



MUNICIPAL DISTRICT OF GREENVIEW No. 16

POLICY REVIEW COMMITTEE

AGENDA

April 10, 2024

10:30 a.m.

Council Chambers/Zoom

#1 CALL TO ORDER

#2 ADOPTION OF THE AGENDA

#3 ADOPTION OF THE MINUTES

#4 POLICIES

- | | |
|-------------------------------------------------------------------------|------|
| 4.1 Policy 8016 Grande Cache Recreation Grant | p.3 |
| 4.2 Policy 9100 Disposal of Assets | p.14 |
| 4.3 Policy 6322 Greenview Riparian & Agriculture Sustainability Support | p.23 |
| 4.4 Policy 6324 Veterinary Services Innovation Initiative | p.29 |
| 4.5 Policy 1015 Council Conference and Professional Development | p.35 |

#5 NEXT MEETING DATE

May 15, 2024

#6 ADJOURNMENT

Minutes of a
POLICY REVIEW COMMITTEE
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
M.D. Administration Building, Council Chambers
Valleyview, Alberta, on March 13, 2024

1:
CALL TO ORDER

Councillor Jennifer Scott called the meeting to order at 10:05 a.m.

PRESENT

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

Chief Administrative Officer	Stacey Wabick
Director of Planning and Development	Martino Verhaeghe
Director of Corporate Services	Ed Kaemingh
Acting Director of Community Services	Lisa Hannaford
Director of Infrastructure and Engineering	Roger Autio
Legislative Services Officer	Sarah Sebo
Legislative Assistant/Recording Clerk	Drew Melvin
Community Services Coordinator	Lisa Lenentine

ABSENT

Chair	Councillor Tom Burton
Director of Community Services	Michelle Honeyman

#2
POLICY REVIEW
COMMITTEE
AGENDA

MOTION: 24.03.012. Moved by: Councillor Sally Rosson.
That the Policy Review Committee adopt the Agenda of the Policy Review Committee meeting as presented.

For: Reeve Tyler Olsen, Deputy Reeve Bill Smith, Councillor Jennifer Scott,
Councillor Christine Schlieff, Councillor Ryan Ratzlaff, Councillor Dave Berry,
Councillor Sally Rosson, Councillor Dale Smith, Councillor Marko Hackenberg
CARRIED

#3
POLICY REVIEW
COMMITTEE
MINUTES

MOTION: 24.03.013. Moved by: Councillor Christine Schlief.
That the Policy Review Committee adopt the minutes of the Policy Review Committee Meeting held on February 14, 2024, as presented.

For: Reeve Tyler Olsen, Deputy Reeve Bill Smith, Councillor Jennifer Scott, Councillor Christine Schlief, Councillor Ryan Ratzlaff, Councillor Dave Berry, Councillor Sally Rosson, Councillor Dale Smith, Councillor Marko Hackenberg
CARRIED

#4
NEW
BUSINESS

4.1 "Amendment to Motion 24.02.009"

MOTION: 24.03.014. Moved by: Councillor Dale Smith.
That the Policy Review Committee amend motion 24.02.009 to read:
"That the Policy Review Committee approve Policy 1011 "Northern Travel Premium" for information as presented."

For: Reeve Tyler Olsen, Deputy Reeve Bill Smith, Councillor Jennifer Scott, Councillor Christine Schlief, Councillor Ryan Ratzlaff, Councillor Dave Berry, Councillor Sally Rosson, Councillor Dale Smith, Councillor Marko Hackenberg
CARRIED

#5 POLICIES
GREENVIEW SUPPORT
RECOGNITION

5.1 "Greenview Support Recognition"

MOTION: 24.03.015. Moved by: Councillor Dave Berry.
That the Policy Review Committee recommend Council approve Policy 8000 "Greenview Support Recognition" as presented.

For: Reeve Tyler Olsen, Deputy Reeve Bill Smith, Councillor Jennifer Scott, Councillor Christine Schlief, Councillor Ryan Ratzlaff, Councillor Dave Berry, Councillor Sally Rosson, Councillor Dale Smith, Councillor Marko Hackenberg
CARRIED

REQUESTION FOR DECISION
REPEAL

5.2 "Request for Decision Repeal"

MOTION: 24.03.016. Moved by: Councillor Ryan Ratzlaff.
That the Policy Review Committee recommend Council repeal Policy 1014 "Request for Decision."

For: Councillor Marko Hackenberg
Against: Reeve Tyler Olsen, Deputy Reeve Bill Smith, Councillor Jennifer Scott, Councillor Christine Schlief, Councillor Ryan Ratzlaff, Councillor Dave Berry, Councillor Sally Rosson, Councillor Dale Smith

DEFEATED

**PROMOTIONAL
MERCHANDISE**

5.3 “Promotional Merchandise”

MOTION: 24.03.017. Moved by: Councillor Christine Schlieff.
That the Policy Review Committee recommend Council approve Policy 1004
“Promotional Merchandise” as presented.

For: Reeve Tyler Olsen, Deputy Reeve Bill Smith, Councillor Jennifer Scott,
Councillor Christine Schlieff, Councillor Ryan Ratzlaff, Councillor Dave Berry,
Councillor Sally Rosson, Councillor Dale Smith, Councillor Marko Hackenberg
CARRIED

Vice-Chair Winston Delorme entered the meeting at 10:35 a.m.

PRESENCE

Councillor Marko Hackenberg left the meeting at 11:12 a.m.
Councillor Marko Hackenberg entered the meeting at 11:14 a.m.

**GREENVIEW EVACUATION
ASSITANCE PROGRAM**

5.4 “Greenview Evacuation Assistance Program”

MOTION: 24.03.018. Moved by: Councillor Sally Rosson.
That the Policy Review Committee recommend Council approve Policy 3016
“Greenview Evacuation Assistance Program” as amended.

- 2.1 Further language that policy only applies to Greenview residents who register at a designated Greenview reception centre.
- Add definition for Greenview Residents
- 2.8 “Greenview” will not provide compensation. Residents may seek compensation from the province
- 2.8 Compensation will only be provided when Greenview initiated fire guards are made. Not directed by Alberta Fire or at the landowner’s own choice
- Add map showing Forest Protection Area / non Forest Protection Area for Valleyview and DeBolt areas
- 4.5 Reduce meal voucher amounts by \$5.00

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

#6 ADJOURNMENT

6. Adjournment

MOTION: 24.03.019. Moved by: Vice-Chair Winston Delorme.
That this meeting adjourns at 11:28 a.m.



REQUEST FOR DECISION

SUBJECT:	Policy 8016 Grande Cache Recreation Grant		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	April 10, 2024	CAO:	MANAGER:
DEPARTMENT:	RECREATION	DIR:	PRESENTER: KG
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG:	

RELEVANT LEGISLATION:
Provincial – Not Applicable

Council Bylaw/Policy – Bylaw 24-957 Grande Cache Recreation Board

RECOMMENDED ACTION:
MOTION: That the Policy Review Committee recommend Council approve Policy 8016 “Grande Cache Recreation Grant” as presented.

