



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REGULAR COUNCIL MEETING AGENDA

Monday January 13, 2020

9:00 AM

Council Chambers
Administration Building

#1	CALL TO ORDER		
#2	ADOPTION OF AGENDA		
#3	MINUTES	3.1 Regular Council Meeting minutes held Monday December 9, 2019 to be adopted.	4
		Special Council Meeting minutes held Thursday December 19, 2019 to be adopted.	16
		3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING		
#5	DELEGATION	5.1 Deep Valley Power Systems	18
#6	BYLAWS	6.1 Bylaw 19-836 Schedules of Fees Amendment	21
		6.2 Bylaw 19-834 Woodlands County/MD of Greenview ICF	55
#7	BUSINESS	7.1 Appeal of Order to Remedy Contraventions	70
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#8 MEMBERS			
REPORTS/EXPENSE			
CLAIMS			
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#9 CORRESPONDENCE

- Small Communities Fund
- NOVA Gas Transmission
- Letter From Birch Hills County

#10 CLOSED SESSION

10.1 Intergovernmental Relations

#11 ADJOURNMENT

Minutes of a
REGULAR COUNCIL MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
 Greenview Administration Building,
 Valleyview, Alberta, on Monday December 9, 2019

1: Reeve Dale Smith called the meeting to order at 9:00 a.m.
CALL TO ORDER

PRESENT	Ward 5	Reeve Dale Smith
	Division 9	Deputy Reeve Duane Didow
	Ward 1	Councillor Winston Delorme
	Ward 3	Councillor Les Urness
	Ward 4	Councillor Shawn Acton
	Ward 6	Councillor Tom Burton
	Ward 7	Councillor Roxie Rutt
	Ward 8	Councillor Bill Smith
	Division 9	Councillor Tyler Olsen

ATTENDING	Chief Administrative Officer	Denise Thompson
	General Manager, Community Services	Stacey Wabick
	General Manager, Corporate Services	Rosemary Offrey
	General Manager, Infrastructure & Planning	Roger Autio
	Marketing & Communications Manager	Stacey Sevilla
	Recording Secretary	Lianne Kruger

ABSENT	Ward 2	Councillor Dale Gervais
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#2: MOTION: 19.12.850. Moved by: COUNCILLOR ROXIE RUTT
AGENDA That Council adopt the December 9, Regular Council Meeting Agenda with the following additions;

- 7.14 Gordon Building
- 7.15 Forestry Trunk Road Report
- 10.4 Disclosure Harmful to Business Interests of a Third Party
- 10.5 Privileged information

CARRIED

REGULAR COUNCIL MEETING MINUTES MOTION: 19.12.851. Moved by: COUNCILLOR TOM BURTON
 That Council adopt the minutes of the Regular Council Meeting held on Monday November 25, 2019 as corrected.

MOTION: 19.12.852. Moved by: COUNCILLOR TOM BURTON
 That Council table motion 19.12.851., November 25, 2019 Regular Council Meeting Minutes, until later in the meeting.

CARRIED

#3.2
BUSINESS ARISING
FROM MINUTES

3.2 BUSINESS ARISING FROM MINUTES:

#4
PUBLIC HEARING

4.0 PUBLIC HEARING

There were no Public Hearings presented.

#5.0
DELEGATION

5.0 DELEGATIONS

There were no delegations present.

6.0 BYLAWS

6.1 BYLAW 19-833 2020 OPERATING CREDIT – BORROWING BYLAW

BYLAW 19-833
THIRD READING

MOTION: 19.12.853. Moved by: DEPUTY REEVE DUANE DIDOW
That Council moves Third and Final Reading of Bylaw 19-833 – 2020 Operating
Line of Credit Borrowing Bylaw.

CARRIED

6.2 BYLAW 19-831 BUSINESS LICENSING BYLAW

BYLAW 19-831
THIRD READING

MOTION: 19.12.854. Moved by: COUNCILLOR ROXIE RUTT
That Council give Third Reading to Bylaw 19-831 “Business Licensing Bylaw.”

MOTION 19.12.854
DEFERRED

MOTION: 19.12.855. Moved by: COUNCILLOR BILL SMITH
That Council defer motion 19.12.854., Bylaw 19-831 to the December 16, 2019
Committee of the Whole meeting.

CARRIED

6.3 BYLAW 19-836 SCHEDULES OF FEES AMENDMENT

BYLAW 19-836
FIRST READING

MOTION: 19.12.856. Moved by: DEPUTY REEVE DUANE DIDOW
That Council give First Reading to Bylaw 19-836 “Schedules of Fees Amendment”.

CARRIED

BYLAW 19-836
SECOND READING

MOTION: 19.12.857. Moved by: COUNCILLOR TYLER OLSEN
That Council give Second Reading to Bylaw 19-836 “Schedules of Fees
Amendment”.

CARRIED

BYLAW 19-836
CONSIDERATION
FOR THIRD
READING

MOTION: 19.12.858. Moved by: COUNCILLOR ROXIE RUTT
That Council unanimously considers Third and Final reading of Bylaw 19-836
“Schedules of Fees Amendment”

DEFEATED

6.4 WOODLANDS COUNTY/M.D. OF GREENVIEW ICF

BYLAW 19-834
FIRST READING

MOTION: 19.12.859. Moved by: COUNCILLOR TOM BURTON
That Council give First Reading to Bylaw 19-834 “Woodlands County/M.D. of
Greenview Intermunicipal Collaboration Framework”

CARRIED

BYLAW 19-834
SECOND READING

MOTION: 19.12.860. Moved by: COUNCILLOR SHAWN ACTON
That Council give Second Reading to Bylaw 19-834 “Woodlands County/M.D. of
Greenview Intermunicipal Collaboration Framework” with the following
amendment:

- “Both parties recognize that the decision to participate or not
participate in a project/ arrangement ultimately lies with the respective councils”
under Section F. 3).

CARRIED

#7
BUSINESS

7.0 BUSINESS

7.1 2020 OPERATIONAL BUDGET APPROVAL

2020
OPERATIONAL
BUDGET
APPROVAL

MOTION: 19.12.861. Moved by: COUNCILLOR TOM BURTON
That Council approve Greenview’s 2020 Interim Operational Budget for
\$120,671,709.00 with funds to come from the 2020 taxation and operational
revenues.

CARRIED

2021-2022
OPERATIONAL
BUDGET

MOTION: 19.12.962. Moved by: COUNCILLOR ROXIE RUTT
That Council accept the 2021 and 2022 Operational Budgets for information as
presented.

CARRIED

7.2 ADJUSTING BANK GENERAL LEDGER TO REFLECT BANK CHEQUE BOOK BALANCE

ADJUSTING BANK
GENERAL LEDGER

MOTION: 19.12.863. Moved by: COUNCILLOR BILL SMITH
That Council approve adjusting the Bank General Ledger to reconcile the difference of \$103,100.00 between the Bank Chequebook balance and the Bank General Ledger, as per recommendation of Greenview's auditors during the 2018 Financial Statements presentation, Metrix Group LLP.

CARRIED

7.3 AGRICULTURAL DISASTER AREA DECLARATION

DISASTER AREA
DECLARATION

MOTION: 19.12.864. Moved by: COUNCILLOR BILL SMITH
That Council declare Greenview as an Agricultural Disaster Area for 2019.

CARRIED

Reeve Dale Smith recessed the meeting at 10:08 a.m.
Reeve Dale Smith reconvened the meeting at 10:20 a.m.

7.4 ALBERTA FIRST RESPONDER RADIO COMMUNITY SYSTEM TENDER RESULTS

AFRRCS TENDER
RESULTS

MOTION: 19.12.865. Moved by: COUNCILLOR TYLER OLSEN
That Council approve Administration to award Greenview Alberta First Responder Radio Community System Tender to BearCom in the amount of \$591,008.71.

CARRIED

7.5 ASENIWUCHE WINEWAK NATION CHRISTMAS COMMUNITY FEAST – DONATION REQUEST

ASENIWUCHE
WINEWAK NATION
DONATION
REQUEST

MOTION: 19.12.866. Moved by: COUNCILLOR WINSTON DELORME
That Council approve the donation of the Greenview Community Bus to the Aseniwuche Winewak Nation (AWN) to be used for the Christmas Community Feast event transportation, to take place in Grande Cache, AB., on December 19, 2019.

CARRIED

TABLED MOTION
LIFTED

MOTION: 19.12.867. Moved by: COUNCILLOR TOM BURTON
That Council lift tabled motion 19.12.851., November 25, 2019 Regular Council Meeting minutes.

CARRIED

**REGULAR COUNCIL
MEETING MINUTES**

MOTION: 19.12.851. Moved by: COUNCILLOR TOM BURTON
That Council adopt the minutes of the Regular Council Meeting held on Monday
November 25, 2019 as corrected.

CARRIED

7.6 FOX CREEK MULTIPLEX EXTERIOR SIGNAGE – DONATION REQUEST

**FOX CREEK
MULTIPLEX
DONATION
REQUEST**

MOTION: 19.12.868. Moved by: COUNCILLOR TOM BURTON
That Council approve funding to the Town of Fox Creek for the Fox Creek
Greenview Multiplex exterior signage with an upset limit of \$128,000.00, with
funds to come from Contingency Reserves.

CARRIED

**7.7 GRANDE CACHE COMMUNITY FRIENDS (100 CARING HEARTS) – FUNDING
REQUEST**

**100 CARING
HEARTS FUNDING
REQUEST**

MOTION: 19.12.869. Moved by: COUNCILLOR WINSTON DELORME
That Council provide funding with an upset limit of \$24,625.00 to the Grande
Cache Community Friends Association (100 Caring Hearts) to partner in the
purchase of a commercial barbeque, with funds to come from Community
Services Miscellaneous Grants.
Councillor Delorme withdrew the motion.

**100 CARING
HEARTS FUNDING
REQUEST**

MOTION: 19.10.694. Moved by: COUNCILLOR TYLER OLSEN
That Council provide funding with an upset limit of \$30,000.00 to the Grande
Cache Community Friends Association (100 Caring Hearts) as a grant to purchase
a commercial barbeque, with funds to come from Community Services
Miscellaneous Grants.

CARRIED

7.8 POLICY 1008 COUNCIL AND BOARD REMUNERATION

POLICY 1008

MOTION: 19.12.870. Moved by: COUNCILLOR ROXIE RUTT

That Council provide direction on Policy 1008 "Council and Board Remuneration;

- Provision 3 be amended to read "in addition to the per diem paid under provisions 2 and 4"
- "and 3" be removed from provision 4
- Provision 8 be added to state "Greenview will compensate Councillors for mileage to all events attended as a Councillor"
- Provision 11 be amended to state "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, the Councillor must make a request to the Reeve for approval prior to attending the meeting or function in order to receive compensation for attending the meeting"
- Provision 16 be amended to read "Municipal Election" rather than "General Election".

CARRIED

7.9 POLICY 1015 CONFERENCE ATTENDANCE

POLICY 1015

MOTION: 19.12.871. Moved by: COUNCILLOR SHAWN ACTON

That Council approve revised Policy 1015 Conference Attendance as amended;

- AAMDC to RMA
- #8. Add "or by Council Motion
- Travel Partner "any travelling companion"
- Travelling Partner must be of legal age

Reeve Smith requested a recorded vote

For Councillor Les Urness, Councillor Tom Burton, Councillor Shawn Acton, Councillor Winston Delorme

Opposed Councillor Bill Smith, Councillor Roxie Rutt, Reeve Dale Smith, Deputy Reeve Duane Didow, Councillor Tyler Olsen

DEFEATED

POLICY 1015

MOTION: 19.12.872. Moved by: COUNCILLOR BILL SMITH

That Council approve revised Policy 1015 Conference Attendance as amended;

- AAMDC to RMA
- #8. Add “or by Council Motion
- Travelling partner must be of legal age.

Reeve Smith requested a recorded vote

For Councillor Bill Smith, Councillor Tom Burton, Councillor Roxie Rutt, Reeve Dale Smith, Councillor Tyler Olsen, Councillor Les Urness, Councillor Winston Delorme, Deputy Reeve Duane Didow

Opposed None

CARRIED

7.10 POLICY 1033 COMPENSATION REVIEW

POLICY 1033

MOTION: 19.12.873. Moved by: COUNCILLOR TOM BURTON

That Council approve Policy 1033 “Compensation Review” as amended.

- Remove “attractive” package

DEFEATED

MOTION: 19.12.874. Moved by: COUNCILLOR ROXIE RUTT

That Council approve Policy 1033 “Compensation Review” as presented.

Councillor Burton requested a recorded vote

For Councillor Bill Smith, Councillor Roxie Rutt, Reeve Dale Smith, Councillor Shawn Acton, Councillor Tyler Olsen, Councillor Les Urness, Councillor Winston Delorme, Deputy Reeve Duane Didow

Opposed Councillor Tom Burton

CARRIED

Reeve Dale Smith recessed the meeting at 12:00 p.m.

Reeve Dale Smith reconvened the meeting at 1:03 p.m.

7.11 REQUEST TO REDUCE SPEED LIMIT – HIGHWAY 40 – SUSA CREEK

**REQUEST TO
REDUCE SPEED
LIMIT**

MOTION: 19.12.875. Moved by: COUNCILLOR WINSTON DELORME

That Council supports Alberta Transportation’s plans in lowering the speed limit from 100 km/hr to 80 km/hr on Highway 40 from La Prairie turn off to 200 metres west of the turn off at Susa Creek.

CARRIED

7.12 WD STEVENSON SALE ADVERTISEMENT

WD STEVENSON
SALE
ADVERTISEMENT

MOTION: 19.12.876. Moved by: COUNCILLOR ROXIE RUTT
That Council authorize Administration to provide the Town of Valleyview a letter of support to advertise the sale of the old Town of Valleyview Medical Clinic also known as the WD Stevenson Building located at 4801/03 East Highway Street, Valleyview Alberta.

CARRIED

7.14 GORDON BUILDING PURCHASE AND RENOVATIONS FUND

BUILDING
PURCHASE AND
RENOVATION
FUNDS

MOTION: 19.12.877. Moved by: COUNCILLOR WINSTON DELORME
That Council authorize Administration to transfer a maximum of \$1,300,000.00 from Facilities Reserves to cover the purchase and renovations of the Gordon Property (Lot 29 &30, Block 6, Plan 0525278).

CARRIED

7.15 FORESTRY TRUNK ROAD PAVING

FORESTRY TRUNK
ROAD PAVING

MOTION: 19.12.878. Moved by: COUNCILLOR TYLER OLSEN
That Council award Allnorth for the Engineering Services on the Forestry Trunk Road Paving for the amount of \$413,716.00 to come out of the 2020 Capital Budget.

CARRIED

7.16 MUNICIPAL IMPACTS OF THE POLICE FUNDING MODEL

MUNICIPAL
IMPACTS OF
POLICE FUNDING
MODEL

MOTION: 19.12.879. Moved by: COUNCILLOR WINSTON DELORME
That Council accept for information the Municipal Impacts of the Police Funding Model, as presented.

CARRIED

7.13 CAO/MANAGERS' REPORT

CAO/MANAGERS'
REPORT

MOTION: 19.12.880. Moved by: COUNCILLOR TOM BURTON
That Council accept the CAO and Managers Reports for information, as presented.

CARRIED

#8
COUNCILLORS
BUSINESS &
REPORTS

8.1 COUNCILLORS' BUSINESS & REPORTS

8.1 MEMBERS' REPORT: Council provided reports on activities and events attended, additions and amendments include the following:

WARD 1

COUNCILLOR WINSTON DELORME submitted his update to Council on his recent activities, which include;
November 25, 2019 Regular Council Meeting
Evergreen Foundation Organizational Meeting

Notice of Motion:

That Administration bring back a recommendation on the roads within the Co-ops and Enterprises.

WARD 2

COUNCILLOR DALE GERVAIS unavailable to give his report.

WARD 3

COUNCILLOR LES URNESS updated Council on his recent activities, which include;
November 25, 2019 Regular Council Meeting
Greenview Regional Waste Management Commission Organizational Meeting
Greenview Regional Waste Management Commission Regular Meeting

WARD 4

COUNCILLOR SHAWN ACTON submitted his update to Council on his recent activities, which include;
November 25, 2019 Regular Council Meeting
Valleyview & District Library Board Meeting
Valleyview & District Recreation Board Meeting
South Peace Regional Archives Meeting

WARD 5

REEVE DALE SMITH submitted his update to Council on his recent activities, which include;
October 28, 2019 Organizational Meeting
October 28, 2019 Regular Council Meeting
Regional Agriculture Services Board Meeting
Breakfast with the Guys
Council Priority Setting Meeting
Seven Gens Ground Breaking Ceremony
Municipal Planning Commission Meeting
Rural Municipalities of Alberta Fall Conference
Tri Municipal Industrial Partnership Legal Meeting
Little Smoky Ski Hill Governance Board Meeting
Veterinary Services Incorporated Annual Meeting

WARD 6 **COUNCILLOR TOM BURTON** submitted his update to Council on his recent activities, which include;
November 25, 2019 Regular Council Meeting
MD of Greenview Library Board Meeting

WARD 7 **COUNCILLOR ROXIE RUTT** submitted her update to Council on her recent activities, which include;
FCSS Board Meeting
Peace Library Systems Board Meeting

WARD 8 **COUNCILLOR BILL SMITH** updated Council on his recent activities, which include;
October 28, 2019 Organizational Meeting
October 28, 2019 Regular Council Meeting
Council Priority Setting Meeting
Agriculture Services Board Meeting
Rural Municipalities of Alberta Fall Conference
October 21, 2019 Committee of the Whole Meeting
Nitehawk Ski Recreation Board Meeting

DIVISION 9 **COUNCILLOR TYLER OLSEN** submitted his update to Council on his recent activities, which include;
November 25, 2019 Regular Council Meeting
Nitehawk Ski Recreation Board Meeting
Greenview Library Board Meeting
MD of Grande Prairie Regional Tourism Meeting
Community Futures West Yellowhead Meeting

DIVISION 9 **DEPUTY REEVE DUANE DIDOW** submitted his update to Council on his recent activities, which include;
November 25, 2019 Regular Council Meeting
Served Pancakes at St. Stephens School
FCSS Annual Provincial Conference
Rocky the Ram Annual Christmas Light Up
Community Futures West Yellowhead Regular Board Meeting

MEMBERS BUSINESS MOTION: 19.12.881. Moved by: COUNCILLOR LES URNESS
That Council receive Members Business for information.

CARRIED

#9
CORRESPONDENCE

9.0 CORRESPONDENCE

COUNCIL
CORRESPONDENCE

MOTION: 19.12.882. Moved by: REEVE DALE SMITH
That Council accept the correspondence for information, as presented.

CARRIED

10.0 CLOSED SESSION

CLOSED SESSION

MOTION: 19.12.883. Moved by: COUNCILLOR TYLER OLSEN
That the meeting go to Closed Session, at 2:51 p.m., pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

CARRIED

10.1 DISCLOSURE HARMFUL TO BUSINESS INTERESTS OF A THIRD PARTY
(FOIPP; Section 16)

10.2 PRIVILEGED INFORMATION
(FOIP; Sections 27)

10.3 DISCLOSURE HARMFUL TO ECONOMIC & OTHER INTERESTS OF A PUBLIC BODY
(FOIPP; Section 25)

ADDITION

10.4 DISCLOSURE HARMFUL TO BUSINESS INTERESTS OF A THIRD PARTY
(FOIPP; Section 16)

ADDITION

10.5 PRIVILEGED INFORMATION
(FOIPP; Section 27)

OPEN SESSION

MOTION: 19.12.884. Moved by: COUNCILLOR SHAWN ACTON
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 4:00 p.m.

CARRIED

GREENVIEW
PUBLIC SERVICE
BUILDING AND
FIRE STATION
REPORT

MOTION: 19.12.885. Moved by: COUNCILLOR WINSTON DELORME
That Council accept the Greenview Public Service Buildings and Fire Station Report for information, as presented.

CARRIED

**GRANDE CACHE
PUBLIC SERVICE
BUILDING
CONSTRUCTION
PROJECT**

MOTION: 19.12.886. Moved by: COUNCILLOR WINSTON DELORME
That Council approve an additional upset limit of \$250,000.00 for the Grande
Cache Public Service Building construction project, with funds to come from
Protective Services.

CARRIED

**TRANSFER OF
FUNDS**

MOTION: 19.12.887. Moved by: COUNCILLOR WINSTON DELORME
That Council authorize Administration to transfer an upset limit of \$250,000.00
from Fire Facilities Reserve to the Protective Services Budget.

CARRIED

**RECREATION SKID
STEER**

MOTION: 19.12.888. Moved by: COUNCILLOR LES URNESS
That Council approve \$95,000.00 capital expenditure to purchase a skid steer
and attachments, with funds to come from Recreation Reserves

CARRIED

WAGE FREEZE

MOTION: 19.12.889. Moved by: COUNCILLOR BILL SMITH
That Council direct Administration to implement a wage freeze for one year
beginning January 1st, 2020.

CARRIED

11.0 ADJOURNMENT

**#11
ADJOURNMENT**

MOTION: 19.12.890. Moved by: COUNCILLOR ROXIE RUTT
That this Regular Council meeting adjourn at 4:08 p.m.

CARRIED

CHIEF ADMINISTRATIVE OFFICER

REEVE

Minutes of a
SPECIAL COUNCIL MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
Greenview Administration Building,
Valleyview, Alberta, on Thursday, January 19, 2019

1: Reeve Dale Smith called the meeting to order at 11:02 a.m.
CALL TO ORDER

PRESENT	Ward 5	Reeve Dale Smith
	Division 9	Deputy Reeve Duane Didow(Teleconference)
	Ward 1	Councillor Winston Delorme(Teleconference)
	Ward 2	Councillor Dale Gervais
	Ward 3	Councillor Les Urness
	Ward 4	Councillor Shawn Acton
	Ward 6	Councillor Tom Burton(Teleconference)
	Ward 7	Councillor Roxie Rutt
	Ward 8	Councillor Bill Smith
	Division 9	Councillor Tyler Olsen

ATTENDING	Chief Administrative Officer	Denise Thompson
	Assistant Chief Administrative Officer	Stacey Wabick
	General Manager, Corporate Services	Rosemary Offrey
	General Manager, Infrastructure and Planning	Roger Autio
	Recording Secretary	Lianne Kruger

ABSENT

#2: MOTION: 19.12.891. Moved by: COUNCILLOR TYLER OLSEN
AGENDA That Council adopt the January 11th, 2019 Special Council Agenda as presented.
CARRIED

#5 IN CAMERA **5.0 IN CAMERA**

CLOSED SESSION MOTION: 19.12.892. Moved by: COUNCILLOR SHAWN ACTON
That the meeting go to Closed Session, at 11:03 a.m., pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.
CARRIED

5.1 INFORMATION HARMFUL TO THIRD PARTY

OPEN SESSION

MOTION: 19.12.893. Moved by: COUNCILLOR DALE GERVAIS
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 11:23 a.m.

CARRIED

LAND PURCHASE

MOTION: 19.12.894. Moved by: COUNCILLOR TYLER OLSEN
That Council approve the purchase of Plan 7921892, Block 2, Lots 25, 26, 27, Valleyview, AB as per conditional offer to purchase, with funds to come from the 2020 Capital Budget.

CARRIED

6.0 ADJOURNMENT

**#6
ADJOURNMENT**

MOTION: 19.12.895. Moved by: COUNCILLOR TOM BURTON
That this meeting adjourn at 11:24 a.m.

CARRIED

CHIEF ADMINISTRATIVE OFFICER

REEVE



REQUEST FOR DECISION

SUBJECT: **Appeal of Order to Remedy Contraventions**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: January 13, 2020 CAO: MANAGER:
DEPARTMENT: PLANNING & DEVELOPMENT GM: PRESENTER:
STRATEGIC PLAN: Development

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, R.S.A. 2000, Chapter M-26, Section 545(1) and 547

Council Bylaw/Policy (cite) – Bylaw 18-800 Land Use Bylaw

RECOMMENDED ACTION:

MOTION: That Council accept the presentation from Deep Valley Power Ltd for information regarding the “order to remedy contraventions” in accordance with MGA Section 547.

BACKGROUND/PROPOSAL:

Mr. Dennis Fleming of Deep Valley Power Systems Ltd. purchased the Hart Oilfield lot to accommodate an equipment rental business. Following the purchase, Mr. Fleming erected a chain link fence to the west and south of the property. Prior to erecting the fence, Dennis Fleming received a development permit approval for outdoor storage on the lot, which did not include fencing of the property.

Due to a report received of the chain link fence being located within the service road right of way, administration had a survey of the fence prepared by Beirsto and Associates. The fence has been found to have encroached on the Range Road 223 service road right-of-way, to the west of the property, by up to 14.98 metres. As a result of the survey, Administration contacted Mr. Fleming on August 14, 2019 and requested he move the fence by September 15, 2019.

It is important to note the service road right-of-way ends at the property line to the north, in line with Deep Valley Power Systems Ltd. north boundary.

On October 15, 2019, Council made Motion 19.10.709 That Council direct Administration to continue enforcement proceedings requiring Deep Valley Power Systems Ltd. to remove the fence from Range Road 223 service road right-of-way on SW-22-68-22-W5.

As per MGA:

Order to remedy contraventions

545(1) If a designated officer finds that a person is contravening this or any other enactment that the municipality is authorized to enforce or a bylaw, the designated officer may, by written order, require the

person responsible for the contravention to remedy it if the circumstances so require. RSA 2000 Section 546 Chapter M-26 MUNICIPAL GOVERNMENT ACT 323

2) The order may

(a) direct a person to stop doing something, or to change the way in which the person is doing it;

(b) direct a person to take any action or measures necessary to remedy the contravention of the enactment or bylaw, including the removal or demolition of a structure that has been erected or placed in contravention of a bylaw, and, if necessary, to prevent a re-occurrence of the contravention;

(c) state a time within which the person must comply with the directions;

(d) state that if the person does not comply with the directions within a specified time, the municipality will take the action or measure at the expense of the person.

Review by council

547(1) A person who receives a written order under section 545 or 546 may by written notice request council to review the order within

(a) 14 days after the date the order is received, in the case of an order under section 545, and

or any longer period as specified by bylaw.

(2) After reviewing the order, the council may confirm, vary, substitute or cancel the order.

Mr. Fleming is requesting permission to allow the fence to remain in its current location. Below is his request:

“Discussion regarding the verbal permission Deep Valley had to install fence along HWY43 outside of property line, on dead end road. Permission was given by Price Leurebourg after months of trying to reach him for an answer. Permission has since been revoked. The cost of the fence was almost 25,000.00 and we feel there is little to no negative effect on the community. Since installing the fence there has been no theft from our property!”

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will remove unauthorized development from one of its roads.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to allow the fence to remain on the service road, however, Administration does not recommend this action as this would continue the encroachment of private development on municipal infrastructure. This effectively turns a public road into a private road.

Alternative #2: Council has the alternative to close the road by way of bylaw and sell the property to the appellant. Administration does not recommend this action because, should the municipality be required to have a service road in the future as a result of changes to the highway or Alberta Transportation policy, it will be more difficult meet those requirements. This would also be circumventing Greenview’s road closure process.

FINANCIAL IMPLICATION:

There are no anticipated financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Order to Remedy Contraventions
- Approval of Development Permit D18-320
- Application for Development Permit D18-320
- Plan of Subdivision for SW-22-68-22-W5M, Lot A
- As-built surveys
- August 14, 2019 Warning Letter



REQUEST FOR DECISION

SUBJECT: Bylaw 19-836 Schedules of Fees Amendment
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: January 13, 2020 CAO: DT MANAGER:
DEPARTMENT: CAO SERVICES GM: PRESENTER: DL
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, R.S.A. 2000, Chapter M-26.

Council Bylaw/Policy (cite) –Bylaw 19-816 Schedule of Fees

RECOMMENDED ACTION:

MOTION: That Council give third reading to Bylaw 19-836 “Schedules of Fees Amendment”.

BACKGROUND/PROPOSAL:

In discussions with the Business License Bylaw, Council indicated that they would like the fees for business licenses reduced as business licenses will be required upon the passing of bylaw 19-831. Administration is recommending the elimination of Section 9 of Schedule ‘I’. This will make all resident business licenses \$100.00 each year, and \$50.00 if they apply for a license between July 1 and December 31 for a partial-year license.

Temporary business licenses and Hawkers and Peddlers will be covered under their respective provisions at a reduced rate as indicated in the bylaw.

Council gave first and second reading on December 9, 2019.

BENEFITS OF THE RECOMMENDED ACTION:

1. Reduced fees will be less burdensome on businesses, but will still provide that applicants have some “skin in the game” to be compliant with Greenview bylaws, policies, and provincial and federal laws and regulations.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There will be reduced revenues from business licenses.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may determine an alternative fee for business licenses. Administration does not recommend reducing fees to \$0.00 as there is no guarantee for participation, and no “skin in the game” to remain compliant with Greenview bylaws or other provincial/federal legislation and regulation.

FINANCIAL IMPLICATION:

There are no anticipated financial implications.

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 update the bylaw register and the public on the changes.

ATTACHMENT(S):

- Bylaw 19-816
- Bylaw 18-836



BYLAW NO. 19- 836
of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta to amend Bylaw 19-816 being the “Schedules of Fees” Bylaw for the Municipal District of Greenview No. 16.

THEREFORE, pursuant to Section 191(1) of the Municipal Government Act, Chapter M-26, R.S.A 2000, as amended, the Council of the Municipal District of Greenview No. 16, duly assembled enacts as follows:

1. That Section 9 Business License Commercial/ Industrial Titled Land, subsection (i) and (ii) be removed from Schedule ‘I’ of the Schedules of Fees.
2. This Bylaw shall come into force and effect upon the day of final passing.

Read a first time this 9th day of December, 2019.

Read a second time this 9th day of December, 2019.

Read a third time and passed this _____ day of _____, 2020

REEVE

CHIEF ADMINISTRATIVE OFFICER



BYLAW NO. 19-816 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, for the purpose of establishing rates and fees for the provision of goods and services by, or on behalf of Greenview, as attached to this bylaw as the Schedules of Fees.

Whereas, pursuant to section 7 and 8 of the Municipal Government Act R.S.A 2000, Chapter M-26 as amended, the Planning Act, Chapter P-9, R.S.A. and amendments thereto, and the Taxation Act, Chapter M-31, R.S.A. and amendments thereto, a municipal Council has the authority to pass a bylaw establishing fees for the provision of services; and

Whereas, the Council of the Municipal District of Greenview No. 16 deems it appropriate to establish rates and fees for the provision of various municipal goods and services;

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

1. Title

1.1. This Bylaw may be referred to as the "Schedules of Fees Bylaw."

2. Definitions

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

3. Application

3.1. This bylaw establishes the rates, fees, and charges for certain goods and services provided by Greenview, and provides for the imposition of fines and penalties for certain offenses.

3.2. This bylaw and the attached Schedules will be reviewed as required and amendments to any of the rates and fees must be made by Council bylaw.

3.3. All fees, fines, rates and penalties provided for in other current bylaws shall remain in full force and effect and may be charged in addition to the provisions stated in this bylaw.

4. Rates and Fees

4.1. The rates and fees are established as set out in the attached Schedules 'A' through 'J'.

5. Severability and Effect

- 5.1. Should any provision of this bylaw be found to be invalid, then such invalid provision shall be severed and the remaining bylaw shall be maintained.
- 5.2. Bylaw 18-790 and Town of Grande Cache Bylaw No. 849 are hereby repealed.
- 5.3. This Bylaw shall come into force and effect upon the day of third and final reading.

Read a first time this 13th day of May, 2019.

Read a second time this 24th day of June, 2019.

Read a third time and passed this 8th day of July, 2019.



