



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## POLICY REVIEW COMMITTEE

### AGENDA

February 14, 2024

10:30 a.m.

Council Chambers/Zoom

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#1 CALL TO ORDER

#2 ADOPTION OF THE AGENDA

#3 ADOPTION OF THE MINUTES

#4 POLICIES

4.1 Protective Services Policy Repeal p. 10

4.2 03-02 Emergency Driver's Abstract and Criminal Record Check p. 24

4.3 Policy 9501 Financial Reporting p. 29

4.4 Policy 1004 Promotional Merchandise p. 36

4.5 Policy 1002 Travel and Subsistence p. 40

4.6 Policy 1011 Northern Travel Premium p. 46

4.7 Policy 1008 Council and Board Remuneration p. 49

#5 NEXT MEETING DATE March 13, 2024

#6 ADJOURNMENT

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

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

Chair Tom Burton called the meeting to order at 11:03 a.m.

**PRESENT**

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

Chief Administrative Officer	Stacey Wabick
Director of Planning and Development	Martino Verhaeghe
Director of Corporate Services	Ed Kaemingh
Director of Community Services	Michelle Honeyman
Director of Infrastructure and Engineering	Roger Autio
Legislative Services Officer	Sarah Sebo
Legislative Assistant/Recording Clerk	Drew Melvin
Manager of Human Resources	Erin Klimp
Manager of Agricultural Services	Sheila Kaus
Manager of Operations	Josh Friesen
Health and Safety Coordinator	Trina Hutchinson
Health and Safety Coordinator	Lori Monette
Recruitment Officer	Lori Mathews

**ABSENT**

None

**#2 POLICY REVIEW  
COMMITTEE  
AGENDA**

MOTION: 23.12.261. Moved by: Councillor Sally Rosson  
That the Policy Review Committee adopt the Agenda of the Policy Review  
Committee meeting as amended.

- Addition: 4.6 Policy 4010 Road Access Approaches

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

#3  
POLICY REVIEW  
COMMITTEE  
MINUTES

MOTION: 23.12.262. Moved by: Councillor Jennifer Scott.  
That the Policy Review Committee adopt the minutes of the Policy Review Committee Meeting held on October 11, 2023 as presented.

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

CARRIED

#4  
BUSINESS

ICE COVER WORK  
OPERATIONS

**4.1 "Ice Cover Work Operations"**

MOTION: 23.12.263. Moved by: Councillor Dale Smith  
That the Policy Review Committee recommend Council approve the transfer of Policy 3009 "Ice Cover Work Operations" to a Safe Work Procedure, as amended.

- 8.12: Replace "solid land" / "solid shore" with "stable / solid source"
- 10.3: Equipment to be "locked out"

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

CARRIED

PRESENCE

Vice-Chair Winston Delorme left the meeting at 11:18 a.m.  
Vice-Chair Winston Delorme returned to the meeting at 11:21 a.m.

Reeve Tyler Olsen left the Chamber at 11:34 a.m.  
Councillor Dale Smith left the Chamber at 11:34 a.m.

SUBSTANCE ABUSE  
PREVENTION

**4.2 "Substance Abuse Prevention"**

MOTION: 23.12.264. Moved by: Councillor Christine Schlieff  
That the Policy Review Committee recommend Council transfer Policy 2010 "Substance Abuse Prevention" from a Council policy to an administrative policy, as amended.

- Add wording for who transports the individual being tested
- Change title to "Workplace Substance Use Prevention"

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

Against: Councillor Dave Berry

CARRIED

**VIOLENCE AND  
HARASSMENT PREVENTION**

**4.3 “Violence and Harassment Prevention”**

MOTION: 23.12.265. Moved by: Vice-Chair Winston Delorme  
That the Policy Review Committee recommend Council approve Policy 2012  
“Violence and Harassment Prevention” as amended.

- Remove “Municipal District of” from purpose
- Numbering after section 5

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

CARRIED

**PRESENCE**

Vice-Chair Winston Delorme left the meeting at 11:49.

**CLUBROOT OF CANOLA**

**4.4 “Clubroot of Canola”**

MOTION: 23.12.266. Moved by: Councillor Ryan Ratzlaff.  
That the Policy Review Committee recommend Council approve Policy 6308  
“Clubroot of Canola” as amended.

- Section 3(A)(i): To be clarified
- 3.2(G)(iii): To be applied to arrears if not paid voluntarily
- 5.3: Change “heat map” to “incident map”

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlieff,  
Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Dave Berry

Abstention: Vice-Chair Winston Delorme – Not present during voting.

CARRIED

**PRESENCE**

Vice-Chair Winston Delorme returned to the meeting at 11:54.

**FINANCIAL RESERVES**

**4.5 “Financial Reserves”**

MOTION: 23.12.267. Moved by: Councillor Dave Berry.  
That the Policy Review Committee recommend Council approve Policy 9500  
“Financial Reserves” as presented.

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

CARRIED

**SNOWPLOWING RURAL  
RESIDENTIAL DRIVEWAYS**

**4.6 “Snowplowing Rural Residential Driveways”**

MOTION: 23.12.268. Moved by: Councillor Christine Schlieff.  
That the Policy Review Committee accept the discussion on Policy 4020 “Snowplowing Rural Residential Driveways” for information.

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

CARRIED

MOTION: 23.12.269. Moved by: Councillor Christine Schlieff.  
That the Policy Review Committee recommend Administration draft a Snowplowing Program service policy for seniors and disabled persons to be presented at a future Policy Review Committee.

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

Against: Councillor Ryan Ratzlaff

CARRIED

MOTION: 23.12.270. Moved by: Vice-Chair Winston Delorme.  
That the Policy Review Committee recommend Administration bring back Policy 4020 outlining potential solutions to clarify eligibility of snowplowing on private driveways and multi-parcel subdivisions.

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

CARRIED

**PRESENCE**

Councillor Ryan Ratzlaff left the meeting at 12:57 p.m.  
Councillor Ryan Ratzlaff returned to the meeting at 12:59 p.m.

Bill Smith entered the meeting at 1:03 p.m.

**ROAD ACCESS APPROACHES**

**4.7 “Road Access Approaches”**

MOTION: 23.12.271. Moved by: Councillor Dave Berry

That the Policy Review Committee recommend Council approve Policy 4010 “Road Access Approaches” as amended.

- Change Director title to “Director of Infrastructure and Engineering” throughout
- 2.1; 2.3; 4.3: change to “Council or the Municipal Planning Commission”
- Add definition for Municipal Planning Commission
- 2.3: Add section for Industrial road access approaches

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

CARRIED

**#5 ADJOURNMENT**

**5. Adjournment**

MOTION: 23.12.272. Moved by: Councillor Ryan Ratzlaff

That this meeting adjourns at 1:08 p.m.

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

CARRIED

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RECORDING CLERK

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CHAIR

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

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

Chief Administrative Officer Stacey Wabick called the meeting to order at 10:53 a.m.

**PRESENT**

Member	Councillor Tom Burton
Member	Councillor Jennifer Scott
Member	Councillor Sally Rosson
Member	Councillor Dale Smith
Member	Councillor Dave Berry
Member	Deputy Reeve Bill Smith
Member	Reeve Tyler Olsen
Member	Councillor Winston Delorme
Member	Councillor Ryan Ratzlaff

Chief Administrative Officer	Stacey Wabick
Director of Infrastructure & Planning	Roger Autio
Director of Corporate Services	Ed Kaemingh
Director of Planning and Development	Martino Verhaeghe
Legislative Services Officer	Sarah Sebo
Legislative Assistant/Recording Clerk	Drew Melvin

**ABSENT**

MOTION 23.12.255. Moved by:  
That the Policy Review Committee vote for Chair and Vice-Chair nominations by hand.

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

CARRIED

**#4**  
**NOMINATION OF CHAIR**

Chief Administrative Officer Stacey Wabick called for nominations for the election of Policy Review Committee Chair.

Councillor Schlieff nominated Councillor Winston Delorme  
Councillor Dave Berry nominated Councillor Tom Burton

Chief Administrative Officer Stacey Wabick called for a second time for nominations for the election of Policy Review Committee Chair

None were heard.

Stacey Wabick called for a third time for nominations for the election of Policy Review Committee Chair

None were heard.

**CEASE NOMINATIONS FOR CHAIR**

MOTION: 23.12.256. Moved by: Councillor Dale Smith.  
That the Policy Review Committee cease nominations for Policy Review Committee Chair.

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

CARRIED

**APPOINTMENT OF CHAIR**

MOTION: 23.12.257. Moved by: Councillor Sally Rosson.  
That the Policy Review Committee appoint Councillor Tom Burton as the Chair of the Policy Review Committee until the next annual Organizational Meeting.

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

CARRIED

Stacey Wabick declared Councillor Tom Burton as the elected Chair of the Policy Review Committee until the next Organizational Meeting.

Stacey Wabick passed the Policy Review Committee meeting to Chair Tom Burton.

**#5 NOMINATION OF VICE-CHAIR**

Chair Tom Burton called for nominations for the election of the Policy Review Committee Vice-Chair.

Councillor Christine Schlieff nominated Councillor Winston Delorme

Chair Tom Burton called for a second time for nominations for the election of Policy Review Committee Vice-Chair.



None were heard.

Chair Tom Burton called for a third time for nominations for the election of Policy Review Committee Chair

None were heard.

**CEASE NOMINATIONS  
FOR VICE-CHAIR**

MOTION: 23.12.258. Moved by: Reeve Tyler Olsen .  
That the Policy Review Committee cease nominations for Policy Review Committee Vice-Chair.