BACKGROUND/PROPOSAL:

Policy 8016 “Grande Cache Recreation Grant,” was created in collaboration with the recently approved Bylaw 24-957 “Grande Cache Recreation Board” and seeks to build a framework for the Grande Cache Recreation Board when awarding grants. Additionally, this policy seeks to establish good governance while providing quality municipal services and supporting the non-profit sector in the Hamlet of Grande Cache and surrounding areas of Ward 1.

The Grande Cache Recreation Board supports this policy and has been active in the creation of Policy 8016.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Policy Review Committee accepting the recommended motion is that this policy will establish grant controls for the Grande Cache Recreation Board.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

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

Motion: That the Policy Review Committee recommend Council approve Policy 8016 “Grande Cache Recreation Grant” as amended.

FINANCIAL IMPLICATION:

The Grande Cache Recreation Grant is budgeted \$70,000.00 for 2024.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

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

ATTACHMENT(S):

- Policy 8016 “Grande Cache Recreation Grant” (Draft)
- Bylaw 24-957 “Grande Cache Recreation Board”

Title: Grande Cache Recreation Grant

Policy No: 8016

Effective Date:

Motion Number:

Supersedes Policy No: New

Department: Recreation

Review Date:



Legal References:

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

Cross References:

Bylaw 24-957 "Grande Cache Recreation Board Bylaw"
 Policy 8000 "Greenview Grant Recognition"
 Policy 8015 "Community Impact Grant"

Purpose: To provide a framework for the Grande Cache Recreation Grants within the Grande Cache Area.

1. DEFINITIONS

- 1.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview or delegate.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Non-profit Organization** means an organization which provides products or services to improve or benefit a community. Any money made by a Non-Profit Organization is not for the personal gain of its directors, members, or officers, but whose excess revenue goes back into the organization to further its aims and projects. For the purposes of this policy organizations incorporated under the following acts of Alberta or Canada are considered Non-Profit Organizations:
 - A) *Agricultural Societies Act*;
 - B) *Societies Act*;
 - C) *Canada Not-for-profit Corporations Act*; or
 - D) Registered as a charity under the *Income Tax Act*.
- 1.4. **Grande Cache Area** means the region encompassing Ward 1 and Ward 9.
- 1.5. **Grande Cache Recreation Board (Board)** is the advisory board which reports to Council on matters relating to recreation within the Grande Cache Area.

2. POLICY STATEMENT

- 2.1. Greenview deems it desirable to provide stable funding agreements to Non-Profit Organizations based within the Grande Cache Area, which provide direct and indirect benefits to Greenview residents and surrounding communities.
- 2.2. The following organizations, groups, and initiatives are ineligible to apply for a Grande Cache Recreation Grant:
 - A) Individuals;
 - B) For-profit organizations;
 - C) Political organizations;
 - D) Federal and provincial governments, and affiliated bodies;
 - E) Applicants who request funding for programs, activities or facilities which are the mandate or responsibility of the federal or provincial governments, including but not limited to health care, education, religious, housing and childcare programs and facilities.
- 2.3. Non-profit Organizations seeking operating and capital assistance must apply for each funding stream separately.
- 2.4. Applicants may apply for grant funding multiple times per year, however it will be at the discretion of the Grande Cache Recreation Board in accepting the additional requests for consideration. The Board will prioritize new applicants ahead of multiple grant requests by the same group.
- 2.5. The Grande Cache Recreation Board may award all, a portion, or none of the grant funds requested by the applicant.

3. GRANDE CACHE RECREATION GRANTS - OPERATING STREAM

- 3.1. Grant limits are based on the needs assessment the applicant provided in their application.
 - A) Applicants requesting an operational grant must present their request to the Grande Cache Recreation Board at a scheduled Board meeting.
 - B) Each application within the Operating Stream shall have a funding cap of \$5,000.00.
- 3.2. Operating funding may be used for all costs and expenses incurred with respect to the ownership, maintenance, and operation of a project or organization.

4. GRANDE CACHE RECREATION GRANTS - CAPITAL STREAM

- 4.1. Grant limits are based on the needs assessment the Applicant provided in their application.
 - A) Applicants requesting a capital grant must present their request to the Grande Cache Recreation Board at a scheduled Board meeting.
 - B) Capital funding requests above \$5,000.00 will be reviewed by the Grande Cache Recreation Board and a recommendation will be presented to Council for final decision.
- 4.2. Applicants requesting a capital grant exceeding \$10,000.00 will be required to apply through Greenview’s Community Impact Grant stream.
- 4.3. Capital funding may be used for expenses incurred in the improvement of any project or organization, including extraordinary repairs, additions, alterations, modifications, or restoration of assets.

5. APPLICANT RESPONSIBILITIES

- 5.1. Applicants shall submit their applications throughout the year through the Greenview Grant Portal to be considered for a Grande Cache Recreation Grant.
- 5.2. Applicants must submit a Needs Assessment, which shall include:
 - A) Organizational inputs, whether in-kind or financial;
 - B) Budgetary estimates;
 - C) Historical and current financial statements;
 - D) Expected project or organizational outputs; and
 - E) Any other information requested by the Grande Cache Recreation Board or Greenview.
- 5.3. Applicants may be required to enter into a funding agreement with Greenview.
- 5.4. An applicant shall submit an outcome report within two (2) months upon termination of the program or project. An outcome report shall contain:
 - A) A statement detailing past-year operations and associated costs;
 - B) Results of the program;
 - C) Any remaining funds, if applicable; and
 - D) Any other information requested by the Grande Cache Recreation Board or Greenview.
- 5.4. Where an applicant has excess funds at the end of a fiscal year not exceeding \$500.00, said Non-profit Organization must request the reallocation of funds by contacting the Grande Cache Recreation Board or Greenview. Where an applicant has excess funds not exceeding \$500.00, said Non-profit Organization must:
 - A) Request the reallocation of funds to be approved by the Grande Cache Recreation Board or the CAO; or
 - B) Return the funds to the Grande Cache Recreation Board or Greenview.
- 5.5. Surplus grant funds exceeding \$500.00 must be returned to the Grande Cache Recreation Board.
- 5.5. Non-profit Organizations which receive a grant must provide recognition to Greenview as detailed in Policy 8000 "Greenview Grant Recognition."
- 5.6. Applicant Non-profit Organizations may be required to present to the Committee of the Whole.

6. GRANDE CACHE RECREATION BOARD RESPONSIBILITIES

- 6.1. The Grande Cache Recreation Board shall act as an advisory Board to Council on matters relating to recreation within the Grande Cache Area.
- 6.2. The Grande Cache Recreation Board is responsible for reviewing and approving recreation grant requests and recommending funding allocations to Council if necessary.
- 6.3. The Grande Cache Recreation Board or the CAO have sole discretion regarding the reallocation of surplus grant funds not exceeding \$500.00.
- 6.4. The Grande Cache Recreation Board is responsible for any duties provided under the *Grande Cache Recreation Board Bylaw*.