REEVE



CHIEF ADMINISTRATIVE OFFICER



Schedules of Fees
Bylaw 19-816

Schedule 'A' Agricultural Services

	Description	GST Status*	Fee in \$
Agricultural Services			
<i>All decisions being at the Agricultural Fieldsman's discretion</i>			
1.	Haying or Pasturing Permits		
i.	Application fee	E	\$100.00
ii.	Plus Annual per Acre Charge	E	\$15.00
2.	Spray Exemption Signs		
i.	Spray Exemption Signs (One-Time Free Only)	T	Free
ii.	Lost or Replacement Signs (each)	T	\$30.00
3.	Guides		
i.	Guide to Crop Protection - Chemical/Cultural	T	\$12.00
ii.	Weed Seedling Guide	T	\$10.00
4.	Picnic Tables		
i.	Non-Profit Organizations - Community Event		No charge
ii.	Private Affair, Non-Public Event - Maximum of 10 days	T	\$10.00 per day
iii.	Delivery Charge, per loaded km	T	\$2.00 per km
5.	Barbecue		
i.	Non-Profit Organizations - Community Event		No charge
ii.	Private Affair, Non-Public Event – (Maximum of 10 days)	T	\$100.00 per day
iii.	Deposit (All Organizations)	E	\$200.00
iv.	Delivery charge (per loaded km)	T	\$2.00 per km
6.	Weed & Insect Control Equipment		
i.	Field Sprayer c/w GPS <i>All Locations</i>	T	\$50.00 Each Day (3 Days Maximum if Lineup)



Schedules of Fees Bylaw 19-816

	Description	GST Status*	Fee in \$
ii.	Boomless Sprayer <i>Valleyview, Grovedale</i>	T	\$20.00 Each Day (3 Days Maximum if Lineup)
iii.	Water Tank on Trailer (For Spraying) <i>Valleyview, Grovedale</i>	T	\$25.00 Each Day (3 Days Maximum if Lineup)
iv.	Estate Sprayer (Pull Type) <i>All Locations</i>	T	\$20.00 Each Day (3 Days Maximum if Lineup)
v.	Estate Sprayer (3 Point Hitch) <i>Valleyview</i>	T	\$20.00 Each Day (3 Days Maximum if Lineup)
vi.	Quad Mount Sprayer <i>All Locations</i>	T	\$10.00 Each Day (3 Days Maximum if Lineup)
vii.	Backpack Sprayer (15 Liters) <i>Valleyview, Grovedale</i>	T	\$5.00 Each Day (3 Days Maximum if Lineup)
viii.	Granular Pesticide Bait Applicator (Holds 135 lbs Bran) <i>Valleyview</i>	T	\$30.00 Each Day (3 Days Maximum if Lineup)
7. Spreaders			
i.	Manure Spreader <i>Valleyview, Grovedale</i>	T	\$200.00 Each Day (3 Days Maximum if Lineup)
ii.	Fertilizer Spreader <i>Valleyview</i>	T	\$100.00 Each Day (3 Days Maximum if Lineup)
8. Earth Moving Equipment			



Schedules of Fees Bylaw 19-816

	Description	GST Status*	Fee in \$
i.	1000 Earth Mover <i>Valleyview, Crooked Creek</i>	T	\$200.00 Each Day (3 Days Maximum if Lineup)
ii.	900 Earth Mover <i>Grovedale</i>	T	\$150.00 Each Day (3 Days Maximum if Lineup)
iii.	425 Earth Mover <i>Grovedale</i>	T	\$100.00 Each Day (3 Days Maximum if Lineup)
iv.	12' Pull-Type Blade <i>Valleyview</i>	T	\$50.00 Each Day (3 Days Maximum if Lineup)
v.	Vee Ditcher <i>Valleyview</i>	T	\$50.00 Each Day (3 Days Maximum if Lineup)
9. Post Pounders			
i.	Post Pounder <i>All Locations</i>	T	\$125.00 Each Day (3 Days Maximum if Lineup)
ii.	Post Pounder <i>All Locations</i>	T	½ day rate \$65.00 each
10. Bin Crane			
i.	Bin Crane <i>Valleyview, Grovedale</i>	T	\$100.00 Each Day (3 Days Maximum if Lineup)
11. Cattle Equipment			
i.	Cattle Squeeze <i>All Locations</i>	T	\$25.00 Each Day (3 Days Maximum if Lineup)



Schedules of Fees Bylaw 19-816

	Description	GST Status*	Fee in \$
ii.	Loading Chute <i>All Locations</i>	T	\$25.00 Each Day (3 Days Maximum if Lineup)
iii.	Panel Trailer <i>Valleyview, Grovedale</i>	T	\$25.00 Each Day (3 Days Maximum if Lineup)
iv.	Spare Panels <i>Crooked Creek, Grovedale</i>	T	Free First 3 Days, \$5.00 Each Additional Day
v.	Tag Reader <i>Valleyview</i>	T	Free, \$100.00 Deposit Required (3 Days Maximum if Lineup)
12. Conservation Equipment			
i.	50' Heavy Harrow with Granular Applicator <i>Valleyview</i>	T	\$150.00 Each Day (3 Days Maximum if Lineup)
ii.	33' Heavy Harrow with Granular Applicator <i>Grovedale</i>	T	\$150.00 Each Day (3 Days Maximum if Lineup)
iii.	30' Land Roller <i>Valleyview, Grovedale</i>	T	\$200.00 Each Day (3 Days Maximum if Lineup)
iv.	14' Heavy Disc <i>Valleyview, Grovedale</i>	T	\$250.00 Each Day (3 Days Maximum if Lineup)
v.	No Till Drill <i>Valleyview</i>	T	\$150.00 Each Day (3 Days Maximum if Lineup)



Schedules of Fees Bylaw 19-816

	Description	GST Status*	Fee in \$
13.	Broadcast Seeders		
i.	Truck Mount Seeder <i>Valleyview</i>	T	\$10.00 Each Day (3 Days Maximum if Lineup)
ii.	Quad Mount Seeder <i>Valleyview</i>	T	\$10.00 Each Day (3 Days Maximum if Lineup)
iii.	Hand Seeder <i>Valleyview</i>	T	Free First 3 Days, \$5.00 Each Additional Day
14.	Water Pumping Equipment		
i.	Water Pump and Pipe Trailer (AB. Agriculture Unit) <i>Valleyview</i>	T	\$250.00 Each Day (3 Days Maximum if Lineup)
15.	Miscellaneous Equipment		
i.	Bag Roller <i>Valleyview</i>	T	\$50.00 Each Day (3 Days Maximum if Lineup)
ii.	Survey Equipment <i>Valleyview</i>	T	\$10.00 Each Day (3 Days Maximum if Lineup)
iii.	Metal Detector <i>Valleyview</i>	T	\$10.00 Each Day (3 Days Maximum if Lineup)
iv.	Hay Sampler, Measuring Wheel, Bin Probe, Soil Sampler <i>Valleyview</i>	T	Free First 3 Days, \$5.00 Each Additional Day
v.	Scare Cannons <i>Valleyview</i>	T	Free First 3 Days, \$5.00 Each Additional Day



Schedules of Fees Bylaw 19-816

	Description	GST Status*	Fee in \$
vi.	Rodent Traps (Two Styles) <i>Valleyview, Grovedale</i>	T	\$10.00 Each Week, \$100 Deposit Required (1 Week Maximum if Lineup)
vii.	Grain Vacuum <i>Valleyview</i>	T	\$50.00 Each Day (3 Days Maximum if Lineup)
viii.	Bale Wagon <i>Valleyview, Grovedale</i>	T	\$150.00 Each Day (3 Days Maximum if Lineup)
ix.	Pressure Washer on Trailer <i>Valleyview</i>	T	\$50.00 Each Day (3 Days Maximum if Lineup)
16.	Recovery of A.S.B. Equipment **Minimum one hour charge for recovery of equipment**		
i.	Recovery of Rental Equipment Requiring 1-ton min. for Transport	T	\$100.00 per hour
ii.	Recovery of Rental Equipment Requiring Vehicle under 1-ton for Transport	T	\$75.00 per hour
iii.	Cleaning (when equipment is returned unclean)	T	\$60.00 per hour
iv.	Removal of Contaminated Soil (Remediation Purposes for Club Root)	T	\$60.00 per hour + Disposal Fee
v.	Repair of Damaged Rental Equipment due to Negligent Use	E	Full cost of repair
17.	Adult Wolf Carcass	E	\$300.00



Schedules of Fees
Bylaw 19-816

Schedule 'B' Family and Community Support Services

Family and Community Support Services			
1.	Home Support <i>*This fee can be varied as evaluated and approved by the FCSS Manager.</i>	E	\$20.00*
2.	Summer Day Camps	E	\$40.00

Schedule 'C' Recreation

Recreation				
	Description	GST Status*	Fee in \$	
			June 1, 2018-May 31, 2019	June 1, 2019-May 31, 2020
1.	Grande Cache Arena Rentals (With Ice/ per hour)			
i.	Adult rate	T	\$169.75	\$170.00
ii.	Adult Non-Prime (Before 3:30 p.m. on Regular School Days)	T	\$107.00	\$109.25
iii.	Youth Rate	T	\$86.50	\$88.25
iv.	Youth Non-prime (Before 3:30 p.m. on Regular School Days)	T	\$53.75	\$55.00
v.	Public Skating Sponsorship	T	\$146.00	148.00
2.	Arena and Curling Rink Surfaces (No Ice)			



Schedules of Fees Bylaw 19-816

i.	Adult Rate per Hour	T	\$75.00	\$76.00
ii.	Youth Rate per Hour	T	\$37.50	\$38.00
iii.	Maximum Day Rate	T	\$366.00	\$373.00
3.	Aquatic Centre		July 1, 2018-May 31, 2019	June 1, 2018-May 31, 2020
i.	Private Rental	T	\$131.75	\$134.50
ii.	Lane Pool/ Swim Club	T	\$86.75	\$88.50
iii.	Wave Crashers (During Public Swim)	T	\$104.75	\$107.00
iv.	Grande Bash (Private Rental)	T	\$170.00	\$180.00
v.	Extra Lifeguard	T	\$29.75	\$30.50
vi.	Sponsorship	T	\$182.00	\$184.00
4.	Locker Rental		July 1, 2018-May 31, 2019	June 1, 2018-May 31, 2020
i.	Annual (Private Locker)	T	\$100.00	\$100.00
ii.	Lost or Damaged Key Replacement	T	\$35.00	\$35.00
5.	Recreation Centre Fees			
i.	Daily Pass			
	Family	T		\$14.50
	Adult (18+)	T		\$6.75
	Youth (5-17)	T		\$5.00
	Senior (60-69)	T		\$5.50
	Senior (70+) and Children (Under 5)	T		Free
ii.	10x Pass			
	Family	T		\$115.75
	Adult (18+)	T		\$53.75
	Youth (5-17)	T		\$37.75
	Senior (60-69)	T		\$42.50
	Senior (70+) and Children (Under 5)	T		Free
iii.	Monthly Pass			
	Family	T		\$126.75



Schedules of Fees Bylaw 19-816

	Adult (18+)	T	\$58.75
	Youth (5-17)	T	\$41.00
	Senior (60-69)	T	\$46.00
	Senior (70+) and Children (Under 5)	T	Free
iv.	3-Month Pass		
	Family	T	\$316.75
	Adult (18+)	T	\$146.25
	Youth (5-17)	T	\$101.25
	Senior (60-69)	T	\$114.25
	Senior (70+) and Children (Under 5)	T	Free
v.	6-Month Pass		
	Family	T	\$569.75
	Adult (18+)	T	\$262.25
	Youth (5-17)	T	\$182.75
	Senior (60-69)	T	\$205.25
	Senior (70+) and Children (Under 5)	T	Free
vi.	Annual Pass		
	Family	T	\$949.50
	Adult (18+)	T	\$437.00
	Youth (5-17)	T	\$304.25
	Senior (60-69)	T	\$342.25
	Senior (70+) and Children (Under 5)	T	Free
6.	Meeting or Banquet Rooms and Curling Club Lounge		
i.	Rental Rate with Clean-up	T	\$38.75 per hour
ii.	Association Rate/ Not-for-Profit	T	\$23.50 per hour
7.	Equipment Rental		
i.	Portable Sound System	T	\$100.00 per event



Schedules of Fees Bylaw 19-816

ii.	Portable Stage	T	\$170.00 per event
iii.	Portable Floor (Damage Deposit Required)	T	\$100.00 per event
iv.	Tables (Not Included in the Facility Rental)	T	\$6.50 per table
v.	Chairs (Those not Included in the in the Facility Rental)	T	\$3.00 per chair
vi.	Boom Lift (Includes Operator)	T	\$140.00 per hour
8. Advertising			
i.	Wall Rink Board	T	\$425.00 per year
ii.	Ice Logo	T	\$650.00 per year
iii.	Zamboni	T	\$650.00 per side
9. Administrative Items			
i.	Labour (Clean-up, Set- up, etc.)	T	\$57.00 per person
ii.	Event and Equipment Rental Damage Deposit	T	\$400.00 per booking
iii.	Photocopying, Black and White,	T	\$0.10 per page
iv.	Photocopying, Color	T	\$0.15 per page
v.	Replacement Membership cards	T	\$5.00 per card
10. Ball Diamonds			
i.	Rental Rate	T	\$40.50 per Game
ii.	Tournament Rate (Maximum Day Rate per Ball Diamond)	T	\$121.50
11. Grande Cache Campground			
i.	Full Service (Includes Power, Water and Sewer)	T	\$38.10 per night



Schedules of Fees Bylaw 19-816

ii.	Partial Service (Includes Power and Water)	T	\$33.33 per night
iii.	Open Tent area	T	\$23.81 per night
iv.	Monthly site rate (30 days) full service	T	\$975.00
12. Grande Cache Tourism and Information Centre			
i.	Chamber Room (used for meetings or workshops, sits 40-50 people)	Includes: 20" Television, projector screen, DVD/VHS player, flip chart, whiteboard, refrigerator, coffee maker, kettle *Note: if time extends beyond 9 hours, the cost is \$30.00 per hour for every extra hour	
	Per Hour	T	\$30.00
	Per Day	T	\$150.00
ii.	Theatre Room (Used for meetings, workshops, movies, sits 30-40 people)	Includes: projector screen, DVD, VHS player, flip chart, kitchen facilities *Note: if time extends beyond 9 hours, the cost is \$30.00 per hour for every extra hour	
	Per Hour	T	\$30.00
	Per Day	T	\$150.00
iii.	Mezzanine Level (used for receptions, open houses, book launches. Can be included with the Chamber Room).	Includes: access to outside balcony *Note: if time extends beyond 9 hours, the cost is \$30.00 per hour for every extra hour	
	Per Hour	T	\$30.00
	Per Day	T	\$150.00
	Per Hour with Chamber Room	T	\$50.00
	Per Day with Chamber Room	T	250.00
13. Eagles Nest Hall (Capacity up to 65 people with tables and chairs)			
	Per Hour	T	\$12.50
	Per Day	T	\$62.50



Schedules of Fees
Bylaw 19-816

14.	Grande Cache Cemetery		May 15 to November 15	November 16 to May 14
i.	Open and Close Fees			
	Full Casket Adult	T	\$600.00	\$700.00
	Full Casket Child	T	\$400.00	\$500.00
	Cremation	T	\$450.00	\$550.00
	Surcharge (After 4:00 p.m. Working Days)	T	align="right">\$150.00	
	Disinterment	T	align="right">Double the cost of opening and closing	
ii.	Purchase of Plot	T	align="right">\$550.00	
iii.	Columbarium Fees			
	Niche Price (Includes Opening/Closing Fee)		align="right">\$1,050.00	
	Note: Each Niche can Hold 2 Urns			

Schedule 'D' Hamlet of Grande Cache Animal Control

Hamlet of Grande Cache Animal Control			
1.	Licensing Fees for Dogs		
i.	Female (Unaltered) Before February 1	E	\$30.00
ii.	Male (Unaltered) Before February 1	E	\$30.00
iii.	Altered Dog (Spayed or Neutered) Before February 1	E	\$20.00
iv.	License after February 1 (In addition to the relevant fee above)	E	\$10.00
v.	Replacement Tag	E	\$5.00
2.	Dog Team/Kennel License		



Schedules of Fees Bylaw 19-816

i.	Kennel (Requires a Development Permit and Business License for Commercial Kennel)	E	Cost of Development Permit/business license where applicable
ii.	Per Dog Fee as listed above	E	As per Section 1
3. Licensed Dog Impoundment			
i.	First Impoundment	E	\$50.00
ii.	Second Impoundment	E	\$100.00
iii.	Third Impoundment	E	\$150.00
iv.	All Subsequent Impoundments	E	\$200.00
4. Unlicensed Dog Impoundment			
i.	First Impoundment	E	\$100.00
ii.	Second Impoundment	E	\$165.00
iii.	Third Impoundment	E	\$215.00
iv.	All Subsequent Impoundments	E	\$290.00
5. Vicious Dog Impoundment			
i.	First Impoundment	E	\$200.00
ii.	Second Impoundment	E	\$500.00
iii.	Third and All Subsequent Impoundments	E	\$1,000.00
6. Other Domestic Animals Impoundment			
i.	First Impoundment	E	\$35.00
ii.	Second Impoundment	E	\$50.00
iii.	Third and All Subsequent Impoundments	E	\$75.00
7. Livestock Impoundment			
i.	First Impoundment	E	\$150.00
ii.	Second Impoundment	E	\$250.00
iii.	Third and All Subsequent Impoundments	E	\$750.00
8. Custodial Fees			
i.	Dog per Day (Plus Actual Cost to Board)	E	\$9.50
ii.	Other Domestic Animal per Day (Plus Actual Cost to Board)	E	\$2.00
iii.	Livestock (Plus \$10.00, Care and Sustenance per day and Veterinary Services)	E	\$25.00



Schedules of Fees Bylaw 19-816

	iv Disposal Charge for Pathological Waste	E	\$0.30 per Pound, minimum of \$7.00 per disposal
	v. Euthanasia (In Addition to the Above Charges)	E	\$35.00
9.	Animal Attractants		
	i. Improper Storage of Animal Attractant	E	\$500.00
	ii. Attempt/Feed Wild Life Purposely	E	\$500.00
	iii Disposal of Animal Attractant	E	\$1,000.00

Schedule 'E' Finance and Administration

	Description	GST Status	Fee in \$
Finance & Administration			
1.	Photocopying		
	i. Tax, Utilities, and Other Documents	T	\$0.50 per page
	ii. Minutes or Bylaws	T	\$1.00 per page
2.	Documents		
	i. Planning or Otherwise, Any Size	T	\$10.00
	ii. Faxed Copies (Incoming/Outgoing)	T	\$1.00 per page
	iii. Access to Information (FOIP), Research	T	\$25.00 per hour
3.	Taxes		
	i. Tax Certificate to Registered Landowner	E	No charge
	ii. Tax Certificate to Others	E	\$50.00 per roll number
	iii. Tax Search to Others	E	\$50.00 per roll number
	iv. Online Tax Certificate to Others	E	\$25.00



Schedules of Fees
Bylaw 19-816

v.	Online Tax Search	E	\$15.00
vi.	Tax Notification Charges	E	\$75.00
4. Assessment			
i.	Assessment Record to Landowner	E	\$5.00 per roll number
ii.	Assessment Record to Others	E	\$10.00 per roll number

Schedule 'F'

Infrastructure and Planning General

	Description	GST Status	Fee in \$
Infrastructure and Planning General			
1. Road Closure			
i.	Application Fee	E	\$1,500.00
ii.	Sale of Road Allowance for the Purpose of Road Closure. As Determined by Accurate Assessment.	E	Fair Market Value
2. Approaches			
i.	Approach Application Request Fee (Non-Refundable)	E	\$175.00 per approach
ii.	Construction: Gravel Approach	E	\$2000.00 per approach
iii.	Upgrade/Relocation: Gravel Approach	E	\$2500.00 per approach
iv.	Construction: Asphalt Approach	E	\$5000.00 per approach
v.	Upgrade/Relocation: Asphalt Paved Approach	E	\$5500.00 per approach
3. Road Allowance License			
i.	Application Fee	E	\$100.00
ii.	Road Allowance License Sign (One-Time Free Only)	E	Free
iii.	Road Allowance Sign Replacement	E	\$30.00



Schedules of Fees Bylaw 19-816

	Description	GST Status	Fee in \$
4.	Inspections		
i.	Seismic Pre-Inspections	E	\$100.00 per occurrence
ii.	Seismic Post-Inspections	E	\$100.00 per occurrence
iii.	Seismic Non-Compliance	E	\$100.00 per inspection
5.	Land Acquisition		
i.	Right-of-Way from Properties up to 40 Acres	T	See Schedule "1"
ii.	Right-of-Way from Properties Over 40 Acres	T	\$2400.00 per acre
iii.	Right-of-Way from Properties Minimum Payment	T	\$150.00 per occurrence
iv.	On parcels more than 40 Acres, Where an Existing Residence is on the Property, for up to 50 Meters Each Side of the Residential Driveway	T	\$3,000 per acre
v.	Borrow Pit Acquisition and Access and Damages	T	\$1.00 per m ³
vi.	Shelterbelt Loss, per 5m Width, Tree Height Under 10 feet	T	\$1.50 per m
vii.	Shelterbelt Loss, per 5m Width, Tree Height Over 10 feet	T	\$2.50 per m
6.	Fencing		
i.	Removal of Old Fence by Landowner	T	\$1.25 per m
ii.	Removal of Old Fence and Installation of New Fence by Landowner with Greenview Supplying Material	T	\$3.75 per m
iii.	Removal of Old Fence and Installation of New Fence by Landowner Including Labour and Materials	T	\$6.25 per m
iv.	Removal of Old Fence and Installation of New Fence by Greenview	T	No Compensation



Schedules of Fees
Bylaw 19-816

	Description	GST Status	Fee in \$
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Schedule 'G' Environmental Services

Environmental Services			
<i>Accounts for metered services and bulk accounts if not paid within 30 days of the billing date will incur a 1.5% penalty monthly.</i>			
<i>Where work is done at cost, the cost will include the amount expended by Greenview for all expenditures incurred doing the work, including administration. All invoices will be paid within 30 days of billing. If not paid within 30 of billing, are subject to interest.</i>		1.5% penalty/month	
<i>Water Meter/Replacement (Owner Responsibility)</i>		<i>Based on actual replacement costs</i>	
1.	Requested Services		
i.	Regular Hours	T	\$50.00 per hour per member of staff (1 hour min.)
ii.	After Hours	T	50.00 per hour per member of staff (1 hour min.)
2.	Hamlet Water Distribution Systems (Grovedale, Landry Heights, and Little Smoky)		
i.	Residential Rate (0 - 30 m ³ /Month)	E	\$3.50 per m ³
ii.	Residential Rate (Over 30 m ³ /Month)	E	\$4.00 per m ³
iii.	Non Residential Rate	E	\$4.00 per m ³
iv.	Installation Fee (To install from Main Line to Property Line)	E	\$8,000.00 deposit (based on actual invoice)



Schedules of Fees Bylaw 19-816

	Description	GST Status	Fee in \$
v.	Connection Fee (Rights to Connect)	E	\$12,500.00 per service
vi.	Utilities Account Deposit	E	\$100.00
3.	Hamlet Water Distribution Systems (Grande Cache, DeBolt and Ridgevalley)		
i.	Residential Rate (0 - 30 m ³ /Month)	E	\$3.50 per m ³
ii.	Residential Rate (Over 30 m ³ /Month)	E	\$4.00 per m ³
iii.	Non Residential Rate	E	\$4.00 per m ³
iv.	Installation Fee (To install from Main Line to Property Line)	E	\$8,000.00 deposit (based on actual invoice)
v.	Connection Fee (Rights to Connect)	E	\$500.00 per service
vi.	Utilities Account Deposit	E	\$100.00
4.	Rural Water Distribution System (Valleyview Rural)		
i.	Residential Rate (0-30m ³ /Month)	E	\$3.50 per m ³
ii.	Residential Rate (Over 30 m ³ /Month)	E	\$10.00 per m ³
iii.	Non Residential Rate	E	\$10.00 per m ³
iv.	Connection Fee	E	\$12,500.00 per service
v.	Utilities Account Deposit	E	\$100.00
5.	Rural Water Distribution System (Crooked Creek and Ridgevalley)		
i.	Residential Rate (0-30 m ³ /Month)	E	\$3.50 per m ³
ii.	Residential Rate (Over 30 m ³ /Month)	E	\$10.00 per m ³
iii.	Non Residential Rate	E	\$10.00 per m ³
iv.	Connection Fee	E	\$12,500.00
v.	Utilities Account Deposit	E	\$100.00
6.	Water Point Facilities		
i.	Potable Water Points Residential/Agriculture	E	\$3.50 per m ³
ii.	Potable Water Points Commercial	E	\$8.50 per m ³
iii.	Non-Potable Water Points	E	\$2.00 per m ³
7.	Gravity Wastewater Collection System (DeBolt, Grande Cache & Ridgevalley)		



Schedules of Fees Bylaw 19-816

	Description	GST Status	Fee in \$
i.	Sanitary Service Installation Fee	E	\$8,000.00 deposit (based on actual invoice)
ii.	Connection Fee	E	\$500.00 per service
8.	Low Pressure Wastewater Collection System (Little Smoky, Grovedale & Ridgevalley)		
i.	Sanitary Service Installation Fee	E	\$8,000.00 deposit (based on actual invoice)
ii.	Connection Fee	E	\$500.00 per service
9.	Septage Classification		
i.	Residential – Single Family Dwelling	E	\$1.00 per m ³ (minimum \$24.00)
ii.	Residential – Duplex (per dwelling unit)	E	\$1.00 per m ³ (minimum \$24.00)
iii.	Residential – Multi Family Dwelling (per Self-Contained Dwelling Unit)	E	\$1.00 per m ³ (minimum \$24.00)
iv.	Commercial – General Store	E	\$1.00 per m ³ (minimum \$36.00)
v.	Commercial – Laundromat	E	\$1.00 per m ³ (minimum \$56.00)
vi.	Commercial – Hotels (Rooms & Beer Parlor)	E	\$1.00 per m ³ (minimum \$80.00)
vii.	Commercial – Cafes	E	\$1.00 per m ³ (minimum \$48.00)
viii.	Commercial – Garages	E	\$1.00 per m ³ (minimum \$48.00)



Schedules of Fees Bylaw 19-816

	Description	GST Status	Fee in \$
ix.	Commercial – Office	E	\$1.00 per m ³ (minimum \$36.00)
x.	Commercial – Not Elsewhere Classified	E	\$1.00 per m ³ (minimum \$36.00)
xi.	Community Halls & Other Recreation Facilities	E	\$1.00 per m ³ (minimum \$48.00)
xii.	Churches	E	\$1.00 per m ³ (minimum \$24.00)
xiii.	Schools (per Classroom)	E	\$1.00 per m ³ (minimum \$24.00)
xiv.	Royal Canadian Legion Hall	E	\$1.00 per m ³ (minimum \$24.00)
xv.	Senior Citizen's Drop-In Centre	E	\$1.00 per m ³ (minimum \$24.00)
10. Wastewater Lagoon			
i.	Commercial/Industrial Tipping Rate	T	\$10.00 per m ³
11. Lagoon Keys			
i.	Key Fob (Initial/Replacement)	T	\$100.00
12. Waste Collection and Disposal			
i. Residential Rates			
	Residential Waste Collection Fee	T	\$10.00 per month
	Recycle Fee	T	\$10.00 per month
i. Commercial Rates			
	Commercial Waste Collection	T	\$50.00 per month
	Recycle Fee	T	\$10.00 per month
	Dumping Fee, Standard Service, per Bin	T	\$80.00 per month



Schedules of Fees Bylaw 19-816

	Description	GST Status	Fee in \$
13.	Penalties and Fines		
i.	General Penalties		
	Setting out Prohibited Materials for Collection	E	\$200.00
	Placing Hazardous Waste or Dangerous Goods out for Collection	E	\$200.00
	Failure to use Appropriate Containers	E	\$200.00
	Waste or Recycling Deposit Without Consent	E	\$200.00
	Collection Interference	E	\$200.00
	Dumping Outside the Landfill	E	\$1000.00
	Failure to Store Containers Properly	E	\$200.00
	Accumulation of Building Waste	E	\$200.00
	Failure to Contain Construction Waste	E	\$200.00
	Unsecured Load	E	double cost of materials as per schedule of fees
14.	Grande Cache Landfill Fees		
i.	Greenview Residents		No Fees
	Mixed Load Disposal Fee (Residents and Commercial)	T	\$210.00 per tonne
ii.	Commercial Waste	T	\$105.00 per tonne
	Clean Mulch/Woodchips	T	\$55.00 per tonne
	Class II Acceptable Soils	T	\$55.00 per tonne
	Burnable Wood (Excludes Creosote, Treated Wood and Similar Materials)	T	\$55.00 per tonne
	Metal	T	\$55.00 per tonne
	Cement/Concrete	T	\$55.00 per tonne



Schedules of Fees Bylaw 19-816

	Description	GST Status	Fee in \$
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Schedule 'H' Operations

Operations			
<i>Greenview's Equipment Rates will be the same as the EOIP rates</i>			
1.	Snowplowing Signs		
i.	Any Driveway up to 400 Meters	T	\$50.00
ii.	Any Driveway Greater than 400 Meters	T	\$50.00 + \$100.00 per hour for time over the first ½ hour
iii.	Lost or Replacement Signs	T	\$30.00 per hour
2.	Culverts – Used or Salvaged		
i.	500 mm or Less	T	\$13.00 per m
ii.	600 mm	T	\$15.00 per m
iii.	700 mm	T	\$16.00 per m
iv.	800 mm	T	\$25.00 per m
v.	900 mm	T	\$28.00 per m
vi.	1000 mm	T	\$29.00 per m
vii.	1200 mm or Greater	T	\$30.00 per m
3.	Grade Blades		
i.	Used	T	\$5.00 per each blade
4.	Dust Control		
i.	Application of Calcium Product for Residents and Landowners (up to April 15 th Each Year)	E	\$150.00 per 200 m
ii.	Plus: for sections over 200 meters	E	\$5.35 per m
iii.	Application of Calcium Product for Multi- Parcel Subdivisions	E	\$100.00 per 100 m



Schedules of Fees Bylaw 19-816

	Description	GST Status	Fee in \$
iv.	Application of Calcium Product for Industrial and Road Use Agreement Holders (up to April 15 th Each Year) <i>If in front of a residence, the industrial user will be charged the residential rate for a maximum distance of 200 meters</i>	E	\$1605.00 per 300 m
v.	Plus: for sections over 300 meters	E	\$5.35 per m
5. Road Bond			
i.	Overload Road Bond Fees (Non-Refundable Payment)	T	\$1,125.00 per km
ii.	Plus: Security Deposit (Refundable Subject to Final Inspections)		\$6,375.00 per km
iii.	Fixed Fee for the TRAVIS MJ Permitting System	E	\$15.00 per permit
6. Community Aggregate			
i.	Community Aggregate Payment Levy	E	\$0.30 per tonne
7. Equipment Rental			
i.	All Equipment Rentals will be Paid out of the 2015 ARCHA Book.	T	89% of the 2015 ARCHA rate

Schedule 'I' Planning and Development

Planning and Development			
1. Planning Bylaw (New or Amended)			
ii.	Land Use Bylaw Amendment Application (Re-zoning)	E	\$1,500.00
iii.	New Developer's Area Structure Plan	E	\$2,500.00
iv.	Amendments to any ASP and MDP or Minor ASP	E	\$1,500.00



Schedules of Fees Bylaw 19-816

	Description	GST Status	Fee in \$
2.	Development Permits, General		
i.	Residential - Single Detached Dwellings, Duplexes, Manufactured/ Modular/RTM/Suites)	E	\$150.00
ii.	Residential - Multiple Dwellings (Triplex/Fourplex/Row Housing/Apartments, etc.)	E	\$75.00 per unit
iii.	All other Non-Residential/Mixed-Use/New Construction / Accessory Uses (Home Occupation / Accessory Buildings (Garages, Decks, Hot tubs, Pools, Wheelchair Ramps), Additions and All Other Uses)	E	\$50.00 fee per \$100,000.00 of completed project cost (up to a maximum of a \$75,000.00 fee)
iv.	Signage – Permanent / Temporary / Renewal	T	\$50.00 per sign
v.	Variance Request	E	\$150.00
vi.	Time Extension Request by Developer per Application	E	\$150.00
3.	Subdivisions (including Bare Land Condominium Plans)		
i.	Subdivision and Condominium Plan Applications, Single Lot or Consolidation	E	\$450.00
	Plus: each additional lot/unit created	E	\$150.00
ii.	Plan of Subdivision Endorsement Fees	E	\$150.00 per title created
iii.	Condominium Plan Endorsement Fees	E	\$40.00 per unit
iv.	Time Extension Request by Developer per Application	E	\$500.00
4.	Subdivision and Development Appeal Board		
i.	Development Appeal Fee (Refundable if Applicant is Successful in their Appeal)	E	\$500.00
ii.	Subdivision Appeal Fee (Refundable if Applicant is Successful in their Appeal)	E	\$500.00
5.	Development Agreement Review		
i.	Residential: up to 4 Lot Subdivision	E	\$1,500.00
ii.	Residential: Greater than 4 Lot Subdivision	E	\$3,000.00



Schedules of Fees Bylaw 19-816

	Description	GST Status	Fee in \$
iii.	All Other Recreational, Commercial and Industrial Subdivisions	E	\$3,000.00
6. Annual Residential Business Licensing			
i.	Business License Fee - New application (January 1)	E	\$100.00
ii.	Business License- New Application (After July 1) or Annual Renewal	E	\$50.00
7. Business License Temporary/Special Event			
i.	Resident	E	\$30.00
ii.	Non-Resident	E	\$50.00
8. Hawkers or Peddlers			
i.	Resident Annual	E	\$45.00
ii.	Resident per Day	E	\$35.00
iii.	Non-Resident Annual	E	\$130.00
iv.	Non-Resident per Day	E	\$50.00
9. Business License Commercial/Industrial Titled Land			
i.	January 1-December 31	E	\$250.00
ii.	July 1-December 31	E	\$125.00
10. Rural Addressing Signage			
i.	Signage Permanent/ Replacement	T	\$50.00 per sign
11. Signage for Subdivisions			
iii.	Individual Lot Sign	T	\$50.00 per sign
iv.	Large Address Sign with Address Tab for Subdivisions of 4 Lots or Greater	T	\$1,000.00 per sign
12. Orthographic Printing			
	<i>Based on size and quality of paper, image and graphics</i>		
i.	Colour 8 ½" x 11" Orthographic (Aerial) Photo	T	\$10.00
ii.	Colour 11" x 17" Orthographic (Aerial) Photo	T	\$20.00



Schedules of Fees Bylaw 19-816

	Description	GST Status	Fee in \$
13.	Landowner Map Pricing		
i.	Hardcopy – Landowner Map (sheets 1-5). Valleyview, DeBolt, Grovedale, Grande Cache and Greenview Overview Elevation	T	\$25.00 per sheet
14.	Certificate of Compliance	E	\$200.00
15.	Letter of Concurrence for Communication Tower	E	\$100.00
16.	Environmental Site Assessment Inquiries	E	\$200.00 per parcel

*Note: GST Status- 'E' refers to tax exempt or GST included in the listed rate or fee.
'T' refers to taxable, or GST not included in the listed rate or fee.



