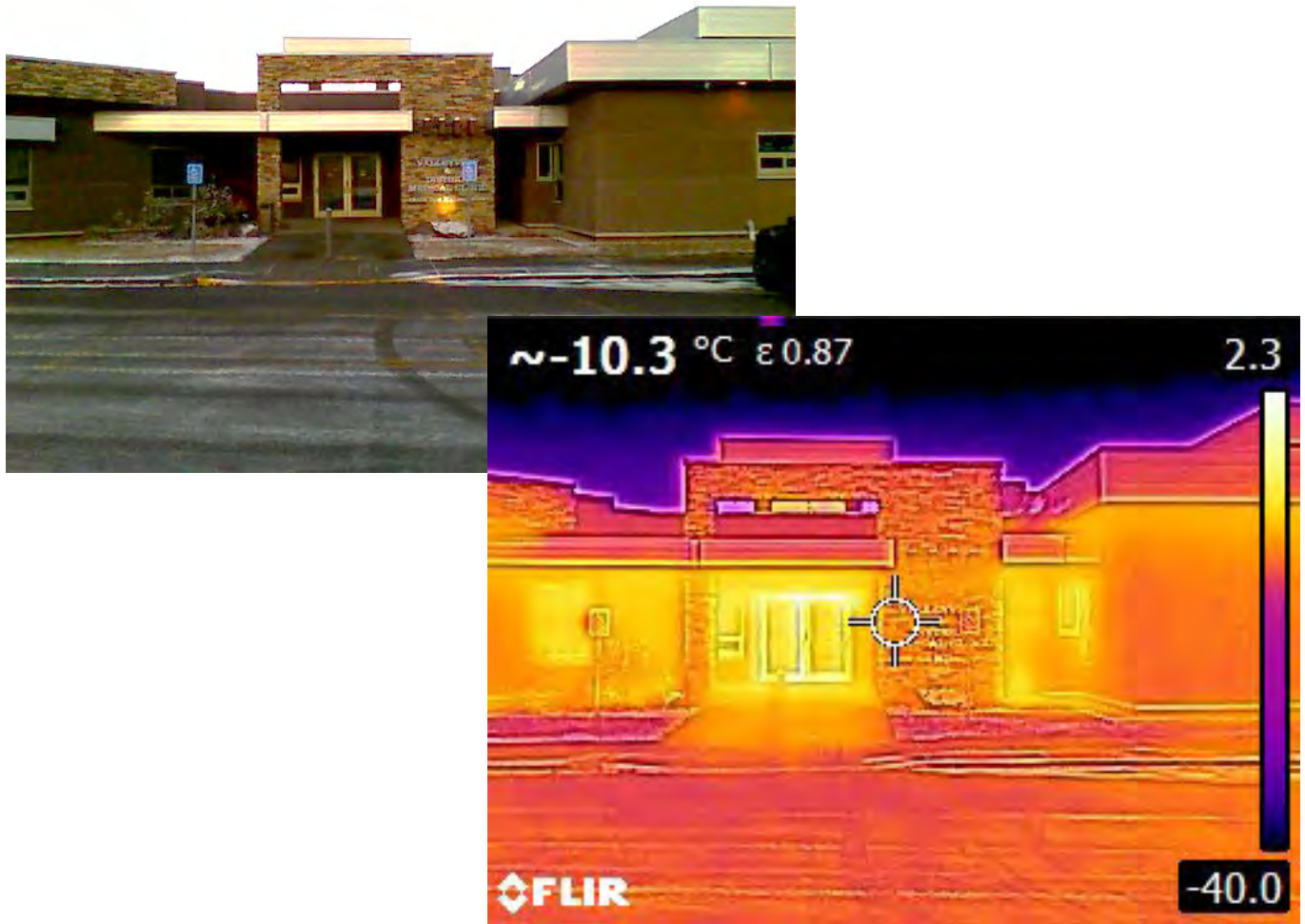
FOLLOW UP ACTIONS:

Upon Council’s decision, Administration will tender the project.

ATTACHMENT(S):

- Administration assessment report

Valleyview Medical Clinic Insulation Analysis



By Wayne Perry

December 30, 2023

Executive Summary

Counsellor Rosson has requested Facility Maintenance, through Community Services, to conduct an inspection to determine the state of the insulation in the Valleyview Medical Clinic. This evaluation involved three primary inspection techniques.

Firstly, a detailed technical analysis of the as built insulations levels installed as per the original building drawings was conducted using a third-party engineering firm to provide an opinion of the installed level of insulation relative to the pertinent Alberta building code for this kind of structure. The inspection revealed the current levels of insulation to not be sufficient for Alberta Building Codes Requirements using today's standards. Their belief is the building probably met the minimum code at the time of construction but is below the current code requirements. Please see their evaluation in Attachment A.

Secondly, an energy consumption analysis was conducted comparing similar sized buildings in the Valleyview area for both natural gas and electricity usage. The findings of this are shared in detail in the energy consumption summary portion of the report but indicate the medical clinic is 98% less efficient from an energy consumption standard.

Lastly, a detailed Infrared Analysis was conducted of the entire building when the outside temperature was -14 degrees Celsius. This analysis indicated the entire building has less than adequate insulation for the winter weather conditions in Valleyview. It also discovered some sections of the insulation which were significantly worse than the rest of the building. In the worst of these areas the temperature delta across the insulation was up to 17 degrees.

The conclusion of all these analyses all point to the building insulation being inadequate for Valleyview weather conditions. It is believed the inefficiencies in the insulation of the buildings are costing annually \$16,926.00. Due to the insulation breakdown in some areas predominantly on the medical side there is also a condition where certain portions of the building can not adequately be heated by the building heating systems areas are away from the thermostats and often isolated by closed doors.

Fig. 1- Physician's Office



It is the opinion of this analysis that more insulation will need to be added to the building overall and the areas which have a low delta temperature be stripped down to determine which the insulation is no longer functioning.

The easiest options are to apply another layer of insulation to the outside of the building and then refinish the outer surface again. This option is by far the least intrusive as all the work will occur on the outside of the building.

Another option to consider is to work inside the building, cutting access between the studs (which have no insulation) and filling the void with blown in insulation. This option may be more cost effective but would cause significantly more disruption to the tenant's business, and therefore in our opinion significantly less favorable.

Detailed Analysis

Building Design Review

In a review of the building drawings, Facility Maintenance employed the services of Beirsto Engineering and Design to conduct a detailed review of the as-built drawings compared with the current building code. The original engineering company, John Murray Architectural Associates, had designed the building with the following specifications.