7. COUNCIL RESPONSIBILITIES

- 7.1. Council is responsible for reviewing the inclusion of Grande Cache Recreation Grants within the annual budget.
- 7.2. Council may review and approve any Grande Cache Recreation Board Grant applications.

8. ADMINISTRATION RESPONSIBILITIES

- 8.1. Administration shall prepare the Greenview Grant Portal to accept Grande Cache Recreation Board Grant applications.
- 8.2. The CAO may approve the transfer of grant funds not exceeding \$500.00.
- 8.3. Administration shall assemble and prepare grant applications for Council’s decision-making if required.

DRAFT



BYLAW 24-957 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16 to provide for the establishment of the Grande Cache Recreation Board.

Whereas, pursuant to Section 145 and 146 of the Municipal Government Act, Chapter M-26, R.S.A. 2000, and amendments thereto, Council may pass a bylaw in relation to the establishment and functions of Council Committees;

Whereas, the Council of the Municipal District of Greenview No 16, deems it appropriate to establish a Recreation Board;

Therefore, the Council of the Municipal District of Greenview No. 16, duly assembled, hereby enacts as follows:

1. **TITLE**
 - 1.1. This Bylaw shall be cited as the “Grande Cache Recreation Board Bylaw”.

2. **DEFINITIONS**
 - 2.1. **Board** means Grande Cache Recreation Board.
 - 2.2. **Chair** means the Member of the Board who has been given authority to direct the conduct of the meeting.
 - 2.3. **Greenview** means the Municipal District of Greenview No 16.
 - 2.4. **Member** means either Council, Council Committee or Board Member.

3. **PRINCIPLES**
 - 3.1. The Board will operate and incorporate the following principles:
 - A) The Board will operate in a governance and oversight capacity and will not engage in the administrative tasks of Grande Cache recreation.
 - B) Board members will serve as positive ambassadors in matters relating to recreation within Grande Cache.

4. **COMPOSITION**
 - 4.1. The Board shall be comprised of seven voting members.
 - 4.2. The Board shall be comprised of the following:
 - A) Two Greenview elected officials.
 - B) Four members-at-large representing Ward 9.
 - C) One member-at-large representing Ward 1

D) Greenview non-voting Administration.

4.3. Members-at-large shall be appointed for a three (3) year term at the annual organizational meeting.

4.4. Elected officials shall be appointed annually at the annual organizational meeting.

4.5. The Chair and Vice Chair shall be selected from among the Board members.

4.6. Council may remove any member-at-large from the Board.

4.7. Quorum of the Board shall consist of four (4) members with a minimum of one (1) elected official.

5. **RESPONSIBILITIES**

5.1. The Board shall have following duties:

A) Acts as an advisory Board to Council on matters relating to recreation within Ward 1 and Ward 9.

B) Support public, private, civic, and social recreation organizations, and services within the community.

C) Recommend, suggest or bring awareness of opportunities for developing and promoting recreation.

D) Hear and consider requests from any delegation of citizens from within Ward 1 and Ward 9 with respect to recreation, and act on such recommendations arising.

E) Help ensure that the maximum and most efficient, economic use is made of all available recreational facilities.

F) Review and may approve recreation service group grant requests and recommend funding allocations to Council if necessary.

G) Review a recreation capital infrastructure plan and budget to be presented to Council.

H) Ensure that an annual report on Grande Cache recreation activities is presented to Council.

I) The Recreation Board will not have oversight in the Grande Cache Recreation Complex operations and maintenance, however, may act in an advisory capacity.

5.2. Board members are responsible for maintaining the confidentiality of all proprietary or privileged information that they are privy to while serving as a board member.

6. **MEETINGS**

6.1. Board meetings will be held a minimum of four (4) times per year, at the call of the Chair.

6.2. Minutes of the Grande Cache Recreation Board meetings shall be retained in accordance with Greenview's Record Retention Bylaw and the *Municipal Government Act*, RSA 2000, cM-26, as amended from time to time.

- 6.3. Regular meetings are to be advertised publicly a minimum of 48 hours ahead of meetings.
- 6.4. The Chair may cancel any scheduled meetings of the Board if it is apparent that a quorum will not be achieved or if there are no items for the agenda.
- 6.5. All decisions of the Board shall be in the form of resolutions duly passed by a present majority of Members.
- 6.6. All funding requests will be presented for consideration in the form of a delegation to the Grande Cache Recreation Board.

7. CONFIDENTIALITY

- 7.1. Board members are responsible for maintaining the confidentiality of all proprietary or privileged information that they are privy to while servicing as a Board.

8. REPEAL

- 8.1. Bylaw 22-898 "Grande Cache Recreation Board Bylaw" and all amendments thereto are hereby repealed.

9. COMING INTO FORCE

- 9.1. This Bylaw shall come into force and effect upon the day of final passing and signing.

Read a first time this 27th day of February, 2024.

Read a second time this 27th day of February, 2024.

Read a third time this 26th day of March, 2024.



REEVE



CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

SUBJECT:	Policy 9100 Disposition of Assets	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	POLICY REVIEW COMMITTEE	CAO:	MANAGER:
MEETING DATE:	April 10, 2024	DIR:	PRESENTER: JH
DEPARTMENT:	CORPORATE SERVICES	LEG:	
STRATEGIC PLAN:	Governance		

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 9100 “Disposition of Assets” as presented.

BACKGROUND/PROPOSAL:

Greenview currently has a surplus asset policy, AD26, that provides guidelines for how the municipality will dispose of surplus equipment, fixed assets, furniture, machinery, and vehicles. This policy has not been reviewed since 2010.

As such, administration is proposing an entirely new policy. The purpose of which is to establish consistent, transparent, and equitable processes on the disposition of Greenview owned assets and surplus supply of goods in a fair manner, while recovering the maximum residual value.

Notable new proposals include permitting the CAO to dispose of assets with a value of less than \$1,000.00. Assets will be broken apart and brought to Council in two parts. The first list will include electronics, office equipment, and small equipment and tools. The second list will contain any assets remaining from the first list that were unable to be sold, in addition to any machinery, equipment and fleet assets needing disposal. The new iteration of the policy also allows Greenview employees the opportunity to purchase unsold electronics, office equipment, small equipment and tools.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Policy Review Committee accepting the recommended motion is Council will have the opportunity to review an agreed-upon process to dispose of assets.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

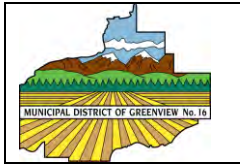
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will incorporate any amendments and bring the policy to Council for review.

ATTACHMENT(S):

- Policy AD26 Surplus Assets (current)
- Policy 9100 Disposition of Assets (draft)



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

Section:
ADMINISTRATION

POLICY NUMBER: AD 26

POLICY TITLE: SURPLUS ASSETS	Page 1 of 2
Date Adopted by Council / Motion Number:	10.03.824

PURPOSE:

To provide a process for disposal of surplus assets held by the Municipality.