**Schedules of Fees
Bylaw 19-816**

**Schedule 'J'
Land Acquisition by Greenview for
Right of Way**

Valleyview Area

Titled Parcel Size in Acres	RIGHT OF WAY FOR PROPERTIES UP TO 40 ACRES				
	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
0-1	\$ 30,000	\$ 22,600	\$ 16,600	\$ 13,600	\$ 12,600
1-3	\$ 12,600	\$ 12,000	\$ 8,750	\$ 7,350	\$ 7,275
3-5	\$ 8,900	\$ 8,600	\$ 6,300	\$ 5,300	\$ 5,250
5-10	\$ 6,100	\$ 5,850	\$ 4,350	\$ 3,700	\$ 3,650
10-20	\$ 3,900	\$ 3,900	\$ 2,850	\$ 2,700	\$ 2,600
20-30	\$ 2,800	\$ 2,750	\$ 2,700	\$ 2,600	\$ 2,550
30-40	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
40+	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400

DeBolt Area

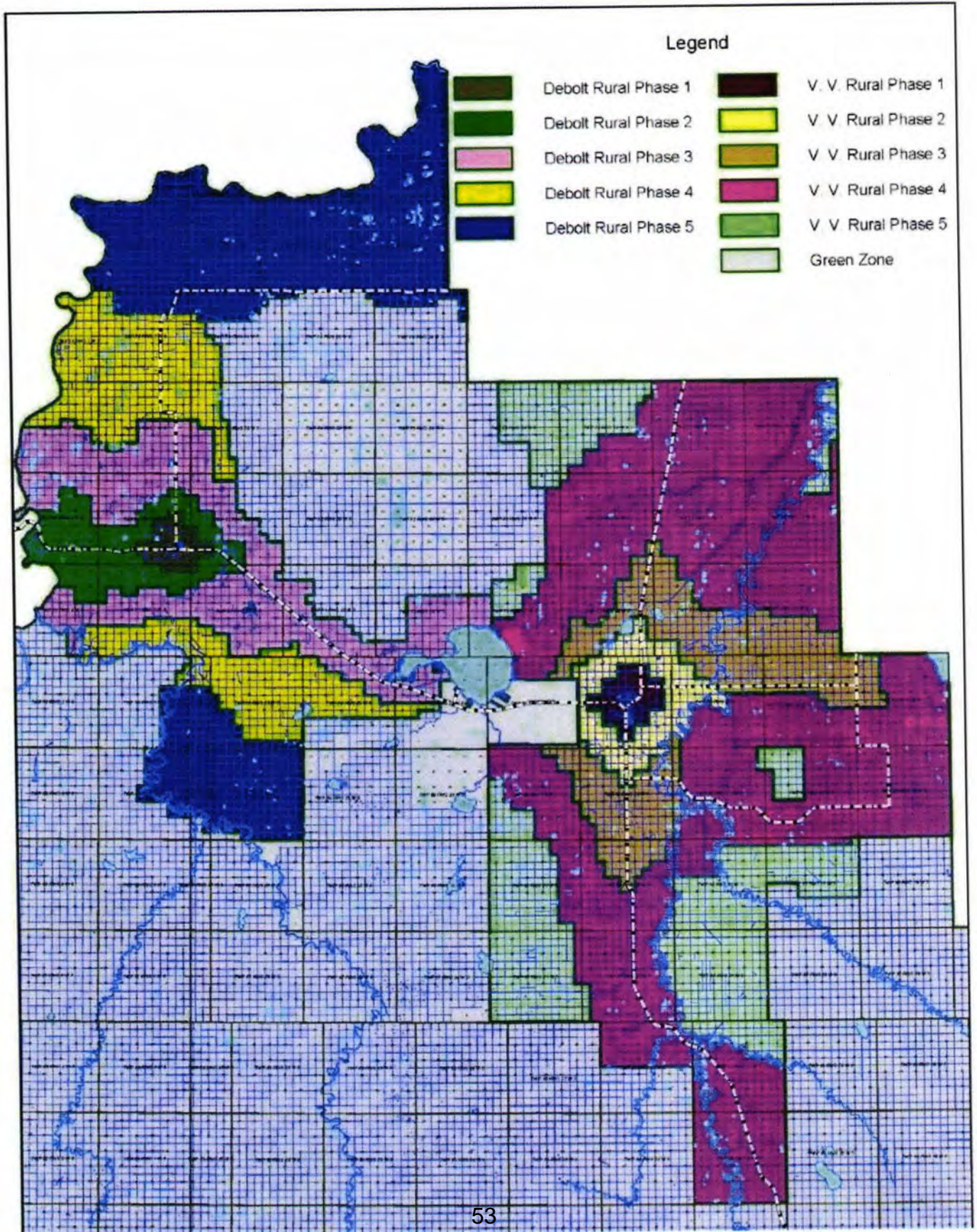
Titled Parcel Size in Acres	RIGHT OF WAY FOR PROPERTIES UP TO 40 ACRES				
	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
0-1	\$ 40,600	\$ 36,600	\$ 32,600	\$ 24,600	\$ 16,600
1-3	\$ 20,600	\$ 8,600	\$ 16,400	\$ 12,600	\$ 8,600
3-5	\$ 14,750	\$ 13,250	\$ 11,600	\$ 9,050	\$ 6,200
5-10	\$ 9,900	\$ 8,900	\$ 7,850	\$ 6,150	\$ 4,250
10-20	\$ 6,250	\$ 5,650	\$ 5,000	\$ 3,950	\$ 2,850
20-30	\$ 3,810	\$ 3,950	\$ 3,550	\$ 2,850	\$ 2,700
30-40	\$ 3,450	\$ 3,150	\$ 2,800	\$ 2,500	\$ 2,500
40+	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400

Grovedale Area

Titled Parcel Size in Acres	Landry Heights Price/Acre	Grovedale Price/Acre	Aspen Grove Price/Acre	RIGHT OF WAY FOR PROPERTIES UP TO 40 ACRES					
				Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
0-1	\$ 55,600	\$ 43,600	\$ 23,600	\$ 49,000	\$ 47,600	\$ 30,600	\$ 29,100	\$ 26,600	\$ 25,600
1-3	\$ 27,900	\$ 22,200	\$ 12,400	\$ 25,100	\$ 2,410	\$ 15,400	\$ 14,900	\$ 13,700	\$ 13,250
3-5	\$ 19,750	\$ 15,750	\$ 8,900	\$ 17,750	\$ 17,100	\$ 10,950	\$ 10,600	\$ 9,800	\$ 9,450
5-10	\$ 13,150	\$ 10,550	\$ 6,050	\$ 11,850	\$ 11,450	\$ 7,400	\$ 7,200	\$ 6,650	\$ 6,450
10-20	\$ 8,250	\$ 6,650	\$ 3,900	\$ 7,450	\$ 7,200	\$ 4,750	\$ 4,600	\$ 4,250	\$ 4,150
20-30	\$ 5,700	\$ 4,600	\$ 2,800	\$ 5,200	\$ 5,000	\$ 3,400	\$ 3,300	\$ 3,050	\$ 2,950
30-40	\$ 4,600	\$ 3,600	\$ 2,500	\$ 4,050	\$ 3,900	\$ 2,700	\$ 2,600	\$ 2,500	\$ 2,500
40+	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400















Schedules of Fees Bylaw 19-816

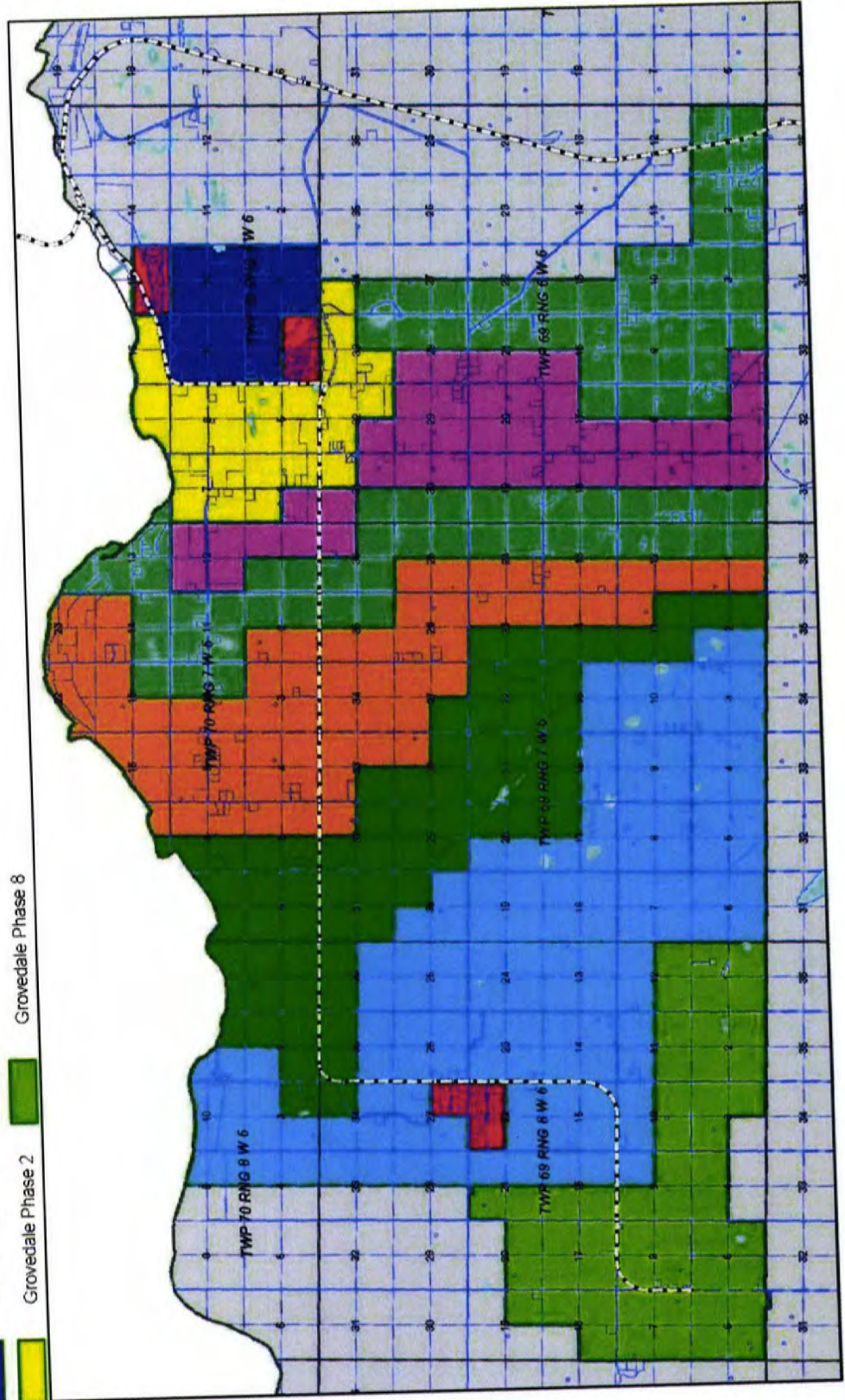


Schedules of Fees Bylaw 19-816



Legend

- | | | | |
|---|-------------------|---|-------------------|
|  | Green Zone |  | Grovedale Phase 3 |
|  | Aspen Grove |  | Grovedale Phase 4 |
|  | Grovedale |  | Grovedale Phase 5 |
|  | Landry Heights |  | Grovedale Phase 6 |
|  | Grovedale Phase 1 |  | Grovedale Phase 7 |
|  | Grovedale Phase 2 |  | Grovedale Phase 8 |





REQUEST FOR DECISION

SUBJECT: **Bylaw 19-834 Woodlands County/M.D. of Greenview ICF**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: January 13, 2020 CAO: DT MANAGER:
DEPARTMENT: CAO SERVICES GM: PRESENTER: DL
STRATEGIC PLAN: Intergovernmental Relations

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, R.S.A 2000, Chapter M-26, Section 708.28

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council give third reading to Bylaw 19-834 “Woodlands County/M.D. of Greenview Intermunicipal Collaboration Framework”

BACKGROUND/PROPOSAL:

Woodlands County and Greenview received an exemption from creating an IDP. Council directed administration to draft the ICF internally before presenting the ICF to Council for approval.

Woodlands County and Greenview deliver the majority of our services to our ratepayers separately. Greenview and Woodlands are both a part of the Golden Triangle with Woodlands at the lead of delivery of services.

The ICF also establishes a committee to review any proposed intermunicipal agreements or projects.

Woodlands agreed to add the following into the agreement under Section F.3) as requested by Greenview Council.

“Both parties recognize that the decision to participate or not participate in a project/ arrangement ultimately lies with the respective municipal councils.”

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview and Woodlands will have an ICF Agreement in place to set a framework for any present and future collaboration.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may choose to accept the bylaw as presented.

Alternative #2: Council may propose other amendments to the bylaw.

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 notify Woodlands County of the progress of the ICF.

ATTACHMENT(S):

- Bylaw 19-834
- ICF Agreement



BYLAW NO. 19- 834
of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, for the purpose of adopting the Woodlands County/Municipal District of Greenview Intermunicipal Collaboration Framework (ICF), pursuant to the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta 2000, and amendments thereto.

Whereas, Section 708.28(1) of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, as amended, mandates that municipalities that have common boundaries must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each municipality, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded;

And whereas, Woodlands County and the Municipal District of Greenview share a common border;

And whereas, Woodlands County and the Municipal District of Greenview share a common interest and are desirous of working together to provide services to their residents;

Therefore, the Council of the Municipal District of Greenview No. 16, in the Province of Alberta, adopts the Woodlands County/Municipal District of Greenview Intermunicipal Collaboration Framework Agreement, being the document attached hereto and forming part of this Bylaw as Appendix "A".

This Bylaw shall come into force and effect upon the day of final passing

Read a first time this 9th day of December, 2019.

Read a second time this 9th day of December, 2019.

Read a third time and passed this _____ day of _____, 2020

APPENDIX “A”

Intermunicipal Collaboration Framework Agreement

Between

Woodlands County,

A municipality incorporated under the laws of Alberta
(Hereinafter referred to as “Woodlands”)

And

Municipal District of Greenview

A municipality incorporated under the laws of Alberta
(Hereinafter referred to as “MD of Greenview”)

WHEREAS, Section 708.28(1) of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, as amended, mandates that municipalities that have common boundaries must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each municipality, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded; and

WHEREAS, MD of Greenview and Woodlands share a common border, and

WHEREAS, MD of Greenview and Woodlands share common interests and are desirous of working together to provide services to their ratepayers; and

WHEREAS, the *Municipal Government Act (MGA)* stipulates that municipalities that have a common boundary must create a framework by adopting matching bylaws that contain the framework; and

WHEREAS, MD of Greenview and Woodlands have been granted exemption, based on Ministerial Order No. MSL:047/18, from the Minister of Municipal Affairs from the requirements in Sections 605 and 631 of the *Municipal Government Act (MGA)* to create an Intermunicipal Development Plan (IDP) and an IDP bylaw between the two parties, as the common boundaries between the two is composed entirely of provincial Crown land.

NOW THEREFORE, by mutual covenant of the parties hereto it is agreed as follows:

A. DEFINITIONS

1) In this agreement

a. “Services” means those services relating to:

- i. Transportation
- ii. Water/Wastewater
- iii. Solid Waste
- iv. Emergency Services
- v. Recreation

b. “Municipal Services” is a service provided by a municipality through either its own administration or by a third party such as a contractor, or other agency/company.

- c. “Intermunicipal Services” is a service that is provided to two or more municipalities. This can be provided by one or more municipalities or by a third party such as a service commission, municipal controlled corporation, authority, etc.

B. TERM AND REVIEW

- 1) In accordance with the *Municipal Government Act (MGA)*, this is a permanent Agreement that shall come into force on final passing of the bylaws by both municipalities.
- 2) This Agreement may be amended by mutual consent of both parties unless specified otherwise in this Agreement.
- 3) It is agreed by MD of Greenview and Woodlands that the Intermunicipal Committee shall meet at least once every two years to review the terms and conditions of the Agreement. The first meeting will take place prior to the end of the year 2020.

C. GOVERNANCE BODY

- 1) MD of Greenview and Woodlands agreed to create a recommending body known as the Intermunicipal Negotiating Committee (INC).
- 2) The INC shall consist of four members, being the Mayor/Reeve of each County, along with the Chief Administrative Officers as advisory staff.
- 3) The Committee will meet on an as required basis and will review current agreements in place, discuss potential areas of improvement and achieve fair, equitable solutions and cost savings; to spur managed growth, attract both businesses and residents to the area, improve intermunicipal relations and promote transparency.
- 4) Each Committee meeting will be held in camera and, due to the complexity of this process, the creation of ground rules will be set. Ground rules are essential to this process as it reduces the element of surprise by giving everyone information at the start of the process about how the process will be conducted and to help clarify roles and responsibilities.

D. MUNICIPAL SERVICES

- 1) Transportation
 - a. MD of Greenview and Woodlands have agreed that transportation services will be provided independently by both municipalities.
- 2) Water/Wastewater
 - a. MD of Greenview and Woodlands have agreed that water/wastewater services will be provided independently by both municipalities.
- 3) Solid Waste
 - a. MD of Greenview and Woodlands have agreed that solid waste services will be provided independently by both municipalities.
- 4) Emergency Services
 - a. MD of Greenview and Woodlands have agreed that emergency services will be in accordance with mutual aid agreements between the municipalities.

E. INTERMUNICIPAL SERVICES

- 1) Recreation
 - a. Golden Triangle
 - i. MD of Greenview and Woodlands have agreed that the Golden Triangle is best provided on an intermunicipal basis.
 - ii. MD of Greenview and Woodlands have agreed to have Woodlands continue leading the delivery of the service.
 - iii. MD of Greenview and Woodlands have agreed to the terms of funding the Golden Triangle as per the Golden Triangle Partnership Agreement. Attached under Schedule B.

F. FUTURE PROJECTS & AGREEMENTS

- 1) In the event either municipality initiates the development of a new project and/or service that may require a cost-sharing agreement, the initiating municipality's Chief Administrative Officer will notify the other municipality's Chief Administrative Officer.
- 2) The Intermunicipal Committee will be the forum used to address and develop future mutual aid agreements and/or cost sharing agreements for future respective Councils consideration. In the event the Councils are unable to reach an agreement, the dispute shall be dealt with through a dispute resolution process as outlined in Section H.
- 3) Both parties recognize that the decision to participate or not participate in a project/arrangement ultimately lies with the respective councils.

G. INDEMNITY

- 1) Each of the parties hereto shall be responsible for and indemnify and save harmless the other party for any damages or losses (including legal fees on a solicitor and his own client full indemnity basis), injuries or loss of life, resulting from the acts or omissions of their respective employees, servants, agents or contractors which may occur in the performance, purported performance, or non-performance of their respective obligations under this agreement; provided that such indemnity shall be limited to an amount in proportion to the degree to which the indemnifying party, its employees, servants, agents or contractors are at fault or otherwise held responsible in law.
- 2) The indemnifications set forth in Section G.1 hereof, will survive the expiration of the term or termination of this Agreement for whatever cause and any renewal or extension of the term, as the case may be.
- 3) Each of the parties hereto will be responsible for the acquisition of any and all necessary consents, licenses, approvals or authorities relating to their respective execution and performance of the terms of this Agreement.
- 4) One party hereto will not be liable to the other party hereto for any failure of or delay in the performance of its obligations hereunder nor be deemed to be in breach of this Agreement, if such failure or delay has arisen from "Force Majeure." For the purpose of this Agreement, "Force Majeure" means any cause not within the control of the party, including, without limitation, interruption of telecommunications, gas, electric or other utility service, acts of God, strikes, lockouts, or other industrial disturbances, acts of the public enemy, wars, blockades, insurrections, riots, epidemics, landslides, earthquakes, fires, lightning, storms, floods, high

water, washouts, inclement weather, orders or acts of military authorities, civil disturbances or explosions.

- 5) Where one party hereto is prevented from carrying out its obligations hereunder due to Force Majeure, such party will, as soon as possible, give notice of the occurrence of such Force Majeure to the other party hereto and the party providing such notice will thereupon be excused from the performance of such obligations for the period of time directly attributable to the effect of the Force Majeure.

H. DISPUTE RESOLUTION

1) Notice of dispute

- a. In the event that one party perceives a dispute under the framework and wishes to engage in dispute resolution, the initiating party's Chief Administrative Officer must give written notice of the matters under dispute to the other party's Chief Administrative Officer.

2) Negotiation

- a. Within 14 days of after the notice is given, the Intermunicipal Negotiating Committee will meet and attempt to resolve the dispute.

3) Mediation

- a. In the event the Committee is unable to resolve an issue, MD of Greenview and Woodlands will seek the assistance of a mediator acceptable to both parties.
- b. The initiating party must provide the mediator with an outline of the dispute and any agreed statement of facts.
- c. Both parties must give the mediator access to all records, documents and information that the mediator may reasonably request.
- d. Both parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute.
- e. All proceedings involving a mediator are without prejudice, and the costs of mediation shall be shared equally between parties.

4) Report

- a. If the dispute has not been resolved within 6 months after the notice is given, the initiating party must, within 21 days, prepare and provide to the other party a report.
- b. The report must contain a list of the matters agreed on and those on which there is no agreement between the parties.
- c. The initiating party may prepare a report before the 6 months have elapsed if:
 - i. the parties agree, or
 - ii. the parties are not able to appoint a mediator.

5) Appointment of arbitrator

- a. Within 14 days of a report being provided, the representatives must appoint an arbitrator and the initiating party must provide the arbitrator with a copy of the report.

- b. If the representatives cannot agree on an arbitrator, the initiating party must forward a copy of the report to the Minister with a request to the Minister to appoint an arbitrator.
 - c. In appointing an arbitrator, the Minister may place any conditions on the arbitration process as the Minister deems necessary.
- 6) Arbitration process
- a. Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices, and procedures shall be the same as those in Division 3 of Part 17.2 of the MGA and Part 1 of the *Intermunicipal Collaboration Framework Regulation*.
 - b. The arbitrator may do the following:
 - i. require an amendment to a framework;
 - ii. require a party to cease any activity that is inconsistent with the framework;
 - iii. provide for how a municipality's bylaws must be amended to be consistent with the framework;
 - iv. award any costs, fees and disbursements incurred in respect of the dispute resolution process and who bears those costs.
- 7) Deadline for resolving dispute
- a. The arbitrator must resolve the dispute within one year from the date the notice of dispute is given.
 - b. If an arbitrator does not resolve the dispute within the time described, the Minister may grant an extension of time or appoint a replacement arbitrator on such terms and conditions that the Minister considers appropriate.
- 8) Arbitrator's order
- a. Unless the parties resolve the disputed issues during the arbitration, the arbitrator must make an order as soon as possible after the conclusion of the arbitration proceedings.
 - b. The arbitrator's order must
 - i. be in writing
 - ii. be signed and dated
 - iii. state the reasons on which it is based
 - iv. include the timelines for the implementation of the order, and
 - v. specify all expenditures incurred in the arbitration process for payment under s708.41 of the MGA.
 - c. The arbitrator must provide a copy of the order to each party
 - d. If an order of the arbitrator under section is silent as to costs, a party may apply to the arbitrator within 30 days of receiving the order for a separate order respecting costs.
- 9) Costs of arbitrator
- a. Subject to an order of the arbitrator or an agreement by the parties, the costs of an arbitrator must be paid on a proportional basis by the municipalities that are to be parties to the framework.
 - b. Each municipality's proportion of the costs must be determined by dividing the amount of that municipality's equalized assessment by the sum of the equalized assessments as set out in the most recent equalized assessment.

I. CORRESPONDENCE

1) Written notices under this framework shall be addressed to:

In the case of MD of Greenview:

4806 36 Avenue
Box 1079
Valleyview, AB T0H 3N0
Attention: Chief Administrative Officer

In the case of Woodlands County

Woodlands County
Box 60, #1 Woodlands Lane
Whitecourt, AB T7S 1N3
Attention: Chief Administrative Officer

This agreement shall come into force and effect upon execution and final reading of the bylaw.

IN WITNESS WHEREOF Woodlands and MD of Greenview hereunto affixes their signatures on this _____ day of _____ 20__.

WOODLANDS COUNTY

Mayor

SEAL

Chief Administrative Officer

MUNICIPAL DISTRICT OF GREENVIEW

Reeve

SEAL

Chief Administrative Officer

SCHEDULE A

The following is a list of Municipal Services that each municipality is currently providing for their residents:

1) MD of Greenview

- Communications
 - o Press releases
 - o Newsletter
 - o Advertisements
 - o Social media
 - o Ratepayer BBQs
- Taxation
- Maps
- Accounts Payable/Accounts Receivable
 - o Billing
 - o Receiving
 - o Processing
- Reception Services
- Access to Applications
- FOIP requests
- IT
 - o Public Wi-Fi
 - o Data Management
- Solid Waste Services
 - o Regional Landfill
 - o Grande Cache Landfill
 - o Transfer Stations
- Water Services
 - o Treatment
 - o Distribution
 - o Bulk Water Points
- Waste Water Services
 - o Collection
 - o Industrial Lagoons
 - o Lift Stations
- Planning and Development Services
 - o Permitting
 - o Monitoring Oil and Gas Development and ancillary industries
 - o Development Enforcement
 - o Subdivisions
 - o Subdivision and Development Appeal Board (SDAB)
 - o Land Use Bylaw Amendments
 - o Area Structure Plans and Municipal Development Plans
 - o Municipal Planning Commission
- Road Construction
- Bridge Construction and Maintenance
- Approach Construction
- Culvert Installations and maintenance
- Road Maintenance

- Graveling
- Grading
- Brushing
- Dust Control
- Mowing
- Snow Plowing
- Signage installation and replacement
- Private Driveway Plowing
- Agricultural Services
 - Weed and Pest Inspection
 - Limited Wildlife Control
 - Agricultural Fleet Rental
 - Vegetation Management
 - Emergency response planning for animal disease outbreak
 - Soil Conservation
 - Workshops and seminars
 - Information/news/articles
 - Greenview Vet Clinic
- FCSS
 - Senior's Yoga
 - Red Silhouette Family Violence Awareness Campaign
 - Babysitting/home alone course
 - Various youth programs through School Liaison
 - Disaster Social Services
 - Community Volunteer Income Tax Program
 - Home Support
 - Employment supports
- Parks and Campground Development, operation and maintenance
- Sasquatch Program
- Community Recreation support (walking trails, grant funding, etc.)
- Cemeteries
- Economic Development
- Administration of Community Grant Program and Community Event Supports
- Emergency Services
- Emergency Management
- Rural Fire Pump management
- M.D of Greenview Library Board
- Grovedale, DeBolt and Grande Cache Fire Departments.
- Enhanced Policing
- Bylaw Enforcement Grande Cache

Third Party Services

- Large Construction Projects
- Gravel Hauls
- Regional Research Association Partnerships for Agricultural Services
- Mental Health Counselling at FCSS
- Kakwa/Big Mountain snow mobile/ATV trails (Swan City Snow Mobile Club)
- Grande Cache backcountry trails (Wilmore Wilderness)

- Assessment
- Recreation Boards (Valleyview, Fox Creek, East Smoky, Grande Cache, Grovedale, Crooked Creek.
- PCIT
- Bylaw enforcement (County of Grande Prairie)
- Enhanced RCMP
- Media design and production services
- GIS

2) Woodlands County

- Grants
 - o Administration of County-issued grants
 - o Board development/board education for local groups
 - o Grant writing workshops
- GIS Contracted
 - o Map creation (i.e. wall maps, map books)
 - o Aerial photo creation
 - o Address assignment
- Reception services
- Taxation services
 - o Contracted Assessment Services
- Communications
 - o Bi Annual resident newsletter
 - o Open houses
 - o Workshops
 - o Annual reports
 - o Updates to website and social media
 - o Press releases
- Waste Management:
 - o Joint Regional Landfill Facility
 - o 3 Transfer Sites
 - o 4 Recycling Stations
- Airport
 - o 1 Aerodrome
 - o Owner Operator, Manage and maintenance
 - o Land leases
- Road maintenance
 - o Grading, graveling, snowplowing, general road maintenance of gravel roads
 - o Approach Construction and Approach Widening programs
 - o Patching, Line Painting and Crack Sealing of paved roads
 - o Sidewalk / walking trail maintenance and repair
 - o Culvert maintenance, replacement and repair
 - o Brushing
 - o Roadside Mowing
 - o Signage - installation and maintenance
 - o Dust Control Program
 - o Private Driveway Grading Program
 - o Private Driveway Snowplowing Program
 - o Licensing of Undeveloped Road Allowances
 - o Road Closures
- Bridges

- Bridge maintenance
- Bridge repairs and replacements
- Capital projects
 - New road construction
 - New bridge/culvert construction
 - New or upgrade of Water/Wastewater Facilities
- Utilities
 - Water and Wastewater service to residents of 2 hamlets
 - Water and Wastewater service to 2 residential subdivisions and 1 Industrial subdivision
 - Water service to 1 residential area
 - 2 Agricultural water fills
 - 2 Domestic water fills for residential use only
- Agriculture
 - Weed and Pest Inspection Programs
 - Weed Spraying Program
 - Agricultural Equipment rentals
 - Agricultural Service Board
 - Education & Workshop Events
- FCSS
 - Youth Grants
 - Disaster Social Services
 - Information and Networking with other agencies
 - Community Volunteer Income Tax Program
 - Community Volunteer Appreciation Week (Biennial)
 - Seniors Week (Biennial)
 - Education Bursaries
 - Seniors Grants
- Animal Control
 - Responds to complaints
 - Contract Dog Catcher
 - Dog Pound Services
- Planning & Development
 - Permits
 - Land subdivision
 - Land use bylaw amendments
 - Subdivision Development Appeal Board
 - Municipal Planning Commission
 - Aggregate Oversight Committee
 - Maintain and administer statutory planning documents
 - Compliance and enforcement of Bylaws
 - Respond to complaints
 - Mediate with neighbour disputes
 - Municipal Land – Sales and leases
- Peace Officers
 - County wide patrol service including 3 Hamlets and 10 recreation sites
 - Enforcement of Community Standards Bylaw
 - Enforcement of Highway Traffic Act,
 - Issuance of violation tickets for all County Bylaws
 - Liaison with RCMP detachments
- Fire Services
 - Four County fire departments:

- Hamlet of Blue Ridge
 - Appointed Fire Chief (paid honorarium & paid incidents)
 - Deputy Fire Chief (paid honorarium & paid incidents)
 - Senior & junior firefighters (paid incidents)
 - Hamlet of Goose Lake
 - Appointed Fire Chief (paid honorariums & paid incidents)
 - Deputy Fire Chief (paid honorarium & paid incidents)
 - Senior & junior firefighters (paid incidents)
 - Anselmo
 - Appointed Fire Chief (paid honorariums & paid incidents)
 - Senior & junior firefighters (paid incidents)
 - Deputy Fire Chief (paid honorarium & paid incidents)
 - Hamlet of Fort Assiniboine
 - Appointed Fire Chief (paid honorariums & paid incidents)
 - Deputy Fire Chief (paid honorarium & paid incidents)
 - Senior & junior firefighters (paid incidents)
 - Medical & Training Officers (paid incidents)
 - Contracted Fire Services Town of Whitecourt
- Economic Development
 - Investment Attraction
 - Business Retention and Expansion
 - Entrepreneur Support and Development
 - Tourism Development and Promotion
 - Collaboration with multiple partners to form Business Support Networks
 - Memberships in local area Business & Tourism Support Networks (ie Chamber of Commerce, Growth REDA, Community Futures)
 - Small Business Week Activities
 - Annual Career Expo
 - Annual Economic Development Forum
 - Sales and Marketing functions
- Recreation
 - 10 Active Outdoor Recreation Areas (Day Use, camping opportunities, walking trails with interpretive signage)
 - Provide events and workshops for residents and visitors at sites
 - Recreation Grants
 - Arts and Culture Grants
 - Capital and Operating Grants to key community groups

SCHEDULE “B” – GOLDEN TRIANGLE PARTNERSHIP AGREEMENT



REQUEST FOR DECISION

SUBJECT: **Appeal of Order to Remedy Contraventions**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: January 13, 2020 CAO: DT MANAGER: SAR
DEPARTMENT: PLANNING & DEVELOPMENT GM: RA PRESENTER: PL
STRATEGIC PLAN: Development

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, R.S.A. 2000, Chapter M-26, Section 545(1)

Council Bylaw/Policy (cite) – Bylaw 18-800 Land Use Bylaw

RECOMMENDED ACTION:

MOTION: That Council confirm the order to remedy contraventions and continue enforcement proceedings requiring Deep Valley Power Systems Ltd. to remove the fence from Range Road 223 service road right-of-way, on the west side of SW-22-68-22-W5.

BACKGROUND/PROPOSAL:

On October 15, 2019, Council made Motion 19.10.709 That Council direct Administration to continue enforcement proceedings requiring Deep Valley Power Systems Ltd. to remove the fence from Range Road 223 service road right-of-way on SW-22-68-22-W5.

On December 13, 2019, Mr. Dennis Fleming of Deep Valley Power Systems Ltd. appealed the Order to Remedy Contraventions issued to him on October 18, 2019.

Mr. Dennis Fleming of Deep Valley Power Systems Ltd. purchased the Hart Oilfield lot to accommodate an equipment rental business. Following the purchase, Mr. Fleming erected a chain link fence to the west and south of the property. Prior to erecting the fence, Dennis Fleming received a development permit approval for outdoor storage on the lot, which did not include fencing of the property.

Due to a report received of the chain link fence being located within the service road right of way, administration had a survey of the fence prepared by Beirsto and Associates. The fence has been found to have encroached on the Range Road 223 service road right-of-way, to the west of the property, by up to 14.98 metres. As a result of the survey, Administration contacted Mr. Fleming on August 14, 2019 and requested he move the fence by September 15, 2019.

It is important to note the service road right-of-way ends at the property line to the north, in line with Deep Valley Power Systems Ltd. north boundary.

Mr. Fleming is requesting permission to allow the fence to remain in its current location.

Greenview's Land Use Bylaw, in section 5.12.1 e) states that front, side and rear yard setback regulations do not apply to fences; however, they must be located no less than 0.3 metres (1 foot) from the nearest parcel line of the roadway right-of way.

Greenview's Land Use Bylaw outlines the maximum height of 2.5 metres (8.2 feet) for a fence on the side and rear yard (section 5.18.6) in the Industrial Light (M-1) district. At the time of writing, there is no listed maximum for the height of a fence in the front yard in the Industrial Light (M-1) district. As a result, we can refer to the maximum height for an accessory building or structure which in this district is 5.0 metres (16.4 feet).

Section 3.3.1 g) of the Land Use Bylaw states that no development permit is required for fences less 1.8 metres (5.9 feet), provided the fence conforms to all other applicable provisions in the bylaw. Both the height and location of the fence exclude this development from the exemption.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will remove unauthorized development from one of its roads.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to allow the fence to remain on the service road, however, Administration does not recommend this action as this would continue the encroachment of private development on municipal infrastructure. This effectively turns a public road into a private road.

Alternative #2: Council has the alternative to close the road by way of bylaw and sell the property to the appellant. Administration does not recommend this action because, should the municipality be required to have a service road in the future as a result of changes to the highway or Alberta Transportation policy, it will be more difficult meet those requirements. This would also be circumventing Greenview's road closure process.