Walls

<p>WALL SCHEDULE:</p> <p>EXTERIOR WALLS:</p> <p>NOTE: ALL EXTERIOR WALLS THAT ARE NOT LABELLED ARE WALL TYPE EW1 UNLESS OTHERWISE NOTED, SEE WALL LEGEND.</p> <p>TYPE EW1 (EXTERIOR WALL - STUCCO):</p> <p>ACRYLIC STUCCO (SEE SPEC) 75mm RIGID INSULATION - TYPE IV (R15) AIR, VAPOUR, MOISTURE BARRIER 13mm PLYWOOD SHEATHING 38x140 WOOD STUDS AT 400mm O.C. 13mm G.W.B.</p>	<p>TYPE EW2 (EXTERIOR WALL - STONE):</p> <p>STONE VENEER (SEE SPEC.) WITH MORTAR BED SETTING AND SCRATCH COAT ON METAL LATH, BUILDING PAPER 13mm PLYWOOD SHEATHING 75mm VERTICAL Z-GIRTS AT 400mm O.C. 75mm RIGID INSULATION - TYPE IV (R15) AIR, VAPOUR, MOISTURE BARRIER 13mm PLYWOOD SHEATHING 38x140 WOOD STUDS AT 400mm O.C. 13mm G.W.B.</p> <p>TYPE EW3 (EXTERIOR WALL - STONE):</p> <p>STONE VENEER (SEE SPEC.) WITH MORTAR BED SETTING AND SCRATCH COAT ON METAL LATH, BUILDING PAPER 13mm P.T. PLYWOOD SHEATHING WOOD FRAMING, SEE STRUCTURAL DRAWINGS.</p>	<p>TYPE EW4 (EXTERIOR WALL - FOUNDATION WALL):</p> <p>250mm CONCRETE FOUNDATION WALL (SEE STRUCTURAL DRAWINGS) DAMP PROOFING RIGID INSULATION SEE BUILDING SECTIONS</p> <p>INTERIOR PARTITIONS</p> <p>NOTE: ALL INTERIOR PARTITIONS THAT ARE NOT LABELLED ARE WALL TYPE W1 UNLESS OTHERWISE NOTED.</p> <p>TYPE W1 (INTERIOR WALL - PARTITION):</p> <p>13mm G.W.B. 38x89 WOOD STUDS AT 400mm O.C. 13mm G.W.B. STUDS, PLY AND G.W.B TO U/S ROOF (SEE NOTES)</p>	<p>TYPE W2 (INTERIOR WALL - PLUMBING CHASE):</p> <p>13mm G.W.B. 38x140 WOOD STUDS AT 400mm O.C. 13mm G.W.B. STUDS, PLY AND G.W.B TO U/S ROOF (SEE NOTES)</p> <p>TYPE W3 (INTERIOR WALL - ACOUSTIC):</p> <p>13mm G.W.B. 38x89 WOOD STUDS AT 400mm O.C. FIBREGLASS BATT INSULATION RESILIENT CHANNEL 13mm G.W.B. STUDS AND G.W.B TO U/S ROOF (SEE NOTES)</p> <p>TYPE W4 (INTERIOR WALL - ACOUSTIC):</p> <p>13mm G.W.B. 38x140 WOOD STUDS AT 400mm O.C. FIBREGLASS BATT INSULATION RESILIENT CHANNEL 13mm G.W.B. STUDS AND G.W.B TO U/S ROOF (SEE NOTES)</p>
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The wall design consists of a 2" x 6" wood stud wall which is air gaped (no insulation) a ½" sheet of plywood and 3" of ridged foam insulation (R15). This wall would provide up to an R19 in ideal conditions when the building is new. As the building ages and more air infiltration occurs in the air gap the insulation value lessens closer to the value of the ridged foam insulation. This is what may be happening in the areas of low delta in the outside walls.

According to the most recent addition of the National Building Code, wall insulation within the Valleyview zone required a minimum R27 value. The building is currently below these insulation levels. This is probably contributing to the overall increase in energy consumption and cold zones within the building.

The only way to correct this problem is to add a thicker layer of insulation between the inner and outer wall surfaces. This can be completed by adding extra insulation over top of the existing wall then re-finishing the walls. Another option would be to use a Structural Integrated Panel (SIP) which is already finished. These panels are more costly but would cut down on finishing costs so may be worth considering. In either option approximately 2 ½" of additional insulation will need to be added to the outside walls.

On the IR scans there also appears to be some considerable heat loss around the foundation walls which could be corrected by using spray foam in the crawlspace. Which would also help in reducing energy costs.

Roof

TYPICAL ROOF ASSEMBLY:

2 PLY SBS ROOFING MEMBRANE (SEE SPEC.)
25mm IMPREGNATED FIBREBOARD
TAPERED RIGID INSULATION – TYPE 1 (R30)
(SLOPED AT MIN. OF 2.0% TO DRAINS)
VAPOUR BARRIER ON PRIMER
13mm PLYWOOD SHEATHING
WOOD FRAMED ROOF ASSEMBLY
(SEE STRUCTURAL DRAWINGS)
16mm TYPE 'X' GWB

Again, this insulation R value is low. The R30 foam insulation in the roof is below the building code standard. With is R40 This combined with the low insulation levels in the walls are the main contributors to the high energy costs.



Adding additional insulation to the roof of the building will be more difficult but can be done. The job will be more difficult because the building heaters are located on the roof. Insulation and a torch down membrane can still be supplied but labour will be elevated working around all the heating equipment.

In the spring an estimate will be gathered by a local roofing company.

Energy Consumption Comparison

The most tangible way to determine the efficiency of a building is to conduct an energy consumption analysis relative to similar size and use building in the same area. Fortunately, Greenview has several buildings in the Valleyview area we could use for the comparison. A detailed analysis was conducted comparing the Valleyview Medical Clinic with five other buildings in the Valleyview and DeBolt area during the past heating season. This technique is not totally accurate unless you compare identical buildings and the Medical Centre is unique in Greenview, but the results are so substantially different they would indicate a problem. I included buildings which are both smaller and larger size than the Medical Centre to enhance the view.

In comparing our buildings, the closet building in size and usage is the FCSS office. Apart from being across the street from the Medical Clinic it is also a full office-type building with no shop space and has a similar size area. The FCSS building is a little smaller, but also significantly older, which one would think would lead to less efficiency. The opposite is true!

For the trail the previous heating season months of January through April were analyzed as this is usually the coldest part of the year where energy costs are highest. Both electricity and natural gas costs were used from the monthly utility bills along with the amount of energy consumed. As the buildings

analyzed, all had different footprints to provide an apples-to-apples comparison of the utility costs we averaged the 4-month period and then divided by the footprint size to provide an average cost per square meter (SqM). This information is included in attachment #1.

In short, the comparison results really highlighted the insulation problem! The Medical Clinic average energy cost per SqM for the building came in at \$3.92. When comparing that to the FCSS building the inefficiency is stunning, in fact the energy costs were double even though the building is only 16% larger and as previously mentioned considerably older.

When you compare the energy cost per SqM to all the building in the analysis the energy cost to run the Medica Clinic is 82.3% higher, even including the Field Services Office which has a documented insulation issue with the roof insulation.

This really points to a problem with the insulation!

Infrared Analysis of the Building

Another proven method of determining the quality of the insulation in a buildings walls or roof is with Inferred Thermal Analysis. If conducted on a cold day in the winter this will provide the most effective way of determining the delta T of the insulation. This is the temperature difference from the inside heated space which is being thermostatically controlled to 20 degrees Celsius and the temperature of the outside wall. The colder the temperature on the outside walls the better the insulation is at preventing the heat from leaving the building. To get a good reading we would prefer a greater than 20 degrees Celsius heat exchange from the inside temperature to the outside air temperature, therefore we are looking for a day where the outside air temperature is zero or below.