POLICY:

- 1.0 In February of each calendar year, the Directors will compile a list of all surplus equipment, fixed assets, furniture, machinery and vehicles from their respective departments. This surplus list will be forwarded to the Manager of Finance prior to March 31st of each year.
- 2.0 Council will declare by resolution those items from the fixed assets list that will be declared as surplus, and the disposal method.
- 3.0 Council may establish a reserve bid, where deemed appropriate.
- 4.0 The C.A.O. will be responsible to ensure that the declared surplus items are disposed of, within six months of declaration, by either public tender or public auction.
- 5.0 If an employee submits a tender for surplus items, the employee will not be involved in the opening of tenders.
- 6.0 All tender awards must be approved by Council.
- 7.0 Proceeds from the sale of surplus items will be deposited into the related capital reserve.
- 8.0 Upon the surplus items tender being awarded, they will be removed from the M.D. premises, or acceptable arrangements made with the C.A.O. or his designate, within seven (7) business days from the tender award date. Prior to removal, the account must be paid in full, and the purchaser must sign a 'Receipt of Goods' form. A member of the M.D. staff must be present when the asset is picked up and will verify that the purchaser has a paid receipt.

POLICY TITLE: SURPLUS ASSETS	Page 2 of 2
Date Adopted by Council / Motion Number:	03.04.239

9.0 If a surplus item is not picked up within the seven (7) day time limit, the C.A.O. or his designate may dispose of the item.

CURRENT

(Original signed copy on file)
REEVE

C.A.O.

TITLE: PROCEDURES FOR SURPLUS ASSETS	Page 1 of 1
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PROCEDURE:

- 1.0 The C.A.O. will direct staff to identify all items declared as surplus to be cataloged, listed and marked as clearly as possible for general public viewing.
- 2.0 Employees compiling inventory of surplus items will document, sign, and have a senior staff official sign under their signature, verifying items to be sold.
- 3.0 Surplus items will be removed from the inventory list and their depreciated costs removed from the Fixed Assets Ledger and the General Ledger by the Manager of Finance.

CURRENT

(Original signed copy on file)
C.A.O.

Title: Disposition of Assets

Policy No: 9100

Effective Date: Date passed in Council.

Motion Number:

Repealed Policy: AD26

Department: Corporate Services

Review Date: (3 Years from date approved)



Legal References:

Agricultural Societies Act, R.S.A. 2000, c. A-11.
 Societies Act, R.S.A. 2000, c. S-14
 Municipal Government Act, R.S.A. 2000, c.M-26
 Canada Not-for-profit Corporations Act (Canada), S.C. 2009, c.23
 Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.).

Cross References:

Bylaw 20-855 "Advertising"
 Policy 1507 "Tangible Capital Assets"
 Policy 1034 "Asset Management"
 Policy 8002 "Community Grants"
 Policy 8011 "In-kind Donations"
 Policy 1034 "Asset Management"

Purpose: To establish consistent, transparent, and equitable processes on the disposition of Greenview owned assets and surplus supply of goods in a fair manner, while recovering the maximum residual value

1. DEFINITIONS

- 1.1. **Asset** means an economic resource controlled by Greenview as a result of past transactions or events and from which future economic benefits are expected to be obtained. Assets have three essential characteristics:
 - A) They embody a future benefit that involves a capacity, singly or in combination with other Assets, to provide future net cash flows, or to provide goods and services;
 - B) Greenview can control access to the benefit; and,
 - C) The transaction or event giving rise to Greenview’s control of the benefit has already occurred.
- 1.2. **Chief Administrative Officer (CAO)** means the Chief Administration Officer for Greenview or their delegate.
- 1.3. **AMO** means Asset Management Officer of Greenview.
- 1.4. **Disposal** means to sell or dispose of an Asset.
- 1.5. **Greenview** means the Municipal District of Greenview No. 16.

- 1.6. **Miscellaneous Goods** mean Surplus goods or Assets where the value is less than the estimated cost of commission at auction, which are not accepted for sale by auction, or that otherwise do not meet the definition of a Tangible Capital Asset.
- 1.7. **Net Book Value** means the historical cost of an asset less accumulated amortization.
- 1.8. **Non-profit Organization (NPO)** means an organization which provides products or services to improve or benefit a community. Any money made by a Non-profit Organization is not for the personal gain of its directors, members, or officers, but whose excess revenue goes back into the organization to further its aims and projects. For the purposes of this policy, organizations incorporated under the following acts of Alberta and Canada are considered Non-Profit Organizations:
 - A) *Agricultural Societies Act*;
 - B) *Societies Act*;
 - C) *Canada Not-for-profit Corporations Act (Canada)*; or
 - D) Registered as a charity under the *Income Tax Act (Canada)*.
- 1.9. **Senior Leadership Team (SLT)** means the CAO and Directors of Greenview.
- 1.10. **Surplus** describes the amount of an Asset or resource that exceeds the portion that's actively utilized.
- 1.11. **Tangible Capital Asset** means financial Assets having a physical substance that:
 - A) Are held for use in the production or supply of goods or services;
 - B) Have useful lives that extend beyond one year;
 - C) Are to be used on a continuing basis by Greenview; and
 - D) Are not for sale in the ordinary course of operations.

2. POLICY STATEMENT

- 2.1. Assets to be disposed of with a value less than \$1,000.00 may be disposed of at the discretion of the CAO. Assets with a Net Book Value greater than \$1,000.00 will be presented to Council for Disposal approval.
- 2.2. Beginning on January 1st, managers will compile a list of all Miscellaneous Goods and Assets that are at the end of their useful life, in need of replacement, or not required by their respective Greenview departments. All department Surplus lists require Director sign-off prior to being released to the AMO.

Once the AMO has reviewed the list, it will be brought to SLT for approval. Once approved by SLT, the Surplus list will be presented to the Council no later than the second Council meeting in February.

The AMO will initially bring two Disposal lists to Council. The first list will include Electronics, Office Equipment, and Small Equipment/Tools to be disposed of (See Section 3.2). The second list will be a draft proposal of all the Machinery, Equipment, and Fleet Assets for Disposal. Assets on the first list are to be Disposed of once approved by Council. The CAO will be responsible for the Disposal of the Surplus Assets in accordance with this policy.

The final list of Machinery, Equipment, and Fleet Assets and whatever is remaining for Office Equipment, Electronics, and Small Equipment/Tools from the first list, will be brought to SLT at the beginning of June for approval, to be presented to Council by the second Council meeting in June for Disposal approval. The CAO will be responsible for the Disposal of the Assets on the approved list in accordance with this policy.

- 2.3. Council may establish a reserve bid for Asset Disposal.
- 2.4. Any item determined to be of no value or unsafe must be Disposed of as waste or recycled in an appropriate manner.
- 2.5. All items to be sold are on an “as is, where is” basis with no warranties or guarantees expressed or implied.