FINANCIAL IMPLICATION:

There are no anticipated financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Order to Remedy Contraventions
- Approval of Development Permit D18-320
- Application for Development Permit D18-320
- Plan of Subdivision for SW-22-68-22-W5M, Lot A
- As-built surveys
- August 14, 2019 Warning Letter



MUNICIPAL DISTRICT OF GREENVIEW No. 16

4806 – 36 Avenue, Box 1079 Valleyview, AB T0H 3N0

Ph: 780-524-7600 Fax: 780-524-4307

www.mdgreenview.ab.ca

March 11, 2019

ATT'N: DENNIS FLEMING
C/O DEEP VALLEY POWER SYSTEMS LTD.
BOX 2167
VALLEYVIEW AB T0H 3N0

NOTICE OF DECISION

RE: DEVELOPMENT PERMIT NO.: D18-320
LOCATION: SW-22-68-22-W5 ;
AREA: LITTLE SMOKY
RURAL ADDRESS: 68331 HWY 43
LAND USE DISTRICT: INDUSTRIAL LIGHT
DEVELOPMENT: OUTDOOR, STORAGE; RENTAL EQUIPMENT

Development Permit #: **D18-320** has been **Approved - Pending 21-day Appeal Period**, subject to the following conditions:

1. All Development must conform to the conditions of this development permit and the approved plans and any revisions as required pursuant to this Approval. Any subsequent changes, amendments, or additions to this development permit shall require a new development permit application, including but not limited to an expansion or intensification of the use.
2. Prior to construction or commencement of any development, is the responsibility of the applicant to ensure they obtain Building, Gas, Plumbing and Electrical Permits, if required, from an accredited agency for Alberta Safety Codes Authority. Please be aware that these permits are required in accordance with the Safety Codes Act of Alberta.
3. This permit indicates that only the development to which it relates is authorized pursuant to the provisions of the Land Use Bylaw. Compliance with the provisions of Land Use Bylaw 17-779 does not exempt the applicant from compliance with any provincial, federal or other municipal legislation.
4. The applicant must obtain approval from Alberta Environment and Parks prior to construction or commencement of any development.
5. The applicant shall obtain a Roadside Development Permit from Alberta Transportation for development in proximity to a Highway prior to commencing development.

AND WHEREAS:

1. The development or construction of the said land(s) shall not begin until 21 days after the Date of Issue of Notice of Decision. The applicant should be aware that if this decision is overturned on appeal that any development taking place prior to the expiry of the appeal period will be solely at the applicant's risk.
2. This permit shall be invalid should an appeal be made against the decision. Should the Subdivision and Development Appeal Board approve the issuance of this permit, this permit shall be valid from the date of decision in accordance with the condition of the Subdivision and Development Appeal Board.
3. This permit is valid for a period of twelve (12) months from the date of issue. If at the expiry of this period, the development has not been commenced with reasonable diligence, this permit shall be null and void, unless a request for a time extension to the applicable date is received prior to its expiry.

4. The Development Authority may, in accordance with Section 645 of the Municipal Government Act, take such action as is necessary to ensure that the provisions of this bylaw are complied with.
5. No development shall be constructed, placed or stored over an easement or utility right of way; the applicant is responsible for contacting Alberta-One-Call and/or other governing authority.
6. This permit is valid for the legal location stated on the application and is not transferable to another parcel.

NOTES:

The applicant is responsible for weed control. Contact Greenview's Agricultural Fieldman at 780.524.7602 for further information.

NOTES:

You may be located in the vicinity of an agricultural operation.

March 11, 2019
Date of Decision

March 11, 2019
Date of Issue / Notice of Decision



Signature of Development Officer

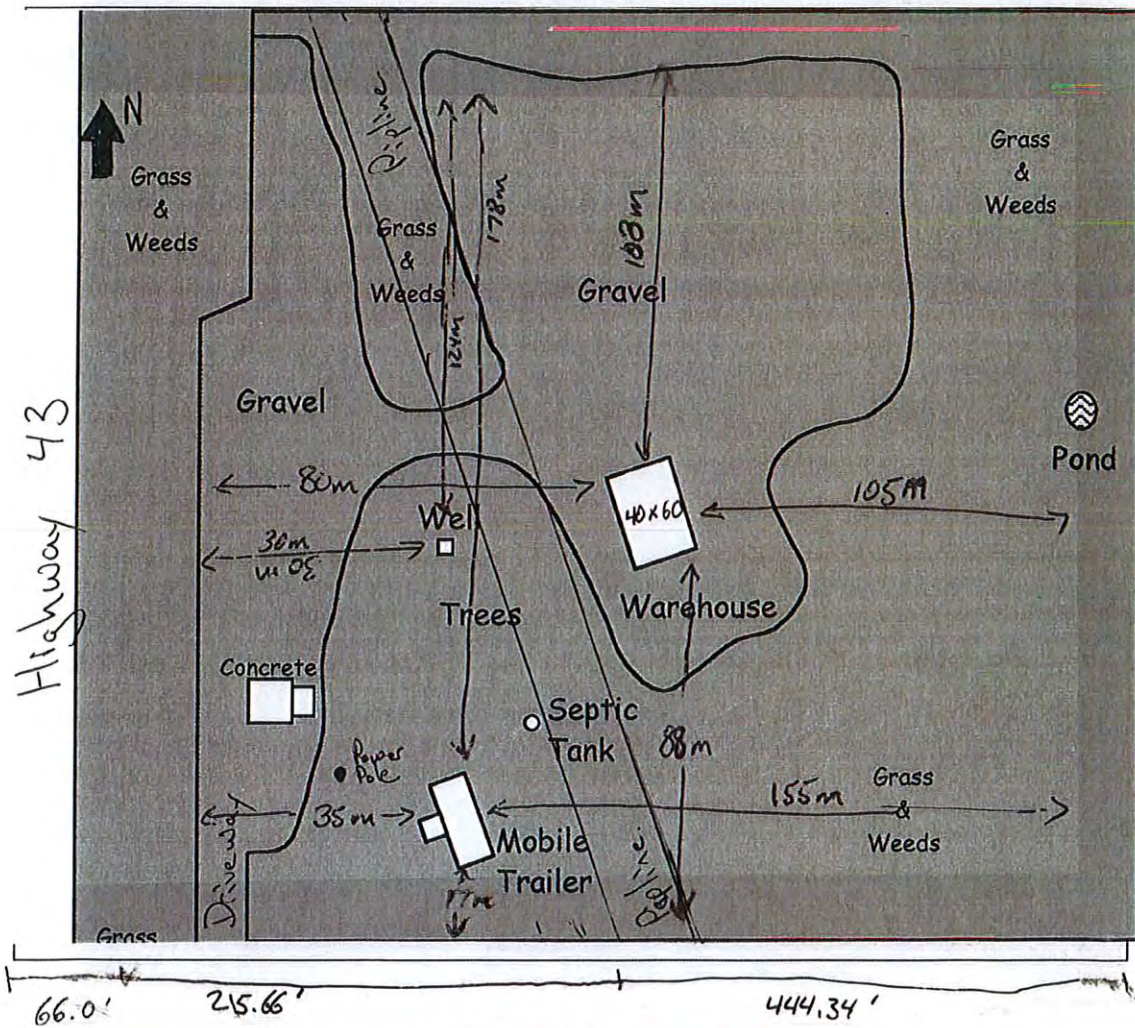
You are further notified that you may **APPEAL** this decision to the Subdivision and Development Appeal Board in accordance with section 686 of the Municipal Government Act, 2000, M-26 and the provisions of Land Use Bylaw 17-779. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the **Secretary, Subdivision and Development Appeal Board, c/o Municipal District of Greenview**, no later than 21 days following the date of decision on this notice. The notice of appeal shall contain a statement of the grounds of appeal as well as an appeal fee of \$500.

APPLICATION FOR DEVELOPMENT PERMIT

Site Plan

Please ensure the following are present on your site plan: (see example on page 6)

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Dimensions of the proposed development | <input checked="" type="checkbox"/> Setback distances to and identify any existing buildings or structures | <input checked="" type="checkbox"/> Front, rear and side yard setback distances |
| <input checked="" type="checkbox"/> Private roads or driveways | <input checked="" type="checkbox"/> Access to the development | <input type="checkbox"/> Setbacks distances to public roads |
| <input checked="" type="checkbox"/> Natural features such as trees, water runs, etc. | <input checked="" type="checkbox"/> Slopes greater than 15% and distance to the proposed development | <input checked="" type="checkbox"/> Location of your well or other water sources |
| <input checked="" type="checkbox"/> Utility poles | <input checked="" type="checkbox"/> Abandoned well sites | <input checked="" type="checkbox"/> Right-of-ways or easements |
| <input checked="" type="checkbox"/> Location of any off-street parking and loading areas | <input checked="" type="checkbox"/> Location of your septic tank and the septic tank pump out | <input checked="" type="checkbox"/> Other relevant information (signage, outdoor storage area, etc.) |



Approved D18-320
March 12, 2019



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Box 1079, Valleyview, AB T0H 3N0
Phone: 780-524-7600

October 18, 2019

REGISTERED MAIL

ORDER TO REMEDY CONTRAVENTIONS

DEEP VALLEY POWER SYSTEMS LTD.
BOX 2167
VALLEYVIEW, AB T0H 3N0

Dear Mr. Fleming:

RE: ORDER TO REMEDY CONTRAVENTIONS ON THE SERVICE ROAD RIGHT-OF-WAY ON SW-22-68-22-W5, PLAN 1246 RS LOT A, 68331 HWY 43 (the Lands)

Pursuant to Section 545(1) of the Municipal Government Act, R.S.A. 2000, notice is hereby given that the use of land and/or structures located on the legal description set forth above are in contravention of the provisions of Section 3.1.2 of the Municipal District of Greenview's Bylaw No. 18-800 Land Use Bylaw.


Pursuant to Section 545(1) of the Municipal Government Act, Chapter M-26 (as amended), R.S.A. 2000, you are hereby ordered to comply with the following:

- 1. Remove all structures from the service road right-of-way on or before November 30, 2019.**

You are hereby advised that you have the right to appeal this Order to Council. If you wish to exercise this right, written notice of an appeal must be received by the Chief Administrative Officer within fourteen (14) days of receipt of this letter.

Please be advised that the Municipal District of Greenview has the authority, in the event that this Order is not complied with within the time limit provided, to enter onto your lands to take whatsoever actions are determined by the Municipal District of Greenview to bring the lands into compliance, including seeking an Injunction or other relief from the Court of Queen's Bench of Alberta. Further, the Municipal District of Greenview has the authority to add the costs and expenses for carrying out this Order to the tax roll for your Lands pursuant to Sections 549 and 553 of the Municipal Government Act.

Sincerely,



Sally Ann Rosson

Manager, Planning and Development

SAR/pl

Enclosures:

Section 3.1.2 of the Municipal District of Greenview's Bylaw No. 18-800 Land Use Bylaw

Section 545(1) of the Municipal Government Act, R.S.A. 2000

Section 549 of the Municipal Government Act, R.S.A. 2000

Section 553 of the Municipal Government Act, R.S.A. 2000

cc: Roger Autio, General Manager, Infrastructure and Planning
Denise Thompson, Chief Administrative Officer
Dale Gervais, Ward 2, Little Smoky Councillor



APPLICATION FOR DEVELOPMENT PERMIT

Municipal District of Greenview No. 16

4806 - 36 Avenue, Box 1079, Valleyview AB T0H 3N0
T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608
www.mdgreenview.ab.ca

MUNICIPAL DISTRICT OF GREENVIEW No. 16

RECEIVED

NOV 16 2018

VALLEYVIEW

I / We understand that this application will only be processed if submitted in complete form and accompanied by the applicable fee. A completed application includes the forms completely filled out, signatures, site plan, fees and any other information the development authority deems necessary to make an informed decision.

Applicant Information

Name of Applicant(s): Deep Valley Power Systems Ltd.
Mailing Address: Box 2167 City: Valleyview Postal Code: T0H3N0
Primary Phone: 780-524-9732 Other Phone: 780-552-3526
Email: Fleming1200@outlook.com (By providing email address you authorize Planning and Development Services to contact you via email)

(Complete if different from application)

Registered Landowner(s) or Leaseholder(s):

Mailing Address: City: Postal Code:
Primary Phone: Other Phone:
Email: (By providing email address you authorize Planning and Development Services to contact you via email)

Land Information

Legal description of proposed development site: LSD/QTR. SW SEC. 22 TWP. 68 RGE. 22 M. 5

Registered plan: Block Lot MLL/MSL/LEASE NO.:
1246RS A

Property size: Hectares: 4.05 Acres: 10 Description of the existing use of the land: Ex-rental property

The land is adjacent to: [x] Highway 43 [] District Road [] LOC#

How is the site to be accessed? [x] Existing approach [] Proposed approach (please fill out and submit an approach application)

Do you have a rural address? [x] Yes Address: 68331 Hwy 43 [] No

FOR ADMINISTRATIVE USE

- PERMITTED USE VARIANCE
DISCRETIONARY USE PROHIBITED USE

ROLL NO.: 96779 APPLICATION NO.: D18-320
FEES: \$100.00 DATE PAID:
RECEIPT NO.: 244079 DEEMED COMPLETE:
LAND USE DISTRICT: Industrial Light (M-1) PROPOSED USE:
COMMENTS: Price L.



APPLICATION FOR DEVELOPMENT PERMIT

Municipal District of Greenview No. 16

4806 – 36 Avenue, Box 1079, Valleyview AB T0H 3N0
 T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608
www.mdgreenview.ab.ca

Development Information

Describe the proposed use of the land: (if additional space is required please attach sheet)

Industrial rental property.

Size of the ^{existing} proposed development:

Length metres feet 60
 Width metres feet 42
 Building height metres feet 25

Accessory building: (if applicable) Double wide trailer
 Total Floor area Sq. metres Sq. feet 960
 Height Metres Feet 10
 Attached Detached

Secondary suite information: (if applicable) Existing suite New suite
 Attached Detached

Total floor area of primary residence: N/A Sq. metres Sq. feet

Indicate the proposed setback from the property line:

Front yard metres feet Rear yard metres feet
 Side yard (1) metres feet Side Yard (2) metres feet

Does this development require a variance?

Yes, explain No (If yes, please submit a Variance Request Form)

Construction Start Date: N/A End Date: Completed Project Cost: \$

Has the development commenced? Yes No None

Manufactured Home
 Manufacturer: N/A Model: Year:

Sewage System
 Type of sewage system: Not used.

Abandoned Well Information

ALL development permit applications require a printout of a map from Alberta Energy Regulator (AER, previously known as ERCB). This can be obtained via website, phone, email, fax or mail.

Is there an abandoned well or pipeline on the property? Yes No (printout must still be provided)
 Licensee name:


If you require any assistance or do not have access to the internet please contact AER at 1.855.297.8311

The location of all abandoned oil and gas well sites as well as the setback distances in relation to existing or proposed building sites must be shown on all applications. Please note: The Development Authority cannot approve a development application if the lot(s) do(es) not comply with the setback directed by the ERCB Directive 079. Abandoned well site information must be provided by the applicant and can be obtained by contacting Alberta Energy Regulator.

APPLICATION FOR DEVELOPMENT PERMIT

For all non-residential developments (i.e., COMMERCIAL, INDUSTRIAL, HOME BUSINESS MAJOR OR MINOR, etc.) please provide the following operation details. A \$20 Business License Fee will be assessed.

Operation Details	
Describe the operation:	<u>Oilfield rental business</u>
Business name:	<u>Deep Valley Power Systems Ltd.</u>
Office location:	<u>On site next to shop</u>
Will the business be advertised/marketed/have a sign?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Advertising/Marketing/Signage Details:	<u>Double sided 4'x8' sign at entrance</u>
Will the development generate additional traffic to the site?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Traffic generated per day:	<u>employee traffic, hauling of rental equipment in and out</u>
How many people will your business employ?	<u>6</u> Residential employees _____ Non-residential employees
Will there be outdoor storage?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will it be visible from the road?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Outdoor storage details:	<u>Rental trailers and empty fuel tank storage</u>

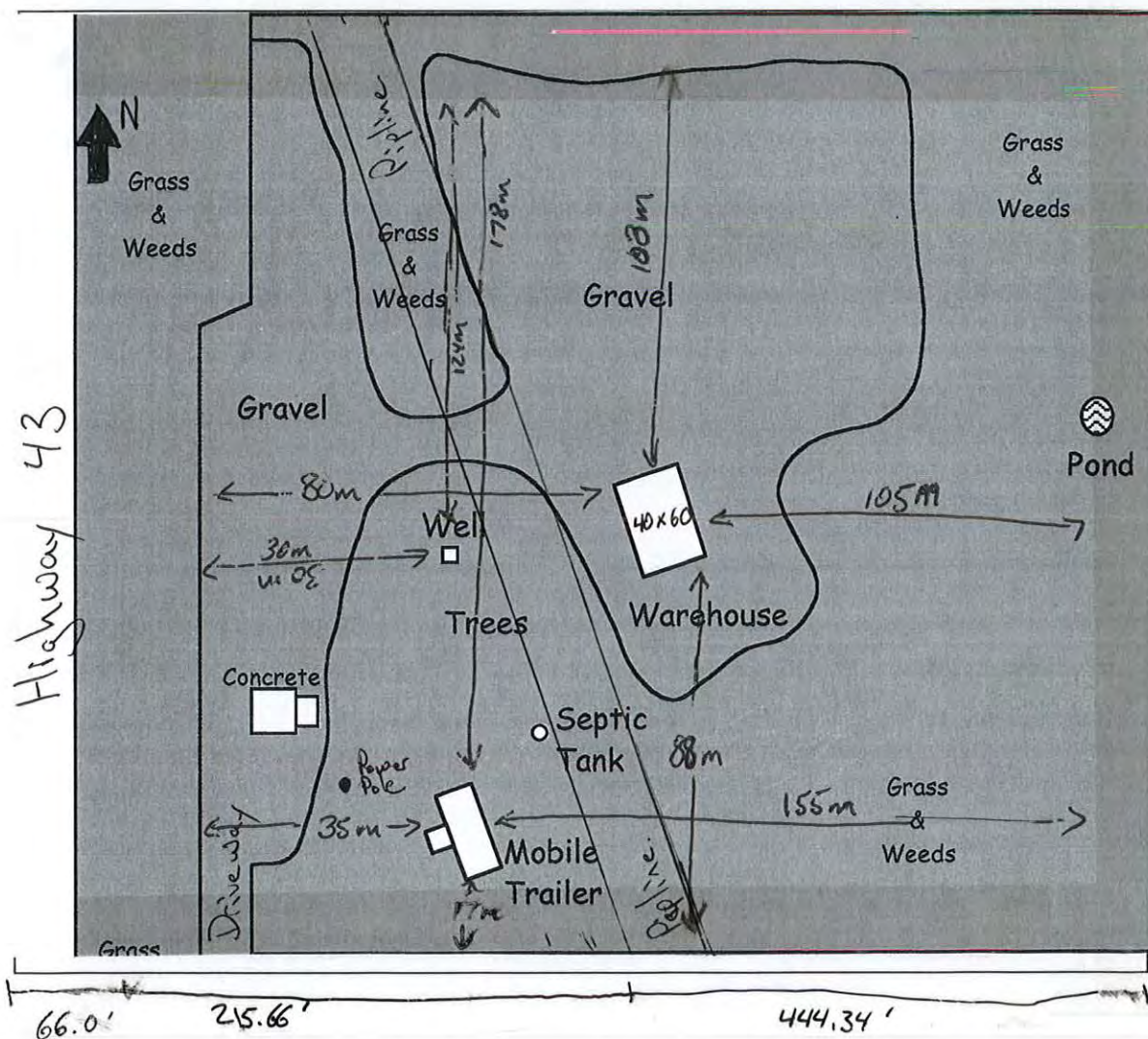
Declaration	
<p style="text-align: center;">I/we hereby declare that the information submitted is, to the best of my/our knowledge, factual and correct.</p> <p style="text-align: center;">I/we understand that by signing this declaration, I/we also give consent for an authorized person of MUNICIPAL DISTRICT OF GREENVIEW NO. 16 to enter upon the land that is subject to a Development Application for the purposes of conducting a site inspection in order to evaluate the proposed development.</p>	
<p>NOTE: If the applicant is not the registered Landowner, then the Landowner(s) signature is required. All Landowners MUST sign the application.</p>	<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <p><u>11/14/2018</u></p> <p>Date</p> </div> <div style="text-align: center;">  <p>Signature of Applicant</p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-start; margin-top: 20px;"> <div style="text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;"> <p>_____</p> <p>Signature of Registered Landowner(s) or Leaseholder(s)</p> </div> </div>
<p>Any personal information that the Municipal District of Greenview may collect on these forms is in compliance with Section 33 of the Freedom of Information and Protection of Privacy Act. The information collected is required for the purpose of carrying out an operating program or activity of the Municipality, in particular for the purpose of our Development program. If you have any questions about the collection please contact the Freedom of Information and Protection of Privacy Coordinator at 780-524-7600.</p>	

APPLICATION FOR DEVELOPMENT PERMIT

Site Plan

Please ensure the following are present on your site plan: (see example on page 6)

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Dimensions of the proposed development <input checked="" type="checkbox"/> Private roads or driveways <input checked="" type="checkbox"/> Natural features such as trees, water runs, etc. <input checked="" type="checkbox"/> Utility poles <input checked="" type="checkbox"/> Location of any off-street parking and loading areas | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Setback distances to and identify any existing buildings or structures <input checked="" type="checkbox"/> Access to the development <input checked="" type="checkbox"/> Slopes greater than 15% and distance to the proposed development <input checked="" type="checkbox"/> Abandoned well sites <input checked="" type="checkbox"/> Location of your septic tank and the septic tank pump out | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Front, rear and side yard setback distances <input type="checkbox"/> Setbacks distances to public roads <input checked="" type="checkbox"/> Location of your well or other water sources <input checked="" type="checkbox"/> Right-of-ways or easements <input checked="" type="checkbox"/> Other relevant information (signage, outdoor storage area, etc.) |
|---|--|--|



APPROVED
DATE: JAN 23 1968
BY: [Signature]

SURVEY APPROVED subject to registration on or before
DATE: APRIL 28 1968
BY: [Signature]

216 X 236
1:5000 scale with monuments
found and proposed at the time
this plan was prepared. All other
monuments found at the time
of this survey are shown in red
and are not to be used as
reference points for this plan.
[Signature]

Under the provisions of Section 22 (3) of
The Planning and Control Act, the
plan is approved for registration
on the condition that the owner
shall secure the necessary approvals
from the appropriate authorities.

PLAN SHOWING SURVEY OF SUBDIVISION OF PART OF S.W. 1/4 SEC. 22, TP. 68, R. 22, W. 5th MER ALBERTA

Scale: 1" = 200' 1968 by Hugh E. Impney A.L.S.

LEGEND
Survey Monuments found as indicated
Iron Survey Pegs planted shown thus
Iron Bars planted on Lot Corners unless shown otherwise.
Area required is outlined in red containing 11.0 Ac.

Hugh E. Impney, of the City of Grande Prairie, Alberta, Land
Surveyor, hereby certifies that this plan has been made by me
in accordance with the provisions of the Alberta Survey Act.
These plans were prepared between the dates of May 4
and May 10, 1968, and that they are true and correct and
and is presented in accordance with the provisions of the
Survey Act.

Sworn before me at the City of
Grande Prairie, Alberta, this 22nd day of May, 1968.
[Signature]
Alberta Land Surveyor

Commissioner for Lands and
for the Province of Alberta

OWNER
Her Majesty the Queen in Right
of the Province of Alberta

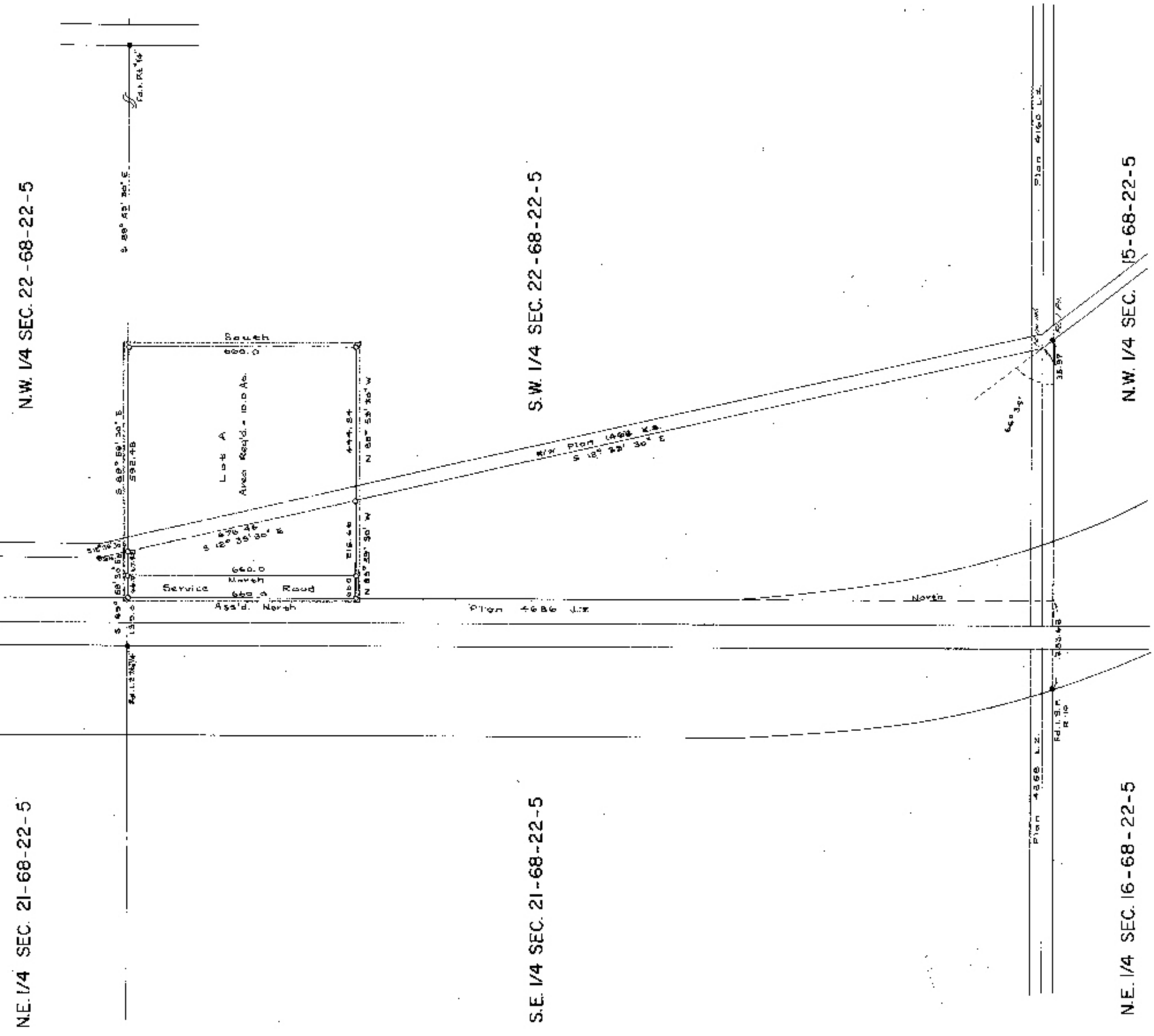
By: [Signature]
Deputy Minister of Lands and Forests
Taken this 2 day of October, A.D. 1968

Peace River Oil Pipe Line Co. Ltd.

VICE PRESIDENT: [Signature]

SECRETARY-TREASURER: [Signature]

CHIEF ENGINEER: [Signature]



APPROVED
DATE: [Signature]

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

Revision **00**

SKETCH SHOWING AS-BUILT LOCATION OF

FENCELINE

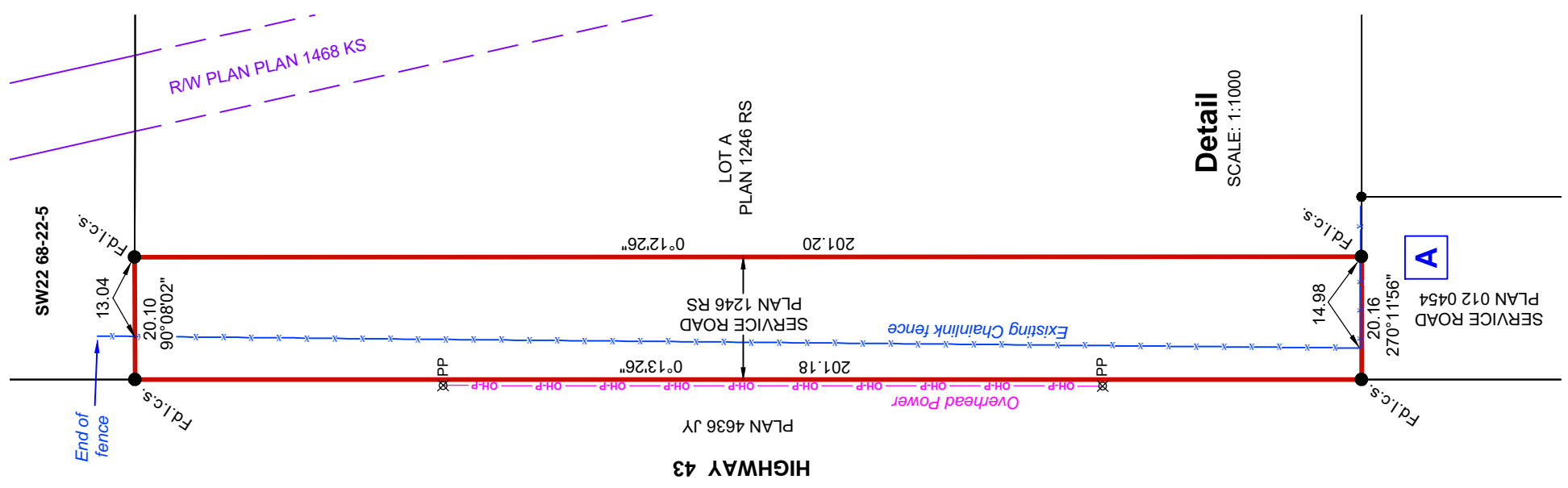
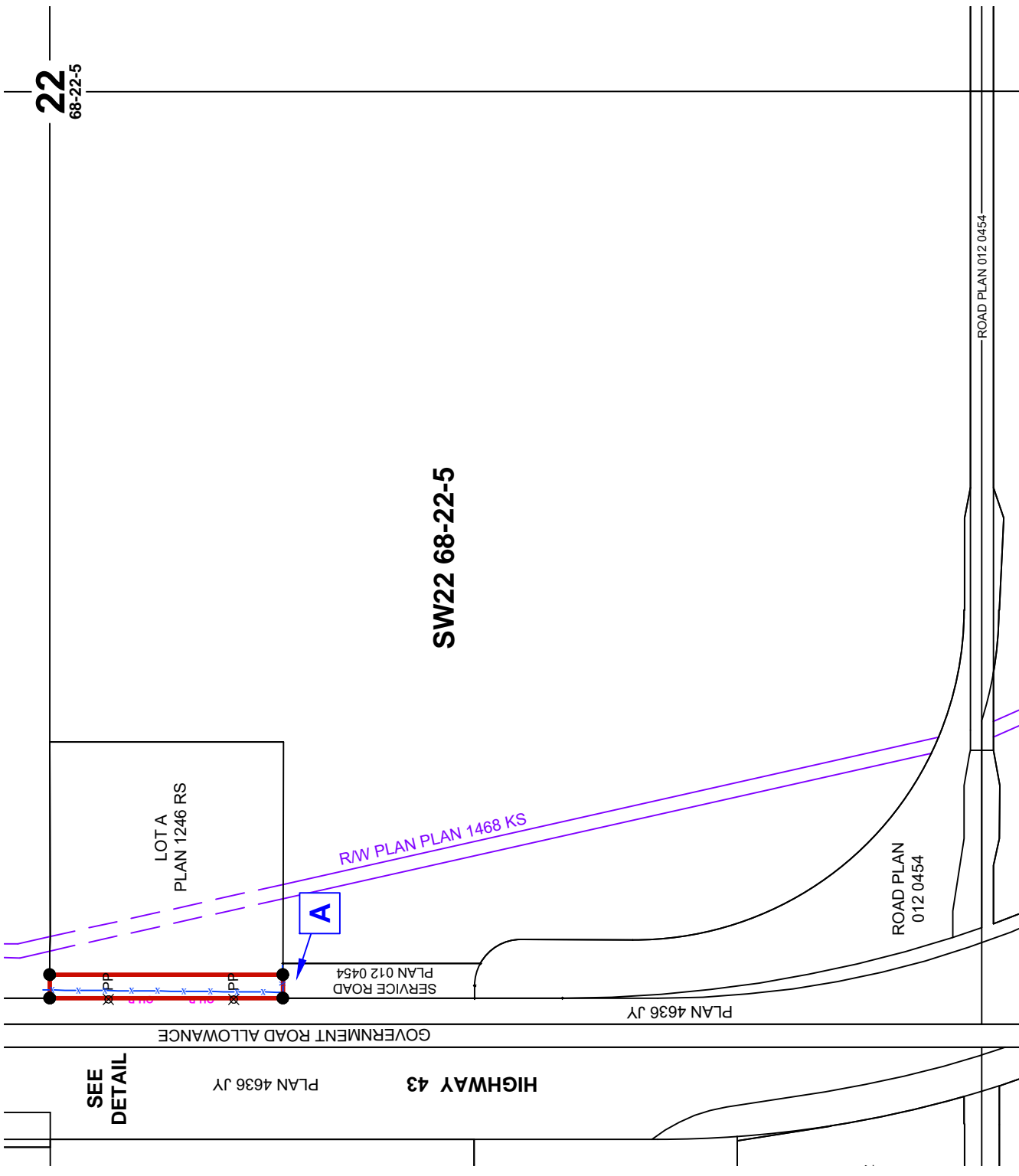
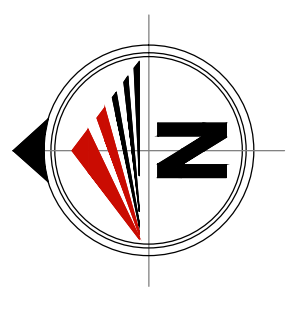
within

SERVICE ROAD PLAN 1246 RS

all within the

SW 1/4 SEC. 22 TWP. 68, RGE. 22, W5M.