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

CARRIED

**APPOINTMENT OF  
VICE-CHAIR**

MOTION: 23.12.259. Moved by: Councillor Jennifer Scott  
That the Policy Review Committee appoint Councillor Winston Delorme as the Vice-Chair of the Policy Review Committee until the next annual Organizational Meeting.

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

CARRIED

**#5  
ADJOURNMENT**

MOTION: 23.12.260. Moved by: Councillor Dale Smith.  
That this Organizational Meeting of the Policy Review Committee meeting adjourn at 11:00 a.m.

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

CARRIED

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RECORDING CLERK

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CHAIR



# REQUEST FOR DECISION

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<b>SUBJECT:</b>	<b>Protective Services Policy Repeal</b>		
<b>SUBMISSION TO:</b>	POLICY REVIEW COMMITTEE	<b>REVIEWED AND APPROVED FOR SUBMISSION</b>	
<b>MEETING DATE:</b>	February 14, 2024	<b>CAO:</b>	<b>MANAGER: WB</b>
<b>DEPARTMENT:</b>	PROTECTIVE SERVICES	<b>DIR:</b>	<b>PRESENTER:</b>
<b>STRATEGIC PLAN:</b>	Culture, Social & Emergency Services	<b>LEG:</b>	

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## RELEVANT LEGISLATION:

**Provincial – N/A**

**Council Bylaw/Policy – Bylaw 20-858 “Fire-Rescue Services”**

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## RECOMMENDED ACTION:

**MOTION: That the Policy Review Committee recommend Council repeal the following Protective Services policies:**

- **EES 05 Recovery of Emergency Services**
- **EES 26 Mutual Aid Assistance**
- **EES 27 Major Vehicle Incident Report**

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## BACKGROUND/PROPOSAL:

Administration has reviewed the following policies and has found the following policies to be obsolete and redundant. These policies are now referenced within current Greenview Fire-Rescue Services Standard Operating Guidelines (SOG), Bylaw 20-858 “Fire-Rescue Services,” or agreements with provincial and municipal partners.

- Policy EES 05 “Recovery of Emergency Services” is recommended for repeal as its provisions have been superseded by Bylaw 20-858 “Fire-Rescue Services,” and the Forestry Mutual Aid Fire Control Plan.
- Policy EES 26 “Requesting Mutual Aid Assistance” is recommended for repeal because Greenview has a Memorandum of Agreement (MOA) with all applicable municipalities as well as a Greenview Fire-Rescue Services (GFRS) Standard Operating Guideline regarding Mutual Aid.
- Policy EES 27 “Major Vehicle Incident Report” is recommended for repeal as it is referenced under Greenview Fire-Rescue SOGs.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. Policies are referenced in more appropriate sections of Greenview Fire-Rescue Services SOGs, bylaws and policies.
2. Removal of redundant policies and the streamlining of operating documents.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** The Policy Review Committee has the alternative to recommend Administration update the policies, however this is not recommended as it would be a duplication of information from Standard Operating Guidelines, current agreements, and Greenview legislation.

**MOTION:** That the Policy Review Committee recommend Administration draft an updated version of Policy \_\_\_\_\_ (EES 05 “Recovery of Emergency Services,” EES 26 “Mutual Aid Assistance,” EES 27 “Major Vehicle Incident Report”).

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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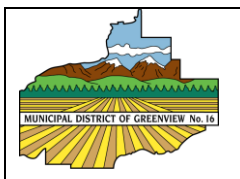
**FOLLOW UP ACTIONS:**

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

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**ATTACHMENT(S):**

- Policy EES 05 “Recovery of Emergency Services” (Current)
- Policy EES 26 “Mutual Aid Assistance” (Current)
- Policy EES 27 “Major Vehicle Incident Report” (Current)
- Town of Valleyview Fire-Services Memorandum of Agreement



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

Section:  
**ENGINEERING &  
ENVIRONMENTAL  
SERVICES**

**POLICY NUMBER: EES 05**

**POLICY TITLE: COST RECOVERY FOR  
MUNICIPAL EMERGENCY SERVICES**

**Page 1 of 2**

**Date Adopted by Council / Motion Number:**

**10.07.1116**

**PURPOSE:**

To provide guidance to M.D. Administration on the invoicing of ratepayers and businesses with respect to any action received by them through Municipal Emergency Services..

**POLICY:**

**Commercial Activity:**

Cost recovery will be automatic for any invoices received by the Municipal District as a result of third-party activities requested by Municipal Emergency Services for incident mitigation created by commercial activities.

**Residential Activity – excluding Sustainable Resource Development:**

Cost recovery will be at the discretion of Council for any invoices received by the Municipal District as a result of third-party activities requested by Municipal Emergency Services for incident mitigation created by private landowners or other members of the public. Private landowner cost recovery will not exceed \$5,000 for any one occurrence with the exception of those activities involved by Sustainable Resources Development.

**Highway Revenue Generation:**

Cost recovery with respect to Municipal Emergency Services and any third-party activities as they may relate to highway incidents will be automatically invoiced to the Province of Alberta through Alberta Transportation. The rate for emergency services apparatus will be the maximum rate allowed at the time of invoice by Alberta Transportation per unit, per hour and any consumables and/or third-party activities will be invoiced at cost.

**Municipal Emergency Services Actions within the Forest Protection Area:**

Cost recovery with respect to Municipal Emergency Services and any third-party activities as they may relate to wild-land fire response within the Forest Protection Area and/or Crown Land will be automatically invoiced to the Province of Alberta through Sustainable Resources Development. The rate for emergency services apparatus will be as reflected in the current Wildfire Mutual Aid Control Plan and any consumables and/or third-party activities will be invoiced at cost.

**POLICY TITLE: COST RECOVERY FOR MUNICIPAL EMERGENCY SERVICES**

**Page 2 of 2**

**Date Adopted by Council / Motion Number:**

**10.07.1116**

**Sustainable Resource Development Actions within the Non-Forest Protection Area:**

Cost recovery with respect to invoices received by the Municipal District on behalf of Sustainable Resource Development for wild-land firefighting activities within the non-Forest Protection Area will be invoiced back to the responsible party. The responsible party may include as per the Forest and Prairie Protection Act:

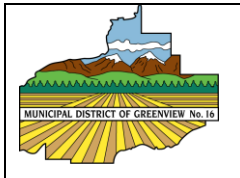
- a) the person who caused the fire;
- b) the person who directed the lighting of the fire;
- c) the person who was otherwise responsible for the fire;
- d) the person who owned the land on which the fire began and does not establish that the fire ignited or was lit without that person’s consent, express or implied; and
- e) the person who was in control of the land on which the fire began and does not establish that the fire ignited or was lit without that person’s consent, express or implied.

All invoicing for emergency services apparatus with the exception of rates established in the Annual Mutual Aid Wildfire Control Plan with Sustainable Resource Development will be at the maximum rate allowable by Alberta Transportation at the time of invoicing.

Any other cost recovery activities will be as prescribed by Council.

(Original signed copy on file)  
REEVE

\_\_\_\_\_  
C.A.O.



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

Section:  
**ENGINEERING &  
ENVIRONMENTAL  
SERVICES**

**POLICY NUMBER: EES 26**

**POLICY TITLE: REQUESTING MUTUAL AID ASSISTANCE**

**Page 1 of 1**

**Date Adopted by Council / Motion Number:**

**12.03.183**

**PURPOSE:**

To give the Incident Commander a policy with direction on when to call for Mutual Aid Assistance.

**POLICY:**

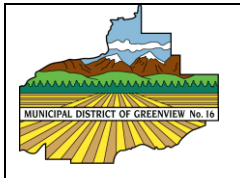
The MD has a number of Mutual Aid Agreements with a variety of organizations in the area. This policy is to outline the steps required when the incident that the Department is dealing with is requiring more resources than the Department can offer.

1. It is the responsibility of the Incident Commander to determine the need for additional resources as is required.
2. When additional resources are required, the IC will notify the Communications Centre and advise them additional resources will be required at this incident scene.
3. The Communications Centre will then notify the required organizations of the situation and of what is being requested of them (Specific Apparatus, Manpower, Equipment, etc.).
4. The Incident Commander must specify to the Communications Centre what exactly is being requested (specific Apparatus, Manpower, Equipment, etc.).
5. Once the request for Mutual Aid is given, the Incident Commander must then ensure that the Manager of Protective Services is notified of the situation. This can be completed either by the Incident Commander directly or by the Communications Centre.

It is important to ensure that this process is followed, as some of the Mutual Aid Agreements that are in place have fees associated with them.

(Original signed copy on file)  
REEVE

\_\_\_\_\_  
C.A.O.



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

Section:  
**ENGINEERING &  
ENVIRONMENTAL  
SERVICES**

**POLICY NUMBER: EES 27**

**POLICY TITLE:       COMPLETING MOTOR VEHICLE  
                                  INCIDENT REPORTS**

**Page 1 of 1**

**Date Adopted by Council / Motion Number:**

**12.03.183**

**PURPOSE:**

To give the Incident Commander guidelines to complete the required reports when a Motor Vehicle Incident has occurred.