The analysis was conducted on November 29th, 2023, when the outside air temperature was recorded at -14.7C. A full evaluation of the building's envelope (walls& roof) was conducted at 9:05 to 9:45 AM.

This analysis resulted in an averages insulation delta T for the walls of 26C or a 23.53% heat loss through the walls. This is quite substantial and is certainly a contributing factor to the significantly higher gas consumption. Along with the quite low overall delta T reading there were also areas of the building which showed even lower delta values. These areas are highlighted in Attachment #3 and are areas where further investigation must be conducted to determine the cause of the insulation breakdown. Quite often insulation breakdown is a result of water infiltration into the insulation. Water is a good conductor of heat and therefore does not offer high R values.

These areas should be opened in the spring to determine the cause of the insulation break down. Then repaired and retested following the repair work.

Steps to Correct Insulation Issues

Obviously, from this analysis the insulation in the Medical Clinic will need to be increased to provide reduced energy consumption and greater comfort to the tenants. The best way of achieving this is by adding insulation to the outer walls and roof of the building. It would be the most cost-effective method of repair without impacting the building tenants. A table of repairs and budget estimates has been

developed. This is a budget estimate and may come in higher than budgeted once the repairs have been tendered but it should give Council an understanding of the cost associated with repairing the issues.

Recommended Repair	Anticipated Cost	Timeline
Install spray foam to all area in the crawlspace where heat loss is occurring	\$15,000	1 Week
Add an additional 2" of foam style insulation and re-place the stucco on the building. This will also involve the removal of some of the stonework and the smaller windows in some of the examination rooms. There will be some disruption to these rooms when the window removal is happening so this work must be planned on weekends.	\$165,000	10 weeks
Same as above except with SIP's	\$195,000	6 Weeks
Add an additional 3" of foam insulation to the building roof and install a torch down membrane, including work around mechanical heating systems	\$225,000	6 weeks

Conclusion

Through this analysis it appears the insulation added to the building at the time of construction is on the very low end of acceptable levels for a building built within this geographical region. The current level of insulation is no doubt adding to the increased energy costs we are experiencing in this building. Repairs to address this current situation are now going to be substantially more expensive than when the building was constructed, but that is what we are now faced with now.

It is possible to not spend any Capital money on correcting the insulation situation as the current state of the building does not appear to be having a negative impact on the building foundations or structure. This would continue to result in elevated energy annual energy costs though, so you may want to address this from an environmental standpoint, at some time in the future. Now though as the capital cost currently far outweigh any potential energy savings it would be difficult to justify a return on investment for spending the money unless an energy conservation grant could be applied to the project.

Attachment #1 – Engineering Consultant’s review of the building vs National Energy Code

Attachment #2 – Energy Cost Comparison of Valleyview and DeBolt Buildings

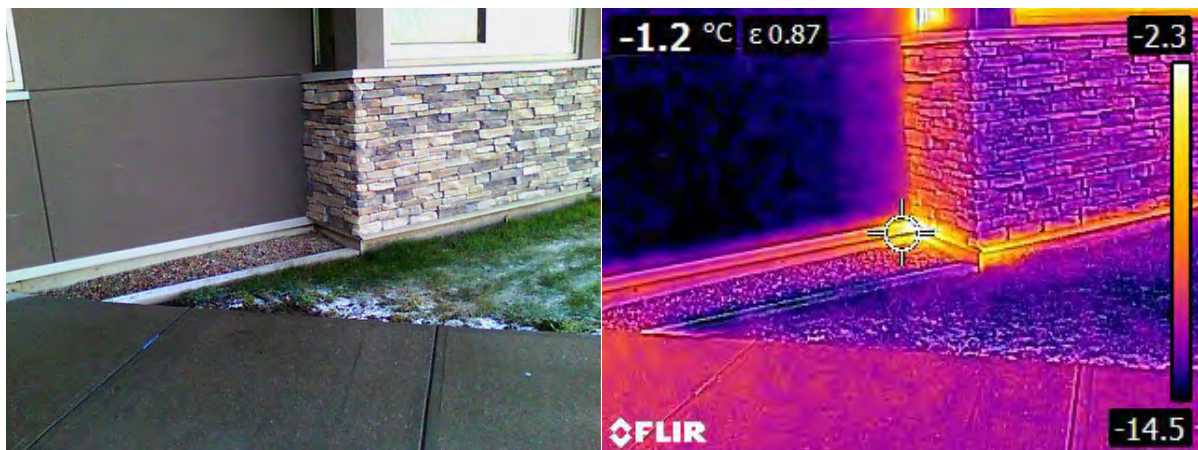
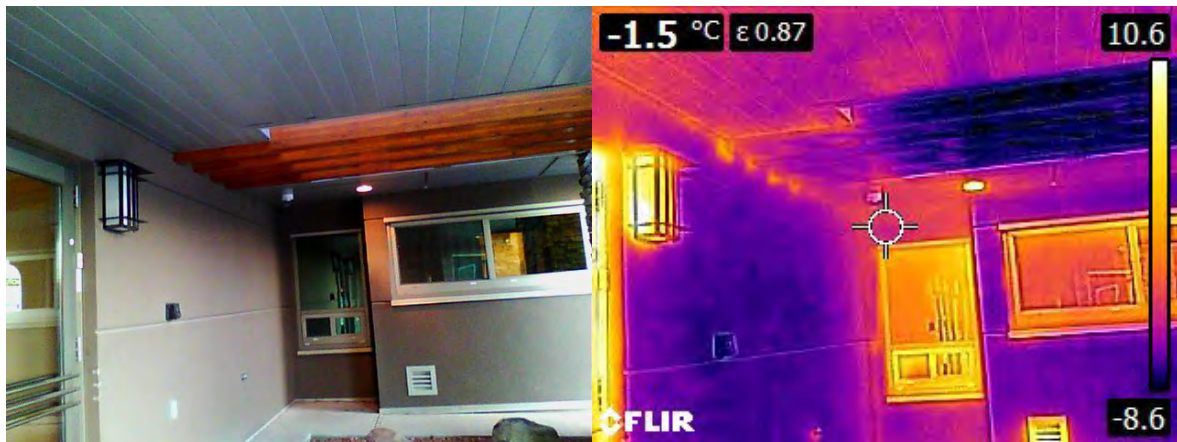
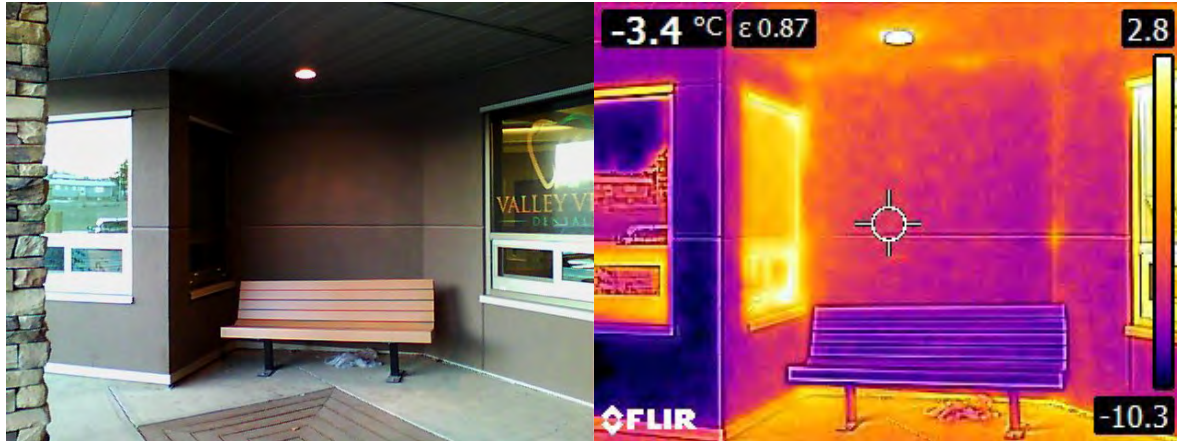
Energy Cost Comparison