SCALE: 1:5000



Rev	Date	Description	pc	dwn	chk
00	Sept. 6/19	Original Issue	db	ji	dt

Beirsto & Associates

ENGINEERING & SURVEY
10940 - 92 Avenue, Grande Prairie, AB T8V 6B5
P: 1 855 879 5973 W: www.beirsto.ca

19GLML7176-SK01R00-SK01

MUNICIPAL DISTRICT OF
GREENVIEW NO. 16

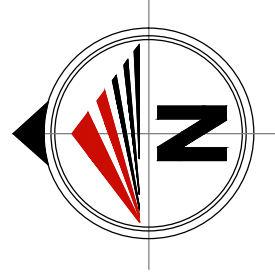
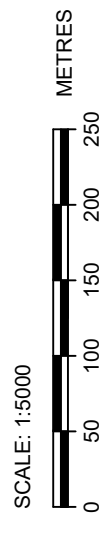
Revision
00

SKETCH SHOWING
AS-BUILT LOCATION OF

FENCELINE

within
**SERVICE ROAD
PLAN 1246 RS**

all within the
**SW 1/4 SEC. 22
TWP. 68, RGE. 22, W5M.**



Rev	Date	Description	pc	dwn	chk
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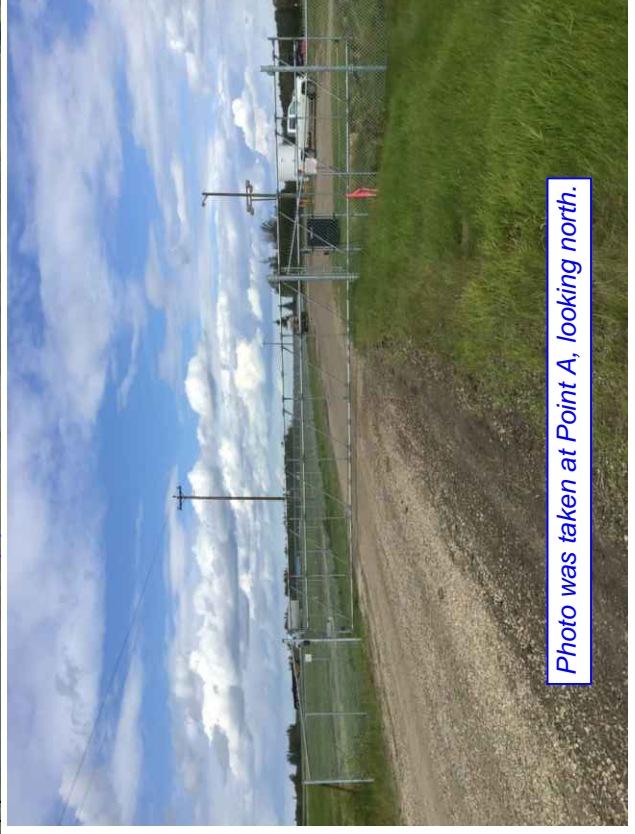
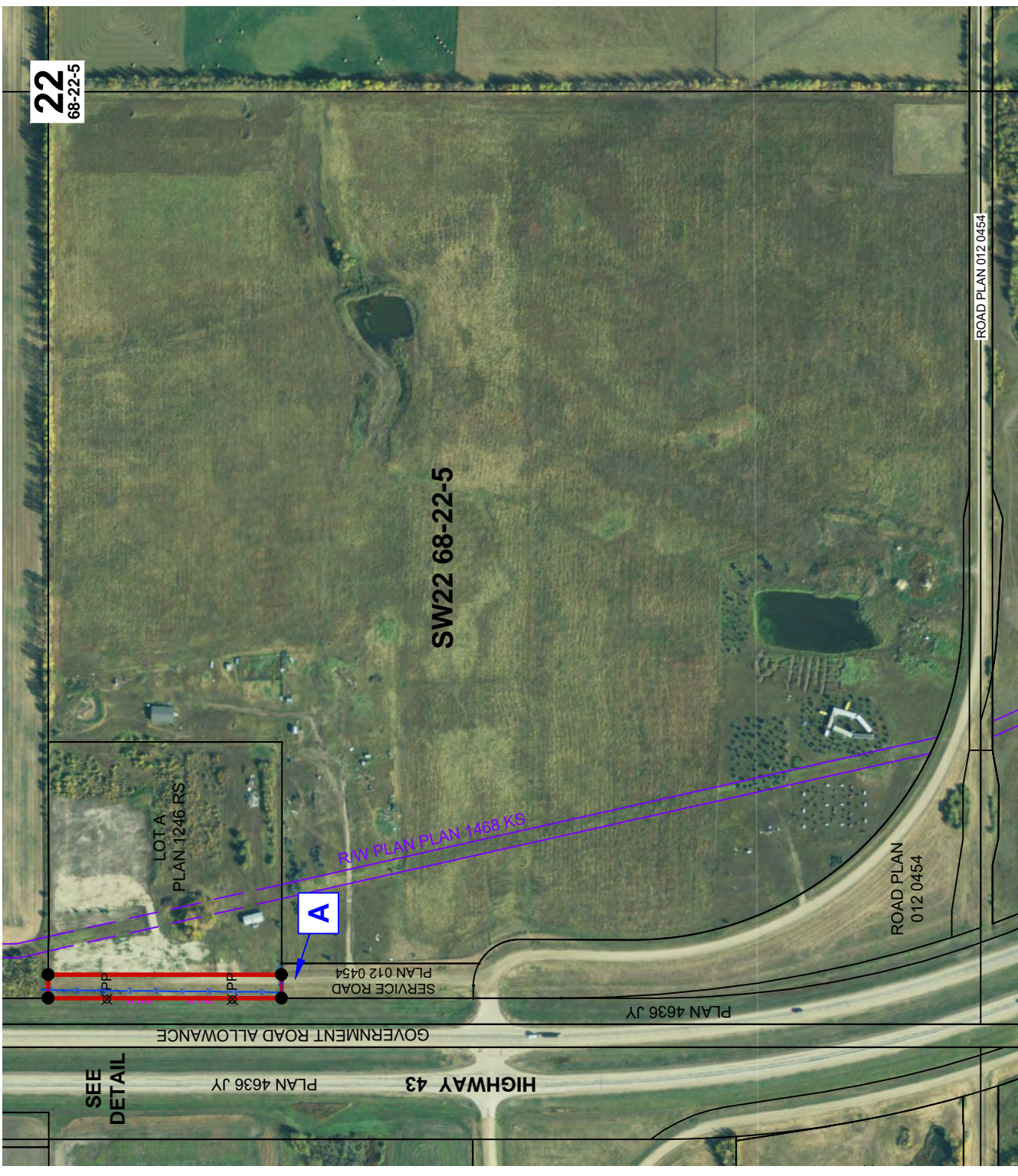
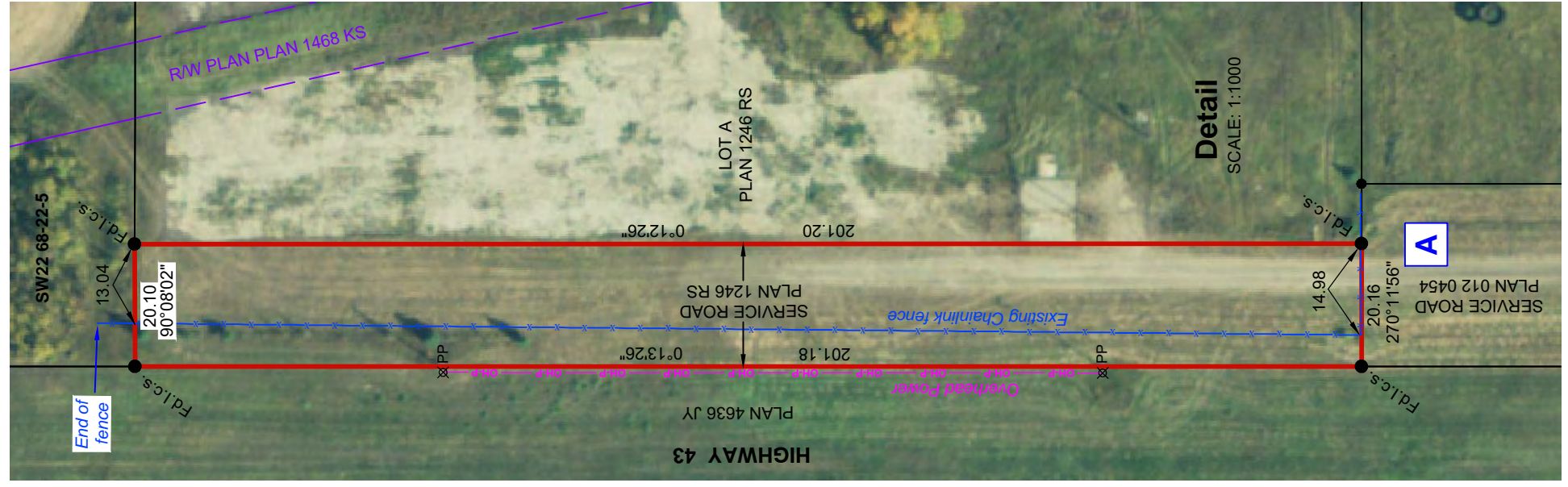


Photo was taken at Point A, looking north.



Detail
SCALE: 1:1000



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

File: LF

August 14, 2019

DEEP VALLEY POWER SYSTEMS LTD.
BOX 2167
VALLEYVIEW, AB T0H 3N0

Attention: Dennis Fleming

RE: FENCING OF YOUR PROPERTY ON SW-22-68-22-W5

This letter is to follow-up on our telephone conversation on August 14, 2019 regarding the fencing of Greenview's Range Road 223 service road, adjacent to your property on SW-22-68-22-W5. As was discussed prior to construction, the fence must be within your property boundaries, a minimum of 1 foot from the property line, as per Greenview's Land Use Bylaw.

We hereby request the fencing be removed from the Range Road 223 service road prior to **September 15, 2019**. Please contact myself at 780-524-7644 when the fence has been removed.

Failure to comply with the required action by September 15, 2019 may result in further enforcement action being taken and the incurring of further costs.


Should you have any questions regarding this matter, please contact the undersigned.

Sincerely,

Sally Ann Rosson
Manager, Planning & Development

SAR/pl

Administration Office	Operations Building	Family & Community Support Services	Grovedale Sub-Office	Grande Cache Sub-Office
Box 1079, 4806-36 Ave Valleyview, AB T0H 3N0 Phone: 780.524.7600 Fax: 780.524.4307	Box 1079, 4802-36 Ave Valleyview, AB T0H 3N0 Phone: 780.524.7602 Fax: 780.524.5237	Box 1079, 4707-50th Street Valleyview, AB T0H 3N0 Phone: 780.524.7603 Fax: 780.524.4130	Box 404, Lot 9, Block 1, Plan0728786, Grovedale, AB T0H 1X0 Phone: 780.539.7337 Fax: 780.539.7711	Box 214, 10028-99st Street Grande Cache, AB T0E 0Y0 Phone: 780.827.5155 Fax: 780.827.5143
Toll Free: 1.888.524.7601			www.mdgreenview.ab.ca	



cc: Roger Autio, General Manager, Infrastructure & Planning
Denise Thompson, Chief Administrative Officer
Dale Gervais, Ward 2 Little Smoky Councillor

We ask that you sign and return this letter acknowledging receipt and your agreement to remove the fence.

(Owner / Applicant's Signature)

(Date Signed)

(Greenview Representative Signature)

(Date Signed)



REQUEST FOR DECISION

SUBJECT: **Grande Cache Recreation Services – Fitness Centre Construction Tender Award**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: January 13, 2020 CAO: DT MANAGER: KG
DEPARTMENT: RECREATION GM: SW PRESENTER: KG
STRATEGIC PLAN: Quality of Life

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council award the Construction Tender to RPC Group for the construction of the Grande Cache Recreation Services - Fitness Centre for the sum of \$698,000 plus GST as tendered.

BACKGROUND/PROPOSAL:

The Recreation Services Department in Grande Cache was approved funds for the construction of a new Fitness Centre in the Grande Cache Recreation Centre in 2019.

Colliers Project Leaders International put a closed call for tenders from a prequalified list of eligible proponents.

Administration is recommending that RPC Group be awarded the construction tender based on their bid submission and scoring.

BENEFITS OF THE RECOMMENDED ACTION:

The benefit of Council accepting the recommended motion is that the Grande Cache Recreation Services Department can commence the construction of the Grande Cache Recreation Centre – Fitness Centre.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

N/A

FINANCIAL IMPLICATION:

Direct Costs: \$698,000.00

STAFFING IMPLICATION:

The Grande Cache Recreation Manager will implement and monitor the work.

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:

If Council supports the recommended action, Council will direct Administration to award RPC Group the Grande Cache Recreation Services Department – Fitness Centre construction tender.

ATTACHMENT(S):

Fitness Centre – Construction bid proponent analysis.

Letter of Recommendation by Colliers Project Leaders.

Grande Cache Fitness Centre
 MD of Greenview
 830875

Clark Builders \$ 839,596.00

Rating Factors	Weight Factor	Score (0-5)	Final Score
Schedule methodology	15	2	6
Project Specific Innovation and Value Add	15	2	6
Bid Price	70	58	58
Total		100	70

Monteith \$ 762,000.00

Rating Factors	Weight Factor	Score (0-5)	Final Score
Schedule methodology	15	5	15
Project Specific Innovation and Value Add	15	3	9
Bid Price	70	64	64
Total		100	88

Scott Builders \$ 723,900.00

Rating Factors	Weight Factor	Score (0-5)	Final Score
Schedule methodology	15	3	9
Project Specific Innovation and Value Add	15	4	12
Bid Price	70	67	67
Total		100	88

Krawford Construction \$ 758,597.00

Rating Factors	Weight Factor	Score (0-5)	Final Score
Schedule methodology	15	4	12
Project Specific Innovation and Value Add	15	4	12
Bid Price	70	64	64
Total		100	88

RPC \$ 698,000.00

Rating Factors	Weight Factor	Score (0-5)	Final Score
Schedule methodology	15	4	12
Project Specific Innovation and Value Add	15	3	9
Bid Price	70	70	70
Total		100	91

Bid Price Score Calculation = $\frac{\text{Lowest Proponent Price}}{\text{Proponent Price}}$ x70 points

Other categories were scored from 0 to 5 then weighted according to bid call weighting factors

Colliers Project Leaders
Suite 1703 TD Tower
10088 – 102 Avenue
Edmonton, AB T5J 2Z1



Colliers
Project Leaders

January 6, 2019

MD of Greenview
Box 300
Grande Cache, AB T0E 0Y0

Dear Kevin,

Re: Recommendation for General Contractor

Colliers Project Leaders has reviewed the five bid submissions received for the construction of the Grande Cache Recreation Centre Fitness Centre. After a thorough evaluation of each submission, we recommend awarding the contract to RPC Group Inc.

Should you require any further information please don't hesitate to get in touch.

Sincerely,

Colliers Project Leaders

A handwritten signature in blue ink, appearing to read "C. Timmons".

Chris Timmons
Project Manager

Document Number 830875-0061 (1.0)



REQUEST FOR DECISION

SUBJECT: 2020 Grant Requests
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: January 13, 2020
DEPARTMENT: COMMUNITY SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: DT
GM: SW

MANAGER:
PRESENTER: LD

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 8002 – Community Grants

RECOMMENDED ACTION:

MOTION: That Council authorize funding to the grant recipients in the amounts indicated on the attached 2020 Approved Grant Listing, with funds to come from the Community Service Miscellaneous Grant Budget.

BACKGROUND/PROPOSAL:

On December 16, 2019 the Committee of the Whole reviewed and recommended that Council disburse the 2020 community grants as indicated on the 2020 Approved Grant Listing (attached). The Committee of the Whole reviewed each of the grant applications during the meeting and made recommendations accordingly. The approved grant listing titled “2020 Approved Grant Listing” resulted from the meeting.

The 2020 Community Service Miscellaneous Grant Budget is \$1,500,000.00, with the approval of the 2020 Approved Grant Listing in the amount of \$341,001.82 the remainder will be \$1,158,998.18.

BENEFITS OF THE RECOMMENDED ACTION:

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

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to deny the disbursement of the 2019 Approved Grant Listing as presented or make alterations accordingly.

FINANCIAL IMPLICATION:

Direct Costs: \$341,001.82

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 notify the grant applicants accordingly with Council's decision.

ATTACHMENT(S):

- 2020 Approved Grant Listing

2020 Approved Grant Listing

Grant Applicant:	Operating Approved	Capital Approved	Approved
Valleyview & Districts Agricultural Society (?)		\$ 44,087.00	\$ 44,087.00
Grande Prairie Regional Agricultural & Exhibition Society	\$ 25,000.00		\$ 25,000.00
Red Willow Players Theatre Association	\$ 8,000.00		\$ 8,000.00
DeBolt & District Pioneer Museum Society	\$ 14,000.00	\$ 15,104.54	\$ 29,104.54
Reel Shorts Film Festival	\$ 1,200.00		\$ 1,200.00
Northland No-Goers (Fox Creek)	\$ 15,000.00		\$ 15,000.00
Big River View Snow Club (Little Smoky)		\$ 15,000.00	\$ 15,000.00
Fox Creek Curling Club	\$ 17,500.00		\$ 17,500.00
Grande Cache Cycling Club	\$ 14,610.28		\$ 14,610.28
Hinton Adult Learning Society	\$ 3,000.00		\$ 3,000.00
Grande Prairie District Rural Crimewatch Association	\$ 2,500.00		\$ 2,500.00
Grande Prairie Hospice Palliative Care Society	\$ 35,000.00		\$ 35,000.00
Grande Prairie Youth Emergency Shelter	\$ 20,000.00		\$ 20,000.00
Grovedale Cemetery Committee		\$ 16,000.00	\$ 16,000.00
Rising Above Ministry - Grande Prairie	\$ 30,000.00		\$ 30,000.00

2020 Approved Grant Listing

	Operating Approved	Capital Approved	Approved
Grant Applicant:			
Mountain Metis Nation Association	\$ 65,000.00		\$ 65,000.00
<hr/>			
Operating and Capital Totals:	\$ 250,810.28	\$ 90,191.54	
<hr/>			
Grand Total:	\$341,001.82		



REQUEST FOR DECISION

SUBJECT:	Grande Prairie Petroleum Association – Sponsorship Request		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 13, 2020	CAO: DT	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	GM: SW	PRESENTER: LD
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 8004 Community Events and Charitable Donations & Policy 1026 Greenview Sponsorships

RECOMMENDED ACTION:

MOTION: That Council provide a sponsorship in the amount of 2,700.00 to the Grande Prairie Petroleum Association for hosting the 10th Annual STARS Hangar Dance on February 1, 2020 at Evergreen Park, Grande Prairie, AB., with funds to come from the Community Services Miscellaneous Grants.

BACKGROUND/PROPOSAL:

The Grande Prairie Petroleum Association is hosting the 10th Annual Hangar Dance on February 1, 2020 at the TARA Centre, Evergreen Park. The event is an annual fundraising event for STARS to ensure that the service is available for the safety and care of the communities.

Greenview has not provided sponsorship to this fundraising event in the past six years, however, Greenview has provided annual grant funding to STARS: \$200,000.00 for 2019, 2018 and \$150,000.00 in 2017. Along with the Reeve attending as the event’s guest VIP speaker in 2019.

The \$2,700.00 sponsorship entitles Greenview with a preferred table for ten (10) and ensures the best available seating, recognition on event signage, recognition in event programs and company name placement on the table.

The Community Service Miscellaneous Grant Budget has a balance of \$1,500,000.00 as of January 12, 2020. The Committee of the Whole is recommending Council approve the grants as presented in the amount of \$341,001.82. If these grants are approved as presented the balance remaining will be \$ 1,158,998.18.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Council will be supporting a highly recognized community event and supporting a critical organization to have within our communities.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to deny the recommended motion or recommend an alternative sponsorship amount.

FINANCIAL IMPLICATION:

Direct Costs: \$2,700.00

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation. .

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Following Council's direction, Administration will inform the organizer of the decision.

ATTACHMENT(S):

- STARS Sponsor Package



IN SUPPORT OF **STARS**[®]

10TH ANNUAL
GRANDE PRAIRIE PETROLEUM ASSOCIATION'S HANGAR DANCE
FEBRUARY 1ST, 2020
TARA CENTRE, EVERGREEN PARK

2020 PRESENTING SPONSOR



"Our goal is to support this vital service within our region, to help ensure the safety and care of our communities, and to build strong relationships with colleagues and friends."

Grande Prairie Petroleum Association



TICKETS AND TABLES

PREFERRED TABLES

Best available seating
Recognition on event signage
Recognition in event program
Company name placement on table

PREFERRED TABLE

FOR TEN

\$2,700.00

PREFERRED TABLE

FOR EIGHT

\$2,400.00

TABLES

Mention in event program
Company name placement on table

TABLE FOR TEN

\$2,200.00

TABLE FOR EIGHT

\$1,900.00

INDIVIDUAL TICKETS

\$175.00 EACH

PRESENTING SPONSOR

**THANK YOU
GPPA!**

Partners with
exclusive event
naming benefits

SPONSOR OPPORTUNITIES

LIVE BAND SPONSOR \$12,000.00

Be the presenter of the headlining band of the evening which is sure to bring the crowd to its feet.

SAFERIDE HOME SPONSOR \$12,000.00

Help ensure that safety stays top priority & ensure guests get a safe ride home with a designated driver service.

DINNER SPONSOR \$8,000.00

Sponsor the evenings Dinner - a hearty meal amongst great company. This is a co-sponsorship available to three companies.

MULTIMEDIA AUCTION \$8,000.00

Event attendees have fun to love bidding on auction items using interactive software, tablets, & event big screens.

**THANK YOU
JDA OILFIELD HAULING!**

RECEPTION SPONSOR \$4,000.00

Guests will enjoy a selection of hors d'oeuvres served early in the evening.

**THANK YOU
SECURE ENERGY SERVICES!**

WINE SPONSOR \$6,000.00

Dinner wine on every table featuring your name & logo

**THANK YOU
IPAC SERVICES CORP!**

STARVIEW & HELICOPTER TOURS \$6,000.00

Onsite photographs & tours.

**THANK YOU
NUVISTA ENERGY LTD!**

CENTERPIECE \$6,000.00

Recognition on table centerpieces as well as a takeaway for event guests.

**THANK YOU
STATUS ENERGY!**

ADDITIONAL SPONSORSHIP OPPORTUNITIES AVAILABLE. CONTACT FOR DETAILS!

TICKET SPONSOR \$5,000.00
 Company logo featured on event tickets served to all guests

THANK YOU PEMBINA PIPELINE CORP!

DESSERT SPONSOR \$6,000.00
 Indulge attendees with a decadent dessert served to everyone during the program.

THANK YOU GNC & SERVICE PLUS INN!

VERY IMPORTANT PATIENT, STARS VIP \$5,000.00
 Be recognized as the sponsor of this guest speaker who was flown on a STARS lifesaving mission.

PLEDGE DRIVE SPONSOR \$7,500.00
 Be the Pledge Drive Ally for STARS & encourage others to donate by matching all contributions up to \$5000.

THANK YOU EMPIRE OILFIELD SOLUTIONS!

DJ SPONSOR \$5,000.00
 Sponsor the DJ who comes on after the band to keep guests having fun on the dance floor to keep the party going.

RAFFLE SPONSOR \$5,000.00
 Sponsor the raffle prizes, tickets, luxurious raffle prizes, printed tickets, and raffle prizes available

THANK YOU PIPESTONE ENERGY CORP., DEW-LINE ENTERPRISES & PTW ENERGY SERVICES LTD!

LIVE AUCTION SPONSOR \$5,000.00
 Always a highlight of the event, have the Live Auction presented by your company. A prize package will also be supplied on your behalf.

ADDITIONAL OPPORTUNITIES AVAILABLE.

THANK YOU MNP LLP!

LATE NIGHT LUNCH \$2,500.00
 Guests will enjoy a fun but tasty meal to top off the evening.

THANK YOU SEVEN GENERATIONS ENERGY!

WARM WELCOME \$2,500.00
 Complimentary cocktails and appetizers.

THANK YOU AZTEC ENGINEERING INC!

VOLUNTEER HOSPITALITY ROOM SPONSOR \$2,500.00
 Take care of volunteers sponsoring their snack & refreshment room.

THANK YOU HALLIBURTON!

HANGAR DANCE PHOTO BOOTH \$2,500.00
 Sponsor the event photo booth to help capture memories as they're made.

THANK YOU HIGH ARCTIC ENERGY SERVICES INC!

SPONSOR BENEFITS

TITANIUM SPONSORS

\$12,000 & ABOVE

ONE TABLE FOR TEN SITUATED FRONT & CENTRE, WITH NAME & LOGO PLACEMENT
DISTINCT SPONSOR LIGHTING DISPLAY IN THE VENUE
OPPORTUNITY TO ADDRESS EVENT GUESTS OR PRESENT SHORT VIDEO
VERBAL RECOGNITION THROUGHOUT THE EVENT
LOGO PLACEMENT ON EVENT SIGNAGE
LOGO RECOGNITION IN EVENT PROGRAM
RECOGNITION IN THANK YOU ANNOUNCEMENTS

PLATINUM SPONSORS

\$8,000 & ABOVE

ONE TABLE FOR EIGHT IN PREMIUM LOCATION
OPPORTUNITY TO ADD COMPANY PROFILE IN SPONSOR SLIDESHOW
VERBAL RECOGNITION DURING EVENT
FEATURED SIGNAGE ON DISPLAY IN SPONSORSHIP AREA OF CHOICE
LOGO PLACEMENT ON EVENT SIGNAGE
LOGO RECOGNITION IN EVENT PROGRAM
RECOGNITION IN THANK YOU ANNOUNCEMENTS
NAME & LOGO PLACEMENT ON TABLE

GOLD SPONSORS

\$6,000 & ABOVE

ONE TABLE FOR EIGHT IN PRIME LOCATION
VERBAL RECOGNITION DURING THE EVENT
RECOGNITION FEATURED IN SPONSORSHIP AREA OF CHOICE
LOGO PLACEMENT ON EVENT SIGNAGE
LOGO RECOGNITION IN EVENT PROGRAM
RECOGNITION IN THANK YOU ANNOUNCEMENTS

SPONSOR BENEFITS

SILVER SPONSORS

\$5,000 & ABOVE

ONE TABLE FOR EIGHT IN PREFERRED LOCATION
VERBAL RECOGNITION DURING THE EVENT
RECOGNITION FEATURED IN SPONSORSHIP AREA OF CHOICE
RECOGNITION ON EVENT SIGNAGE
RECOGNITION IN THE EVENT PROGRAM

BRONZE SPONSORS

\$2,500.00 & ABOVE

FEATURED SIGNAGE ON DISPLAY
RECOGNITION ON EVENT SIGNAGE
RECOGNITION IN THE EVENT PROGRAM

FRIEND SPONSORS

\$1,000.00 & ABOVE

RECOGNITION ON EVENT SIGNAGE
RECOGNITION IN THE EVENT PROGRAM

GIFT IN KIND DONATIONS

GIFT IN KIND DONATIONS IN SUPPORT OF THE HANGAR DANCE CAN INCLUDE; RAFFLE PRIZES, LIVE & SILENT AUCTION ITEMS, DONATION OF SERVICES, & MORE.

GIFT IN KIND DONATIONS ARE ELIGIBLE FOR RECOGNITION ON EVENT SIGNAGE, & IN THE EVENT PROGRAM. ADDITIONAL BENEFITS CAN BE MADE AVAILABLE & WILL BE DETERMINED ON AN INDIVIDUAL BASIS.



IN SUPPORT OF **STARS**[®]

FOR TICKET PURCHASES &
SPONSORSHIP INQUIRIES

PHONE: 780.830.7000
EMAIL: HANGARDANCE@STARS.CA

THANK YOU TO LAST YEARS
TITANIUM SPONSOR

HAMMERHEAD
RESOURCES



REQUEST FOR DECISION

SUBJECT: Northwest Regional Skills Canada Competition 2020 – Sponsorship Request
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: January 13, 2020 CAO: DT MANAGER:
DEPARTMENT: COMMUNITY SERVICES GM: SW PRESENTER: LD
STRATEGIC PLAN: Quality of Life

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 8004 – Community Events and Charitable Donations & Policy 1026 Greenview Sponsorships

RECOMMENDED ACTION:

MOTION: That Council approve a Silver Sponsorship in the amount of \$3,000.00 payable to the Grande Prairie Regional College Fairview Campus for the 2020 Northwest Regional Skills Canada Competition, with funds to come from the Community Services Miscellaneous Grant budget.

BACKGROUND/PROPOSAL:

The 16th Annual Northwest Regional Skills Canada competition will be hosted in Fairview, Alberta at the Grande Prairie Regional College Fairview Campus on April 23 and 24, 2020. Over 150 participants will compete in 16 regional competitions including auto service, baking, cabinetry, fashion, graphics etc. With those who earn a gold medal at the event getting the opportunity to go on to compete in the provincial skills Canada Competitions, one of Canada’s largest skills competitions and from there a chance to move onto the national competition. This event truly show cases the talents of today’s youth in trades and technology and an opportunity to watch the leaders of tomorrow compete and celebrate the students achievements.

The hosting committee is seeking sponsorship for the competition with sponsorship levels ranging from over \$2,000.00 to \$15,000.00.

Previously, in 2018 and 2017, Greenview provided Silver sponsorship in the amount of \$3,000.00.

The 2020 Community Services Miscellaneous Grant fund as of January 12, 2020 totals \$1,500,000.00. The Committee of the Whole is recommending Council approve the grants as presented in the amount of \$341,001.82. If these grants are approved as presented the balance remaining will be \$ 1,158,998.18.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Greenview will be supporting a prestigious community event that supports and encourages the industry leaders of tomorrow.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is that Greenview would be setting a precedent to other similar groups requesting funding.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to deny the recommended motion or suggest an alternate sponsorship amount.

FINANCIAL IMPLICATION:

Direct Costs: \$3,000.00

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

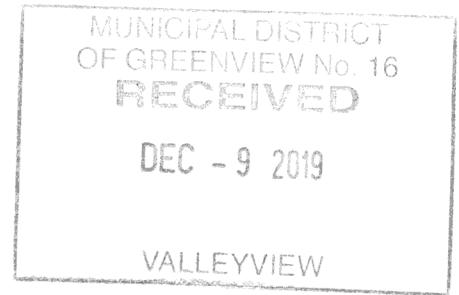
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Following Council's direction, Administration will follow up with the coordinator or the Northwest Skills Competition with the decision.

ATTACHMENT(S):

- Northwest Skills Competition Sponsorship Request Letter
- Northwest Skills Competition Sponsorship Opportunities



November 27, 2019

MD of Greeview
Box 1079
Valleyview, AB T0H 3N0

Dear Sir/Madam,

Re: North West Regional Skills Canada Competition 2020

This year we are excited to host the 16th Annual North West Regional Skills Canada Competition here in Fairview in the Heart of the Peace Country. This excellent event showcases the talents of today's youth in trades and technology.

We would like to invite you to join us in celebrating the achievements of these students. With your sponsorship, in your choice of level, we can continue to offer them the high quality of competition they deserve. On April 23 & 24, 2020 more than 150 competitors will compete in 16 regional competitions including, Auto Service, Baking, Cabinet Making, Carpentry, Culinary, Fashion, Graphics, Hairstyling Jr. & Int., IT Network, Outdoor Power, Photography, Robotics, Video Production, Welding, Workplace Safety .Those who earn a gold medal at the event will have the opportunity to go on to compete in the Provincial Skills Canada Competition, one of Canada's largest Skills competitions. From there, students have a chance to compete nationally at the Skills Canada National Competition in Vancouver in May 2020.

We have enclosed a sponsorship package, as we are in partnership with the Grande Prairie Fairview Campus please make cheques out to GPRC Fairview.

Please advise us of your decision by February 15, 2020. We will be following up with your organization after this date if we have had no response.

For more information, or further exploration of the sponsorship opportunities available, please call Maureen Martin at 780-772-0607 or email skillsassistant@gprc.ab.ca . We look forward to seeing you at the North West Regional Skills Canada Competition.

Sincerely,



Maureen Martin

North West Skills Coordinator Asst.

North West Regional Skills Canada Competition
Grande Prairie Regional College
Box 3000, Fairview, AB, T0H1L0

Phone: 780.772.0607, Fax: 780.835.6788
Email: skillsassistant@GPRC.ab.ca

April 23 & 24 2020

Sponsorship Registration Form
Page 1 of 2

Sponsor Information			
Company			
Contact Name		Title	
Mailing Address		City	
Postal Code		Phone No.	
Email		Fax	

Sponsorship Level	Package	Commitment	Please Check <input type="checkbox"/>
TITLE	Title Sponsor	\$15,000	
GOLD	Gold Sponsor	\$5,000	
SILVER	Luncheon Sponsor	\$3,000	
	Opening Night Competitor Entertainment Sponsor	\$3,000	
	Opening	\$3,000	
	NW Team Transportation Sponsor (Provincial Contenders)	\$3,000	
	Closing Night Reception	\$3000	
	BRONZE*	Competitor Travel Subsidy	\$2,000
Try a Trade Prize Sponsor		\$2,000	
FRIENDS	Any Donation <\$2000	<\$2000	

SUPPORTING SPONSOR	Gift-In-Kind, Prize or Auction Items	
	Item Description:	
	Sponsorship Value:	

Contact Maureen for any sponsorship inquires or to set up your gift-in-kind contribution!



NW Skills Regionals

April 23 & 24 2020

**Sponsorship Registration Form
Page 2 of 2**

Payment Information (Payable to GPRC, Fairview Campus)			
<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard <input type="checkbox"/> Please Invoice Us
Card #		Expiry	
Cardholder Name		CVS	
Signature:			
Payment Note:			



REQUEST FOR DECISION

SUBJECT: Community Futures – Women in the North Conference 2020
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: January 13, 2020 CAO: DT MANAGER:
DEPARTMENT: COMMUNITY SERVICES GM: SW PRESENTER: LD
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 8004 Community Events and Charitable Donations & Policy 1026 Greenview Sponsorships

RECOMMENDED ACTION:

MOTION: That Council provide sponsorship in the amount of \$500.00 to Community Futures Peace Country for the 2020 Women in the North Conference held in Peace River, Alberta on April 29 and 30, with funds to come from the Community Service Miscellaneous Grants.

BACKGROUND/PROPOSAL:

Community Futures Peace Country is requesting a sponsorship for the 13th Annual Women in the North Conference. The conference will take place on April 29 and 30, 2020 in Peace River, Alberta at the Belle Petroleum Centre, and incorporate a two day format with a specific focus on Leadership Development, marketing and motivation. The conference focuses on building the capacity of the local women entrepreneurs and strives to motivate and offer them information pertinent to their needs. Sponsorship opportunities vary from \$5,000.00 plus, to \$500.00, with recognition provided to all sponsors on the Women in the North (WIN) website, Facebook page, agenda package and in related materials.

On the evening on April 29th, the conference will commence with a formal dinner, keynote speaker and some motivational activity. The following day, the focus will be to provide hands on business workshops facilitated by Community Futures Network of Alberta which will be specifically geared to entrepreneurs providing skill development and business training.

According to the Global Entrepreneurship Monitor Canada Report (2015), Canada is a global leader in female entrepreneurship with Alberta boasting one of the country's highest rates of innovation-based activity. Community Futures exists to serve entrepreneurs and understand that women in business face the unique challenge to continually balance work and home life. The WIN conference focuses on building the capacity of the local women entrepreneurs and strives to offer them information pertinent to their needs in a time frame that they can manage.