3. DISPOSITION OF ASSETS

- 3.1. Surplus Assets will be identified annually; however, it is recognized that there may be an occasion when an unplanned Disposal of an asset is determined advisable or necessary.
- 3.2. Surplus Assets will be Disposed of in one of three ways once approved by Council:
 - A) All Electronics, Office Equipment and Small Equipment/Tools will be offered to Non-profit Organizations for purchase or donation. If offered for purchase, Council will set the minimum value for which the Asset may be sold. The Asset will be posted to Greenview’s website a period of 6 weeks. Assets will be sold on a first-come, first-served basis, proposals must be sent to the following email address greenview_surplus@mdgreenview.ab.ca;
 - B) The remaining Electronics, Office Equipment and Small Equipment/Tools shall be available for staff to purchase with the sale price determined by Council. The AMO shall post the assets on SharePoint for a period of 6 weeks. The names of staff will be gathered via email and then will be put on a raffle where the staff member chosen will have the opportunity to purchase the Asset.
 - C) Assets that have not been sold in the first two steps will be added to the Machinery, Equipment, and Fleet Assets to be presented at the second Council meeting in June and sold at auction.
- 3.3. The auctioneer used to Dispose of Assets will be selected through a competitive procurement process as established by procurement policy standards.
- 3.4. Non-profit Organizations and municipalities may apply for Surplus Asset donation or sale provided they:
 - A) Submit written requests to the CAO expressing interest in a Greenview Surplus Asset slated for Disposal.
 - B) Greenview Administration will present the requests to Council for approval. Council may approve a donation of an Asset or may recommend the sale of the Asset directly to a Non-profit Organization or other municipality. Greenview Council may determine the price of the sale to a maximum of the net book value of the surplus asset.
- 3.5. Emergency & Protective Services Asset Disposal:
 - A) Emergency vehicles will be Disposed of through Council with a reserve price set by Council. This is to cover the cost of returning these vehicles back to their original state prior to becoming an emergency vehicle. The Assets may be made available for purchase by municipalities once the Assets have been de-badged and key Greenview Assets have been removed. These Assets may be presented throughout the year or as required when determining new Asset availability.

4. COUNCIL RESPONSIBILITIES

- 4.1. Council is responsible for providing Administration direction on Asset Disposal as outlined in this policy.

- 4.2. Council shall set the reserve price, and review and approve the Disposal of Emergency & Protective Services Assets.
- 4.3. Council is responsible for approving the Disposal of Assets exceeding \$1,000.00, and those Assets presented to Council for Disposal direction.

5. ADMINISTRATION RESPONSIBILITIES

- 5.1. Administration shall annually produce a registry of Surplus Assets and Assets for Disposal.
- 5.2. Administration shall notify departments of the due date to have Surplus Asset ready for Disposal.
- 5.3. Administration will adhere to this policy and the procedures for the Disposal of Surplus Assets.
- 5.4. Administration will ensure interdepartmental Assets are Disposed of and ensure the proceeds of the sale are accounted for in the appropriate reserve and accurate insurance is maintained for Greenview Assets.
- 5.5. Administration will advertise and organize the Disposal of Assets once Disposal is approved pursuant to this policy.
- 5.6. The CAO may approve the Disposal of Surplus Assets valued at less than \$1,000.00.
 - A) Administration will report the sale of Assets valued at less than \$1,000.00 to Council.

DRAFT



REQUEST FOR DECISION

SUBJECT:	Policy 6322 Greenview Riparian and Agricultural Sustainability Support		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	April 10, 2024	CAO:	MANAGER: SK
DEPARTMENT:	AGRICULTURE	DIR:	PRESENTER: SK
STRATEGIC PLAN:	Environment	LEG:	

RELEVANT LEGISLATION:

Provincial - Agricultural Operations Practices Act, R.S.A. 2000, c.A-7.

Council Bylaw/Policy - N/A

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 6322 “Greenview Riparian and Agricultural Sustainability Support” as presented.

BACKGROUND/PROPOSAL:

Policy 6322 is a new policy being proposed by administration to provide guidelines for the existing Greenview Riparian and Agricultural Sustainability Support program and ensure it aligns with Greenview’s other financial support policies.

In 2022, the Greenview Riparian and Agricultural Sustainability Support program was proposed and approved by both the Agricultural Service Board (ASB) and Council. In 2023, its first year, the program saw three successful projects and assisted Greenview producers with over \$11,000 in funding. Until this point, this program has not been governed by a Greenview policy.

The program provides a maximum of 50% or \$5,000 per project to producers who are seeking to complete projects which enhance or protect riparian or environmentally sensitive areas from potential negative effects caused by agricultural operations.

Eligible projects include:

- A) Offsite watering systems;
 - B) Livestock or machinery watercourse crossings;
 - C) Beaver pond levelers or exclusion fencing;
 - D) Establishment or enhancement of vegetation along riparian areas;
 - E) Fencing off dugouts or riparian areas (including portable electric fencing);
 - F) Replacement or repairs to an existing fence, if placed in a riparian or environmentally sensitive area;
- and,

G) Other projects that enhance or protect riparian or environmentally sensitive areas deemed acceptable to Greenview’s Manager of Agricultural Services.

Policy 6322 was presented to the Agricultural Services Board on March 27, 2024, and was approved with the following amendment:

- Section 3.3 Mile to kilometer conversions to be reviewed.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Policy Review Committee accepting the recommended motion is that the Greenview Riparian and Agricultural Sustainability Support will have defined program criteria established by Council policy.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There is no perceived disadvantage to the recommended action.

ALTERNATIVES CONSIDERED:

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

Motion: That the Policy Review Committee recommend Council approve Policy 6322 “Greenview Riparian and Agricultural Sustainability Support” as amended.

FINANCIAL IMPLICATION:

The 2024 Greenview Riparian and Agricultural Sustainability Support has a budget of \$30,000.00.

STAFFING IMPLICATION:

There is no staffing implication to the recommended action.

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 decision-making.

ATTACHMENT(S):

- Policy 6322 “Greenview Riparian and Agricultural Sustainability Support” (Draft)

Title: Greenview Riparian and Agricultural Sustainability Support

Policy No: 6322

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: New

Department: Agricultural Services

Review Date: (3 Years from approved)



Legal References:

Agricultural Operations Practices Act, R.S.A. 2000, c.A-7.

Cross References:

Not applicable

Purpose: To establish the parameters of the Greenview Riparian and Agricultural Sustainability Support (G.R.A.S.S). This support aims to financially assist producers by increasing environmental sustainability in agricultural production.

1. DEFINITIONS

- 1.1. **G.R.A.S.S.** means the Greenview Riparian and Agricultural Sustainability Support.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Riparian** means the land adjacent to natural water bodies that when healthy, provides ecological benefits to the waterbody.

2. POLICY STATEMENT

- 2.1. Greenview recognizes that mitigating negative environmental impact caused by agricultural operations can put a financial burden on producers.
- 2.2. Producers may be eligible to enter into a funding agreement with Greenview Agricultural Services to alleviate financial hurdles related to environmental protection or enhancement of environmentally significant areas.
- 2.3. Projects must demonstrate an environmental need, and must enhance or protect riparian or environmentally sensitive areas from potential negative effects caused by agricultural operations.
- 2.4. Applications will be accepted year-round on a first-come-first-served basis until the budgetary maximum for that year has been reached.