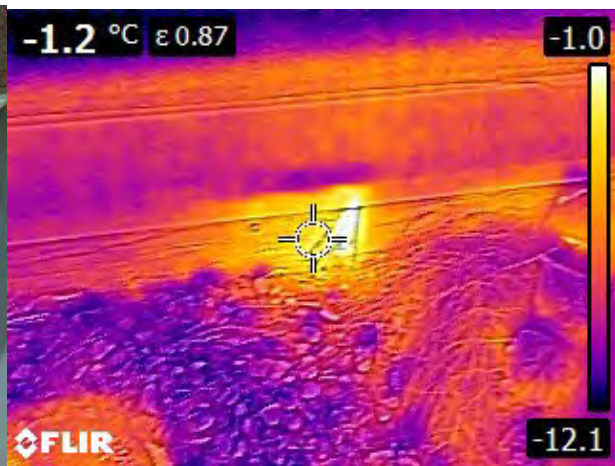
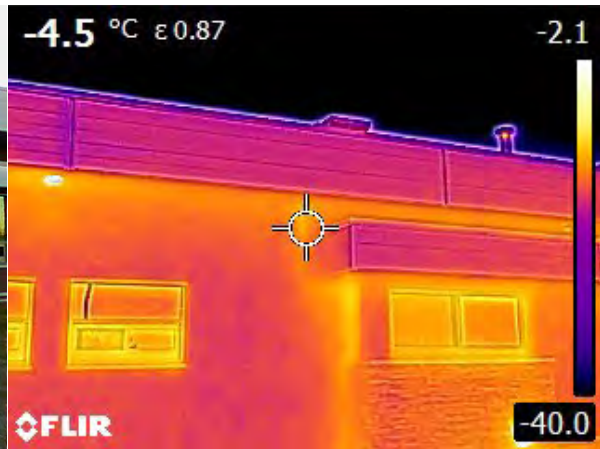
Analysis by Wayne Perry

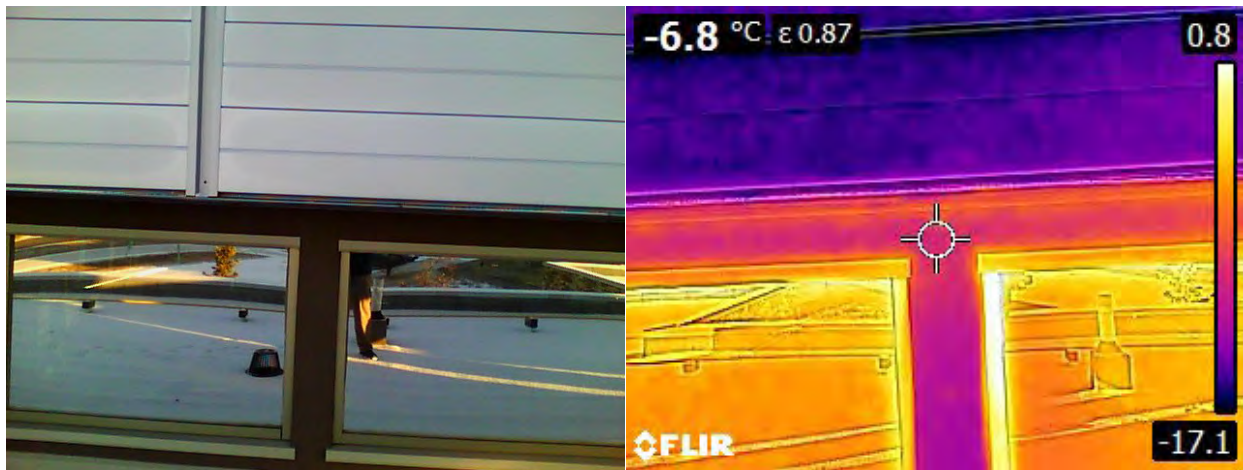
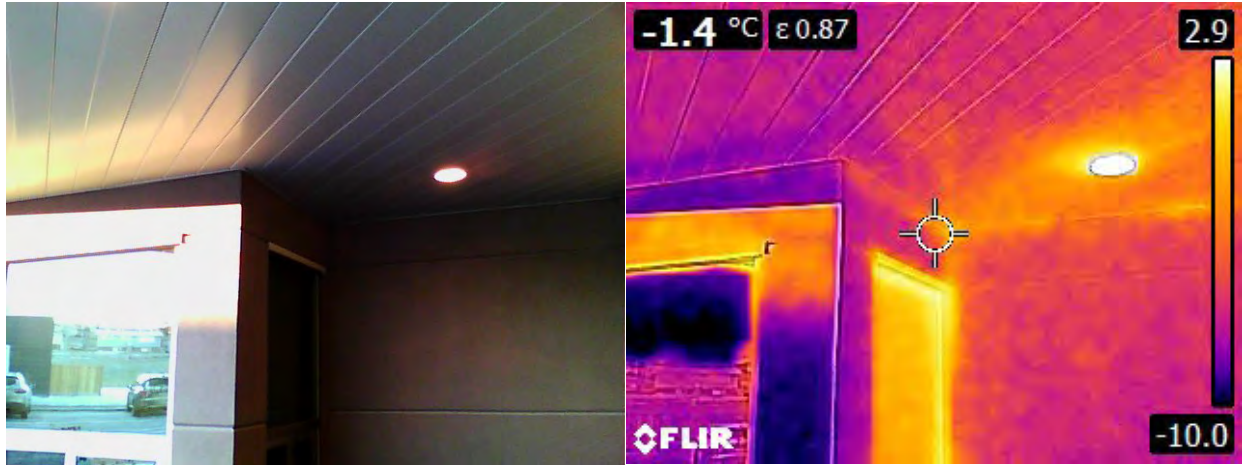
Building	Foot Print (Sq. Meters)		Jan-23		Feb-23		Mar-23		Apr-23		Average Cost / Square Meter
			Bill Reading	Per SqM	Bill Reading	Per SqM	Bill Reading	Per SqM	Bill Reading	Per SqM	
Valleyview Medical Clinic	855	Electricity Cost	2607.8	3.05	560.18	0.66	2394.32	2.80	2346.97	2.74	\$ 2.31
		KwH used	12630.6	14.77	10125.9	11.84	11010.9	12.88	8870.246	10.37	
		Gas Cost	1842.55	2.16	1564.92	1.83	1335.74	1.56	762.69	0.89	\$ 1.61
		Gj Used	160.79	0.19	179.13	0.21	176.67	0.21	69.13	0.08	\$ 3.92 Combined
Valleyview FCSS Building	735	Electricity Cost	1395.82	1.90	303.92	0.41	1362.45	1.85	1169.65	1.59	\$ 1.44
		KwH used	8391.19	11.42	6018.2	8.19	6556	8.92	5410.4	7.36	
		Gas Cost	571.25	0.78	344.34	0.47	257.32	0.35	165.75	0.23	\$ 0.46
		Gj Used	48.67	0.07	39.48	0.05	33.51	0.05	17.26	0.02	\$ 1.89 Combined
DeBolt Public Service Building	1592	Electricity Cost	3047.92	1.91	2940.51	1.85	1047.58	0.66	2809.65	1.76	\$ 1.55
		KwH used	16638.6	10.45	18163.2	11.41	16413.5	10.31	14330.5	9.00	
		Gas Cost	2202.53	1.38	1379.3	0.87	1082.59	0.68	436.07	0.27	\$ 0.80
		Gj Used	193.00	0.12	165.65	0.10	149.95	0.09	48.68	0.03	\$ 2.35 Combined
Valleyview Administration	2374	Electricity Cost	5270.8	2.22	1914.64	0.81	4523.51	1.91	4398.52	1.85	\$ 1.70
		KwH used	32745.4	13.79	30511.6	12.85	32241.8	13.58	25603.78	10.79	
		Gas Cost	962.54	0.41	684.35	0.29	559.07	0.24	560.92	0.24	\$ 0.29
		Gj Used	83.18	0.04	77.01	0.03	72.36	0.03	60.85	0.03	\$ 1.99 Combined
Valleyview Field Services Office	929	Electricity Cost	3178.71	3.42	1026.07	1.10	2186.44	2.35	2023.9	2.18	\$ 2.26
		KwH used	14926	16.07	15395.3	16.57	14741.3	15.87	11063.9	11.91	
		Gas Cost	1842.77	1.98	1193.09	1.28	918.45	0.99	568.78	0.61	\$ 1.22
		Gj Used	160.81	0.17	142.60	0.15	126.50	0.14	64.50	0.07	\$ 3.48 Combined
Valleyview Agricultural Services	800	Electricity Cost	709.16	0.89	195.19	0.24	544.15	0.68	556.58	0.70	\$ 0.63
		KwH used	3600	4.50	3108.2	3.89	3056.3	3.82	2394.8	2.99	
		Gas Cost	526.78	0.66	335.43	0.42	299.06	0.37	182.34	0.23	\$ 0.42
		Gj Used	44.75	0.06	38.40	0.05	37.44	0.05	18.24	0.02	\$ 1.05 Combined