Greenview has provided sponsorship to Community Futures for the 2018 and 2017 WIN Conference in the amount of \$500.00.

The 2020 Community Services Miscellaneous Grant fund as of January 12, 2020 totals \$1,500,000.00. The Committee of the Whole is recommending Council approve the grants as presented in the amount of \$341,001.82. If these grants are approved as presented the balance remaining will be \$ 1,158,998.18.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of providing sponsorship to Community Futures for the 2020 Women in the North Conference is that it may provide local women entrepreneurs with pertinent information.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to suggest an alternate sponsorship amount or deny the recommended motion.

FINANCIAL IMPLICATION:

Direct Costs: \$500.00

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Following Council’s direction, Administration will follow up with Community Futures Peace Country with the decision.

ATTACHMENT(S):

- Community Futures Sponsorship Request Letter

Partnership Opportunity: Women in the North Conference 2020

The 13th Annual Women in the North Conference will take place on Wednesday, April 29th and Thursday, April 30th in Peace River at the Belle Petroleum Centre, following our successful two day format with a specific focus on Leadership Development, Marketing and Motivation.

The conference will kick off Wednesday evening with a formal dinner and motivation featuring our keynote speaker. Thursday will be focused on providing hands on business workshops, training and networking. Speakers are in the planning stages and will be announced when confirmed. We are looking at contracting a local designer to update and refresh the WIN look and we are looking forward to the excitement it will generate!

Community Futures exists to serve entrepreneurs and we understand that women in business face unique challenges in that they continually balance work and home life, with not a lot of time left over for professional development. The WIN conference focuses on building the capacity of our local women entrepreneurs and we strive to offer them information pertinent to their needs in a time frame that they can manage. Therefore, we offer employer capacity building workshops specifically focused on leadership development. The Women in the North Conference is committed to supporting the economic growth of female entrepreneurship. The steering committee consists of Sherry Crawford of Community Futures Peace Country, Holly Sorgen of Community Futures Grande Prairie & Region, Marcela Mandeville and Devonne Kendrick of Alberta Women Entrepreneurs, Elaine Stenbraaten of Alberta Agriculture, Kathy Archer of Silver River Coaching, Jasmine Downing of Aspen Grove Spa, Shannon Gadsby of Farmers Restaurant and Stacey Messner, HR Consultant. As the Conference evolves into its 13th year, we look forward to having your organization on board.

This event would not exist without the support of local partners and we would be honored to have your organization on board to continue this important and worthwhile business conference.

I welcome the opportunity to discuss this event with you further and have attached an information sheet about available sponsorship opportunities. In the meantime, please visit our website at www.womeninthenorth.com

Thank you for your time and consideration.

Please contact Randy Hodgkinson at (780) 624-1161 or via email randy@cfpeacecountry.com or Sherry Crawford, Projects Coordinator at events@cfpeacecountry.com for further information or discussion.

Respectfully;

Randy Hodgkinson
General Manager
Community Futures Peace Country

WIN 2020: Partnership Opportunities

Platinum Keynote Speaker Sponsorship: \$5,000.00 plus

As Platinum - Keynote Speaker Sponsor your company will have the option of making a brief speech to delegates about your service and opportunity for partnership during the introduction of the keynote. Your company logo will be prominently displayed in all marketing material before and during the conference. In addition, your company will be provided with a tabletop exhibit which offers the opportunity to display your services in a prominent place and discuss it with attendees, as well as 4 complimentary full package delegate registrations for both days.

Gold: \$2,500.00 - \$4,999.00

Our Gold Sponsorship package grants your company prominent positions in marketing material, display space in the conference room if so desired and **2** complimentary delegate registrations.

Silver: \$1,500.00 - \$2,499.00

The Silver Sponsorship package grants your company prominent positions in marketing material, display space in the conference room if so desired and **1** complimentary delegate registration.

Bronze: \$500 - \$1,499.00

The Bronze Sponsorship package provides prominent positions in marketing material and display space in the conference room if so desired.

If your organization would like to have your name attached to a specific aspect of the conference, such as "Books Sponsored by..." or "Wednesday Dinner Sponsored by...", please contact Sherry at events@cfpeacecountry to obtain a list of available opportunities and the dollar amount.

- Please note that all sponsors will receive recognition on the WIN website, Facebook page, agenda package and related materials regardless of sponsorship amount.

Thank you and we look forward to hearing from you!



REQUEST FOR DECISION

SUBJECT: 2020 Curling Alberta Optimist U18 Provincial Championships – Sponsorship Request

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: January 13, 2020 CAO: DT MANAGER:

DEPARTMENT: COMMUNITY SERVICES GM: SW PRESENTER: LD

STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) – Policy 1026 – Greenview Sponsorships, Policy 8004 Community Events and Charitable Donations

RECOMMENDED ACTION:

MOTION: That no action be taken on the sponsorship request from the Sexsmith Curling Club for hosting the 2020 Curling Alberta Optimist U18 Provincial Championships on February 26 – March 1, 2020 in Sexsmith, Alberta.

BACKGROUND/PROPOSAL:

The Sexsmith Curling club offers junior, men’s, ladies, mixed and even super leagues throughout the winter months in Sexsmith, Alberta. The small town club is a fun, inviting place to hang out, throw some rocks and visit with friends old and new.

The Sexsmith Curling Club is honoured to be chosen to host the next big junior curling event in provincial sports and to have the opportunity to support the next big names in curling. Eight junior men’s and eight junior women’s teams from across the Province will be gathering to battle it out for the honour of wearing Alberta’s blue and yellow jerseys and moving on to the Canadian playoffs and possibly even worlds.

The sponsorship package options are as follows: Platinum Sponsor package \$2,000.00, Gold Sponsor package \$1,000.00, Silver Sponsor package \$500.00 or Bronze Sponsor package for \$250.00.

The Community Services Miscellaneous Grants fund as of January 12, 2020 totals \$1,500,000.00.

BENEFITS OF THE RECOMMENDED ACTION:

1. The advantage of the recommended motion is that Greenview will not encourage a precedence of sponsoring events that other regions actively pursued without prior consultation.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to recommend a sponsorship amount.

FINANCIAL IMPLICATION:

Direct Costs: N/A

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Following Council's direction, Administration will follow up with the Sexsmith Curling Club.

ATTACHMENT(S):

- 2020 Curling Alberta Sponsorship request Letter



2020 CURLING ALBERTA OPTIMIST U18 PROVINCIAL CHAMPIONSHIPS

February 26 – March 1

The Sexsmith Curling Club is honored to be chosen to host the next big junior curling event in provincial sports. Eight junior men's and eight junior women's teams from across the province will be joining us to battle it out for the honor of wearing Alberta's blue and yellow jerseys and moving on to e have the opportunity to support the next big names in curling. We want you to be a part of this amazing experience in our small community of Sexsmith.

Platinum Sponsor Package \$2,000.00

- * Banquet Sponsor
- * Full page inside cover advertisement in professionally printed event program
- * Listing on sponsor board throughout the
- * Listing as major sponsor at the banquet
- * Listing as Banquet Sponsor on Sexsmith Curling Club Website Gold Sponsor Package \$1,000.00

Gold Sponsor Package \$1,000.00

- * Opening or Closing Ceremonies Sponsor
- * Half Page inside back cover advertisement in professionally printed event program
- * Listing on sponsor board throughout the
- * Listing as Opening or Closing Sponsor on Sexsmith Curling Club Website

Silver Sponsor Package \$500.00

- * Half page advertisement in professionally printed event program
- * Listing on sponsor board throughout the
- * Listing as sponsor on Sexsmith Curling Club Website

Bronze Sponsor Package \$250.00

- * Quarter page advertisement in professionally printed event program
- * Listing on sponsor board throughout the
- * Listing as sponsor on Sexsmith Curling Club Website



REQUEST FOR DECISION

SUBJECT: NAEL Open Letter to Residents of Quebec
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: January 13, 2020 CAO: DT MANAGER: KK
DEPARTMENT: ECONOMIC DEVELOPMENT GM: SW PRESENTER: KK
STRATEGIC PLAN: Intergovernmental Relations

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council support and approve the Open Letter to Residents of Quebec from Northern Alberta Elected Leaders (NAEL) as presented.

BACKGROUND/PROPOSAL:

Northern Alberta Elected Leaders (NAEL) have requested that municipal leaders from Northern Alberta and British Columbia review and support the attached Open Letter to Residents of Quebec. The Letter's primary message focuses awareness to Alberta's world class leading environmental, extraction and emissions regulations put upon natural gas extraction from Northern Alberta and British Columbia sites, and the combined impact of utilizing domestic natural gas as a viable solution to the potential greenhouse gas challenge.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is Greenview will be a strong advocate for resource industry and residential ratepayers who earn their living here in Greenview and the region.
 2. The benefit that will be achieved by following the recommended action is that Council will continue to be a leader in growing its intergovernmental responsibilities.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to accept amend or deny the motion as presented.

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:

Once Council makes a decision, Administration will have the Council approved version of the Open Letter signed and distributed to Northern Alberta Elected Leaders, NAEL; the coordinating partner.

ATTACHMENT(S):

- Greenview – Open Letter to Residents of Quebec.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

December 18, 2019

At home in northern B.C. and Alberta, we know the natural gas extraction taking place in our communities is governed by world class environmental regulations that ensure our land and waters are protected, and our air is kept clean.

Providing safe, clean and reliable energy to the world in a way that contributes positively to fighting global climate change is a significant challenge and we, the leaders in northern British Columbia and Alberta, are proud to be part of the solution both within Canada and globally.

Natural gas extraction has made an immense impact on our local communities and the people of our region, both indigenous and non-indigenous. The industry provides more than just well-paying jobs for families. The natural gas sector has amplified our local economies and provided the means for good schools, recreation centres, and health care- all contributing significantly to a high quality of life.

Independently produced reviews and studies confirm Western Canada's natural gas extraction practices are best in class.

- The *International Comparison of Environmental Regulations of Oil and Gas Producing Regions* found Canada is a leader in environmental regulation stringency, transparency, and compliance.
- The *Human Health Risk of Oil and Gas Activity* concluded the existing regulatory frameworks are extensive and broadly protective of human health.
- The *Scientific Review of Hydraulic Fracturing in British Columbia* concluded the regulations governing hydraulic fracturing are robust and adequately manage the potential impacts.

Providing further evidence of the strength of industry's environmental performance, a recent study conducted by Stanford University and the University of Calgary estimates that global greenhouse gas emissions would be reduced by 500 million tonnes per year if the world adopted Canada's approach to reducing flaring and methane leakage - a decrease that exceeds Canada's total greenhouse gas emission reduction target.

Recent modelling by the Government of British Columbia has shown that innovative techniques adopted by the natural gas industry, such as multi-well pad developments and increased gas recovery, minimizes impacts to the land base, even with expanded gas extraction efforts required for liquefaction projects that prepare our products for overseas export.

To supply a typical Canadian LNG facility such as Énergie Saguenay in Quebec, current extraction techniques used in our communities result in a reduction of global CO2 emissions by up to 6 million tonnes compared to our competitors, including the United States. This is attributed largely to our

industry's willingness to adopt innovative solutions (including the use of clean hydropower to power development) to meet stringent environmental regulations.

If we don't produce the natural gas, our competitors will. The result of this is carbon leakage, a situation where investments flow to other jurisdictions with lower environmental standards resulting in a higher amount of greenhouse gases entering the world's atmosphere.

Climate change is a global problem that requires a global solution. Canada has the opportunity to be a climate change powerhouse.

Natural gas extraction and production at home in Canada holds benefits to all Canadians. We are proud to be part of a sector that supplies natural gas to a world that needs it in an environmentally conscious and safe way that contributes to fighting global climate change while simultaneously providing a substantial flow of benefits to our communities and the entire nation of Canada.

Sincerely,

Reeve Dale Smith
Municipal District of Greenview No. 16



REQUEST FOR DECISION

SUBJECT: Director of Emergency Management
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: January 13, 2020
DEPARTMENT: COMMUNITY SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: DT
GM: SW
MANAGER: WB
PRESENTER: WB

RELEVANT LEGISLATION:

Provincial – Alberta Emergency Management Act, Section 11.2 (2).

Council Bylaw/Policy – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint the Municipal District of Greenview Fire-Rescue Services - Regional Fire Chief Wayne Brown to the position of Director of Emergency Management as per the Province of Alberta Emergency Management Act, Section 11.2 (2).

BACKGROUND/PROPOSAL:

Under the Province of Alberta Emergency Management Act, Section 11, a local authority such as the Municipal District of Greenview (Greenview) shall at times be responsible for the direction and control of emergency response, and as such prepare and co-ordinate emergency plans and programs for the municipality.

As part of the compliance it is important that a Greenview employee be identified as the Director of Emergency Management (DEM). Once appointed, the DEM will then, with the approval of the CAO appoint a Deputy Director of Emergency Management (DDEM).

Administration recommends that Greenview's Fire-Rescue Services - Regional Fire Chief Wayne Brown be appointed to the position of Director of Emergency Management (DEM).

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the MD of Greenview will be in compliance with the Province of Alberta Emergency Management Act.
2. The benefit of Council accepting the recommended motion is that Greenview will respond to all emergency incidents, large and small more effectively by deploying all identified resources in an efficient and appropriate manner.
3. The benefit of Council accepting the recommended motion is that Greenview will mitigate the risk of any liability resulting from a response to an emergency event.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to appoint another employee to the position of Director of Emergency Management (DEM).

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:

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Province of Alberta Emergency Management Act Section 11 Excerpt



Province of Alberta

EMERGENCY MANAGEMENT ACT

Revised Statutes of Alberta 2000
Chapter E-6.8

Current as of November 19, 2018

Office Consolidation

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develop plans and programs in conjunction with one or more local authorities to remedy or alleviate the hazard and to meet any emergency that might arise from the hazard.

(2) The *Regulations Act* does not apply to an order made under subsection (1).

RSA 2000 cD-13 s10;2002 c32 s5;2007 c14 s8

Municipal emergency organization

11 A local authority

- (a) shall, at all times, be responsible for the direction and control of the local authority's emergency response unless the Government assumes direction and control under section 18;
- (b) shall approve emergency plans and programs, subject to the regulations;
- (c) may enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs.

RSA 2000 cD-13 s11;2007 c12 s9;2010 c5 s4;2018 c14 s7

Emergency advisory committee

11.1(1) A local authority shall appoint, subject to the regulations, an emergency advisory committee consisting of a member or members of the local authority or, in the case of an improvement district, a special area or a national park, a person or persons the local authority designates, to advise on the development of emergency plans and programs, and to exercise any powers delegated to the committee under section 11.3(1)(a).

(2) The local authority shall provide for the payment of expenses of the members of the committee.

2010 c5 s4;2018 c14 s8

Emergency management agency

11.2(1) A local authority shall establish and maintain, subject to the regulations, an emergency management agency to act as the agent of the local authority in exercising the local authority's powers and duties under this Act.

(2) There shall be a director of the emergency management agency, who shall

- (a) prepare and co-ordinate emergency plans and programs for the municipality,

- (b) act as director of emergency operations on behalf of the emergency management agency,
- (c) co-ordinate all emergency services and other resources used in an emergency, and
- (d) perform other duties as prescribed by the local authority.

(3) A local authority, except an improvement district, special area, national park or Indian reserve, may by bylaw that is not advertised borrow, levy, appropriate and expend all sums required for the operation of the emergency management agency.

(4) For greater certainty, an emergency management agency may be maintained by and may act as the agent of more than one local authority.

2010 c5 s4;2018 c14 s9

Delegation by local authority

11.3(1) A local authority may delegate some or all of the local authority's powers or duties under this Act to

- (a) a committee composed of a member or members of the local authority, including an emergency advisory committee appointed under section 11.1(1), and
- (b) subject to the regulations, one or more of the following:
 - (i) a regional services commission established under the *Municipal Government Act* representing 2 or more local authorities if the regional services commission is authorized in its establishing regulation to exercise that power or duty;
 - (ii) if authorized by order of the Minister, a joint committee representing 2 or more local authorities that is composed of one or more members appointed by each of the local authorities;
 - (iii) in the case of a summer village and if authorized by order of the Minister, another local authority.

(1.1) Where, under subsection (1)(b)(iii), a summer village has delegated its powers or duties under this Act to a local authority, the local authority may subdelegate those powers or duties to a committee composed of a member or members of that local authority, including an emergency advisory committee appointed under section 11.1(1).

(2) Despite sections 21(1) and 23(1), a delegate of a local authority under subsection (1) that declares or terminates a local state of emergency shall do so by resolution.

2010 c5 s4;2018 c14 s10

Disaster Relief Fund

12(1) There is hereby established a Disaster Relief Fund into which may be deposited public donations for disaster relief in areas inside or outside Alberta.

(2) The Disaster Relief Fund shall be administered in accordance with the regulations by a committee called the “Disaster Relief Committee” consisting of those persons who are appointed to the committee by the Lieutenant Governor in Council.

(3) Members of the Disaster Relief Committee who are not officers or employees of the Crown, or officers or employees of an agency of the Crown, may be paid remuneration for their services and expense allowances at the rate fixed by the Lieutenant Governor in Council.

RSA 1980 cD-36 s10

Recovery of expenditures

13 When an expenditure with respect to a disaster is made by the Government within or for the benefit of a municipality, the local authority, other than a park superintendent or an Indian band council, shall, if so required by the Lieutenant Governor in Council, pay to the Minister the amount of the expenditure or the portion of it as may be specified in the order, at the times and on the terms as to the payment of interest and otherwise that the order may require.

RSA 2000 cD-13 s13;2006 c23 s23

Fees

14 The Minister may charge fees for any services or materials that are provided and any research that is carried out in respect of matters to which this Act pertains.

1985 c22 s12

15 and 16 Repealed 2010 c5 s5.

Offence

17 Any person who

- (a) contravenes this Act or the regulations,
- (b) fails to comply with an evacuation order, or



REQUEST FOR DECISION

SUBJECT: Family and Community Support Services Grande Cache Office Location
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: January 15, 2020 CAO: DT MANAGER: LDH
DEPARTMENT: FCSS GM: PRESENTER: A/L
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That M.D. of Greenview Council authorize administration to relocate the Grande Cache Family and Community Support Services office from the Provincial Building to the Eagles Nest Hall.

BACKGROUND/PROPOSAL:

The FCSS office in Grande Cache is currently located in the provincial building, with an annual lease of approximately \$16,000.00. The department has grown and the current space does not large enough to accommodate staff or to provide a confidential space for clients.

The Eagles Nest Hall is currently vacant and has room to accommodate the needs of the department. Greenviews' Building maintenance team has estimated the cost of renovations at Eagles Nest Hall to be approximately \$65,000.00. This would include creating five offices and adding a window. The location of Eagles nest Hall is ideal as many of the current Family and Community Support Services clientele reside in the mobile home park that is walking distance away. The building is also close to the Tawow Centre where clients from the Coops and Enterprises often seek services.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the FCSS staff will better be able to serve the community and accommodate staff needs as the department has grown.
2. A second benefit of moving to this location is that the building is owned and operated by Greenview, so the rent currently being paid for office space will be saved. Additionally, the department could get support from internal IT support and not have to go through a private server.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. One disadvantage of the recommended motion is that Eagles Nest Hall is rented out to the community for private functions and wakes. If the department moves to this location, community members would have to find a different venue.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to seek out a private space at the Pine Plaza building on Main Street. This alternative is not recommended, as it does not have an elevator, so the clients with mobility issues would not be able to access services. Additionally, the department would be placed in a building with other tenants, some of which may not offer like-minded community services, and would be reliant on another computer server to conduct business.

Alternative #2:

Council has the alternative to operate the Family and Community Support Services out of the Recreation Centre. This alternative is not recommended, as our current clients tend to not access service at that location due to potential stigma. The cost of renovating the Recreation Centre to accommodate FCSS operations would be approximately \$500,000.00.

Alternative #3:

Council has the alternative to have the Family and Community Support Services office remain in the Provincial building. This alternative is not recommended as the current office space no longer accommodates the needs of the staff members, does not allow privacy, and the cost of rent could be eliminated.

FINANCIAL IMPLICATION:

The cost of renovations will be approximately \$65,000.00 and would be completed by the municipalities building maintenance team.

Ongoing / Future Costs:

N/A

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Once Council makes a decision, the Building Maintenance Department will be notified.

ATTACHMENT(S):



REQUEST FOR DECISION

SUBJECT: **Bottle Depot Letter of Support**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: January 13, 2020
DEPARTMENT: PLANNING & DEVELOPMENT
Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: DT
GM: RA
MANAGER: SAR
PRESENTER: SAR

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council directs Administration to draft a letter of support to Bhatt Brothers Ltd. c/o Mr. Riken Bhatt, supporting their application to the Beverage Container Management Board (BCMB) to open and operate a beverage container recycling facility in Grande Cache.

BACKGROUND/PROPOSAL:

The Planning and Development Department in Grande Cache received the attached letter requesting a letter of support from the MD of Greenview Council for a potential business owner to open and operate a beverage container recycling depot in Grande Cache. This is the second potential business owner requesting Council to provide a letter of support; however to date, the Planning and Development Department hasn't received a development permit application from the first applicant.

Currently, Grande Cache no longer has a business that provides this type of service. The BCMB put out a notice on its website issuing a request for applications. The notice is attached and was retrieved from the BCMB website

@ https://www.bcmb.ab.ca/uploads/source/Depot_Owners/Notices/2019/2019.06.14.Grande.Cache.Depot.Closure.Notice.pdf)

Council's endorsement of a letter of support does not include the provisions required to open up a beverage container recycling depot. The applicant is required to apply for the applicable permits and business licence to own and operate a beverage container recycling facility in Grande Cache and to ensure that the business is located in the appropriate district which allows for a recycling depot.

BENEFITS OF THE RECOMMENDED ACTION:

The benefit of Council accepting the recommended motion is it will provide a potential business owner to submit their application to the Beverage Container Management Board to open a beverage container recycling depot in Grande Cache.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1:

Council has the alternative to approve, amend, or deny the recommended motion.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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FOLLOW UP ACTIONS:

If Council approves the recommended motion, Administration will draft a letter of support and email it to Mr. Riken Bhatt.

ATTACHMENT(S):

- Request letter dated December 23, 2019
- BCMB notice for Grande Cache Depot dated June 14, 2019

23rd December 2019

To,

MD of Greenview

Grande Cache, AB.

From,

Bhatt Brothers Ltd.

Riken Bhatt

(riken_bhatt@yahoo.in)

780-507-9314

Subject: Proposing Land and Existing property for Bottle Depot.

We would like to open a bottle depot in Grande Cache, as town is without bottle depot for more than 6 months. As a result, many people have been throwing bottles in garbage, which is not good for environment.

BCMB (Beverage Container Management Board) has open RFA (Request for Application) to issue the Bottle depot permit. In this process they are asking for proposed site information which shows the parking, entrance, Exit, sufficient space, Address, lot size, future construction, size etc.

I have seen two properties in town which can be good fit for bottle depot.

- 1) 9701 99 Ave, Grande Cache. (Raw Land)
- 2) 10016 98 Street, Grande Cache.

9701 99 Ave is raw land, so we can construct a 2000-2500 SF Building on that for bottle depot. so, I need full support from MD for building a bottle depot on that land. If there is any restriction or any conflict, we would like to know that in advance.

The Building Located at 10016 98 Street is for sale too, so we can fit bottle depot on that building as well. But we have to spend a lot of money for Renovation. And building is 50 years old.

On 9701 99 Ave We are going to spend almost \$700,000 to construct the bottle depot, if we receive bottle depot permit. So, it would be good investment in town. This all procedure is conditional upon "Permit from BCMB".

So Basically, I need Letter of Support from MD stating that Proposed Land would be good for bottle depot building construction. Thank you for your time and support.

Thank you,

Riken Bhatt.

riken_bhatt@yahoo.in

780-507-9314



DATE: June 14, 2019

RE: **Grande Cache Depot**

Dunelm Realty Ltd. has ceased operations of the Grande Cache Bottle Depot in Grande Cache, AB which is now permanently closed to the public.

The Beverage Container Management Board (BCMB) will be issuing a Request for Applications (RFA) to ensure access to beverage container recycling is restored to this area as soon as possible. Please visit <https://www.bcmb.ab.ca/rfps-rfas/> for information on how to apply to operate a Depot and to sign up to receive an email notification once the RFA has been issued.

The BCMB recognizes the distance that needs to be travelled to another Depot. However, we hope you will continue to return your beverage containers for a refund and recycling at another Depot in communities you may be visiting or travelling through.

The closest depots to Grande Cache are:

- Valley Bottle Depot in Hinton - 257 Kelly Road, Hinton, 780-865-5535
- Jasper Bottle Depot - 57 Stan Wright Industrial Park, Jasper, 780-852-5556
- Plus I Depot in Grande Prairie – 10910 – 105A Avenue, Grande Prairie, 780-539-0871
- Plus II Depot in Grande Prairie - 7601 Resources Road, Grande Prairie, 780-830-3647

Hours of operation for the above depots can be found at - <https://www.findadepot.ca/>.

Thank you for your patience and your commitment to recycling. The BCMB values the public's efforts in recycling and encourages those effected by this closure to seek an alternate Depot. We thank the community of Grande Cache for your patience in this matter and apologize for the inconvenience.

Should you have any questions or concerns, please contact Brent Campbell – Manager, Compliance with the BCMB at 1-403-200-2329 or email at bcampbell@bcmb.ab.ca.





REQUEST FOR DECISION

SUBJECT: Administration Policies
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: January 13, 2020
DEPARTMENT: HUMAN RESOURCES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: DT
GM:

MANAGER: EK
PRESENTER: MM

RELEVANT LEGISLATION:

Provincial (cite) – See Occupational Health and Safety Act Part 5 Program and Practices.

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council direct the Chief Administrative Officer to approve the following safety policies as administrative policies:

- Policy 5006 “Safety Rules”
- Policy 5007 “Disability Management”
- Policy 5008 “Hazard Assessment”
- Policy 5009 “Working Alone”
- Policy 5010 “Incident Investigations”
- Policy 5011 “Inspections”
- Policy 5012 “Occupational Responsibilities”
- Policy 5013 “Safety Training and Communication”.

MOTION: That Council repeal Policy 3003 “Working Alone”.

MOTION: That Council repeal Policy 3002 “Incident Investigations”.

BACKGROUND/PROPOSAL:

For administration to the following policies:

- 1) Safety Rules 5006, this policy outlines the general safety rules for Greenview.
- 2) Disability Management Policy 5007, this policy outlines Greenviews Disability Management Program and Greenviews commitment to make every effort possible to assist the ill and injured return to the workplace.
- 3) Hazard Assessment Policy 5008, this policy outlines Greenviews commitment to ensure everyone is aware of any hazards and the methods used to control or eliminate any hazards identified.

- 4) Working Alone Policy 5009, this policy provides direction to any workers working alone or in isolation, or have limited access to emergency response personnel. This policy is currently numbered 3003 and administration is recommending it be repealed as a Council policy and approved as an administrative policy.
- 5) Incident Investigation 5010, this policy is to ensure workers are aware of the incident reporting and investigation process and outlines that Greenview will ensure all measures will be taken to eliminate or mitigate all hazards that have contributing factors that could contribute to future incidents. This policy is currently numbered 3002 and administration is recommending it be repealed as a Council policy and approved as an administrative policy.
- 6) Inspections Policy 5011, this policy is to control the loss of human and material resources by identifying and correcting unsafe acts and conditions.
- 7) Occupational Responsibilities 5012, this policy is to outline the policy of Greenview regarding occupational responsibilities of all levels of workers within the organization. It is the responsibility of every worker to ensure that they are aware of their responsibility for the Health and Safety of themselves and other workers.
- 8) Safety Training and Communication 5013, this policy is to ensure that all workers receive orientation and job specific training as required.

The reason administration is recommending these policies be approved as administrative policies, is because Health and Safety policies carry a certain liability for the individuals responsible for approving them. This is a liability that should not be borne by Council, but by the CAO as the head of administration. Policies that apply to the organization as a whole will be brought to Council for approval separately. The administrative ones are those that are required by law or regulation, but generally fall under procedures, which are the responsibility of the CAO.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have updated health and safety policies that meet the needs of employees and are compliant with OH&S legislation and regulations.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may choose to assume liability for the policies and approve them as council, but this is not recommended because these are administrative policies relating to processes, and are generally the domain of the CAO.

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

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PROMISE TO THE PUBLIC

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FOLLOW UP ACTIONS:

Once Council makes a decision, SLT and the CAO will review the policies a final time and approve them for administrative use.

ATTACHMENT(S):

- Policy 5006 "Safety Rules"
- Policy 5007 "Disability Management"
- Policy 5008 "Hazard Assessment"
- Policy 5009 "Working Alone"
- Policy 5010 "Incident Investigations"
- Policy 5011 "Inspections"
- Policy 5012 "Occupational Responsibilities"
- Policy 5013 "Safety Training and Communication"

Title: Safety Rules

Policy No: 5006

Effective Date:

Motion Number:

Review Date:



Purpose: The purpose of this policy is to outline the general safety rules for Greenview.

DEFINITIONS

CSA means Canadian Standards Association.

FLHA means a Field Level Hazard Assessment.

JHA means Job Hazard Assessment.

Powered Mobile Equipment is any equipment that is a self-propelled machine that assists in the movement or transport of a worker’s materials or provides a work platform for workers.

PPE means Personal Protective Equipment.

OH&S means Occupational Health and Safety

POLICY

1. Policy Statement:

- 1.1 Greenview will take every practicable action to assure safe and efficient work operations. The Greenview management team does require that each and every worker will actively participate in the Safety Program to ensure completion of work safely; to minimize exposure to personal hazard; and to provide a safe work place for all.
- 1.2 A **competent worker** means adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision. Work that may endanger a worker must be completed by a worker who is competent to do the work, or by a worker who is working under the direct supervision of a worker who is competent to do the work. All workers must be trained in procedures until they are deemed competent. A competent person (Supervisors, Lead Hand, etc.) must verify that a worker is competent to perform their roles and responsibilities before being allowed to work independently.

THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER OH&S REGULATIONS. ALL WORKERS MUST BE FAMILIAR WITH THE OH&S ACT AND REGULATIONS.

2. Safety Rules:

- 2.1 The following safety rules require mandatory compliance. This list does not cover all the safety requirements workers will be expected to follow, but is intended as a reminder of the more obvious conditions. **It is the individual responsibility of the worker to practice safe working habits.** A successful Safety Program requires the total involvement of all concerned.
- 2.2 Failure to follow safety rules can lead to serious injury or death. If you have any questions regarding safety ask your supervisor. If they cannot answer the question, it will be referred to the Safety Representative or the Safety Committee.
- 2.3 No worker shall work unsafely. Greenviews workers have the right and the responsibility to refuse to do unsafe work.
- 2.4 No worker is to commence work without completing the Greenview Worker Orientation Questionnaire.
- 2.5 USE GOOD HOUSEKEEPING PRACTICES. Put everything you use in its proper place and keep your work area clean and orderly. Disorder causes injury and wastes time, energy and material.
- 2.6 No worker shall engage in any work without first conducting a Field Level Hazard Assessment (FLHA) and reviewing their Job Hazard Assessment (JHA).
- 2.7 No worker will Work Alone until completion of a detailed Hazard Assessment and an effective means of communication has been established.
- 2.8 All hazardous conditions are to be reported to your immediate supervisor without delay in order that they can be corrected.
- 2.9 All injuries, incidents and near misses (no matter how slight) will be reported IMMEDIATELY to your supervisor.
- 2.10 All PPE will be inspected daily for damage and prior to use.
- 2.11 CSA approved safety glasses will be worn at all times in areas where they are required.
- 2.12 Special eye and face protection will be worn when required by the job or in locations where airborne debris may cause eye damage.
- 2.13 Workers are required to wear appropriate gloves at all times, when their completed FLHA deems gloves necessary. Glove selection will be advised in the hazard assessment for that specific task.
- 2.14 Long pants and long sleeve shirts will be worn at all times on the job site if the FLHA deems it necessary.
- 2.15 High visible vests shall be worn at all times in the work areas excluding office administration.
- 2.16 Hearing protection devices are available and are to be used when necessary. Decibel limits will be posted along with proper hearing protection required for that area.
- 2.17 CSA approved safety footwear will be worn at all times in work areas excluding office administration.
- 2.18 Respirators will be required for certain tasks and that will be outlined in the hazard assessment.
- 2.19 Fall protection system must be in place prior to **working at heights in excess of 10'/3m.**

- 2.20 Harnesses and tie off is mandatory while moving or working inside the basket of any aerial work platform.
- 2.21 All Fall Protection Equipment will be inspected prior to use.
- 2.22 No worker shall prepare to enter a confined space without following the procedures as described in Confined Space Entry procedure.
- 2.23 Lockout shall not be performed without following the procedures described in Lockout Procedure.
- 2.24 Only ticketed competent workers are permitted to operate any Aerial Work platform.
- 2.25 Proper slings, chokers, etc. shall be used for all lifting. If proper gear is not readily available, take the time to find and use the proper gear.
- 2.26 Any excavation greater than 4' in depth must have an Excavation permit in place.
- 2.27 No worker shall enter an open excavation greater than 4 feet in depth, which is not properly sloped to the OH&S standard of 45 degrees or has a proper shoring installed.
- 2.28 Become familiar with location of all emergency exits, wash and shower stations, fire stations, and other safety equipment.
- 2.29 No worker is permitted to modify or remove safety accessories or guards from any piece of equipment.
- 2.30 No worker is permitted to tamper with, change or adjust any setting on equipment being used by other workers.
- 2.31 No Worker is permitted to operate any powered mobile equipment unless trained and competent to do so.
- 2.32 All workers must complete a visual inspection on any powered mobile equipment before starting.
- 2.33 Wear seatbelts in all powered mobile equipment and automobiles at all times.
- 2.34 A spotter is required when moving equipment in congested work areas.
- 2.35 All incidents involving powered mobile equipment and automobiles must be **immediately** reported to your supervisor.
- 2.36 All ladders must be secured against movement and placed on a base that is stable.
- 2.37 All ladders must be safely secured at the top. Maintain three-point contact when accessing ladders and equipment.
- 2.38 Work must not be performed from the top two rungs of a step ladder or cleats of a portable ladder unless specifically approved by the manufacturer.
- 2.39 Smoking is permitted only in designated areas which are outlined in Greenview smoking policy.
- 2.40 Safety Data Sheets for all hazardous materials that you may be using are available from the Supervisor or Safety Representative and should be consulted before handling any hazardous material.
- 2.41 Keep all flammable liquids in properly marked safety cans (acetone, gasoline, diesel oil, etc.) in accordance with WHMIS guidelines; store in a suitable area.
- 2.42 When working on roadways, within the Municipal District of Greenview, all traffic control signs and barriers need to be erected to let the public know of the hazards that are within that work location.