**POLICY:**

When Emergency Services are conducted on Provincial Highways, the following steps must be followed:

1. The Incident Commander will ensure that the Incident Forms are completed with all required information.
2. For a Motor Vehicle incident, there are two reports that must be completed.
  - a) MD of Greenview Fire Department Response Report.
  - b) Alberta Transportation Fire and Rescue Report.
3. Upon completion of both reports, a copy is to be forwarded to the Protective Services Office for review and submission.
4. The Protective Services Manager / Fire Chief or designates will ensure the forms are submitted to the appropriate Alberta Transportation Department within the time lines required.

A copy of the Alberta Transportation Department Policy Statement (TCE-DC-501) has been attached as well as copy of Alberta Transportation Fire and Rescue Report.

(Original signed copy on file)  
REEVE

\_\_\_\_\_  
C.A.O.

MEMORANDUM OF AGREEMENT

THIS AGREEMENT made this 3 day of January A.D. 2023 me

BETWEEN:

**Municipal District of Greenview #16 in  
the Province of Alberta (hereinafter called "Greenview")**

OF THE FIRST PART

- AND -

**THE TOWN OF Valleyview, a Municipal Corporation in the Province of Alberta (hereinafter called "The  
Town")**

OF THE SECOND PART

**WHEREAS** the Municipal District and the Town may, under the provision of the Municipal Government Act, R.S.A., Chapter M-26, and amendments thereto, provide for the safety and protection of people and property; and

**WHEREAS**, the Municipal District and the Town wish to enter into an agreement for the provision of the joint use of firefighting equipment, and firefighting services to the Town and to a portion of the Municipal District;

**THEREFORE**, the Parties to this Agreement, in consideration of the promises and mutual terms, covenants and conditions to be observed and performed by each party, agree as follows:

- 1) The Town of Valleyview undertakes and agrees that it will provide Fire-Rescue Services to the Town and to the portion of Greenview as indicated in Schedule 'A' – Valleyview Fire District attached hereto and forming part of this agreement, and on the terms and conditions hereinafter specified.
- 2) The Town shall be responsible for a volunteer fire department to be known as the Valleyview Fire Department (hereinafter referred to as the "Department").
- 3) The Department shall be responsible for Fire -Rescue Services within the area identified in Schedule 'A' – Valleyview Fire District.
- 4) Town firefighting personnel may utilize Greenview fire apparatus and equipment to respond to incidents within Greenview without Greenview personnel being present regardless of whether Greenview responds to the same incident.
- 5) Town firefighting personnel may utilize Greenview fire apparatus and equipment to respond to incidents in the Town when required and utilize Town fire apparatus and equipment to respond to incidents in Greenview when required.



- 6) Each of the parties hereto agree that neither of them shall be liable to the other for any penalty, damages, or losses whatsoever for delay or failure to respond to a call or request for assistance or withdrawing their assistance after responding to a call or request for assistance.
- 7) Greenview will permit the Town to invoice the costs associated with motor vehicle incidents as per Alberta Transportation guidelines or directly from insurance providers. The responsibility of invoicing will be that of the Town and all invoices will be inclusive of all attending apparatus regardless of ownership. The invoiced amount shall be reported at the end of each year to Greenview as information in preparation for the next budget cycle as per Sentence 9 below.
- 8) The Town will submit to Greenview, on or before September 30th of each year, a proposed Department budget for the ensuing year. The Department budget shall include all anticipated revenues and expenditures.
- 9) Greenview shall notify the Town, prior to December 31st of each year, the amount to be provided to the Department for operational costs.
- 10) Once approved by Greenview Council, Greenview will pay to the Town (must be annually approved by Greenview Council), in consideration of the Town's obligations hereunder, in quarterly installments, the sum of one hundred and seven thousand one hundred and twenty-two dollars, (\$107,122.50) plus a further amount of 3.5 % thereof on a cumulative basis for the year January 1st, 2024 to December 31st, 2024.
  - a) Greenview shall provide at its own expense:
  - b) Registration and insurance for Greenview fire apparatus;
  - c) Maintenance and repairs to Greenview fire apparatus and equipment (specific to the apparatus). Note: All fuel costs for Greenview fire apparatus and equipment are included in the annual Greenview quarterly payments to Valleyview;
  - d) Alberta First Responder Radio Communications System (AFRRCS) mobile radios and portables for all Greenview fire apparatus;
  - e) Replacement for any Greenview fire apparatus or equipment that becomes damaged or worn out, provided that the Town returns any damaged or worn-out parts, pieces, truck, or equipment to Greenview;
  - f) Provide Automatic Vehicle Location (AVL) hardware and service, inclusive of mobile WIFI for Greenview apparatus;
- 11) The Town shall and at its own expense:
  - a) Prepare and make available to Greenview an incident report within three (3) business days of an incident that involves a multi-vehicle collision, a dangerous goods incident, or a fire or explosion attended by Town forces within Greenview;

- b) Report all fire incidents (structures and vehicles) that occur in Greenview to the Regional Fire Chief or designate to ensure that the fire is investigated to determine cause, origin, and circumstances as per the Alberta Safety Codes Act.
  - c) House and operate Greenview fire apparatus in the Valleyview Fire Station;
  - d) When requested provide proof of competently trained firefighting personnel to man and operate Greenview fire apparatus as required during the term of this Agreement;
  - e) Report to Greenview Regional Fire Chief or designate any operational problems effecting Greenview fire apparatus and/or equipment immediately;
  - f) Report any Greenview equipment, including Greenview fire apparatus that is lost, missing, or deemed inoperable. Incidents will be jointly investigated to determine the cause and best course of action.
  - g) Provide to Greenview annually, a completed driver's abstract form for any fire fighter operating Greenview owned or leased vehicles, and proof that any such firefighter holds the appropriate class of driver's license for any apparatus that they will be driving, together with appropriate endorsements;
  - h) Comply with the Occupational Health and Safety (OHS) Guide for Firefighting to ensure that all firefighters attending emergency incidents are competently trained to perform the tasks that they have been assigned;
  - i) Provide WCB coverage for Town firefighters;
  - j) If available at the time of the request, send a representative from the Town's fire department to meetings convened by the Greenview Regional Fire Chief;
  - k) Make all payments for Town firefighting services, costs, and expenses, not directly assumed by Greenview as provided herein;
- 12) The Town CAO or designate and Greenview CAO or designate agree to oversee further additions to the working relationship between the two parties.
- 13) If requested, Greenview may provide the Town at established cost recovery rates, fire prevention services such as fire inspections and fire investigations.
- 14) Greenview and the Town may provide access and opportunities to training props, instructors, and events.
- 15) Greenview and the Town agree to collaboratively work together in the purchasing of fire apparatus and equipment;
- 16) The first fire service to arrive on scene of an incident shall assume incident command. The Greenview Regional Fire Chief or designate, may at their discretion, assume command of any incident which occurs within Greenview. Both parties will attempt to adhere to the same fire ground command system to ensure seamless operations and consistency at scene.
- 17) The parties to this Agreement will work together to increase the level of firefighting training and promote public education regarding fire awareness and firefighting best practices.

- 18) The Town shall indemnify and hold harmless Greenview, together with its employees, agents, and volunteers, from any and all claims, demands, actions and costs that may arise, directly or indirectly, from the performance of this Agreement by the Town or its employees, agents or volunteers.
- 19) Greenview shall indemnify and hold harmless the Town, together with its employees, agents and volunteers, from any and all claims, demands, actions and costs that may arise, directly or indirectly, from the performance of this Agreement by Greenview or its employees, agents or volunteers.
- 20) In the event that any dispute arises pursuant to this Agreement, or the interpretation of this Agreement, the parties hereto agree that, in the event that such a dispute cannot be resolved by mutual negotiation, they will submit the dispute to a third party arbitrator for a determination of the dispute pursuant to the *Arbitration Act of Alberta*. The cost of the arbitrator will be shared equally between both parties.
- 21) The parties will notify all their fire service officers of this Agreement, so that those fire officers may become familiar with the Agreement, and terms.
- 22) Any notice, payment or other communication required or permitted to be given or served pursuant to this Agreement shall be in writing and shall be delivered by registered mail, postage prepaid, addressed as follows:

**To Greenview: Municipal District of Greenview #16**

4806 – 36 Avenue

Valleyview, AB T0H 3N0

Attention: CAO

**To the Town: The Town of Valleyview:**

4802 50 Street

Valleyview, AB T0H 3N0

Attention: CAO

Every notice mailed at any post office in Canada by prepaid registered post in an envelope addressed to the party to whom the same is directed shall be deemed to have given and received by the addressee on the fifth business day following mailing except where there exists a labor strike or other postal interruption which interferes with mail deliveries, in which case every notice provided for in this Agreement or arising in connection therewith shall be in writing and shall be delivered to the party or parties at the above addresses and such notice shall be effective only if and when actually delivered. All invoices for fire services shall be sent within 30 days of the time of services rendered.

This Agreement shall come into force and effect on January 1st, 2022, and remain in effect until December 31st, 2024, at which time this Agreement will expire, unless there is an Agreement in writing from both parties, to the contrary. Notwithstanding this however either party may terminate this Agreement by giving the other party 6 months' notice in writing of its intention to terminate the Agreement

The Parties hereto acknowledge and agree that they may have or may enter into other agreements related to fire services, such as mutual aid or regional fire agreements. However, in that event, such agreements shall be independent of and separate from this Agreement, and such agreements shall not be dependent on this or any other agreement.