Attachment #3 – Inferred Images of Medical Clinic Walls and Roof

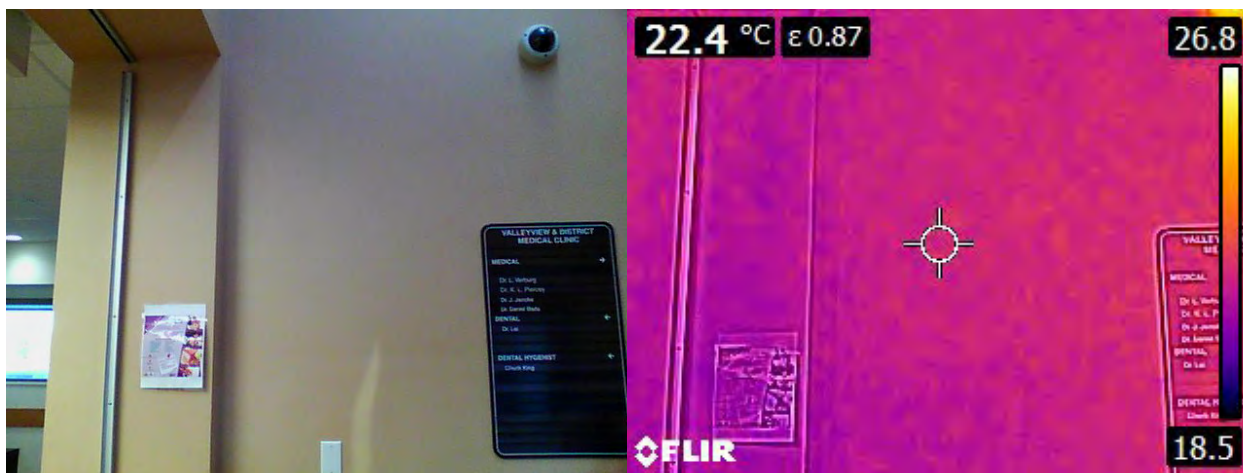
These areas show where heat loss is occurring at a higher level than the overall delta numbers. Each picture show as a camera view and an IR view