- 2.43 Workers must attend all prescribed Safety Meetings.
- 2.44 The use of drugs or alcoholic beverages on the job site will be cause for immediate removal from job site.
- 2.45 If you are currently or have been prescribed any medication that may cause adverse effects while working for Greenview, please speak with your supervisor to ensure all appropriate precautions are taken.
- 2.46 All workers are responsible for their own safety. Supervisors are also responsible for the safety of the workers they are responsible for.
- 2.47 Working safely is a mandatory requirement.
- 2.48 All volunteers working within the perimeters of Greenview need to also adhere to these safety rules outlined in this document.
- 2.49 All Contractors working within the perimeters of Greenview need to also adhere to these safety rules outline in this document.
- 2.50 The above rules and all Occupational Health and Safety act, regulations and code are policy on all Greenview job sites.

By signing below, I acknowledge that I have read and understood this policy, and accept all responsibilities outlined within.		
Worker Print Name	Signature	Date
Witness Print Name	Signature	Date

Title: Disability Management Policy

Policy No: 5007

Effective Date:

Motion Number:

Review Date:



Purpose: The purpose of this policy is to ensure Greenview workers and contractors are aware of the importance of Greenviews disability management program and that Greenview will make every effort possible to assist the ill and injured workers to return to the workplace.

DEFINITIONS

OH&S means Occupational Health and Safety.

WCB means Workers Compensation Board.

PDA means Physical Demand Analysis.

POLICY

1. Policy Statement:

- 1.1 Greenview recognizes that our workers are Greenviews most valuable resource. In keeping with this belief, Greenview has developed a disability management program and will make every effort possible to assist the ill and injured workers to return to the workplace.
- 1.2 Greenview supports participation in this program by all workers and provides equipment, training and procedures for the disability management program. The workers are expected to follow procedures and participate in the program.

THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER OH&S REGULATIONS. ALL WORKERS MUST BE FAMILIAR WITH THE OH&S ACT AND REGULATIONS.

2. General Requirements:

- 2.1 Workers will be made aware of a modified work program during the Orientation process.
- 2.2 Management, supervisors and workers will work together to effectively manage all injuries and positively facilitate a worker(s) expeditious return to full duties.
- 2.3 All workers are expected to fully cooperate with the requirements of the Disability Management policy when called upon to do so.

- 2.4 In the event that a worker is injured at work and a doctor's care is required, the supervisor or Safety Representative must accompany the worker to a medical practitioner and stay with them until care is given and they are discharged.

3. Worker's Compensation Board (WCB):

- 3.1 Provincial Workers Compensation Board administers an industry funded; no fault insurance fund to be used in the event a worker is injured. For an injury to be considered compensable, the incident must meet two conditions:
 - a) **Must arise out of and directly related to** the industry, or occupation, or incidental (relating to weather conditions, environment, etc.).
 - b) **Occur in the course of employment:** happens at a time and place consistent with the obligations and expectations of employment.
- 3.2 Injury Response and Reporting - Injury response must be immediate and appropriate to the severity of the injury. The employer must also provide transportation to a hospital or other treatment facility. Injuries must be reported to WCB within legislated time frames hours of acquiring knowledge of the injury. These reporting times are as follows:

Alberta Within 72 hours of gaining knowledge of the injury
- 3.3 The following are reportable injuries:
 - a) That causes the worker to be off work beyond the day of the injury.
 - b) Requiring modified work beyond the day of the injury.
 - c) Requiring ongoing medical treatment.
 - d) Resulting in eyeglass damage or requiring dental treatment.
 - e) May result in permanent disability.
 - f) May result in medical layoff at a later date.
- 3.4 Confirm documents and reporting times are adhered to for the appropriate jurisdiction as identified in Section 3.3.

4. Modified Work Programs:

- 4.1 Modified work programs assist in the rehabilitation and early return to work of injured workers. Studies show that injured workers that remain in the workplace have a significantly higher probability to return to full duties sooner than those who are removed from the workplace. There are different methods of designing a modified work program and components may include any one or any combination of the following:
 - a) Modifying existing job.
 - b) Providing alternate duties.
 - c) Providing transitional work.
 - d) Providing a training opportunity.
 - e) Reducing regular work hours.
- 4.2 Modified work programs may include reducing a worker's regular work hours based on approval of the Corporate WCB Claims Manager as well as the following criteria:
 - a) Prolonged recovery of Illness/Injury due to ongoing treatments. ie. Physio Therapy.
 - b) Referral to specialist or for surgical consultation.

c) Pending diagnostic procedures. ie: MRI, X-Rays, Test results.

- 4.3 All Modified work programs must comply with the WCB Temporary modified work program and medical clearance is required before any duties are assigned to an injured worker.
- 4.4 All offers of modified work will be presented to the worker in writing. Before modified work is assigned, the worker must read and accept the offer. The written offer will then be copied for the worker and a copy retained in the worker's safety file.

5. Physical Demands Analysis (PDA):

- 5.1 Before departing to the doctor's office with the Worker, the supervisor will obtain a Medical Worker File which includes a Physical Demands Analysis for the pre-accident work.

6. Workers and Employers Report of Injury (WCB form requirements):

- 6.1 Worker's Report of Injury or Occupational Disease.
 - 6.1.1 The worker is responsible for ensuring that this form is completed if the worker has been injured or sustained occupational disease.
 - 6.1.2 Copies shall be retained by:
 - a) Human Resources Department
 - b) The Worker
 - c) A copy must be forwarded to WCB
 - 6.1.3 Employer's Report of Injury or Occupational Disease
 - a) The Job Supervisor will complete this form when an injury or illness **REQUIRING MEDICAL ATTENTION** has occurred. The job supervisor shall notify the safety coordinator immediately and assist in completing this form.
 - b) This form must be completed and forwarded to WCB within the legislated time frames (**72 hours**) for Alberta. Prior to submitting reports, check with the safety coordinator to ensure reports meet statutory and WCB corporate requirements. The safety coordinator will retain copies.
NOTE: ENSURE CORRECT FORMS ARE USED.

7. Minor Injury or Illness (Report only):

- 7.1 Without exception, workers are always encouraged to seek early intervention to prevent a minor issue from escalating or becoming more serious, however, some workers may refuse medical treatment or first aid.
- 7.2 Where the worker is making a Report Only form Minor illness or Injury Report Only must be completed and maintained in the workers personnel safety file.
- 7.3 If the condition is deteriorating and their safety is a risk due to diminished capacity, the worker must report back to their Supervisor to advise.
- 7.4 Where it is the determination of the Supervisor and Safety Advisor that the workers injuries or illness are such that requires medical care, the worker may be removed from a safety sensitive role until such time that the supervisor believes it is safe for them to return.

- 7.5 The Supervisor or Safety Advisor may request that medical clearance is obtained prior to returning to full duties.

8. Consent to Release Medical Information:

- 8.1 Included in the Medical Worker File is a Consent to Release Medical Information that the worker is asked to complete.
- 8.2 Where a claim requires ongoing case management and one or more medical providers have been engaged, the worker is asked to complete the Consent to Release Medical Information.
- 8.3 This allows the Claims manager to gain access to relevant documents and ensure the case is effectively managed.
- 8.4 This form and these records are only used to manage occupational injury cases and will not be used to collect data on other non-related cases.

9. Contractors:

- 9.1 All contractors must have a Disability Management program.
- 9.2 If the contractor does not have a program in place they are expected to comply with the terms of this policy.
- 9.3 Greenview will assist the contractor in the administration of their program where required. This includes assisting in the completion of all legislated documents.
- 9.4 The management of all issues relating to the Workers Compensation Board is the sole responsibility of the contractor.

10. Non Occupational Injuries:

- 10.1 Where a worker has been injured or become ill as a result of a non-occupational condition, the worker must contact the Human Resources Department.
- 10.2 Prior to being given approval to return to work, a Clearance to Return to Full Duties Following a Non-Occupational Illness/Injury is required and must be accompanied by a Physical Demands Analysis to advise the doctor of the physical requirements of the worker's position.
- 10.3 Any fees associated with the completion of the Doctors Clearance Letter will be the responsibility of the worker and may be reimbursable through a personal benefit plan.

Title: Hazard Assessment Policy

Policy No: 5008

Effective Date:

Motion Number:

Review Date:



Purpose: The purpose of this policy is to outline the procedure of Greenview regarding hazards in the workplace and methods used to control or eliminate any hazards identified.

DEFINITIONS

FLRA means Field Level Risk Assessment.

JHA means a Job Hazard Assessment.

SDS means Safety Data Sheets.

PPE means Personal Protective Equipment.

OH&S means Occupational Health and Safety.

POLICY

1. Policy Statement:

1.1 Maintenance tasks present varying degrees of hazards to people and equipment. At Greenview, hazards are managed at multiple levels by working collectively, hazards can be minimized and work carried out incident free.

All routine work that is carried out must have Hazard Assessment completed through the use of a Field Level Risk Assessment card and a Job Hazard Assessment.

Tasks that by their nature expose workers to an abnormally high degree of personal risk are subject to special planning. This planning will be done by the Safety Committee, Supervisor, as they deem necessary. The Safety Committee will issue procedures to cover hazardous work and these procedures will be appended to the Safety Manual as they are issued.

THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER OH&S REGULATIONS. ALL WORKERS SHOULD BE FAMILIAR WITH THE OH&S ACT AND REGULATIONS.

2. General Requirements:

- 2.1 Hazards must be identified and procedures developed to minimize risk associated with performing dangerous work. The following list includes hazardous work that has been identified as major risks of death, serious injury, or industrial disease in the construction industry.
- a) Workers working in a confined space.
 - b) Working on equipment that is not locked-out when required.
 - c) Working in an excavation greater than 4 feet deep without adequately supporting or sloping the sides of the excavation.
 - d) Working at heights where no fall protection system is in place.
 - e) Working within the specified minimum distances from unguarded overhead energized high voltage electrical conductors.
 - f) Workers that are exposed to respiratory/environmental hazards which are immediately dangerous to life or health.
 - g) Workers working excessively long hours or shifts without appropriate breaks being taken.
 - h) Not providing adequate protection to workers who are exposed to dangers, which can cause chronic health effects.

3. Hazard Controls:

3.1 Hazard Controls reduce risk to the lowest and most reasonable level possible. There are 3 main types of Hazard Controls to consider:

- a) Engineering
- b) Administrative
- c) Personal Protective Equipment

3.1.2 **Engineering Controls:** this method is the best way to control or reduce risks as it controls potential hazards at the design stage. There are four types of Engineering Controls:

Elimination	Substitution	Isolation	Ventilation
Design new equipment	Purchaselesstoxic materials	Lock out	Mechanical and General ventilation systems
Remove sharp edges.	Wet sanding vs. Dry sanding	Mechanical Guards	Fume Hoods
Remove defective tools or equipment	Smaller (less heavy) packaging	Worker enclosures	Scrubbers
Improve housekeeping practices		Insulation of piping or tanks	Local exhaust

3.1.3 **Administrative Controls:** These are tools designed to promote safety in the workplace and involve all levels of workers. There are many types of Administrative Controls:

- a) Pre-job safety meetings.
- b) Safe Work Practices.
- c) Job Procedures.
- d) Written policies, rules.
- e) Warning/Safety signage.
- f) SDS.
- g) Training.
- h) Inspections.
- i) Active Supervision.

3.1.4 **Personal Protective Equipment (PPE):** PPE does not eliminate hazards, but minimizes impact and severity of potential injuries in the event of an incident.

3.2 Selecting Hazard Controls;

3.2.1 When selecting a Hazard control, workers are not limited to one control. Depending on the nature of the work and the people assigned to execute the task multiple controls may be selected. Before a control is selected these factors must be considered:

- a) Regulations, codes and manufacturers specifications.
- b) SDS.
- c) Greenview policies.
- d) Effects of hazard controls on other processes or people.
- e) Existing in-house resources.

3.2.2 When control is selected, it is imperative that ongoing inspections are conducted. These inspections serve two purposes:

- a) **Workers must be on the lookout for any changes** to the scope of work, duties of workers or environmental changes.
- b) Workers will monitor the effectiveness of the controls in place and **be sure that the controls themselves are not the source of new hazards.**

4. Risk Assessment:

4.1 Prior to any job commencing, the supervisor, together with the Safety Advisor will conduct an in depth Risk Analysis. The purpose of the Risk Analysis is as follows:

4.1.1 To identify the Primary sources of loss to the project to include the following types of incidents/events:

- a) Risk associated with location and proximity to emergency services.
- b) Transportation of workers (air/ground).
- c) Excavations and ground disturbance, exposure of hydrocarbons/existing facilities.
- d) Environmental considerations (weather/wildlife, water/waste management) and risk mitigation plans.
- e) Classification of worksite (Canadian Electrical Code).
- f) Public Safety.
- g) Emergency Response Planning.
- h) Others as identified by the Risk Assessment Teams.

5. Pre-Job Hazard Assessment:

- 5.1 Prior to each task beginning, all front-line supervisors are required to complete a Hazard Assessment.
- 5.2 The Supervisor will review the Pre-Job Hazard Assessment with the workers involved. The worker will then sign onto the Hazard Assessment sheet acknowledging the steps and their roles in the work.
- 5.3 The Supervisors will then ensure that each worker completes a Field Level Risk Assessment.

6. Field Level Risk Assessment (FLRA):

- 6.1 FLRA cards will be used on a daily basis and can be a highly effective tool to combat workplace incidents and injuries. An FLRA must be completed for any routine work.
- 6.2 The Hazard Assessments are a method of evaluating a job in order to:
 - a) Identify the hazards or potential accident causes associated with each step of the operation.
 - b) Develop solutions that will eliminate or control the hazards that are identified.
- 6.3 There are 5 basic steps to doing a Hazard Assessment:
 - a) Select the job to be analyzed.
 - b) Break the job down into steps.
 - c) Identify the hazards or potential accidents.
 - d) Develop solutions for the hazards or potential accidents.
 - e) To instruct or to train personnel performing the job in the proper procedure to follow.
- 6.4 The maximum benefits of a Hazard Assessment are obtained only when the finished product is used. Supervisors learn more about their work as a result of doing the assessment. Ideas about improving job safety are frequently generated and cost reducing improvements are often developed. This generates maximum benefits by:

- a) Initial job planning.
- b) Planned safety contacts.
- c) Planned safety observations.
- d) Pre-job safety instructions.

7. Hazardous Work Permits:

- 7.1 Hazardous Work Permits are required when the work to be performed holds a higher degree of risk than would normally exist. When this higher level of risk is present a Hazardous Work Permit must be in place. In this permit the work is examined by the following workers:
 - a) Safety Representative.
 - b) Department Manager.
 - c) Supervisors responsible for the execution of the task.
 - d) Workers directly involved in the execution of the task.
- 7.2 The Team is lead by the Supervisor directly responsible for supervising the work, completes the Hazardous Work Permit document listing the hazards identified and the controls employed to minimize the hazards.
- 7.3 The Supervisor submits the completed permit to the Safety Representative or designated permit issuer, for approvals.
- 7.4 The Supervisor responsible for the work will review the Hazardous Work Permit with all workers performing the work as well as any worker that may be impacted by the work being performed. Once reviewed, the workers sign the permit. The Permit is then posted at the work site.
- 7.5 In the event of an emergency the permit will be used as a headcount document. Once supervision and/or emergency response personnel account for all workers, the permit will be turned into the Safety department or issuer and deemed void. A new permit must be issued taking into account any changes to the work as a result of the emergency.
- 7.6 General Requirements for a Hazardous Work Permit;
 - 7.6.1 Listed below are some typical classifications of hazardous work. All types of classifications require a Hazardous Work Permit or a Safe Work Procedure. These procedures furnish workers with detailed job procedures for performing specific types of hazardous work and are to be used in conjunction with the Hazardous Work Permit.

- a) Confined Space Entry.
- b) Plant or major equipment start-up.
- c) Locked-out systems.
- d) Work on high-pressure liquids or gas systems.
- e) Hydro-testing at high pressures.
- f) Toxic or hazardous substances.
- g) Cutting into existing lines and tanks.
- h) Major traffic patterns.
- i) Excavations.
- j) Working at heights.
- k) Operating sewer work.
- l) Work with gases present.
- m) Work around high voltage power lines and bus bars.
- n) Exposing underground Utilities.
- o) Demolition.

7.6.2 If any worker is unsure when determining whether a Hazardous Work Permit is required, consult the Immediate Supervisor, Area Superintendent, or Safety Representative.

8. Hours of Work:

- 8.1.1 Hours of Work for all Greenview Employees will be in accordance with the Staff Agreement.
- 8.1.2 Regular hours of work are 7.5 hours per day, unless otherwise indicated in a written and approved work arrangement. A modified work arrangement and hours of work for contractors shall be in accordance with Alberta Employment Standards.
- 8.1.3 Hours worked in excess of 12 hours in a single shift require specific project approvals. While the job tasks will strive to schedule work to exclude 12 hour shifts, shut down upsets or other emergency may require workers to work prolonged shifts. In these cases, the following items must be reviewed by the supervisor, department management and Safety Advisor prior to any approvals being given to extend the work day:
 - a) Start time.
 - b) Nature of work/duties.
 - c) Condition of worker (fatigue, alertness, etc.).
 - d) Breaks/meals.

9. Procedures for High Hazard work:

9.1 The Safety Manual contains procedures to be followed to ensure safe work as follows:

- a) Confined Space Entry.
- b) Lockout/Isolation.
- c) Emergency Preparedness.
- d) Rigging/Critical Lifts.
- e) Fall Protection.
- f) Excavations Exceeding 4'.
- g) Respiratory Protection.
- h) Assured Equipment Grounding.

9.2 In addition to Section 10.1, any work where it has been deemed by the Safety Committee to hold an elevated risk to Health or Safety of the workers, will be reviewed and a detailed procedure completed. This Procedure will be completed by:

- a) Safety Committee.
- b) Department Manager.
- c) Supervisor.

9.3 The Safety Committee will issue Procedures to cover hazardous work and these Procedures will be appended to the Safety Manual as they are issued.

10. Safe Work Practice Manual

10.1 Greenview have compiled a listing of hazardous tasks common to industrial maintenance. These practices include specific hazards associated with the task, safe handling, personal protective equipment, emergency preparedness and basic safe work practices. These practices include:

- a) Personal Protective Equipment.
- b) Motorized Equipment.
- c) Abrasive Wheels.
- d) Garages.
- e) Hand Tools.
- f) Ladders.
- g) Materials Handling.
- h) Eye-Wash Stations.
- i) Power Tools/Other Tools.
- j) Housekeeping.

10.1.2 Where a task is identified that a new Safe Work Practice is required; a written request will be made to the Safety Representative stating the topic and any specific information required. The written request must be submitted on a Request for Development of a Safe Work Practice.

Hazard Assessment and Control

11. HAZARD:

Any circumstance that poses the risk of an incident and/or accident is considered a hazard.

Without the task inventory completed, Greenview cannot successfully identify critical tasks that could cause potential loss.

Greenview shall prepare and maintain an inventory of tasks through a review of existing procedures, practices, worker training system material and discussions with workers.

12. RISK ASSESSMENT:

12.1 Without assessing the risk of identified hazards, an organization cannot successfully implement effective controls to prevent potential loss.

12.2 Greenview shall use the risk assessment matrix to determine the following:

- Probability.
- Severity.

Priority Analysis Grid:

Severity;

- 1: Negligible injury (No health effect/injury)
- 2: Slight (Slight health effect/injury)
- 3: Moderate (Major health effect/injury)
- 4: Serious Injury (Long term serious injury)
- 5: Very Serious (Death or Permanent Total Disability)

Probability;

- A: Highly unlikely
- B: Unlikely but possible
- C: Likely
- D: Highly likely
- E: Very Likely

Each hazard is assigned both rankings, and the result determines priority in terms of corrective action. Using the grid on the following page will determine what risk level each hazard is prioritized at.

Low risk:

Manage for continuous improvement

Medium risk:

Incorporate risk reduction measures

High/Unacceptable risk:

Intolerable – Investigate alternatives

Title: Working Alone Policy

Policy No: 5009

Effective Date:

Supersedes: 3003

Motion Number:

Review Date:



Purpose: The purpose of this policy is to provide direction with regards to workers working alone or in isolation from other workers, or have limited access to emergency response personnel.

DEFINITIONS

JHA means Job Hazard Assessment.

FLRA means Field Level Risk Assessment.

OH&S means Occupational Health and Safety.

POLICY

1. Policy Statement:

- 1.1 This policy is designed to provide direction with regards to workers working alone or in isolation from other workers, or have limited access to emergency response personnel. Through this policy, Greenview intends to eliminate the risk to workers working alone and comply with Occupational Health and Safety legislation.

THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER OH&S REGULATIONS. ALL WORKERS MUST BE FAMILIAR WITH THE OH&S ACT AND REGULATIONS.

2. Working Alone:

- 2.1 Working alone will only be permitted where all other reasonable and practicable options have been exhausted. Working alone is a last resort and Greenview will always strive to pair up workers to eliminate the risk associated with work in isolation.
- 2.2 Wherever practicable, Greenview will endeavor to pair workers when travelling to reduce the risks associated with travelling alone.
- 2.3 In the event that through the course of employment, a worker is required to work in isolation or work in an area or location where emergency services are limited the following steps will be taken to eliminate the risks associated with the task:

2.3.1 Conduct a Hazard Assessment.

Using a JHA and FLRA, the worker and supervisor will examine the existing or potential safety hazards associated with the work to be performed

2.3.2 Eliminate and Reduce Risks

a. Workers and supervisors involved in the Hazard Assessment will take steps to eliminate the hazards identified or implement procedures to reduce the degree of risk identified.

2.3.3 **Establish an Effective Means of Communication**, take a **SPOT GPS** and **2-way RADIO** every time work is being conducted alone or in areas where service is limited.

a. Supervisors will have a communication system for workers to contact other workers who can respond to the workers need. The system will be appropriate to the hazard involved.

b. If electronic communication is not practicable or readily available at the work site, Greenview must ensure that; the Supervisor or another competent worker visits the worker, or the worker contacts the Supervisor or another competent worker.

c. Contacts with the worker must be established in writing and must be at intervals of time appropriate to the nature of the hazards associated with the workers work.

2.3.4 Ensure Workers are Trained and Educated

a. Through the hazard assessment, workers involved in the work and those who would be contacted in the event of an incident, will be advised of all hazards associated with the work and in emergency response procedures.

RESPONSIBILITIES

3. Responsibilities:

No.	Role	Responsibility
3.1	Workers	To adhere to the policy
3.2	Safety Coordinator	Administrative
3.3	Management	To ensure this policy is understood by workers, and adhered to. Administrative duties as well.

Title: Incident Investigation Policy

Procedure No: 5010

Effective Date:

Supersede: 3002

Review Date:



Purpose: The purpose of this policy is to ensure workers are aware of the incident reporting and investigation process and to ensure all measures will eliminate all factors that could contribute to future incidents.

DEFINITIONS

OH&S means Occupational Health and Safety

WCB means Workers Compensation Board

PPE means Personal Protective Equipment

POLICY

1. Policy Statement:

- 1.1 Greenview requires all workers to immediately report to their supervisor all incidents that result in injury or property damage and all near misses that had the potential for serious injury or property damage. Investigation of all incidents and injuries shall take place to within 24 hours to determine causes and contributing factors. Measures shall be taken to eliminate all such factors.

THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER OH&S REGULATIONS. ALL WORKERS MUST BE FAMILIAR WITH THE OH&S ACT AND REGULATIONS.

2. General Requirements:

- 2.1 Greenview will investigate all incidents and injuries as it deems necessary, including the following:

- a. All incidents that result in death or injury requiring medical treatment.
 - b. All causes of occupational illness.
 - c. All incidents involving property damage that results in a substantial loss.
 - d. All near-miss incidents that had the potential for causing serious injury or property damage.
 - e. All structural failures, including those in buildings, cranes, hoists, excavations, or temporary structures.
 - f. Incident trends detected by the Safety Committee and indicated by incident and injury statistics.
 - g. Any major release of toxic substances.
- 2.2 All investigations will be initiated within 4 hours. All incidents required to be reported to the WCB and/or OH&S will be immediately reported to the nearest board office.
- 2.3 Investigation teams will include a trained and qualified supervisory staff person and where practicable a Safety Committee worker representative. Investigations will:
- a. Attempt to identify the cause of the incident.
 - b. Identify the corrective action required to eliminate the cause.
 - c. Identify the person(s) responsible for implementing the changes within a set time period.
- 2.4 An investigation will be completed and submitted to the department manager and, if required under the regulations, to proper regulatory body.
- 2.5 Each job site will have an Incident Investigation Kit. Requirements and contents are outlined in Report of Incident, Injury, or Illness forms.

3. Incident Investigation Process:

- 3.1 Generally, the person responsible and accountable for investigating an incident should be the worker's supervisor. Where practicable, a worker representative and the worker's foreman shall be included in the investigation. The investigation will follow a standard format based on the Incident Investigation Checklist.
- 3.1.1 Where practicable, the scene of an incident required to be reported by OH&S regulations must be left untouched until permission to clear the scene has been granted by a board officer. Exceptions include activities for rescue work, or prevention of further failures or injuries.
 - 3.1.2 Only qualified competent personnel will be assigned to restore safe conditions following an incident. These workers are required to conduct detailed risk assessments prior to executing restoration activities. (Note – due to severity and probability, these plans require special approval by Safety Advisor prior to proceeding)
- 3.2 Investigative Activities:
- 3.2.1 The four stages of an incident investigation are as follows:

- a. **Pre-Incident Stage:** the factors that permitted the sequence of events leading to the incident. These may include:
 - Greenview Characteristics: trade, size, Safety Program, supervision, equipment maintenance, etc.
 - Worker Characteristics: age, sex, occupation, health, experience, training, etc.
 - b. **Incident Stage:** the immediate factors in the incident. These may include:
 - What the worker was doing: task, specific activity, posture, location, etc.
 - Materials and Equipment directly involved: type, brand, size guarding, condition, etc.
 - Actions and movements that led to the incident: fall, trip, slip, horseplay, etc.
 - Environmental Characteristics: weather, lightning, noise, temperature, vapours, ventilation, housekeeping, free water, etc.
 - c. **Post-Incident Stage:** the factors occurring after the actual incident that minimized or increased the seriousness of the incident. These may include:
 - Emergency Personnel Response.
 - First Aid availability on site.
 - Location and Condition of Emergency Equipment.
 - Evacuation Plans.
 - PPE Worn or Unused.
 - d. **Recommendation Stage:** the period of time after the Incident Investigation has been completed. Recommendations may be made, Incident Reports issued, etc.
- 3.2.2 Visit the incident location. Make yourself thoroughly familiar with the area; machinery and equipment involved.
 - 3.2.3 Gather the necessary data: photos, measurements, notes, drawings, witness names, etc.

- 3.2.4 The Incident Report form shows the information required by OH&S regulations. Additional factors that should be considered during the investigation include:
 - a. The exact location of the incident.
 - b. Equipment, machinery, tools, or material involved.
 - c. Environmental conditions.
 - d. Injuries or damage incurred.
 - e. The job being performed, the safe job procedure (or lack of).
 - f. Unsafe acts involved.
 - g. The ability of the worker's immediate supervisor to supervise.
 - h. The time period between occurrence and reporting of the incident.
 - i. The workers occupation and experience.
 - j. The PPE required and used.
 - k. The worker's age.
 - l. The worker's pre-incident physical mental condition and capability.
 - m. The worker's shift.
 - n. The worker's previous incident record.
 - o. Any education or information provided to the worker prior to the incident in regards to factors involved and the incident.
 - p. Anyone else involved and their employer.
 - q. Remedial actions.
 - r. Incident Trends indicated.
 - s. The job or Greenview morale.
 - t. The Health and Safety Program.
- 3.2.5 Interview witnesses and other persons who may have details about the incident. Interviews require you to be fair and open-minded look for facts, not someone to blame. During the interview you should:
 - a. Put the individual at ease.
 - b. Keep the interview private.
 - c. Advise the individual of the purpose of the interview (ex. to establish the facts of the incident, not to place blame).
 - d. Obtain the individual's version of how and why the incident occurred. Don't look for confirmation of your own opinion and never argue with the interviewee. Ask open-ended questions that require more than a "yes" or "no" answer.
 - e. Repeat the individual's story back once you have heard it. This is a good time to make notes. Attempt to clear up inconsistencies in facts that may become evident. Do not make assumptions, and use diplomacy and consideration to determine what occurred.
 - f. Ask for suggestions for corrective action.
 - g. Let the individual know by what date the report will be completed.
 - h. Get a written statement from the individual or have the person sign acknowledgement of your notes on the statement.
 - i. End the interview by thanking the person.
- 3.2.6 Recommendation Stage: recommendation shall be put forward this could help prevent the incident from reoccurring.
- 3.3 Post-Investigation Activities:
 - 3.3.1 Review and analyze the information gathered. Use the Incident Investigation Checklist
 - 3.3.2 Complete a Report of Incident, Injury, or Illness forms and provide at minimum the following information (as required by OH&S Regulations):

- a. The place, date, and time of the incident.
 - b. A brief description of the incident.
 - c. The names and jobs of the injured and the witnesses.
 - d. The events preceding the incident.
 - e. The cause of the incident (including contributory and incidental factors).
 - f. Copies of records where factors were addressed (i.e. Daily Tool Box Meeting Minutes).
 - g. The names of the persons who investigated the incident.
 - h. Corrective actions, if any, and when they will be implemented.
- 3.3.3 Forward the report to the safety coordinator office for the Safety Committee's review.
- 3.4 Incident Documentation:
- 3.4.1 Incidents will be documented using the Report of Incident, Injury, or Illness. Documentation is to be completed in stages:
- a. **Report of Incident or Injury (Incident Summary Report)** - This report is completed by the supervisor responsible for the worker or work being performed. Where reasonable and practicable, this report will be submitted to the Safety Department or their designate within **1 hour of the incident**. This will trigger the investigation process.
 - b. **Incident Investigation Statistical Data** - This report is completed by the investigation lead. In most cases this lead will be the Safety Advisor unless other arrangements are made. This report will be completed and submitted to the manager or their designate **within 48 hours**. Upon completion, a signed copy will be forwarded to the Safety Coordinator.
 - c. **Incident Investigation Report** - This report is completed by the Supervisor and sent to the safety Department for input into a statistical reporting system. The reporting times that must be observed are as follows:
 - Phone call to Safety Department – **30 minutes**
 - Summary Sheet to Safety Department/ Department Manager i.e the Incident.Reporting Email - **1 Hours**
 - Full incident report to Safety Department and Department Manager i.e Incident.Reporting Email– **2 days**
- 3.5 Audits:
- 3.5.1 Planned Audits will be conducted to determine if the Incident/Injury Investigation process is effective and being utilized to best meet the requirements of the Safety Program and other legislative requirements. These Audits will be conducted at intervals to be determined by the Safety Department and Department Manager. These Audits are documented using the Incident Investigation Audit Report.

4. Responsibilities:

No.	Role	Responsibility
3.1	Safety Representative/Supervisors	To conduct interviews and investigations in accordance to this policy.
3.2	Workers	Cooperate with the investigator and follow proper protocol regarding interviews & investigation.

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

Title: Inspections Policy

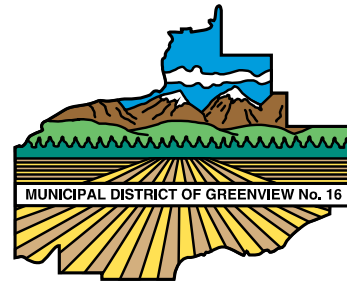
Policy No: 5011

Effective Date:

Supersedes: None

Motion Number:

Review Date:



Purpose: The purpose of this policy is to control the loss of human and material resources by identifying and correcting unsafe acts and conditions.

DEFINITIONS

FLRA means Field Level Risk Assessment.

JHA means Job Hazard Assessment.

SDS means Safety Data Sheets.

OH&S means Occupational Health and Safety.

HPR High Probability Ranking

POLICY

1. Policy Statement:

1.1 The Greenview safety department will ensure regular inspections are performed for the purpose of identifying and correcting unsafe conditions and behaviour. The inspections will consider premises, job sites, buildings, temporary structures, excavations, tools, equipment, machinery, and work methods and practices. The completion of the Inspection Report will not be considered to be an indication of an unsafe work; rather it will be considered an indication of a conscientious supervision.

1.2 General Requirements:

1.2.1 Planned inspections will occur and will be supplemented by informal and special inspections.

1.2.2 If during any inspection, unsafe conditions, practices or procedures that require immediate attention are discovered, they shall be remedied **immediately** and recorded on the inspection report form. The supervisor involved in the inspection will be responsible and accountable for ensuring corrective action is undertaken to eliminate or control any other unsafe conditions or behaviour found.

- 1.2.3 Supervisors, Safety Department and workers involved in inspections will receive training on how to conduct effective job observations, and how to provide effective feedback on observed behaviors.
- 1.2.4 All completed inspection reports will be evaluated and monitored by the Health and Safety Department and department management. Feedback is provided to observed workers after an inspection is complete.

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2. Types of Inspections:

- 2.1 Monthly General Inspections: (Safety Advisor/ Department Manager or Designate)
 - 2.1.1 These are conducted monthly per department. This can be increased depending on degree of risk, activity or other conditions.
 - 2.1.2 The teams are encouraged to make safe all substandard acts and conditions at the time of inspection. Items requiring additional corrective action can be passed onto Safety Advisor and/or Department Manager.
 - 2.1.3 Inspection Report is used.
 - 2.1.4 Report is submitted to Safety Advisor for follow up.
 - 2.1.5 Department manager will review and sign off each report within 2 days of the inspections.
 - 2.1.6 Supervisory staff must perform informal inspections as part of their regular activities.
 - 2.1.7 The following process will be followed when conducting the monthly General Inspection.
 - 2.1.8 **Previous Inspections**
 - a. Safety Advisor to review previous Inspection Reports and Near Miss Reports for the area to be inspected and note any commonly reported hazards.
 - b. Identify specific equipment, machinery, jobs, etc. associated with accident trends or severe loss potential. Safety Advisor will review this information with the inspection team before heading to the work face.
 - 2.1.9 **During Inspection:**
 - a. Take copies of the previous Inspection Reports and Near Miss Reports along and note whether the hazards listed have been corrected.
 - b. Look for the off the floor and out-of-the-way items. Look for things that you think would be missed in the daily informal inspections. Look for hazards particular to certain jobs or areas. (ie: location of eye wash station).