IN WITNESS THEREOF the parties hereto have affixed their hands and corporate seals this 3 day of January, A.D. 2023 *ma*

TOWN OF VALLEYVIEW:

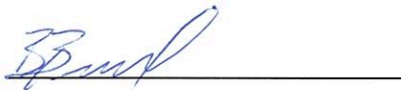
M.D. OF GREENVIEW NO. 16:



Mayor



seal

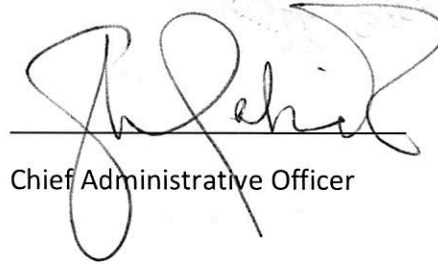


Chief Administrative Officer



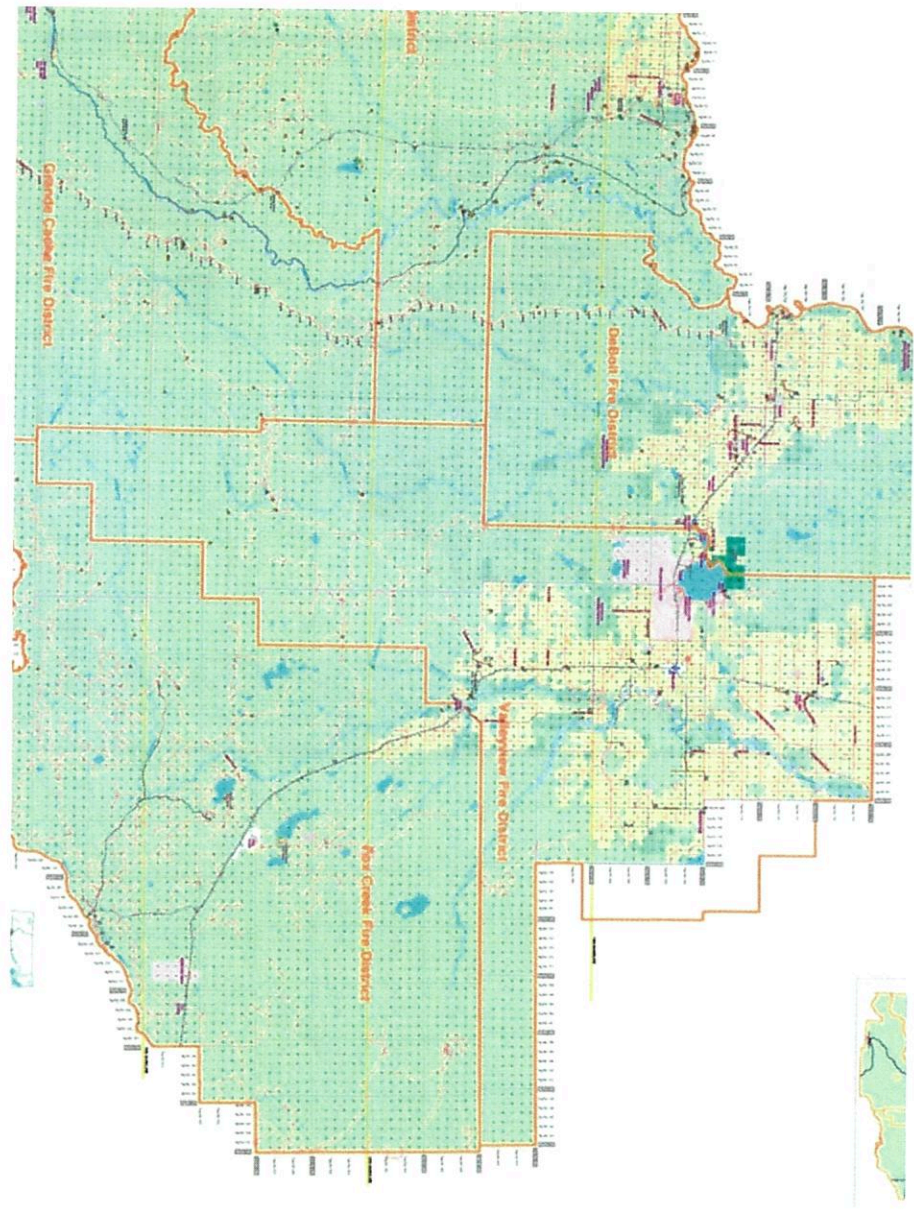
Reeve

seal



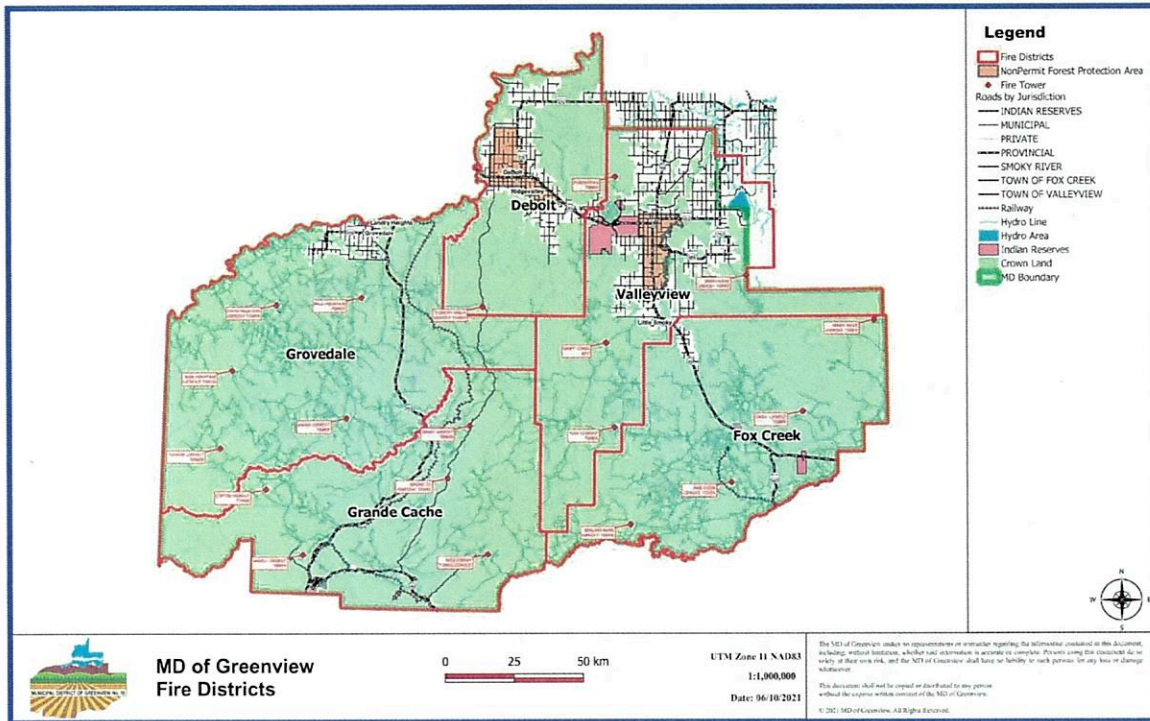
Chief Administrative Officer

APPENDIX 'A' – Valleyview Fire District





APPENDIX 'A' – M.D. of Greenview Fire District





# REQUEST FOR DECISION

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**SUBJECT:** Policy EES 29 Emergency Driver’s Abstract and Criminal Record Checks  
**SUBMISSION TO:** POLICY REVIEW COMMITTEE REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** February 14, 2024 CAO: MANAGER: WB  
**DEPARTMENT:** PROTECTIVE SERVICES DIR: PRESENTER:  
**STRATEGIC PLAN:** Culture, Social & Emergency Services LEG:

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## RELEVANT LEGISLATION:

**Federal** – Criminal Records Act (Canada), R.S.C. 1985, c. C-47, s. 6.3(3)

**Council Bylaw/Policy** – Policy EES 29 “Emergency Driver’s Abstract and Criminal Record Checks”

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## RECOMMENDED ACTION:

**MOTION:** That the Policy Review Committee recommend Council approve the transfer of Policy EES 29 “Emergency Driver’s Abstract and Criminal Record Checks” from a Council policy to an Administrative Policy as presented.

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## BACKGROUND/PROPOSAL:

Administration is requesting the transfer of Council Policy EES 29 “Emergency Driver’s Abstract” to an Administrative Policy.

The process of obtaining and reviewing a driver’s abstracts and Criminal Record Checks is a routine administrative task associated for specific job roles and responsibilities. Delegating this responsibility to an Administrative Policy would allow for quicker and more efficient management of routine internal processes.

The *Criminal Records Act* requires protective agencies to request a criminal record check for persons who are employed or volunteer with said agency.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. Delegating this responsibility to the administration level allows for expedited and more efficient management of routine processes.
  2. Policy transfers to the administrative policy align with Greenview policy management practices.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## ALTERNATIVES CONSIDERED:



**Alternative #1:** The Policy Review Committee may recommend Administration to draft a new Council policy, however this is not recommended as the driver’s abstract and criminal records checks are an administrative process and only concern employees and volunteers within Protective Services.

MOTION: That the Policy Review Committee direct Administrative to draft a new

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will present the policy transfer to Council for approval.

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**ATTACHMENT(S):**

- Policy EES 29 “Emergency Drivers Abstract and Criminal Record Checks” (Current)
- Administrative Policy 03-02 “Emergency Drivers Abstract and Criminal Record Checks” (Draft)



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

Section:  
**ENGINEERING &  
ENVIRONMENTAL  
SERVICES**

**POLICY NUMBER: EES 29**

**POLICY TITLE: EMERGENCY RESPONDER DRIVER'S ABSTRACT AND  
CRIMINAL RECORD CHECKS** **Page 1 of 2**

**Date Adopted by Council / Motion Number: 12.03.183**

**PURPOSE:**

To ensure that Driver's Abstracts and Criminal Record checks are completed on Emergency Responders.