3. GREENVIEW RIPARIAN AND AGRICULTURAL SUSTAINABILITY SUPPORT

- 3.1. In order to be eligible the applicant must be based within Greenview.
- 3.2. Funding arrangements shall be as follows:
 - A) Projects will be cost-shared between Greenview and the producer;
 - B) Greenview will fund a maximum of 50% of total project costs to a maximum of \$5,000.00 per project;

- C) Applicants in-kind contribution is limited to 25% of total project costs.
 - D) Applicants may seek additional sources of funding, however these sources must be disclosed to Greenview. Failure to disclose additional funding sources will result in disqualification from the program.
 - E) Applicant labour is considered an in-kind input and is valued at \$25.00 an hour
- 3.3. Where in-kind inputs are being reported for:
- A) Permanent fencing (bracing, pounding posts, stretching and stapling wire, and building gates), the amounts shall not exceed:
 - i. 3-strand barbed wire: 70 hours per mile (43 hours/km);
 - ii. 4-strand barbed wire: 75 hours per mile (47 ~~120~~ hour/km).
 - B) Permanent electric fencing (bracing, pounding posts, stretching and installing insulators) shall not exceed:
 - i. One-wire fence: 30 hours per mile (19 hours/km);
 - ii. Two-wire fence: 35 hours per mile (21 hours/km);
 - iii. Three-wire fence: 40 hours per mile (25 hours/km);
 - iv. Four-wire fence: 45 hours per mile (28 hours/km);
 - C) Temporary electric fencing shall not exceed: 10 hours per mile (6 ~~16~~ hours/km).
- 3.5. Projects must be completed in the same year that funding is applied for. Retroactive applications within the same year will be accepted provided the applicant is able to provide receipts and invoices for the project.
- 3.6. Projects must have all required municipal, provincial, and federal permits and approvals.
- 3.7. Projects located on rented land must have written permission from the landowner for all conditions within this program, including allowing:
- A) The applicant to apply for G.R.A.S.S.;
 - B) Greenview staff to access the land and conduct site assessments as detailed in this policy; and
 - C) Maintenance of the project for a minimum of five (5) years.
- 3.8. Greenview staff must be allowed access to the project site to conduct site assessments prior to the project start date, and three (3) and five (5) years after project completion.
- 3.9. Eligible project costs include, but are not limited to:
- A) Rental equipment;
 - B) Hired labour or contractors;
 - C) Purchase of materials; and
 - D) In-kind inputs.
- 3.10. Eligible projects include:
- A) Offsite watering systems;
 - B) Livestock or machinery watercourse crossings;
 - C) Beaver pond levelers or exclusion fencing;
 - D) Establishment or enhancement of vegetation along riparian areas;
 - E) Fencing off dugouts or riparian areas (including portable electric fencing);
 - F) Replacement or repairs to an existing fence, if placed in a riparian or environmentally sensitive area; and,
 - G) Other projects that enhance or protect riparian or environmentally sensitive areas deemed acceptable to Greenview's Manager of Agricultural Services.

- 3.11. Ineligible projects include:
 - A) New dugouts or wells;
 - B) Fencing not related to a riparian or environmentally sensitive area; and
 - C) Projects or upgrades required by subdivision or development rules or regulations.

4. APPLICANT RESPONSIBILITIES

- 4.1. Applicants are required to complete the G.R.A.S.S. application in the form determined by Greenview.
- 4.2. Applicants must ensure that their project adheres to the conditions listed within this policy.
- 4.3. Applicants, if not the landowner, must seek permission from the landowner for all conditions within this policy.
- 4.4. Applicants must allow Greenview staff to conduct site assessments as listed within this policy.
- 4.5. Applicants are responsible for providing their receipts and invoices for project costs.
- 4.6. Applicants are required to meet with Greenview to discuss and clarify details of the project.

5. COUNCIL RESPONSIBILITIES

- 5.1. Council is responsible for allocating funding to Greenview Riparian Agricultural Sustainability Support.

6. ADMINISTRATION RESPONSIBILITIES

- 6.1. Administration shall annually prepare G.R.A.S.S. to accept applicants.
- 6.2. Administration will work with applicants to determine eligibility and ensure all program parameters have been satisfied.





REQUEST FOR DECISION

SUBJECT:	Policy 6324 “Livestock Veterinary Innovation Initiative”		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	April 10, 2024	CAO:	MANAGER: SK
DEPARTMENT:	AGRICULTURE	DIR:	PRESENTER: SK
STRATEGIC PLAN:	Environment	LEG:	

RELEVANT LEGISLATION:

Provincial - Animal Health Act, S.A. 2007, c.A-40.2

Council Bylaw/Policy – N/A

RECOMMENDED ACTION:

MOTION: That the Policy Review Committee recommend Council approve Policy 6324 “Livestock Veterinary Innovation Initiative” as presented.

BACKGROUND/PROPOSAL:

The Livestock Veterinary Innovation Initiative is to support innovative approaches to increase delivery options and geographic reach of veterinary care to livestock producers, to support animal health, the livestock agri-food sector, and the strength of our food supply. Funding through this Initiative will help veterinary care be delivered in ways that addresses several challenges, including the long distance between many farmers and veterinary clinics, and the shortage of large animal veterinarians working in rural and remote parts of Greenview.

In 2022, the Agricultural Service Board (ASB) received a delegation presentation from a Peace Region Veterinary Practitioner who was in the process of opening a new livestock focused veterinary clinic and was seeking funding assistance. As a result of this presentation, the ASB requested Administration return to the Board with options on how Greenview could support veterinary clinics with delivering services to Greenview livestock producers. Administration subsequently presented the Livestock Innovation Initiative, which is based off an Ontario program aimed at increasing livestock veterinary practices reach and services that can be offered through telemedicine. The program was recommended to Council, included in the preparation of the 2024 Agricultural Services operational budget and approved by Council with the adoption of the final 2024 budget on March 26th, 2024.

Policy 6334 was approved by the Agricultural Services Board during its meeting held on March 27, 2024, with the following amendment:

- Strike out Section 3.6 and replace with “Anything not listed will require review by the Agricultural Services Board and may be awarded at its discretion”

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Policy Review Committee accepting the recommended motion is that the Livestock Veterinary Innovation Initiative will have defined program criteria established by Council policy.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There is no disadvantage to the recommended action.

ALTERNATIVES CONSIDERED:

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

Motion: That the Policy Review Committee recommend Council approve Policy 6324 “Livestock Veterinary Innovation Initiative” as amended.

FINANCIAL IMPLICATION:

Funding for the Livestock Veterinary Innovation Initiative has been set at \$100,000.00 for the 2024 fiscal year.

STAFFING IMPLICATION:

There is no staffing implication to the recommended action.

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 decision-making.

ATTACHMENT(S):

- Policy 6324 “Livestock Innovation Initiative” (Draft)

Title: Livestock Veterinary Innovation Initiative

Policy No: 6324

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: New

Department: Agricultural Services

Review Date: (3 Years from approved)



Legal References:

Animal Health Act, S.A. 2007, c.A-40.2

Cross References:

Not applicable

Purpose: The Livestock Veterinary Innovation Initiative is to support innovative approaches to increase delivery options and geographic reach of veterinary care to livestock producers, to support animal health, the livestock agri-food sector, and the strength of our food supply.