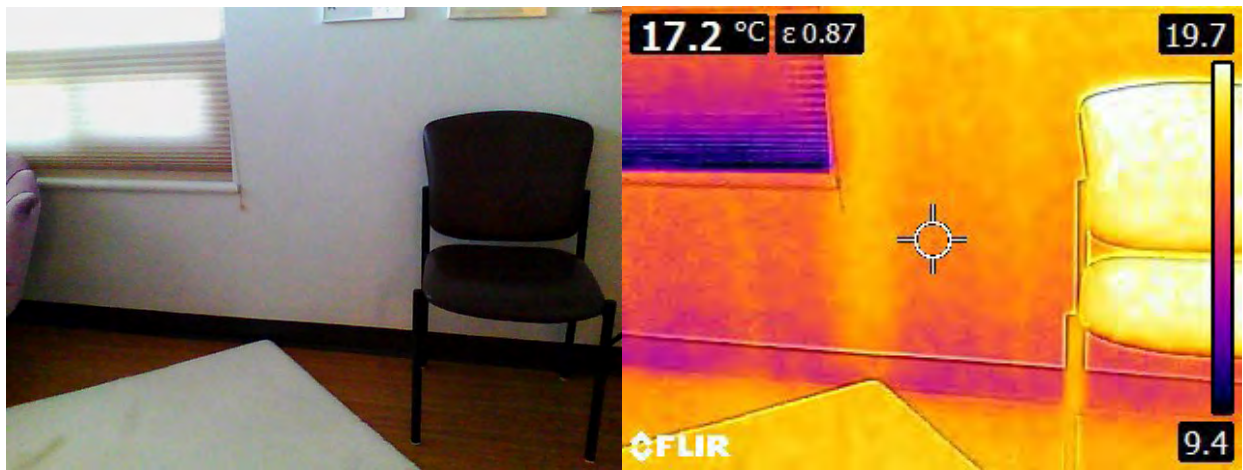
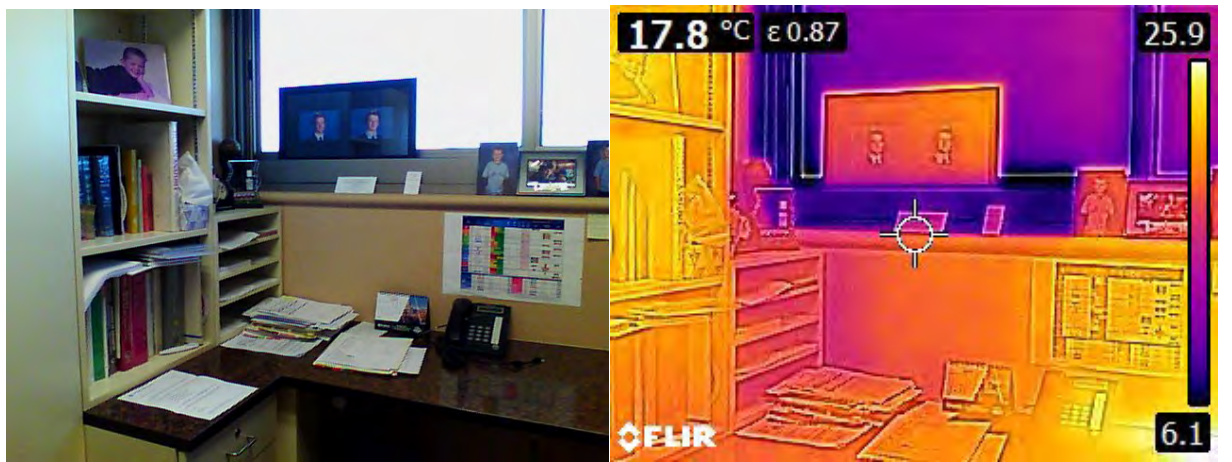
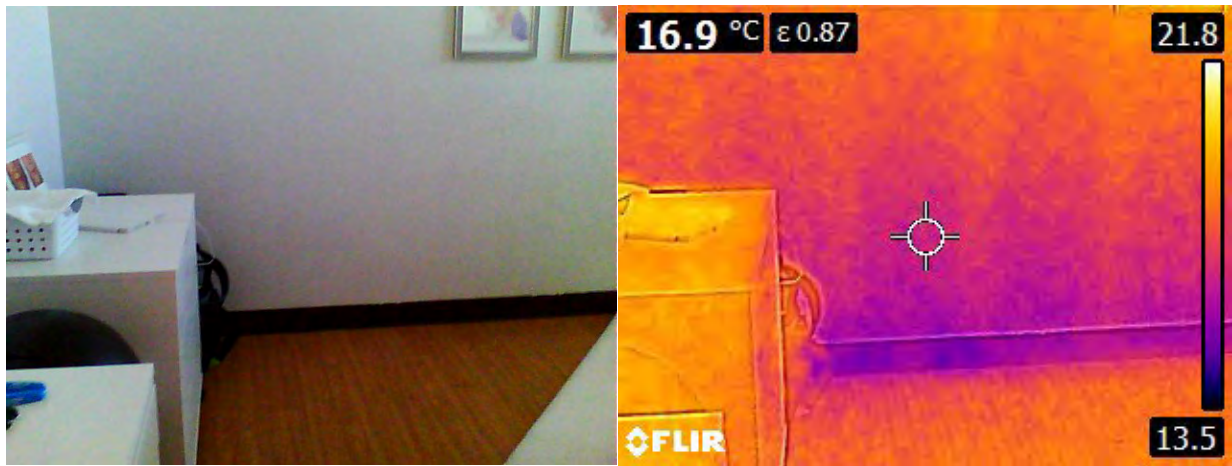




Scans showing the temperature range on the inside walls.



Inside wall by thermostat



Outside Walls in Examination Rooms and Offices



REQUEST FOR DECISION

SUBJECT: **Tender Awarding for Nightly Guard Services**

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: January 23, 2024 CAO: MANAGER: WP

DEPARTMENT: CORPORATE SERVICES DIR: PRESENTER: AH

STRATEGIC PLAN: Governance LEG:

RELEVANT LEGISLATION:

Provincial (cite) – Not applicable.

Council Bylaw/Policy (cite) – Policy 9001 – Procurement and Purchasing.

RECOMMENDED ACTION:

MOTION: That Council awards the Nightly Guard Service in Valleyview and Grande Cache tender to Apex Security Inc., in the amount of \$566,160.00 plus GST, with funds to come from the Facilities Maintenance operational budget.

BACKGROUND/PROPOSAL:

Over the past two years, Greenview has trialed two companies to provide nightly guard services, patrolling Greenview buildings and yard sites in the Valleyview and Grande Cache areas. These contracts are set to end on January 31, 2024. As such, with Council's approval to continue nightly guard services during the 2024 operating budget, Administration launched a request for proposals for Nightly Guard Services on December 19th, 2023. This tender is for a period of two years, with the option to extend for an additional one year should Greenview and the successful proponent mutually agree. The following is an overview of the tender process.

- Tender Launch Date: December 19th, 2023
- Tender Close Date: January 15th, 2023
- Total Proposals Received: 5
- Total Proposals Evaluated: 3

Overall Ranking	Proponent's Name	Met Mandatory Requirements (Yes or No)	Quote, not including GST
1	Apex Security Inc.	Yes	\$566,160.00
2	Garda Canada Security Corporation	Yes	\$615,482.80
3	Backwoods Security Services Limited Partnership	Yes	\$301,687.46
	Harbour Company Security Ltd	No	NA
	GPS Security Group Inc.	No	NA

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will have overnight security patrolling the buildings and yard sites in both Valleyview and Grande Cache, at minimum three times a night, with the expectation of reducing break-ins and theft.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative not to award and cancel this tender; however, Administration does not recommend this as Greenview does not have the staffing compliment to patrol Greenview buildings every night. As well, not patrolling Greenview premises could leave Greenview buildings more susceptible to break ins and theft.

Alternative #2: Council has the alternative to award the tender to one of the other identified proponents; however, Administration does not recommend this as Apex Security Inc. is the highest scoring proponent through the evaluation. In addition, this alternative would also not align with Policy 9001: Procurement and Purchasing.

FINANCIAL IMPLICATION:

Direct Costs: \$566,160.00 plus GST

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

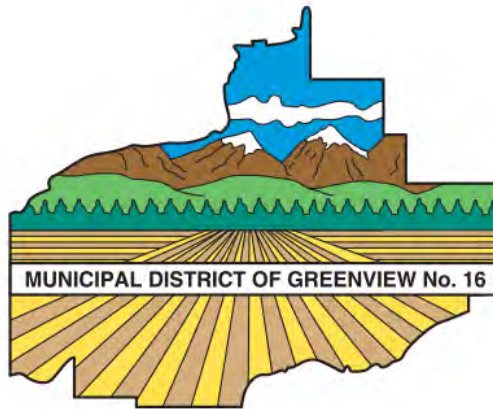
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Upon Council's decision, Administration will follow up accordingly and notify the proponents of the outcome.