**POLICY:**

It is the policy of the Protective Services Department to obtain a Driver's Abstract and Criminal Record check on all new Emergency Responders to service, due to the nature of services provided by the Department. These records will be kept confidential and only reviewed by the Manager of Protective Services and Fire Chief. It is a Provincial requirement to keep Driver's Abstracts on file for each driver or potential driver. The Driver's Abstract and Criminal Record checks will be included with the Recruit Application package.

1. It is the responsibility of the recruit to ensure these forms are completed and submitted prior to commencement with the Department.
2. All costs associated with these checks will be paid for by the Department, where the recruit will be joining.
3. One of the deciding factors to allow the recruit to join the Department will be based on the results of these background checks. Final approval will be at the discretion of the Fire Department.
4. Once accepted into the Department, it is the responsibility of each Emergency Responder to notify the Manager of Protective Services or the Fire Chief of any infractions or charges brought up against them that could either affect their driving or criminal records. Driving and criminal records are stored at the Fire Departments in a locked personnel file.
5. Driver's Abstracts will be renewed every year for all members of the Fire Services Department.
6. Criminal Records will be renewed at the most every five years, but can be completed sooner at the request of either the Manager of Protective Services or the Fire Chief.
7. Failure to complete the required forms or failure to notify the Manager of Protective Services and the Fire Chief of an infraction / charge could result in the Emergency Responders dismissal from the Fire Department.

(Original signed copy on file)  
REEVE

\_\_\_\_\_  
C.A.O.

**Title:** Emergency Driver’s Abstract and Criminal Record Checks

**Policy No:** 03-02

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

**Responsible Department:** Protective Services

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



**Legal References:**

*Not applicable*

**Cross References:**

*Not applicable*

**Purpose:** To ensure that Driver’s Abstract and Criminal Record checks for Vulnerable Sectors are completed on Emergency Responders.

## 1. DEFINITIONS

- 1.1. **Criminal Record Check for Vulnerable Sector (Criminal Record Check)** means assessing an individual's criminal history to determine if they pose a potential risk to vulnerable populations.
- 1.2. **Driver’s Abstract** means a report from any provincial registries in relation to an Emergency Responders or potential Emergency Responders driving record for a period of time.
- 1.3. **Emergency Responder** means an individual trained and authorized to respond to and manage emergencies.
- 1.4. **Greenview** means the Municipal District of Greenview No. 16.
- 1.5. **Personnel** means emergency responders within Greenview Fire-Rescue Services.

## 2. POLICY STATEMENT

- 2.1. It is the policy of the Protective Services Department to obtain a Driver’s Abstract and Record Check for Vulnerable Sector on all new Emergency Responders to service, due to the nature of services provided by the Department.
- 2.2. These records will be kept confidential and only reviewed by the Manager of Protective Services, Fire Chief and Human Resources Department.
- 2.3. It is a Provincial requirement to keep the Driver’s Abstract on file for each driver or potential driver.
- 2.4. The Driver’s Abstract and Criminal Record checks will be included in the Recruit Application package.
  - A) It is the responsibility of the recruit to ensure these forms are completed and submitted prior to commencement with the Department.
  - B) All costs associated with these checks will be paid for by Greenview Fire-Rescue Services.

- C) One of the deciding factors to allow the recruit to join the Department will be based on the results of these background checks. Final approval will be at the discretion of the Fire Department.
- D) Once accepted into the Department, it is the responsibility of each Emergency Responder to notify the Manager of Protective Services or the Fire Chief of any infractions or charges brought up against them that could either affect their driving or criminal records. Driving abstracts are stored at the Fire Department and in Human Resources files. Criminal records are stored at the Fire Department in a locked personnel file.
- E) Driver's Abstracts will be renewed every year for all personnel of the Fire Services Department.
- F) Criminal Records will be renewed at most every five years but can be completed sooner at the request of either the Manager of Protective Services or the Fire Chief.
- G) Failure to complete the required forms or failure to notify the Manager of Protective Services and the Fire Chief of an infraction/charge could result in the Emergency Responders dismissal from the Fire Department.

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



# REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Policy 9501 Financial Reporting</b>		
<b>SUBMISSION TO:</b>	POLICY REVIEW COMMITTEE	<b>REVIEWED AND APPROVED FOR SUBMISSION</b>	
<b>MEETING DATE:</b>	February 14, 2024	<b>CAO:</b>	<b>MANAGER: MH</b>
<b>DEPARTMENT:</b>	FINANCE	<b>DIR:</b>	<b>PRESENTER: MH</b>
<b>STRATEGIC PLAN:</b>	Economy	<b>LEG:</b>	

**RELEVANT LEGISLATION:**

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

**Council Bylaw/Policy** (cite) – Policy 9501 “Financial Reporting”

**RECOMMENDED ACTION:**

**MOTION: That the Policy Review Committee recommend Council approve Policy 9501 “Financial Reporting” as presented.**

**BACKGROUND/PROPOSAL:**

Administration is presenting amendments to Policy 9501 “Financial Reporting” (formerly 1500) for the Policy Review Committee’s consideration. These amendments are based on recent discussions during the Strategic Plan Review sessions. Changes include moving the first, second, and third quarter reporting packages from the second to third Regular Council meeting following quarter end to allow Administration more time to receive, process, and analyze information.

Currently, the Finance team has 4-5 business days (depending on stat holidays) to process transactions in order to meet the timelines for the Council agenda package. For example, the Q1 2024 reporting package is due for SLT review April 10<sup>th</sup>. The package takes 1.5-2 days to complete so all transactions must be posted by April 5<sup>th</sup>. As it takes time to enter, review, and approve transactions, the information being processed the week of April 2-5 is mostly from the week prior.

Moving the reporting package by one Council meeting will allow for 10 additional business days to be able to capture transactions and review variances. This will give Council more accurate and timely information as expenses and revenues will be reflected in the quarter in which they occurred, whereas now a lot are being captured in the following quarter reports.

For the quarters ending March, June, and September of 2023, these were the transactional amounts received and entered in the 10 business days after close which related to the prior quarter:

	Q1	Q2	Q3
	Posted Apr 11-21	Posted Jul 10-21	Posted Oct 10-20
Operating Expenses	\$ 6,201,607	\$ 2,227,418	\$ 491,683
Capital Expenses	\$ 39,093	\$ 470,136	\$ 2,647,757

Additionally, Administration is proposing a change to the December annual report timeline. The policy currently states that the December report is presented to Council at the second meeting following quarter end but that it “will be preliminary as year end reports will not be complete”. As such, Administration has put into practice providing an unaudited reporting package at the last meeting in March to give Council an update before the auditor presents the Financial Statements in April. However, completing both reporting packages is quite time consuming therefore Administration is proposing to provide Council an annual report before the end of March, once year end is finalized.

Policy 1500 will be recommended for repeal at a future Council meeting, alongside the approval of this policy.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the recommended motion is that it will provide Policy Review Committee with more accurate financial information to support decision making and ensure the accountability of Greenview’s resources.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** The Policy Review Committee may make additional amendments to the policy.

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will implement any recommended changes and will present the policy to Council for approval.

Council will be presented with a motion to repeal Policy 1500 “Financial Reporting.”

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**ATTACHMENT(S):**

- Policy 1500 “Financial Reporting” - Current
- Policy 9501 “Financial Reporting” - Revised

**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.



**Title: Financial Reporting**

**Policy No: ~~1500-9501~~**

**Effective Date: February 8, 2022**

**Motion Number:**

**Supersedes Policy No: ~~NONE-1500~~**

**Department: Finance**

**Review Date: February 8, 2025**



**Legal References:**

Municipal Government Act, R.S.A. 2000, c.M-26, Part 8.

**Cross References:**

Bylaw 22-899 "Audit Committee"  
Policy 1016 "Budget Development Process"

**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. Quarterly Reports:

- A) Council shall be presented, as information, a quarterly report at a regular Council meeting for each three-month period ending March 31, six-month period ending June 30, and nine month ending September 30.
- B) The quarterly reports will include:
  - i. An analysis of year-to-date results compared to the Operating Budget. Financial information will be provided on a summarized basis by department;
  - ii. An analysis of year-to-date results compared to the Capital Budget. Financial information will be provided by project; and,
  - iii. A restricted surplus report.
- C) The quarterly reports shall be presented to Council following the end of each quarter at the first regular Council Meeting in May, August, and November.

3.2. Annual Report:

- A) Council shall be presented an annual report for information at a regular Council meeting for each year ending on December 31.
- B) The annual report will include:
  - i. An analysis of annual results compared to the Operating Budget. Financial information will be provided on a summarized basis by department;
  - ii. An analysis of annual results compared to the Capital Budget. Financial information will be provided by project; and,
  - iii. A restricted surplus report.
- C) The annual report shall be presented to Council on or before March 31 of the following year.

3.3. Financial Statements:

- A) Once the annual audit is complete, Greenview’s Auditor will present the Audited Financial Statements and Audit Report to Council at a Regular Council meeting.

~~3.4. 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, and 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.~~

~~3.5. 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, and 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.~~

~~3.6. 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.~~

~~3.7. December quarter end reports will be preliminary as year end reports will not be complete.~~

~~3.8. 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.