Funding through this Initiative will help veterinary care be delivered in ways that addresses several challenges, including the long distance between many farmers and veterinary clinics, and the shortage of large animal veterinarians working in rural and remote parts of Greenview.

1. DEFINITIONS

- 1.1. **Greenview** means the Municipal District of Greenview No. 16.
- 1.2. **Eligible Practice** means a Food Animal veterinary practice or a mixed veterinary animal practise with an active status with the Alberta Veterinary Medical Association and which serves Greenview livestock producers.
- 1.3. **Food Animal** means Bovine (cattle), porcine (swine), ovine (sheep), caprine (goats), megachilidae (cutter bees), apis mellifera (bees), and bison bison (bison).
- 1.4. **Initiative** means the Livestock Veterinary Innovation Initiative.

2. POLICY STATEMENT

- 2.1. Greenview livestock producers are experiencing shortages of access to veterinary services, putting strain on veterinarians and limiting growth opportunities for livestock farmers. In response to this recognized challenge, Greenview created the initiative, to assist veterinarians in expanding telemedicine and in-filed diagnostic options to increase the reach of a single practitioner and reduce the travel that may otherwise be required to deliver herd health services.
- 2.2. Stacking of the Greenview Initiative may be permitted should the Government of Alberta establish a program similar to the Initiative, provided the applicant's share of costs remains at a minimum of 50% of overall costs.
- 2.3. Costs incurred must reflect when the goods and services are expected to be received, regardless of when payments are made. When purchasing goods or services, the applicant

must follow a process that is transparent, fair and promotes the best value for the money expended and at competitive prices that are no greater than fair market value after deducting trade discounts.

- 2.4. All suppliers from which goods or services are purchased must be at arm's length from the applicant, meaning they are not related to, affiliated with, or controlled in any way by the applicant.

3. LIVESTOCK VETERINARY INNOVATION INITIATIVE PROGRAM

- 3.1. An applicant is eligible for the Initiative provided they are an Eligible Practice which is:
 - A) Located within Greenview;
 - B) Located within 125 kilometres of Greenview borders with Greenview livestock producer clientele; or
 - C) A mobile clinic with Greenview livestock producer clientele.
- 3.2. Eligible projects and activities include:
 - A) Telemedicine diagnostic: support for telemedicine and/or diagnostic (i.e. mobile/cellular and video/camera and monitor solutions; veterinary hematology analyzers; vehicle modifications)
 - B) Handling Equipment: Support for portable large animal handling equipment such as head gates, squeeze chutes, and associated vehicle modifications; and
 - C) Education/Training: Support for education and training on new equipment or techniques.
- 3.3. Funding shall be allocated according to the following:

Eligible Practice Type	Funding Level	Maximum Cost Share across all categories	Max Cost Share funding per category
Practice Within Greenview	50% eligible costs	\$50,000	Telemedicine/Diagnostic Equipment - \$25,000 Handling Equipment- \$15,000 Education/ Training- \$5,000
Practice within 125 km of Greenview Boundary, serving Greenview clients	50% eligible costs	\$30,000	Telemedicine/Diagnostic Equipment - \$17,500 Handling Equipment- \$10,500 Education/Training- \$3,500
Serving Greenview Clients, mobile practice	50% eligible costs	\$20,000	Telemedicine/Diagnostic Equipment - \$10,000 Handling Equipment- \$7,500 Education/Training- \$2,500

- 3.4. Applicants may utilize all available funding for one of the three funding categories by stating such intent within their application.
- 3.5. The following types of projects are ineligible:
 - A) Activities that do not support Food Animal health;
 - B) Activities that involve directly influencing or lobbying any level of government;
 - C) Normal operating costs associated with carrying out business or facility expansions, unless otherwise noted in the Eligible costs section.
 - D) Having the sole purpose of coming into or maintaining compliance with Requirements of the Law that pertain to current operations.

- E) Those that are not in compliance with all applicable requirements of law, including environmental legislation and public health and safety requirements, bylaws, ordinances, approvals and permits.
- F) Activities that are already receiving 100% in total funding assistance from all sources, including other government and non-government sources.

3.6. Activities not listed within Section 3.2 may be reviewed by and funding awarded at the discretion of Greenview's Agricultural Services Board.

~~The following costs are ineligible for program funding:~~

- ~~A) Costs incurred in preparing an application;~~
- ~~B) Costs incurred for activities taking place outside of Alberta;~~
- ~~C) Any costs that are not specifically set out as an Eligible Cost in the section above;~~
- ~~D) Normal costs of establishing, expanding, or operating a business or organization;~~
- ~~E) Normal costs of implementation of a facility expansion;~~
- ~~F) Goods or services provided by federal or provincial government departments or agencies;~~
- ~~G) Deposits (prepayments) for which goods or services are not yet fully received;~~
- ~~H) Costs for training and skills development projects that fulfill any academic requirements towards completion of a diploma or degree;~~
- ~~I) Mentoring and coaching, unless otherwise indicated in a project category;~~
- ~~J) Sponsorship of conferences and learning events or initiatives;~~
- ~~K) Honorariums;~~
- ~~L) Membership costs;~~
- ~~M) Any travel costs not specific to training on new equipment or techniques;~~
- ~~N) Consultant and other contractor expenses for any hospitality (e.g., provision of food or beverages at events), incidentals or food;~~
- ~~O) Hospitality (e.g., venue rental, food, beverages, AV, etc.);~~
- ~~P) Purchase or lease of land, building or facilities;~~
- ~~Q) Costs of vehicles, transportation equipment, mobile material handling equipment (powered or unpowered), and construction and agriculture machinery (e.g., farm equipment) not specified in Eligible Costs above;~~
- ~~R) Financing charges, loan and lease interest payments, bank fees and charges as well as debt restructuring or fundraising;~~
- ~~S) Gifts and incentives;~~
- ~~T) Permits and approvals;~~
- ~~U) Legal fees;~~
- ~~V) Costs related to activities that directly influence or lobby any level of government;~~
- ~~W) Costs of basic research;~~
- ~~X) Taxes, including Harmonized Sales Tax;~~
- ~~Y) Costs for which the Applicant is eligible to receive a credit, rebate, or refund; and~~
- ~~Z) Any capital cost item that is funded by government sources at 75% or more.~~

4. APPLICANT RESPONSIBILITIES

- 4.1. Applicants are responsible for ensuring they meet the eligibility criteria listed within this policy.
- 4.2. Applicants are responsible for preparing progress and final reports in the prescribed manner requested by Greenview.
- 4.3. Applicants shall maintain adequate records for, but not limited to, the type of equipment purchased and the intended purpose, records of Greenview clientele, and cash flow of eligible costs.

5. COUNCIL RESPONSIBILITIES

- 5.1. Council is responsible for allocating funding to the Greenview Veterinary Services Innovation Initiative.