ATTACHMENT(S):

- Tender Information – Nightly Guard Services



Request for Proposals
For
Nightly Guard Services for Greenview Buildings in Valleyview, and Grande Cache,
Alberta

Request for Proposals No.: **FM-2023-04**

Issued: **December 19, 2023**

Submission Deadline: **January 15, 2024, at 14:00:59 local time as determined conclusively by the clock located in the submission location)**

APPENDIX C – PRICING

1. Instructions on How to Provide Pricing

- (a) Proponents should provide the information requested under section 3 below (“Required Pricing Information”) by reproducing and completing the table below in their proposals, or, if there is no table below, by completing the attached form and including it in their proposals.
- (b) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for **GST**, which should be itemized separately.
- (c) Rates quoted by the proponent must be all-inclusive and must include all labour and material costs, all freight and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

2. Evaluation of Pricing

Pricing is worth 40 percent of the total score.

3. Required Pricing Information

Please provide a detailed budget outlining all costs for the duration of the two-year term, with the possibility of one, one-year extension. This information must be inclusive of all billable hours and travel fees. All amounts must be provided in Canadian Dollars.

APPENDIX D – RFP PARTICULARS

A. THE DELIVERABLES

The Successful Proponent will provide nightly guard service to protect the Municipalities buildings and yards in the Hamlet of Grande Cache and the Town of Valleyview. The guard service inspections must commence no later than 6:30 PM each day and conclude no earlier than 6:00 AM the following day. These inspections will be scheduled for every day of the year. At minimum, each building and yard on the list below must be inspected, and all security systems checked within the first 2 hours of the evening shift. A minimum of 2 other inspections must be conducted throughout the night shift.

Valleyview Buildings and Locations

Building Name	Address
Administration Building & parking areas	4806 36 Ave. Valleyview, AB
Greenview Regional Multiplex & parking areas	4803 56 Ave Valleyview, AB
Operations Building/ I&P Shop & yard	4811-36th Ave Valleyview, AB
I&P/ Construction Building	4813-36th Ave Valleyview, AB
Recreation Building & yard	4802 36th Ave Valleyview, AB
Fields Services Office & yard	3605 46 th St Valleyview, AB
Valleyview Medical Clinic & parking areas	4801B East HWY St Valleyview, AB
FCSS Community Support Services & parking areas	4707 50 th St Valleyview. AB
Agriculture Services Building & yard	3602 45 th St Valleyview, AB
Valleyview Fire Station	4701 50 th St Valleyview, AB
Greenview Vet Clinic & yard	4602 39 Ave, Valleyview, AB

Grande Cache Buildings and Locations

Building Name	Address
Public Service Building	10002 Shand Ave Grande Cache AB
Public Works Building	9706 Shand Ave Grande Cache AB
Recreation Centre	10450 – Hoppe Ave Grande Cache AB
Sub Office (Eagles Nest)	10028 99 St Grande Cache AB
Water Treatment Plant	9600 100 th St Grande Cache AB
Tourism Center	9701 AB-40 (100 th St) Grande Cache AB
Reservoir Pump House	9706 Shand Ave Grande Cache AB
Sewage Treatment Plant	NE-29-56-8-6, Grande Cache, AB
Raw Water Pump House	Victor Lake NE-34-56-8-6
Landfill	Highway 40, just north of Grande Cache, AB
Airport Hangers	NW-7-57-6-6, - 6517 Airport Road, Grande Cache, AB

The successful proponent will be licensed and in compliance with the Alberta Security Services and Investigator Act. They must be trained in detention techniques and crime prevention methods. They must also comply with the Occupational Health & Safety standards and be COR certified.

This is a turnkey project, so all equipment and consumables required to complete the scope above are to be included in the project cost submitted.

B. MATERIAL DISCLOSURES

Although all these sites and building locations are grouped within the general area they do not fall within the community boundaries. Travel is required between sites. Please attend the site visits if you are unsure of the actual building locations.

All noted buildings above are equipped with security cameras and, in some cases, locked gates and fences.

C. MANDATORY SUBMISSION REQUIREMENTS

1. Submission Form (Appendix B)

Each proposal must include a Submission Form (Appendix B) completed and signed by an authorized representative of the proponent.

2. Pricing (Appendix C)

Each proposal must include pricing information that complies with the instructions contained in Pricing (Appendix C).

3. Other Mandatory Submission Requirements

Each proposal submitted must:

1. Include a copy of the company's license to practice under the Security Services and Investigators Act
2. Include a copy of the company's certificate of recognition from occupational health and safety.
3. Provide detailed information on how your company plans to meet the deliverables as outlined in Appendix D-RFP Particulars, section A. The Deliverables

D. MANDATORY TECHNICAL REQUIREMENTS

Not applicable

E. PRE-CONDITIONS OF AWARD

The proponent shall maintain the following insurance policies and provisions at their own expense during the contract term. Such policy shall include the Municipality as an additional insured and a cross-liability clause or provision to give the Municipality thirty (30) days of written notice before cancellation and notice of any material change. A Certificate of Insurance must be provided by

the successful proponent to the Municipality before the execution of the contract and at each renewal date thereafter or when requested by the Municipality.

- 1) standard automobile, bodily injury and property damage insurance providing coverage of at least TWO MILLION (\$2,000,000.00) DOLLARS inclusive and in respect of any one claim for the injury to or death of one or more persons or damage to or destruction of property.
- 2) a comprehensive general liability insurance policy providing coverage of at least TWO MILLION (\$2,000,000.00) DOLLARS inclusive and in respect of any one claim for injury to or death of any one or more persons or damage to or destruction of property.

Coverage to include:

- 1) non-owned automobiles.
 - 2) sudden and accidental
 - 3) independent subcontractors.
 - 4) contractual liability, including the ensuing Agreement.
 - 5) broad form property damage endorsement; and
 - 6) products and completed operations coverage.
- 3) A clearance letter from the Workers' Compensation Board – Alberta.

F. RATED CRITERIA

i. Experience and Qualifications

Each proponent should provide the following in its proposal:

- (a) a brief description of the proponent;
- (b) a description of its knowledge, skills and experience relevant to the Deliverables; and
- (c) the roles and responsibilities of the proponent and any of its agents, employees and sub-contractors who will be involved in providing the Deliverables, together with the identity of those who will be performing those roles and their relevant respective expertise.

ii. References

Each proponent must provide three (3) references from clients who have obtained goods or services similar to those requested in this RFP from the proponent in the last **5 years**.

The municipality reserves the right to conduct a financial check on a proponent and disqualify any proponent whose financial capacity is not acceptable to the Municipality]

iii. Proposal Completeness and understanding of buildings and areas

The proposal is complete, reliable, and provides all the required information. In addition, the Proponent provides a description of their understanding of geographical area and the required buildings where security is required.

iv. Evaluation Metric

The following sets out the categories, weightings, and descriptions of the rated criteria of the RFP.