DRAFT



# REQUEST FOR DECISION

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SUBJECT:	<b>Policy 1004 Promotional Merchandise</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 14, 2024	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

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RELEVANT LEGISLATION:  
**Provincial** – Not applicable.

**Council Bylaw/Policy** – Not applicable.

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RECOMMENDED ACTION:

**MOTION: That the Policy Review Committee recommend Council approve Policy 1004 “Promotional Merchandise” as presented.**

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BACKGROUND/PROPOSAL:

Administration is presenting Policy 1004 “Promotional Merchandise” for the Policy Review Committee’s consideration. The policy seeks to regulate Greenview clothing provided to Councillors and promotional merchandise which Councillors distribute at events. This policy was drafted as per Motion 24.01.12:

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

The policy is divided into two sections, the first being “Promotional Merchandise Clothing,” which applies to Greenview branded clothing provided to Members of Council. Administration is recommending an annual budget of \$250.00 for Councillors, and \$500.00 for the Reeve. The proposed budget would permit Members of Council to receive one jacket annually or several smaller articles of clothing.

“Promotional Merchandise Gifting” applies to items which are distributed by Members of Council to promote hospitality and Greenview’s brand. Administration has drafted a recommended gifting value, however Councillors are permitted to exceed the recommended value provided they remain within the overall budget. Administration is recommending an annual budget of \$1,500.00 for Councillors and \$2,500.00 for the Reeve.

---

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that it will provide Council with a framework when distributing promotional merchandise.

2. The benefit of the recommended motion is that it will complete the action item as directed by Council.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** The Policy Review Committee may vary the recommended budget for promotional clothing or promotional gifts.

**Alternative #2:** The Policy Review Committee may vary the recommended gifting range values, and may add or remove example events (Section 4.3).

**MOTION:** That the Policy Review Committee recommend Council approve Policy 1004 “Promotional Merchandise” as amended.

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**FINANCIAL IMPLICATION:**

The policy seeks to place budget parameters on the distribution of promotional merchandise.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---


**FOLLOW UP ACTIONS:**

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

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**ATTACHMENT(S):**

- Policy 1004 “Promotional Merchandise” (Draft)

<p><b>Title: Promotional Merchandise</b></p> <p><b>Policy No: 1004</b></p> <p><b>Effective Date: Date passed in Council</b></p> <p><b>Motion Number:</b></p> <p><b>Department: CAO Services</b></p> <p><b>Review Date: (3 Years from approved)</b></p>		
<p><b>Legal References:</b> <i>Not applicable</i></p>	<p><b>Cross References:</b> <i>Not applicable</i></p>	
<p><b>Purpose:</b> Promotional Merchandise is used to market Greenview’s brand and promote hospitality within the community. This policy establishes the principles by which Councillors may receive and distribute Promotional Merchandise.</p>		

**1. DEFINITIONS**

- 1.1. **Greenview** means the Municipal District of Greenview No. 16.
- 1.2. **Promotional Merchandise** means items which are branded with a Greenview logo and are distributed to promote Greenview’s brand.

**2. POLICY STATEMENT**

- 2.1. This policy applies to Promotional Merchandise provided to Councillors as a function of their position and Gifting Promotional Merchandise which Councillors may distribute at events during the course of their duties.
- 2.2. This policy does not apply to Promotional Merchandise which is assigned to a department’s budget.
- 2.3. Promotional Merchandise is distributed at events to express hospitality, foster regional pride, and market Greenview’s brand.
- 2.4. Promotional Merchandise shall not be distributed at private functions or events which do not benefit Greenview or its residents.

**3. PROMOTIONAL MERCHANDISE CLOTHING**

- 3.1. Council shall have an annual Promotional Merchandise clothing budget established. Unless paid at a Councillor’s own expense, no member of Council shall acquire clothing in excess of their budgeted amount:
  - A) The Reeve shall be budgeted \$500.00; and
  - B) Each Councillor shall be budgeted \$250.00.

**4. PROMOTIONAL MERCHANDISE GIFTING**

- 4.1. Promotional Merchandise gifting happens when Promotional Merchandise is freely given out by the Reeve or Councillors while attending functions as elected officials.

- 4.2. Council shall have an annual Promotional Merchandise gifting budget established. No member of Council shall gift more than their budgeted amount:
  - A) The Reeve shall be budgeted \$2,500.00; and
  - B) Each Councillor shall be budgeted \$1,500.00.
- 4.3. Councillors have full discretion to disperse Promotional Merchandise up to their budgeted amount.
- 4.4. The following ranges are recommended, per recipient, when gifting Promotional Merchandise:

Level 1 – Less than \$15.00	Public events, non-profit events, and community groups.
Level 2 – \$15.00 - \$99.99	Boards and committees, Greenview sponsored events, and conferences.
Level 3 – \$100.00 - \$200.00	Industry and intergovernmental partners.

**5. COUNCIL RESPONSIBILITIES**

- 5.1. Councillors shall notify Administration when Promotional Merchandise is acquired so that it may be budgeted.
- 5.2. Councillors shall ensure their distribution of Promotional Merchandise does not exceed their allotted budget.

**6. ADMINISTRATION RESPONSIBILITIES**

- 6.1. Administration shall track Council’s Promotional Merchandise budgets.





During the last review of this policy, Council chose to only raise the rate of incidentals from \$15.00 to \$17.50. The remainder of the rates were unchanged.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the recommended motion is that it will ensure Greenview has an expense and reimbursement policy which establishes clear financial and administrative controls.
  2. The draft policy increases the amount which Greenview representatives may expense while on official business. This is beneficial as current expense levels may not accurately reflect the actual cost of items.
- 

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** The Policy Review Committee may make additional amendments to the policy.

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**FINANCIAL IMPLICATION:**

The adjusted expenditure rates will continue to be a financial obligation for Greenview.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

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

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**ATTACHMENT(S):**

- 1002 "Travel and Subsistence" (Draft)

**Title: Travel and Subsistence**

**Policy No: 1002**

**Effective Date: December 13, 2022**

**Motion Number:**

**Supersedes Policy No: 1002**

**Department: CAO Services**

**Review Date:**



**Legal References:**

Canada Revenue Agency Directive on Travel – Meals and Allowances

Canada Revenue Agency Directive on Travel - Kilometric Rates

**Cross References:**

Policy 1011 “Northern Travel Premium”

Policy 1013 “Credit Cards”

**Purpose:** To provide an equitable process for the control and reimbursement of Council, Board/Committee Members, employees and volunteers for travel, food services and other business expenses incurred when conducting business on behalf of Greenview.

## 1. DEFINITIONS

- 1.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview.
- 1.2. **Claimant** means any individual described in section 2.1 who seeks reimbursement of an expense or payment of an allowance under this policy.
- 1.3. **Director** means the Director of Infrastructure and Engineering, Community Services, Planning and Economic Development and Corporate Services.
- 1.4. **Employees** means a person currently employed by Greenview, in any capacity.
- 1.5. ~~**Full Day of Travel** means when a claimant departs from their residence or work location before 7:30 am and returns to their residence or work location after 5:30 pm when travelling but excludes personal time (combining personal business with official duties while travelling).~~
- 1.6. **Greenview** means the Municipal District of Greenview No. 16.
- 1.7. **Greenview Business** means activities intended to promote and achieve the goals and objectives of Greenview.
- 1.8. **Private Accommodation** does not include one’s current residence.

## 2. POLICY STATEMENT

- 2.1. This policy applies to all travel and meal expenses sought to be reimbursed and allowances claimed in relation to Greenview business, by or on behalf of:

- A) Councillors
- B) Employees
- C) Members of Council Boards and Committees
- D) Greenview Volunteer Firefighters

- 2.2. Expenses must be reasonable, prudent, cost effective and defensible to an impartial observer. Employees, Council, Members of Boards/Committees and volunteers are expected to demonstrate appropriate stewardship and accountability when incurring and/or approving expenses.
- 2.3. When an expense requires the provision of a receipt, the receipt submitted must be the original or a scanned copy of the original or the claim may be disallowed.
- 2.4. Greenview will not pay for expense claims submitted more than sixty (60) days after the end of the month has elapsed for the expense incurred unless approval is given by the appropriate Committee/Board or, in the case of an employee, by the Chief Administrative Officer.
- 2.5. Claimants are required to retain and submit all receipts, except when receiving allowances as outlined in sections 3.6. or 4.2.
- 2.6. Where possible, expenses will be paid by corporate credit card.

### 3. TRAVEL EXPENSES

- 3.1. Employees must obtain pre-approval to travel for business from their direct supervisor prior to making any arrangements. Travel out of **the** province will be undertaken by the method approved in advance.
- 3.2. The kilometre rate will be paid in accordance with the current Canada Revenue Agency Rates and will also include the Northern Travel Premium as required.
- 3.3. When an employee is travelling for Greenview business, whenever possible, that employee should use a Greenview vehicle.
- 3.4. While on conference or training, a claimant may hire a rental vehicle or be reimbursed for vehicle for hire expenses.
- 3.5. When a claimant is travelling on Greenview business, and overnight accommodation away from the Claimant's residence is necessary, the actual expense of accommodation or an allowance at the rate set out in 3.6(B) per night may be claimed.
- 3.6. The following rates will be paid to claimants for the travel expenses listed below:
 

A) Incidental allowance	\$17.50 per <b>overnight stay, full day of travel.</b>
B) Private Accommodation	\$50.00 per night.
C) Vehicle for Hire/Transit/Car Rental	actual cost per receipt.
D) Parking	actual cost per receipt.
E) Hotel accommodation	actual cost per receipt.