6. ADMINISTRATION RESPONSIBILITIES

- 6.1. Administration shall annually prepare the Veterinary Services Innovation Initiative to accept applicants.
- 6.2. Administration will work with applicants to determine eligibility and ensure all program parameters have been satisfied.

DRAFT



REQUEST FOR DECISION

SUBJECT:	Policy 1015 Council Conference and Professional Development		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	April 10, 2024	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

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

BACKGROUND/PROPOSAL:

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

"MOTION: 23.02.120 Moved by: REEVE TYLER OLSEN

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

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

CARRIED"

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

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

The policy was presented to the Policy Review Committee on October 11, 2023, during which time it was deferred until the 2023 year-end audit was completed. The Committee concluded that more financial information was needed regarding conferences and professional development.

At the October, 2023 meeting, the Policy Review Committee made the following motion:

MOTION: 23.10.253. Moved by: COUNCILLOR WINSTON DELORME.

That the Policy Review Committee defer Policy 1015 "Council Conference and Professional Development Policy" until 2023 audited year end.

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

Against: Reeve Tyler Olsen

CARRIED

BENEFITS OF THE RECOMMENDED ACTION:

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

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

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

ATTACHMENT(S):

- Policy 1015 “Conference Attendance” (Current)
- Policy 1015 “Council Conference and Professional Development” (Draft)
- Council 2023 Conference and Professional Development Financials

Title: Conference Attendance

Policy No: 1015

Effective Date: December 9, 2019

MOTION: 19.12.872

Supersedes Policy No: CO 04

Review Date: December 9, 2022



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

Definitions

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

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

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

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

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

Spouse means the legally married partner of an individual.

Policy

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

Greenview.

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

CURRENT

Title: Council Conference and Professional Development

Policy No: 1015

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 1015

Department: CAO Services

Review Date: (3 Years from date approved)



Legal References:

Not applicable

Cross References:

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

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

1. DEFINITIONS

- 1.1. **Greenview** means the Municipal District of Greenview No. 16.
- 1.2. **Professional Development** means **conventions, workshops, training, seminars, meetings and symposiums** educational, development, or networking opportunities to broaden the professional capabilities of Council members.
- 1.3. **Spouse** means an individual who is living with another individual in a marriage-like relationship.
- 1.4. ~~Adult Interdependent Partner means a person who has lived with a person in a relationship of interdependence:

 - i. For a continuous period of not less than 3 years, or
 - ii. Of some permanence, if there is a child of the relationship by birth or adoption,
 Or the person has entered into an adult interdependent partner agreement with the other person in accordance with the Adult Interdependent Relationships Act, R.S.A 2000, Chapter A-4.5.~~
- 1.5. ~~Relationship of Interdependence means a relationship outside marriage in which any 2 persons

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

2. POLICY STATEMENT

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

3. PRINCIPLES

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

4. CONFERENCES

- 4.1. **Each member of Council shall be provided with an equal budget and opportunity to attend the following:**
- A) **Rural Municipalities of Alberta (RMA) Spring and Fall conventions;**

- B) Federation of Canadian Municipalities (FCM) Annual Convention;
- C) Legal Seminars; and
- D) Other conferences and professional development events.

4.2. Each Councillor is authorized by Council to utilize their approved conference budget at their discretion. Councillors are encouraged but not mandated to attend the conferences listed in 3.1 and may decide to use their budget to attend alternate conferences and/or professional development.

4.3. In addition to the conference's budget, a budget for mandatory training requirements, such as orientation after a municipal election, will be provided when required.

~~4.4. Council will consider requests for approval for attendance of a Council Member or Appointed Board Member to other conferences not otherwise specifically identified or implied by this policy.~~

5. COUNCIL RESPONSIBILITIES

5.1. Compliance with this policy is the responsibility of each Councillor in cooperation with Council as a whole. Any matter outside the provisions shall be forwarded to Council for a decision.

5.2. Councillors will adhere to the Council Code of Conduct Bylaw and any other relevant legislation when representing Greenview at conferences and professional development.

~~5.3. Council approval is required for any out of country courses, training, or conferences for the Chief Administrative Officer.~~

6. ADMINISTRATION RESPONSIBILITIES

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

Job Category	Training
Row Labels	Sum of Net Amount
WARD 1 DELORME	31,073.68
6003 Honorariums	11,856.00
6011 Accomodation & Subsistence	9,130.21
6012 Travel	4,635.16
6013 Training & Education	790.00
6015 Memberships Seminars Conferences	4,662.31
WARD 2 RATZLAFF	22,431.83
6003 Honorariums	8,721.00
6011 Accomodation & Subsistence	5,523.95
6012 Travel	3,363.39
6013 Training & Education	1,315.00
6015 Memberships Seminars Conferences	3,508.49
WARD 3 ROSSON	14,187.94
6003 Honorariums	6,491.00
6011 Accomodation & Subsistence	3,505.44
6012 Travel	1,628.01
6013 Training & Education	790.00
6015 Memberships Seminars Conferences	1,773.49
WARD 4 BERRY	11,988.42
6003 Honorariums	3,213.00
6011 Accomodation & Subsistence	3,179.91
6012 Travel	1,334.50
6013 Training & Education	790.00
6015 Memberships Seminars Conferences	3,471.01
WARD 5 D SMITH	5,283.10
6003 Honorariums	1,377.00
6011 Accomodation & Subsistence	1,689.48
6012 Travel	646.00
6015 Memberships Seminars Conferences	1,570.62
WARD 6 BURTON	26,029.76
6003 Honorariums	10,557.00
6011 Accomodation & Subsistence	5,316.58
6012 Travel	4,464.75
6013 Training & Education	890.00
6015 Memberships Seminars Conferences	4,801.43
WARD 7 SCOTT	19,753.13
6003 Honorariums	6,885.00
6011 Accomodation & Subsistence	5,250.11
6012 Travel	3,759.16
6013 Training & Education	790.00
6015 Memberships Seminars Conferences	3,068.86

Row Labels	Sum of Net Amount
WARD 8 B SMITH	17,292.61
6003 Honorariums	7,901.00
6011 Accomodation & Subsistence	3,627.31
6012 Travel	1,420.70
6013 Training & Education	395.00
6015 Memberships Seminars Conferences	3,948.60
WARD 8 SCHLIEF	15,582.49
6003 Honorariums	4,655.00
6011 Accomodation & Subsistence	4,601.92
6012 Travel	2,202.13
6013 Training & Education	790.00
6015 Memberships Seminars Conferences	3,333.44
WARD 9 DIDOW	9,033.56
6003 Honorariums	3,672.00
6011 Accomodation & Subsistence	1,670.91
6012 Travel	3,103.83
6013 Training & Education	395.00
6015 Memberships Seminars Conferences	191.82
WARD 9 OLSEN	22,360.61
6003 Honorariums	8,262.00
6011 Accomodation & Subsistence	6,154.12
6012 Travel	4,020.27
6013 Training & Education	395.00
6015 Memberships Seminars Conferences	3,529.22
Grand Total	195,017.13