Rated Criteria Category	Weighting (Percentage)	Category Score
i. Experience and Qualifications	25%	(Likert Score/6) X Weight 25%
ii. References	20%	(Likert Score/6) X Weight 20%
iii. Proposal Completeness and understanding of buildings and areas	15%	(Likert Score/6) X Weight 15%
Pricing (See Appendix C for details)	40%	(Likert Score/6) X Weight 40%
Total Points	100%	

IMPORTANT: Proposals will be evaluated against the criteria identified above to arrive at a total point score. A Proposal must achieve a minimum overall score of 50 points to be considered for contract awarding.

Evaluation Likert Scale

A Likert Scale has an inherently positive and negative dimension. A 6-Point Likert Scale will enable the Evaluation Team to measure not only the direction (positive and negative) but also the strength of that direction (i.e., 'fair' versus 'very good'). The 6-Point Likert Scale starts at '1' rather than '0' to avoid the bias of rating a proposal too critically.

Score	Descriptor	Additional Guidance
1	Very Poor	Does not meet basic requirements, significant gaps in content, details, and quality. Demonstrates little understanding of the requirements.
2	Poor/Marginal	Content areas may be addressed; however, significant gaps in content, details, understanding, and quality.

3	Fair	Basic understanding of requirements, moderate challenges in content, and the content meet basic expectations.
4	Good	All content areas were addressed. Includes strengths and some minor challenges in content, quality, and details.
5	Very Good	Strong Content, essentially no challenges. Identifies field current and upcoming best practices.
6	Exceptional	Exceptionally strong content. Content exceeds expectations and requirements and demonstrates an understanding of requirements. Incorporates best practices along with innovative and new ideas.



Municipal District of Greenview No. 16

NAME: Winston Delorme
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
8-Jan	14:00	17:00	C	Travel to GP	200						469.00
9-Jan	7:00	18:00	C	Council Meeting	300						469.00
10-Jan	7:00	14:00	C	MPC/ Travel to GC	500						469.00
15-Jan	14:00	17:00	C	Travel to GP	200						469.00
16-Jan	7:00	15:00	C	COTW Debolt	150						469.00
NOTES:				KILOMETER CLAIM			TOTAL				2345.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.70 per km	1350	945.00	NET CLAIM				2345.00
				\$0.17 per km	1350	229.50					
				SUBTOTAL		1174.50	TOTAL CLAIM				3519.50
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		1174.5	AMOUNT DUE (OWING)				\$3,519.50

 Claimant

 Date

 Approved

 Date



Municipal District of Greenview No. 16

NAME: Ryan Ratzlaff
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
9-Jan	8:15	15:30	M	RCM	80							324.00
10-Jan	8:15	10:15	M	MPC	80							275.00
10-Jan				Little Smoky Community Hall meeting								
NOTES:				KILOMETER CLAIM			TOTAL					599.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.70 per km	160	112.00	NET CLAIM					599.00
				\$0.17 per km	160	27.20						
				SUBTOTAL		139.20	TOTAL CLAIM					738.20
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		139.2	AMOUNT DUE (OWING)					\$738.20

 Claimant

 Date

 Approved

 Date



Municipal District of Greenview No. 16

NAME: Tom Burton
ADDRESS : [REDACTED]

Employee # : [REDACTED]
Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
January 5 2024	8:55	10:15	M	Grande Spirit Foundation DeBolt Updates								275.00
January 7 2024	10:15	21:55	M	MD of Greenview Library Board	120							469.00
January 8 2024	8:35	12:15	M	Greenview University								275.00
January 9 2024	7:45	16:00	M	Council	120							469.00
January 10 2024	7:45	11:00	M	Municipal Planning Commission	120							275.00
January 12 2024	8:30	12:45	M	Grande Spirit Foundation Finance Committee	120							324.00
January 13 2024	8:45	14:00	M	MD of Greenview Library Board								324.00
NOTES:				KILOMETER CLAIM			TOTAL					2411.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.70 per km	480	336.00	NET CLAIM					2411.00
				\$0.17 per km	480	81.60						
				SUBTOTAL		417.60	TOTAL CLAIM					2828.60
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		417.6	AMOUNT DUE (OWING)					\$2,828.60

Tom Burton
Claimant

Date

Approved

Date



Municipal District of Greenview No. 16

NAME: _____
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
4-Dec	9:00	10:30	m	regional promo/discussion								269.00
5-Dec	12:00	16:30	m	kakwa equ/sherman meadows/needs	75			x		20.00		317.00
11-Dec	6:30	19:30	m	gig/emerg mng/sucker cree nation	300				x	50.00		524.00
12-Dec	6:30	19:30	m	council	300							524.00
13-Dec	9:00	12:00	m	mpc/prc								269.00
15-Dec	9:00	11:00	m	gig								269.00
19-Dec	6:30	19:00	m	cotw	300							524.00
14-Dec				delivery christmas trays	30							
NOTES:				KILOMETER CLAIM			TOTAL			70.00		2696.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.68 per km	1005	683.40	NET CLAIM			70.00		2696.00
				\$0.17 per km	1005	170.85						
				SUBTOTAL		854.25	TOTAL CLAIM					3620.25
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		854.25	AMOUNT DUE (OWING)					\$3,620.25

 Claimant

 Date

 Approved

 Date



Municipal District of Greenview No. 16

NAME: Christine Schlieff

Employee # : _____

ADDRESS : _____

Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
8-Jan	8:30	12:00	M	Greenview U	24							275.00
9-Jan	6:45	17:00	M	Regular Council	305							469.00
10-Jan	8:50	9:35	M	MPC								275.00
12-Jan	8:45	13:00	M	Community Futures								324.00
13-Jan	9:45	14:00	M	MD Library Board								324.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				#REF!	#REF!	#REF!	NET CLAIM					1667.00
				\$0.17 per km	#REF!	#REF!						
				SUBTOTAL		#REF!	TOTAL CLAIM				#REF!	
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		#REF!	AMOUNT DUE (OWING)				#REF!	

Claimant

Date

Approved

Date



Municipal District of Greenview No. 16

NAME: Tyler Olsen
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
4-Jan	9:30	11:00	m	CFWY IRC, meeting with GP mayor/CGP Reeve							275.00
8-Jan	12:00	19:00	m	NWP meeting, travel to VV	320			1	50.00		324.00
9-Jan	8:30	15:00	m	Regular Council		1		1	70.00		324.00
10-Jan	8:30	9:30	m	MPC,		1	1		40.00		275.00
11-Jan	9:30	10:30	m	CFWY IRC							275.00
NOTES:				KILOMETER CLAIM			TOTAL		160.00		1473.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.70 per km	320	224.00	NET CLAIM		160.00		1473.00
				\$0.17 per km	320	54.40					
				SUBTOTAL		278.40	TOTAL CLAIM				1911.40
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		278.4	AMOUNT DUE (OWING)				\$1,911.40

 Claimant

 Date

 Approved

 Date