4. MEAL EXPENSES

- 4.1. When travelling on Greenview business, claimants may claim either:
  - A) The actual expense of the meal and a maximum gratuity of 18%; or
  - B) The meal allowance.
  
- 4.2. Meal allowances provide reasonable amounts for each meal required while travelling and are efficient. Meals may be reimbursed without receipts at the following rates:
  - A) Breakfast                 \$20.00
  - B) Lunch                     \$20.00
  - C) Dinner                    \$50.00
  
- 4.3. Breakfast may only be claimed if Greenview business requires the Claimant to be away from their residence overnight. Breakfast may not be claimed the same day travel begins.
  
- 4.4. Alcohol is not eligible for reimbursement.
  
- 4.5. A Claimant must not claim a meal allowance if a meal is provided at no cost unless the Claimant declines the meal because of a demonstrated:
  - A. Dietary restriction; or
  - B. Business reason.

5. HOSTING EXPENSES

- 5.1. When a meal expense is incurred for multiple people the name(s) and title(s) of all of the individuals attending, and the business reason for the expense must be recorded on the receipt.
  - A) A debit stub without a receipt does not constitute an acceptable receipt for meals.
  
- 5.2. Alcohol consumption is considered a personal expense, ~~and~~ is not eligible for reimbursement and cannot be paid for with Greenview funds, except for hospitality events outlined in subsection A. Otherwise, alcohol purchased on a corporate credit card will be billed to the ~~card holder~~ cardholder.
  - A) The purchase of alcohol may only be reimbursed for hospitality events which involve participants from outside of Greenview. Functions which only involve Greenview Employees are not considered hospitality events. All reimbursement claims involving alcohol for the purpose of a hospitality event require CAO approval for Employees or Reeve approval, or designate, for Councillors.

6. COUNCIL AND EMPLOYEE RESPONSIBILITIES

- 6.1 Submit expenses in accordance with the provisions of this policy.
  
- 6.2 Submit expense claims within thirty (30) days from the end of the month in which the expense occurs.

7. COUNCIL AND SENIOR LEADERSHIP RESPONSIBILITIES

- 7.1 May claim a business meal when hosting another person(s). An original receipt must be provided with the claim as well as the name(s) of the person(s) hosted.
  
- 7.2 Council will review the travel and subsistence rates annually to capture changes to fuel, accommodation, and food costs.

**8. MANAGEMENT RESPONSIBILITIES**

- 8.1 Responsible for reviewing all expense claims submitted from employees within their department.
- 8.2 Provide authorization to employees prior to employees attending meetings, training or other Greenview business and incurring expenses pursuant to this policy. However, an employee who incurs an unexpected meal expense will be reimbursed in accordance with the provisions of this policy upon the production of a receipt and with the approval of their immediate supervisor.
- 8.3 Refer their expense claims to their Director or CAO for approval, or in the case of the CAO, to refer their expense claim to the Reeve for approval.

**9. CORPORATE SERVICES RESPONSIBILITIES**

- 9.1. To issue payment to claimants within thirty (30) days of approval.

DRAFT



# REQUEST FOR DECISION

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**SUBJECT:** Policy 1011 Northern Travel Premium  
**SUBMISSION TO:** POLICY REVIEW COMMITTEE  
**MEETING DATE:** February 14, 2024  
**DEPARTMENT:** CAO SERVICES  
**STRATEGIC PLAN:** Governance

**REVIEWED AND APPROVED FOR SUBMISSION**  
**CAO:**  
**DIR:**  
**LEG:**

**MANAGER:**  
**PRESENTER:**

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**RELEVANT LEGISLATION:**  
**Provincial** – Not applicable.

**Council Bylaw/Policy** – Policy 1002 “Travel and Subsistence”

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**RECOMMENDED ACTION:**  
**MOTION:** That the Policy Review Committee accept Policy 1011 “Northern Travel Premium” for information.

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**BACKGROUND/PROPOSAL:**

Policy 1011 “Northern Travel Premium” is being brought for annual review as per policy. This permits PRC to have a discussion on the current rates. These rates do not follow a CRA directive on travel similar to Policy 1002 “Travel and Subsistence,” rather these rates are set by Council.

The Northern Travel Premium was created in 2013 and last updated in 2021 at the recommendation of the Council Compensation Review Committee. The argument for increasing the rate was to help reduce the financial burden caused by the increase in fuel costs and wear and tear on personal vehicles used for Greenview business. The historical rate changes are below for reference:

<b>Northern Travel Premium Rates</b>	<b>2013</b>	<b>2021</b>
Travel Below 5,000 km	\$0.15 per km	\$0.17 per km
Travel Above 5,000 km	\$0.24 per km	\$0.26 per km

The Northern Travel Premium is a taxable benefit that can only be utilized by Council, members of boards and committees and staff.

Administration is not recommending any changes at this time.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the recommended motion is that the Policy Review Committee will fulfill the requirement to annually review the Northern Travel Premium policy.

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DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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ALTERNATIVES CONSIDERED:

**Alternative #1:** The Policy Review Committee may vary the northern travel premium rate.

MOTION: That the Policy Review Committee recommend Council approval Policy 1011 “Northern Travel Premium” as amended.

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FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion. However, there will be increased costs for Greenview if the Policy Review Committee recommends increasing the northern travel premium.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

If the Policy Review Committee recommends changes to the northern travel premium rates Administration will update and present the policy to Council for approval.

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ATTACHMENT(S):

- Policy 1011 “Northern Travel Premium” (Current)

<b>Title: Northern Travel Premium</b>	
<b>Policy No: 1011</b>	
<b>Effective Date: December 13, 2022</b>	
<b>Motion Number:</b>	
<b>Supersedes Policy No: 1011</b>	
<b>Department: CAO Services</b>	
<b>Review Date:</b>	
<b>Legal References:</b> <i>Not applicable</i>	<b>Cross Reference:</b> Policy 1002 Travel and Subsistence
<b>Purpose:</b> To provide sufficient mileage compensation to Council, staff and board and committee members while performing duties on behalf of Greenview.	



**1. DEFINITIONS**

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

**2. POLICY STATEMENT**

2.1. Greenview believes that it is appropriate to provide additional compensation to Council members, staff and board and committee members for mileage travelled while on Greenview business, due to the special and challenging conditions that exist for owning and operating a vehicle in this area. The Northern Travel Premium will be provided as a taxable benefit to assist with covering the large costs of owning and operating vehicles in this area.

**3. PROCEDURE**

- 3.1. The Northern Travel Premium will be provided as a taxable benefit to all, Council, staff and board and committee members.
- 3.2. The premium paid will be \$0.17 per km for the first 5,000 km travelled in that year by the claimant and \$0.26 cents per km for expense claims where the claimant has exceeded 5,000 km in mileage claimed for the year.
- 3.3. This additional compensation is paid in recognition of the high fuel prices and expense of operating vehicles suitable for the conditions in the area.
- 3.4. The Northern Travel Premium Policy shall be reviewed annually for adjustment.





The draft policy has received additional amendments, including:

- Placed on the new policy template and added cross references.
- Added definitions: Board and Committees, Employee, Greenview.
- Council Member changed to Councillor throughout for consistency with other policies.
- Preamble in Sections 2.1 and 2.3 removed. As the policy has been in place for several years these are no longer deemed necessary.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the Policy Review Committee accepting the recommended motion is that the policy will accurately reflect the current rates paid to Council and Committee members.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** The Policy Review Committee may vary the remuneration rates.

**MOTION:** That the Policy Review Committee recommend Council approve Policy 1008 “Council and Board Remuneration” as amended.

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**FINANCIAL IMPLICATION:**

Cost of living adjustments have already been decided by Council as per motion 22.11.721, as such there is no additional cost to the recommendation motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

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

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**ATTACHMENT(S):**

- Policy 1008 “Council and Board Remuneration” (Current)
- Policy 1008 “Council and Board Remuneration” (Draft)
- Council and Board Remuneration Document

**Title: Council and Board Remuneration**

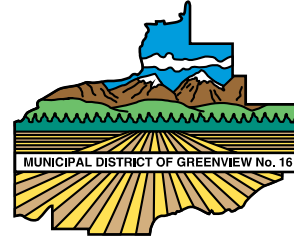
**Policy No: 1008**

**Effective Date: February 8, 2022**

**Motion Number: 22.02.69**

**Supersedes Policy No: NONE**

**Review Date: February 8, 2025**



**Purpose:** The purpose of this policy is to establish fair rates of compensation for Council Member and Board and Committee members.

## 1. DEFINITIONS

- 1.1. **Meeting Per Diem** means the rate-of-pay for each meeting attended on behalf of Greenview as appointed by Council. Unless otherwise approved by Council, this refers to Council appointed Boards and Committees.
- 1.2. **Monthly Honorarium** means the monthly flat-rate of pay to account for the time each member of Council spends representing Greenview and conducting the day-to-day business of a Council Member, including meetings with ratepayers, phone calls, ward-specific community meetings, social events, etc.
- 1.3. **Special Event** means any special event or meeting to which Greenview is sent an invitation for the Reeve, or other designate appointed by Council, to attend as a representative of Greenview Council or the Municipality.

## 2. PROCEDURE

- 2.1. Starting November 1, 2021, Council members, other than the Reeve, will be paid a monthly flat-rate honorarium of \$2,340.00 per month; the Reeve will be paid \$3,681.00 per month
- 2.2. The monthly honorarium is compensation for the time a Council Member spends representing Greenview and conducting the day-to-day business of a Councillor, including meetings with ratepayers and appearances at community events.
- 2.3. Starting with the first meeting of the new Council in 2021, Council members and Greenview appointed at-large Board and Committee members will be paid for all meetings and travel in a day, using the meeting per diem rates as follows:
  - A. \$257.00 for meetings (and travel) in a day of 0-4 hours;
  - B. \$302.00 for meetings (and travel) in a day of 4-8 hours;
  - C. \$438.00 for meetings (and travel) in a day of 8-12 hours.
  - D. \$500.00 for meetings (and travel) in a day over 12 hours.

- 2.4. A meeting per diem is compensation for attendance at Council appointed Boards and Committees.
- 2.5. Councillors and the Reeve may also receive meeting per diem compensation for attendance at Special Events. Special Events are those that Greenview receives an invitation for the Reeve to attend on behalf of Greenview, or that Council has appointed a member to attend as a designate. Special events also constitute an event requesting or requiring the attendance of all members of Council.
- 2.6. Notwithstanding provisions 3, for conference attendance, conference attendees will be paid a per diem rate of \$438.00.
- 2.7. Annually, established rates of honoraria will be adjusted for a cost of living allowance, at the same time, in the same manner and for the same amount (if any) as the salary grid of Greenview. All rates under this policy will be rounded to the closest dollar for ease of processing.
- 2.8. Council members and appointed Board and Committee members will be paid for attending a meeting through electronic means (teleconference, Skype and such similar methods), so long as the meeting exceeds fifteen (15) minutes.
- 2.9. In accordance with Section 154(2) of the Municipal Government Act, the Reeve, by nature of the position, is a member of all council committees and all bodies to which council has the right to appoint members. The Reeve may choose to attend any committee or board meeting, and will be eligible to receive the meeting per diem compensation for this attendance as outlined in this policy.
- 2.10. Should a Councillor receive an invitation to attend a meeting on behalf of Greenview and there is not time for Council to make a motion to approve attendance at the meeting or function, approval may be granted retroactively at the next Council meeting after the event in order to receive compensation for attendance.
- 2.11. All honoraria paid under this policy is subject to the taxation requirements of the Canada Revenue Agency.
- 2.12. Greenview will compensate Council Members for mileage to all events attended as a Councillor.
- 2.13. All per diem claims are to be submitted every two weeks and will correspond with the payroll cycle determined by the payroll and benefits department of Greenview.
- 2.14. Expense claims for Board and Committee members will be reviewed by the most senior Greenview employee directly involved in the Board and Committee in question.
- 2.15. All Council Member expense claims, other than the expense claim for the Reeve, will be submitted to the Reeve (or in his or her absence, the Deputy Reeve) for review and approval. The Reeve will submit his or her expense claim to the Deputy Reeve for review and approval. If the Reeve is absent then the Deputy Reeve will submit his or her expense claim to another member of Council for review and approval.

2.16. Greenview will engage an external party to conduct a compensation review for Council and Board remuneration to be complete and approved by Council prior to each Municipal Election.

CURRENT

**Title: Council and Board Remuneration**

**Policy No: 1008**

**Effective Date: February 8, 2022**

**Motion Number:**

**Department: Council**

**Review Date: February, 2025**



**Legal References:**  
*Not applicable*

**Cross References:**  
Policy 1011 "Northern Travel Premium"  
Policy 1002 "Travel and Subsistence"

**Purpose:** ~~The purpose of this policy is~~ To establish fair rates of compensation for Councillors ~~Members~~ and Board and Committee members.

**1. DEFINITIONS**

- 1.1. **Boards and Committees** means any committee, board, commission, or other body established by Council.
- 1.2. **Employee** means a person employed by Greenview, in any capacity.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Meeting Per Diem** means the rate-of-pay for each meeting attended on behalf of Greenview as appointed by Council. Unless otherwise approved by Council, this refers to Council appointed Boards and Committees.
- 1.5. **Monthly Honorarium** means the monthly flat-rate of pay to account for the time each member of Council spends representing Greenview and conducting the day-to-day business of a Councillor ~~Member~~, including meetings with ratepayers, phone calls, ward-specific community meetings, social events, etc.
- 1.6. **Special Event** means any special event or meeting to which Greenview is sent an invitation for the Reeve, or other designate appointed by Council, to attend as a representative of Greenview Council or the Municipality.

**2. PROCEDURE**

- 2.1. ~~Starting November 1, 2021,~~ Councillors ~~members~~, other than the Reeve, will be paid a monthly flat-rate honorarium of \$~~2,508.00~~ ~~2,340.00~~ per month; the Reeve will be paid \$~~3,945.00~~ ~~3,681.00~~ per month.
- 2.2. The monthly honorarium is compensation for the time a Councillor ~~Member~~ spends representing Greenview and conducting the day-to-day business of a Councillor, including meetings with ratepayers and appearances at community events.
- 2.3. ~~Starting with the first meeting of the new Council in 2021,~~ Councillors ~~members~~ and ~~Greenview appointed at large~~ Board and Committee members will be paid for all meetings and travel in a day, using the meeting per diem rates as follows:

- A) \$275.00 ~~257.00~~ for meetings (and travel) in a day of 0-4 hours;
- B) \$324.00 ~~302.00~~ for meetings (and travel) in a day of 4-8 hours;
- C) \$469.00 ~~438.00~~ for meetings (and travel) in a day of 8-12 hours.
- D) \$536.00 ~~500.00~~ for meetings (and travel) in a day over 12 hours.

- 2.4. A meeting per diem is compensation for attendance at Council appointed Boards and Committees.
- 2.5. Councillors and the Reeve may also receive meeting per diem compensation for attendance at Special Events. Special Events are those that Greenview receives an invitation for the Reeve to attend on behalf of Greenview, or that Council has appointed a member to attend as a designate. Special events also constitute an event requesting or requiring the attendance of members of Council.
- 2.6. Notwithstanding provisions 2.3, for conference attendance, **Councillor and Board and Committee** conference attendees will be paid a per diem rate of \$469.00 ~~438.00~~.
- 2.7. Annually, established rates of honoraria will be adjusted for a cost of living allowance, at the same time, in the same manner and for the same amount (if any) as the salary grid of Greenview. All rates under this policy will be rounded to the closest dollar for ease of processing.
- 2.8. Councillors ~~members~~ and appointed Board and Committee members will be paid for attending a meeting through electronic means (teleconference, Skype and such similar methods), so long as the meeting exceeds fifteen (15) minutes.
- ~~2.9. In accordance with Section 154(2) of the Municipal Government Act, the Reeve, by nature of the position, is a member of all council committees and all bodies to which Council has the right to appoint members. The Reeve may choose to attend any committee or board meeting, and will be eligible to receive the meeting per diem compensation for this attendance as outlined in this policy.~~
- 2.10. Should a Councillor receive an invitation to attend a meeting on behalf of Greenview and there is not time for Council to make a motion to approve attendance at the meeting or function, approval may be granted retroactively at the next Council meeting after the event in order to receive compensation for attendance.
- 2.11. All honoraria paid under this policy is subject to the taxation requirements of the Canada Revenue Agency.
- 2.12. Greenview will compensate Councillors ~~Members~~ for mileage to all events attended as a Councillor **in accordance with Policy 1002**.
- 2.13. All per diem claims are to be submitted every two weeks and will correspond with the payroll cycle determined by the payroll and benefits department of Greenview.
- 2.14. Expense claims for Board and Committee members will be reviewed by the most senior Greenview Employee directly involved in the Board and Committee in question.
- 2.15. All Councillor ~~Member~~ expense claims, other than the expense claim for the Reeve, will be submitted to the Reeve (or in **their his or her** absence, the Deputy Reeve) for review and approval. The Reeve will submit **their his or her** expense claim to the Deputy Reeve for

review and approval. If the Reeve is absent then the Deputy Reeve will submit ~~their his-or~~ ~~her~~ expense claim to another member of Council for review and approval.

2.16. Greenview will ~~engage an external party to~~ conduct a compensation review for Council and Board remuneration to be completed and approved by Council prior to each Municipal Election.

A) Council will determine, by resolution, the manner in which a compensation review is conducted.

DRAFT





# Municipal District of Greenview No. 16

Title : Council and Board Remuneration

Policy No. 1008

Effective Date: October 21, 2021

2.7 Annually, established rates of honoraria will be adjusted for a cost of living allowance.

Monthly Honarium / Rates per month	October 12, 2021	January 1, 2022 Rate COL Increase of 2%	January 1, 2023 Rate COL Increase of 2.75%	January 1, 2024 Rate COL Increase of 2.25%
Reeve	\$3,681	\$3,755	\$3,858	\$3,945
Council Members	\$2,340	\$2,387	\$2,452	\$2,508

Meeting Honarium	Tuesday, October 12, 2021	January 1, 2022 Rate COL Increase of 2%	January 1, 2023 Rate COL Increase of 2.75%	January 1, 2024 Rate COL Increase of 2.25%
In a Day 0-4 hours	\$257	\$262	\$269	\$275
In a Day 4-8 hours	\$302	\$308	\$317	\$324
In a Day of over 8 hours	\$438	\$447	\$459	\$469
In a Day over 12 hours	\$500	\$510	\$524	\$536
Conference Attendees per diem rate	\$438	\$447	\$459	\$469