- c. Systematically cover the whole area and pay particular attention to specific equipment, machinery, jobs, etc. that has been associated with accident trends or have severe loss potential.
- d. Look for the root causes of sub-standard conditions, practices and procedures. If this comes up in an inspection ensure the information is passed on to the Safety Advisor to look into.
- e. When unsafe conditions requiring immediate attention are found, corrective action must be undertaken without delay, as specified in the OH&S regulations.
- f. All unsafe conditions and defective items must be recorded on the report form, describing the items and their locations clearly. All unsafe conditions or concerns will be documented and photos will be taken and be available for review.
- g. Hazards detected during the shift and reported on Near Miss Report must also be recorded on the Inspection Report whether an item has been corrected or requires correction at a later time. Describe items and their locations clearly.
- h. Use your eyes, ears and other senses to identify actual or potential problems as you go about daily activities. Record hazards on the Inspection Report.
- i. Classify items according to their potential for injury or damage. This will lead to a systematic approach toward corrective action and follow-up.
 - Follow up high HPR (Hazard Probability Ranking) unsafe items immediately.
 - Look for basic causes of sub-standard conditions, practices and procedures.

2.1.10 Post-Inspection:

- a. Complete an Inspection Report
- b. **NOTE:** Special Inspections are also recorded on the Inspection Report; note on the form that it was a Special Inspection and the reason why it was performed.
 - Copy all items from previous reports that have not been remedied, noting initial detection date.
 - Ensure all sections of the Inspection Report are completed and writing is legible.
 - Forward the report to all department managers and keep a copy of the report at the site where the inspection occurred.
 - Post a copy in the work place.
 - Complete an Inspection Report Form.
 - Keep a copy of the report until the next planned inspection.

2.2 Informal Inspections:

- 2.2.1 These are conducted on an informal basis and occur on an ongoing basis.

- 2.2.2 Supervisors are required to inspect the work area prior to work beginning and conduct an informal inspection.
- 2.2.3 Substandard conditions must be addressed prior to work starting in the area.

2.3 Housekeeping Inspections:

- 2.3.1 Focused on Cleanliness and order the Housekeeping inspections are conducted to ensure work areas are free from clutter, fire hazards, debris, trip hazards etc.
- 2.3.2 Teams will conduct the inspection and provide a rank for the area. The rank will be reviewed with the area supervisor and result posted in the area.
- 2.3.3 Ensuring items that need to be in an explosive cabinet are stored properly. SDS sheets must be updated and containers need to have the proper label affixed on the container.

2.4 Joint Health and Safety Committee Inspections/Walk Around:

- 2.4.1 To demonstrate high level commitment to health, safety and the environment, and to adhere to legislation the Joint Health and Safety Committee will conduct quarterly inspections.
- 2.4.2 Inspection team activities may include:
 - a. Discuss overall worksite conditions with workers.
 - b. Review paperwork at the job site to ensure it had been reviewed.
 - c. Review the Hazard Assessments.
 - d. Inspect Critical equipment.

3. Safety Bulletins:

- 3.1 Safety Bulletins are used for the purpose of communicating safety information across all divisions of Greenview. Safety Bulletins will communicate information relating to general hazards and unsafe and conditions. These bulletins may include information on specific products or equipment which has a hazard associated with it.

All Safety Bulletins will be forwarded from the safety coordinator to all department managers so they are aware and can disperse accordingly.

4. Near Miss Reports:

- 4.1 Job inspections, being periodic, cannot identify hazards immediately or as they arise. For this identification, Near Miss Cards are attached to the Hazard Assessment card and available at designated locations.
- 4.2 Near Miss Reports shall be utilized as follows:
 - 4.2.1 Near Miss cards shall be made available in lunchrooms and at designated locations in each building.
 - 4.2.2 Any unsafe act or condition identified by any person not already performing a safety inspection shall be reported immediately on a Near Miss Report to the foreman or a supervisor.

- 4.2.3 The reporter of hazard shall take immediate action to control the hazard; if possible. Blocking off area, posting signage to keep out are examples of immediate action that can be taken to limit hazards.
- 4.2.4 The job supervisor shall be responsible for ensuring that corrective action is taken to remove workers from danger.
- 4.2.5 All Near Miss Reports shall be appropriately investigated at the discretion of the Safety Advisor, and discussed at the next Safety Meeting.

Title: Occupational Responsibilities Policy

Policy No: 5012

Effective Date:

Supersedes: NONE

Motion Number:

Review Date:



Purpose: The purpose of this policy is to outline the policy of Greenview regarding occupational responsibilities of all levels of workers within the organization. It is the responsibility of every worker to ensure that they are aware of their responsibility for the Health and Safety of themselves and other workers.

DEFINITIONS

FLRA means Field Level Risk Assessment.

JHA means Job Hazard Assessment.

JOHSC means Joint Occupational Health and Safety Committee.

OH&S means Occupational Health and Safety.

PPE means Personal Protective Equipment.

SDS means Safety Data Sheets

POLICY

1. Policy Statement:

- 1.1 Greenview is committed to excellent safety performance in all operations. This policy provides a clear message to all levels of management, supervisory staff, workers and volunteers regarding the Safety Program objectives, personnel responsibilities and

organizational support. This program is based on our belief that safety is an integral part of all our work. Cooperation on all safety matters is expected throughout Greenview. It is a fundamental operating principle that every level of management may delegate some of its responsibility for safety, but none of its **accountability**.

- 1.2 THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER OH&S REGULATIONS. ALL WORKERS MUST BE FAMILIAR WITH THE OH&S ACT AND REGULATIONS.

2. CAO and SLT Responsibilities

- 2.1 Managers will be responsible for integrating the safety and health procedures and controls into every activity they manage. All managers are directly accountable for the provision and maintenance of an effective safety program.
- 2.2 Responsibilities include but are not limited to:
 - 2.2.1 Promote the highest standards of safety throughout Greenview.
 - 2.2.2 Know Greenviews safety policy and programs.
 - 2.2.3 Work with the Joint Health and Safety Committee to ensure the Safety Program is effective.
 - 2.2.4 Provide direction and support for all supervisors regarding their responsibilities for maintaining safety discipline.
 - 2.2.5 Ensure compliance with all OH&S regulations.
 - 2.2.6 Actively participate in and support hands on involvement with site safety.
 - 2.2.7 Set a good example.
 - 2.2.8 Ensure that a Joint Occupational Health and Safety Committee has been established in accordance with the appropriate Provincial Occupational Health and Safety Act and Regulations.
 - 2.2.9 Support and ensure the Joint Occupational Health and Safety Committee receives cooperation in executing their responsibilities under the prescribed legislation.

3. Joint Occupational Health and Safety Committee:

- 3.1 The Joint Occupational Health and Safety Committee is responsible for promoting the Health and Safety Programs.
- 3.2 Responsibilities include but are not limited to:
 - 3.2.1 Know organizations safety policy and safety procedures.
 - 3.2.2 Ensure that the appropriate number of worker representatives is selected and remain active on the committee.

- 3.2.3 Ensure that documentation arising from minutes are posted, distributed and reviewed in accordance with legislation.
- 3.2.4 Work with management to ensure that the committee size reflects the numbers of workers and is reflective of the workforce.
- 3.2.5 Assist in the development of Safe Work Procedures.
- 3.2.6 Provide technical advice regarding safety to workers.
- 3.2.7 Actively participate in the Safety Program by attending safety meetings, inspections, by publicizing safety statistics, minutes of meetings, and other related information.
- 3.2.8 Develop procedures (as required) for specific job tasks and the associated safety requirements.
- 3.2.9 Consider suggestions from workers regarding health and safety recommend implementation where warranted.
- 3.2.10 Determine that all work is performed in compliance with OH&S regulations and if necessary, recommend measures that will attain compliance with these regulations.
- 3.2.11 Ensure worksite inspections are completed by JOHSC quarterly at a minimum, in accordance with OH&S legislation.
- 3.2.12 Set a good example.

4. Safety Advisor Responsibilities:

- 4.1 Greenview Safety Advisor is responsible to the Department Managers for implementing the Health and Safety Program on the job site and for all investigation and reporting requirements relative to inspections, accidents, incidents, or infractions that occur during the course of executing the daily tasks.
- 4.2 The responsibilities the Safety Advisor include but are not limited to:
 - 4.2.1 Ensure that Incident/Injury investigations are performed. All incidents and near misses are to be investigated and reported on the correct forms. Ensure reports are sent to the other regulatory agencies and they are notified within specified time frames as required (i.e.: OH&S)
 - 4.2.2 Ensure that all requirements of the Health and Safety Program are being carried out by all personnel including management, contractors, vendors, suppliers and other parties working on or volunteering on the work site.
 - 4.2.3 Coordinate and approve all yearly safety reviews of procedures and safe work practices.
 - 4.2.4 Set up inspection schedule and determine that regular inspections and job observations for non-compliances are performed. Report to management and

- assist supervision to develop action plans to address recurring issues/negative trends.
- 4.2.5 Conduct and follow up on annual Safety Audits as prescribed by the Alberta Municipal Health and Safety Association.
 - 4.2.6 Review and approve all Hazard Assessment and Near Miss reports.
 - 4.2.7 Attend Health and Safety supervisory meetings and plan and schedule Monthly Safety Meetings.
 - 4.2.8 Lead the investigations on all high potential and critical incidents/accidents and near misses.
 - 4.2.9 Coordinate overall Emergency Plan with Greenview Regional Fire Services. Ensure it is posted and understood by everyone.
 - 4.2.10 Coordinate and direct on job safety training programs as authorized by the department Managers.
 - 4.2.11 Conduct and record quarterly Safety Program compliance audits, using Safety Evaluation Review document.
 - 4.2.12 Maintain a central Health and Safety filing system and training matrix for all departments.
 - 4.2.13 Report daily to the department managers on safety issues and concerns that may require their immediate involvement or attention.
 - 4.2.14 Submit weekly safety reports and monthly safety statistics as required or requested.
 - 4.2.15 Monitor, evaluate and take action on all sub-standard conditions and working practices.
 - 4.2.16 Provide topics, attend and evaluate toolbox meetings and provide instructive guidance to the supervisors conducting the meetings. This applies to Greenview workers and contractors.
 - 4.2.17 With assistance from the Greenview Regional Fire Services, develop, implement and maintain an emergency response plan. Ensure that the plan is **reviewed** and updated to reflect the changes in the site organization and activities on a progressive basis. Mock drills must be completed and documented each year to ensure the plan practical for each job site.
 - 4.2.18 Maintain worker information bulletin boards in all Greenview offices.
 - 4.2.19 Establish an evaluation process for determining program effectiveness, using the Safety Evaluation Review form.
 - 4.2.20 Maintain a high degree of professionalism on and off the site.

5. Department Manager Responsibilities:

- 5.1 Managers are responsible for the proper execution of the Safety Program. They will be trained in their safety responsibilities and the limits of their authority so that they can provide effective leadership.
- 5.2 The responsibilities of supervisors include but are not limited to:
 - 5.2.1 Know and enforce safety policy and rules.
 - 5.2.2 Ensure compliance with all OH&S regulations.
 - 5.2.3 Ensure that the OH&S are shown complete cooperation. A copy of the OH&S regulations and Greenviews Safety Manual are in each office.
 - 5.2.4 Work closely with the Joint Health Safety Committee to create an effective Tool-Box Safety Meeting program on site to help promote safety awareness.
 - 5.2.5 Provide a site specific preventative safety topic for each Tool-Box Safety Meeting.
 - 5.2.6 Ensure safety signage on site is current and effective; both in and outside the Greenview buildings.
 - 5.2.7 Ensure all workers are thoroughly educated and are aware of site hazards.
 - 5.2.8 Conduct inspections for hazards and correct unsafe acts and conditions, and report investigations to Department Managers and/or Safety Advisor.
 - 5.2.9 Manage any safety infractions. This shall include:
 - Serve written or verbal warnings for safety infractions.
 - Maintain records of infractions, warnings, and citations including verbal by noting warning or discussion in personal file.
 - Disciplinary actions, including suspensions and dismissals. Under normal circumstances a first infraction will receive a verbal warning, a second will warrant a citation, and a third will be grounds for dismissal. **Intentional** safety violations will bring immediate disciplinary action.
 - 5.2.10 Report safety activities to management.
 - 5.2.11 Ensure all documentation is completed and distributed properly in accordance with Greenview policies and OH&S legislation.
 - 5.2.12 Set a good example of safety at all times.

6. Supervisor Responsibilities:

- 6.1 Communication with the worker is primarily through the supervisor. To have an effective Safety Program, the supervisor must work closely with workers to facilitate the spread of safety information. The supervisor is the most likely person to identify hazards and to take preventative measures where possible.
- 6.2 Greenview supervisors are responsible for, but not limited to, the following:
 - 6.2.1 Tools and equipment are properly maintained and in safe working order. Workers use and are trained in the use of appropriate Personal Protective Equipment (PPE).
 - 6.2.2 Tool-Box Safety Meetings are held regularly for all workers, all items discussed or noted are followed-up and corrected; Greenview representatives attend Joint Health and Safety Committee meetings.
 - 6.2.3 All incidents, which are required to be investigated by the Incident Investigations Policy, are brought to management's attention and incident investigations are performed and report forms completed as directed.
 - 6.2.4 A site-specific emergency plan (Emergency Preparedness) is communicated on the job site.
 - 6.2.5 They perform initial and regular follow-up inspections of the work area and immediate action is taken to correct sub-standard safety conditions found during or outside of regularly scheduled inspections.
 - 6.2.6 WHMIS controlled products are identified, labelled and SDSs are used. **ALL** products are to be stored properly at all times.
 - 6.2.7 They set a good example of safety at all times.

7. Non-Supervisory Personnel and Workers:

- 7.1 It is the duty and responsibility of Greenview to ensure a safe work place for our workers. It is the responsibility of each worker to comply with all safety regulations and to maintain that safe work place for themselves and others. Ultimately, the responsibility and performance of safety lie with the individual. Each worker must work closely with the job supervisors to ensure a safe work environment.

NOT FOLLOWING SAFETY POLICIES AND PROCEDURES COULD RESULT IN SERIOUS INJURY OR DEATH.

- 7.2 All workers will be given instruction regarding their individual responsibility for safe execution of their work. These instructions will be given at the time the worker is hired. Safety awareness will be maintained through ongoing training programs of hazard recognition and avoidance, which will be based upon an active Hazard Assessment development.
- 7.3 The worker is responsible for, but not limited to the following:
 - 7.3.1 Attend and participate in safety related training including pre-job task instruction and attend daily and weekly safety meetings.

- 7.3.2 Bring unsafe working conditions, practices and incidents to the attention of the immediate supervisor.
- 7.3.3 Take immediate corrective action when necessary to eliminate potential hazards to personnel, equipment, or buildings.
- 7.3.4 Utilize the equipment, protective devices, or clothing that the worker is required to wear in accordance with PPE procedure and any FLRA or JHA.
- 7.3.5 Report to their immediate supervisor the absence of, or defect in, any equipment or protective device of which the worker is aware and that may endanger personnel.
- 7.3.6 Report all incidents (incidents or near misses) to your immediate supervisor. Obtain first aid attention as required, report any medical attention received after leaving the work site to the immediate supervisor and/or safety advisor.
- 7.3.7 Report to their immediate Supervisor or Safety Advisor any contravention of the Health and Safety Act or governing regulations or the existence of any hazard they are aware of.
- 7.3.8 Complete Hazard Assessments for all routine work performed on the job site through utilization of the Field Level Risk Assessment cards (FLRA).
- 7.3.9 Actively participate in Incident/Injury investigations where required.
- 7.3.10 If a worker is found to be in contravention of Greenview safety policy, rules, or OH&S regulations, the worker will be subject to disciplinary action. The severity of safety infractions shall determine the necessary action and the decision and responsibility will lie with the job supervisor. Extreme and/or intentional safety infractions will be grounds for immediate dismissal.

8. Contractor Responsibilities:

- 8.1 Contractors working within any of Greenview job sites are responsible to ensure the health and safety of their workforce and are required to develop a written health and Safety Program as required by OH&S regulations.
- 8.2 Contractors shall ensure that they:
 - 8.2.1 Can demonstrate that they are fully covered and are in good standing by the Workers' Compensation Board.
 - 8.2.2 Comply with OH&S regulations.
 - 8.2.3 Plan and execute all work in a manner that complies with OH&S regulations and Greenview health and Safety Program.
 - 8.2.4 Before commencing work, the subcontractor shall contact the job supervisor for special instructions regarding operating hazards and applicable safe work instructions particular to the site.

- 8.2.5 Explain rules and regulations to their workers and secure compliance from them. They must review and sign off on Greenview Safety Rules document.
- 8.2.6 Maintain an active Tool-Box Safety Meeting Program. Meeting minutes or a completed Tool-Box Safety Meeting Report shall be presented to the Job Supervisor weekly.
- 8.2.7 Enforce the use of adequate personal protective equipment.
- 8.2.8 Report all incidents, injuries, near misses and a full investigation will be required on ALL lost-time and recordable incidents.
- 8.2.9 Immediately correct any unsafe conditions or practices reported or observed within their jurisdiction. All reported or observed unsafe conditions and practices are to be reported to Greenview Supervisors.
- 8.2.10 Co-operate with all Safety Representatives.

9. Occupational Health and Safety Act, Regulations and Code:

- 9.1 Where the requirement of this program is less stringent than those regulations required by Federal or Provincial authorities, the prevailing government requirement should be adhered to. The Occupational Health and Safety Act was created to help protect the workers from risk of injury at work. As different people have different ideas as to what is safe, the act defines basic safety standards for everyone and provides enforcement of those standards. OH&S legislation fundamental principles are consistent from province to province.
- 9.2 Key areas of responsibilities for the employers and workers include, but are not limited to:
 - 9.2.1 Every employer shall ensure the Health and Safety of workers engaged in the work of that employer, and those workers not engaged in the work of that employer but present at the worksite at which the work is being carried out, and that the workers engaged in the work of that employer are aware of their responsibilities and duties under the act and the regulations which govern their work. Workers must protect themselves and other workers on the job site and cooperate with the employer in protecting themselves and the health and safety of other workers on site.
 - 9.2.2 Every worker shall while engaged in an occupation, take reasonable care to protect the health and safety of other workers present while working, cooperate with the employer for the purpose of protecting the health and safety of themselves and other workers engaged in the work of the employer and other workers not engaged in the work of that employer but present at the worksite where the work is being carried out.
 - 9.2.3 Applicable Legislation for each jurisdiction can be found in the following Acts, Regulations, or Code.

Alberta Section 3 Occupational Health and Safety Act, Due Diligence

- 9.2.4 Workers have the right to refuse Dangerous Work and Imminent Danger without fear of reprisal and/or discrimination.
- 9.2.5 Workers have the right to refuse work if they believes imminent danger exists. The worker needs to discuss their concerns with their employer and provide reasons they refused the work.
- 9.2.6 No worker shall carry out any work, if on reasonable, probable grounds; they believes that there exists imminent danger to the health and safety of that worker or another present at the work site. This includes the operation of any tool, appliance, or equipment that may endanger the health and safety of that worker or another present on that site. Where any worker has refused work on these grounds, an investigation will be conducted in accordance with provincial legislation.
- 9.2.7 No one can take disciplinary action against a worker if the worker is following the act and regulations. No person shall dismiss or take any disciplinary action against a worker by reason of that worker acting in compliance with OH&S legislation, the regulations, or an order given.
- 9.2.8 The worker, as soon as practicable, shall notify the worker’s employer at the work site of the refusal and the reason for the worker’s refusal.
- 9.2.9 After being notified, the employer shall:
- a) Investigate and take action to eliminate the imminent danger, or
 - b) Ensure that no worker is assigned to use or operate the tool, appliance or equipment or to perform the work for which a worker has made a notification of imminent danger, unless:
 - The worker to be so assigned is not exposed to imminent danger, or
 - The imminent danger has been eliminated.
 - c) Prepare a written record of the worker’s notification, the investigation and action taken,
 - d) Give the worker who gave the notification a copy of the record described in clause (c).
- 9.2.10 The employer may require a worker who has given notification under imminent danger to remain at the work site and may assign the worker temporarily to other work assignments that the worker is reasonably capable of performing.
- 9.2.11 A temporary assignment under subsection 9.2.10, if there is no loss in pay, is not disciplinary action for the purposes of subsection 9.2.7.
- 9.2.12 Applicable Legislation for each jurisdiction can be found in the following Acts or Regulations.

Alberta Section 35 Occupational Health and Safety Act

Alberta Bill 30 Protect the Health and Well-being of Working Albertans

10. Reporting of Serious Injuries and Incidents:

- 10.1 The following incidents will be reported to Occupational Health and Safety as defined by the legislation:
 - 10.1.1 An injury or incident that causes death.
 - 10.1.2 An injury or incident that results in the workers being admitted to the hospital.
 - 10.1.3 An unplanned or uncontrolled explosion, fire, or flood that causes a serious injury or had the potential to cause a serious injury.
 - 10.1.4 The collapse of a crane, scaffolding or hoist.
 - 10.1.5 The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

11. Worker Information:

- 11.1 Bulletin boards for the purpose of communicating health and safety information will be erected at each site in a conspicuous location. The Safety Advisor will be responsible to update the board. Typical information may include:
 - 11.1.1 Hazard Alerts
 - 11.1.2 Safety Related Industry News
 - 11.1.3 Health and Safety Policy
 - 11.1.4 Drug and Alcohol Policy
 - 11.1.5 Organization Safety Rules
 - 11.1.6 Inspection Reports
 - 11.1.7 Relevant Legislation

Title: Safety Training and Communication Policy

Policy No: 5013

Effective Date:

Supersedes: None

Motion Number:

Review Date:



Purpose: The purpose of this policy is to ensure that all workers receive orientation and job specific training as required.

DEFINITIONS

SDS means Safety Data Sheet.

WHMIS means Workplace Hazardous Materials Information System.

WCB means Workers Compensation Board.

AMHSA means Alberta Municipal Health and Safety Association

OH&S means Occupational Health and Safety

SCBA means Self Contained Breathing Apparatus

PPE means Personal Protective Equipment

POLICY

1. **Policy Statement:**

- 1.1 Greenview recognizes that ongoing training and communication are a vital part of the Safety Program. Greenview will ensure that supervisory staff has the knowledge and skills to provide Tool-Box talks, instruct workers in safe job procedures, and monitor ongoing requirements for safety instruction. Instruction will be provided to all workers and all workers are required to receive instruction.
- 1.2 A **competent worker** means adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision. Work that may endanger a worker must be completed by a worker who is competent to do the work, or by a worker who is working under the direct supervision of a worker who is competent to do the work. All workers must be trained in procedures until they are deemed competent. A competent person (Supervisor, Lead Hand, etc.) must verify that a worker is competent to perform their roles and responsibilities before being allowed to work independently.

2. General Information:

- 2.1 Greenview Health and Safety Education Programs shall include but are not limited to:
 - a. Daily Tool-Box Safety Meetings and Weekly Safety Meetings.
 - b. Worker orientation and safety regulations and hazards.
 - c. Active poster and signage campaign to help make safety visible in the work place and to educate through visual information. (i.e.: WCB, AMHSA posters).
 - d. Safety Training Memos.
 - e. Hazard Assessment Training.
 - f. WHMIS.
 - g. Fatigue Management.

- 2.2 Key purposes underlying the need for training and effective communication are:
 - a. To obtain an "Incident Free" work place through education.
 - b. To exchange information regarding specific safety matters.
 - c. To diffuse potential job disruptions by providing a forum for discussion of critical safety issues.
 - d. To provide a written record of the actions taken.
 - e. To establish an effective communications link between management, workers and within each department.

THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER OH&S REGULATIONS. ALL WORKERS MUST BE FAMILIAR WITH THE OH&S ACT AND REGULATIONS.

3. Daily Tool Box Safety Meetings:

- 3.1 Daily Tool-Box Safety Meetings are one of the most effective ways for Supervisors to exhibit their own and the Greenview’s commitment to safety. Meetings should be conducted with a specific topic for discussion, such as a new safety rule or procedure, or any recent incidents. Optimally, meetings will be used in a preventative fashion and will focus on upcoming work and the associated potential hazards and regulations.

- 3.2 Guidelines for Tool-Box Safety Meetings are as follows:
 - 3.2.1 Meetings must be held daily at the beginning of the work day.
 - 3.2.2 All workers must attend, and names must be recorded.
 - 3.2.3 Meetings should be approximately 15 minutes duration and must be on a safety topic.
 - 3.2.4 Daily Tool-Box Safety Meeting Minutes will be used to document the topic discussed, the workers attending, any suggestions and/or unanswered questions for later comment, and any corrective action recommended or taken.
 - 3.2.5 Daily Tool Box minutes will be handed in to the Safety Department for furtherance to the superintendents, department manager, and filing. Any issues arising that require corrective action will be co-ordinate by the safety supervisor with the appropriate manager.

4. Pre-Shift Meeting:

- 4.1 Following the morning site Tool Box meeting, each supervisor is responsible to conduct a pre shift meeting with their individual workers. During this meeting, the supervisor will complete a ‘Morning “100% Safe” Meeting’. This meeting will serve as documentation that the supervisor will have reviewed the following:
 - a. Fit for duty/new workers.
 - b. Modified workers/follow-up medical care.
 - c. Weather concerns.
 - d. Permits.
 - e. SDS.
 - f. Auditing for attendance.
- 4.2 Whenever possible, the supervisor is responsible to conduct a post shift meeting with their individual crews. During this meeting, the Supervisor will complete the balance of ‘Morning “100% Safe” Meeting’. This meeting will serve as documentation that the Supervisor will have reviewed the following:
 - a. Any incidents/injuries have been reported.
 - b. Concerns relating to the work plan.
 - c. Tools/Equipment have been put away.
 - d. Work areas are cleaned.
 - e. Overview of tomorrow’s work.
 - f. Auditing for attendance.
- 4.3 Upon completion of this meeting, the documentation will be returned to the Safety Department for filing.

5. Safety Meetings

- 5.1 These meetings give the workers an opportunity to discuss weekly activities, such as inspections and corrective measures taken to address issues arising from incidents that have occurred in the past shift. The Safety Advisor will prepare a monthly meeting for regular distribution to the Department Managers. The following will be included in the meeting report for review with the crew:
 - a. Review of upcoming work.
 - b. Review of weekly inspection report and corrective action arising.
 - c. Review of all incidents and corrective action.
- 5.2 Completed regular Safety Meeting Reports shall be returned to the Safety Advisor for filing and to review comments or suggestions.
- 5.3 Minutes of the safety meeting will be posted on the safety board which is located in each department. Also, needs to be posted in remote job locations as well.

6. Worker Orientation:

- 6.1 Greenview will provide all workers with an orientation. The orientation will occur on the worker's first day on the job and will include at least the following items:
 - 6.1.1 Worker familiarization with Greenview’s Health and Safety policy, job description, and safe work procedures.
 - 6.1.2 A review of Safety Procedures as outlined in the Safety Manual and a review of an overview of the Safe Work Practice Manual.

- 6.1.3 A review of the Hazard Assessment requirements and the subsequent training to be scheduled.
- 6.1.4 Identification of first aid kits, AEDs, muster points, and locations of emergency equipment. This will be led by the supervisor or the Safety Advisor.
- 6.1.5 A tour of the work place including identification of first aid kits, and locations of emergency equipment. (This shall be led by the supervisor or by the Safety Advisor).
- 6.1.6 Identification of existing and potential hazards at the site.
- 6.1.7 Provision of written procedures for reporting accidents, incidents, and hazards.
- 6.1.8 Explanation of disciplinary action for failure to comply with Health and Safety Program requirements.
- 6.1.9 Provide any information or training necessary for specific job requirements.
- 6.1.10 An opportunity for the worker to ask questions.
- 6.1.11 Where written handouts, pamphlets, work rules etc., are used workers are to be given sufficient time to read the material. Those who cannot read will have the material read to them.

7. **Worker Training Summary:**

- 7.1 Following the Worker Orientation Program, the Safety Advisor of Greenview will compile a list of all training certificates and maintain the information in the workers safety personnel file.
- 7.2 Where Greenview is not able to obtain copies of certificates the worker will be responsible to replace copies of lost certificates.
- 7.3 Hazard Assessment:
 - 7.3.1 Hazard Assessment System training will be delivered to all workers by the Safety Advisor for all Greenview workers. This specialized training provides workers with tools and knowledge to prepare hazard assessments prior to beginning any job. Workers will be given instruction on the following topics:
 - a. Unsafe Conditions.
 - b. Hazard Identification.
 - c. Hazard Recognition.
 - d. Hazard Controls.
 - e. Job/Task Risk Assessment.
 - f. Monitoring.
 - g. Post Task Requirements.
- 7.4 WHMIS:
 - 7.4.1 It is required by legislation workers who cannot produce proof of training in the last 3 years will receive training in WHMIS in accordance with the Alberta Municipal Health and Safety Association program guidelines and applicable legislation.

8. **Safety Training Requirements:**

- 8.1 Safety Training matrix will be developed for each department. This matrix is a very effective way to ensure that the worker has received and understands training on

specific issues. They provide Greenview with firm documentation that the worker has received and understood the particular training received. They provide the worker with a good understanding that they are being trained and is expected to understand and retain the training as a formal document is issued.

8.2 Examples where STM's (Safety Training Matrix) should be used are:

- Confined space entry.
- Lock-out/Tag Out.
- Work around high voltage power lines.
- Electrical Safety Basics.
- Work in a gaseous environment.
- SCBA equipment use.
- Full face masks use and fit test.
- Working at heights.
- Building scaffolding.
- Working on operating systems.
- Cutting into existing lines and tanks.
- Working in a chemical environment.
- Working in excavations greater than 4' in depth.
- Working in shored excavations.
- Working on operating sewer systems.
- Working in areas of high traffic patterns.
- Fatigue Management.

9. **Guidelines for Safety Meetings and Tool-Box Safety Meetings:**

- 9.1 Supervisors are responsible for preparing and conducting Safety Meetings as required, and for ensuring that Tool-Box Safety Meetings are held daily before the start of each work day.
- 9.2 These meetings are the backbone of each department's Health and Safety Program. It is proven that the work locations conducting good meetings attain better records than those do with unstructured/unplanned or no safety meetings. Meetings are one of the most effective ways to demonstrate the departments' commitment to safety and emphasis on individual participation.
- 9.3 In order to assist in material preparation and in presenting a safety meeting, the following guidelines are provided:
- 9.3.1 Preparing for the Meeting:
- a. Select the topic for the meeting 7 days in advance so that you have a chance to become familiar with the subject to be discussed. You should be able to present the talk in a convincing manner without reading it.

Consideration of several points can help in deciding on an appropriate topic:

- Think of your own experiences, observations and beliefs.
 - Think of your area of control, repeated problems, recent accomplishments, needs for improvement.
 - Think of your workers, their wants and needs, opinions, abilities, and attitudes.
 - Keep notes of day-to-day occurrences that could form a basis for interesting safety talks.
 - Read safety-related material, and clip articles for later discussion
 - Try to relate your topic to work that is ongoing or upcoming and to the potential hazards associated with it to prevent accidents
 - Try to cover topics suggested by department managers and Safety Committees, and Safety Advisor as these reflect job site and corporate concerns.
 - Review safety statistics.
- b. Summarize your talk in point form for reference.
 - c. Know what you are going to say.
 - d. Write down key points, facts and examples.
 - e. Practice your talk run through your material before presenting it to your workers.
 - f. Schedule the meeting at the same time every week, if possible and hold it in the work area. These meetings are generally 15 minutes long so seating is not important. However, make sure everyone can easily see and hear you. A good time to hold the meeting is just after shift begins or immediately prior to a lunch or coffee break.
 - g. Just before the meeting, gather all material and/or equipment you need. When possible, use actual demonstrations to illustrate your point. For example, if you're talking about fire extinguishers, have one to show what it looks like and how it is used. Have a mushroomed tool head or a broken hammer handle to show how they can cause accidents. If necessary, get someone to help you.
 - h. All workers, if possible, should be present before the meeting starts.

9.3.2 Conducting the Meeting;

- a. Start on time, you may lose interest in unnecessary delays occur.
- b. Make the meeting short and to the point. However, if you get a good discussion going, use discretion about cutting it off too soon.
- c. Start the meeting by complimenting the workers on some recent good work.
- d. Give the talk in your own words and when you deliver your talk:
 - Relate to the audiences attitudes, abilities and interests.
 - Involve your audience by encouraging questions and discussions.

- Keep your message clear and understandable.
- Answer spoken and unspoken questions. Your workers will always have the following questions in mind: What does it mean to me? What do you want me to do? What's in it for me?
- If a question arises that cannot be answered immediately, inform the worker when an answer can be expected, and give assurance that a follow up will be performed. Note this and any action required on the meeting minutes, then move on to the next question or topic.
- Maintain control. Do not allow the meeting to develop into a wasteful, time-consuming "bull session". If necessary, make a statement at the beginning that only safety issues will be discussed. This will give a "rule" to reference if the meeting should become disorganized and will also help to focus the group and dispel any misconceptions about the purpose of the meeting.

9.3.3 Other items to cover, if applicable;

- a. Review any injury any worker has had during the past week. Discuss what the injury was, how it happened, and how it could have been prevented.
- b. Review safety violations noted during the past week. Discuss the nature of the violation, the danger involved, and offer constructive criticism without naming anyone in particular.
- c. Review the work planned for the week ahead. Discuss hazards to avoid or control, safety equipment to be used, and safe procedures to be followed.
- d. Discuss Greenviews safety topics and topics suggested by job supervisors as they bring to light issues of general concern.
- e. Conduct PPE inspections. (ie: boots, gloves etc)

9.3.4 Record Keeping Requirements:

- a. Record the names and worker numbers of all attending workers and ensure the supervisor conducting the meeting signs the appropriate form.
- b. Make certain the minutes are dated, the workers attending and the meeting location must be listed.
- c. Subjects discussed must be covered in detail. "General Safety" is not specific enough. The minutes of the meeting or the Daily Tool Box Meeting Minutes should contain:
 - A brief summary of the subject covered.
 - A list of all safety suggestions received.
 - Safety suggestions that were disposed of in the meeting and their disposition (i.e. corrective action, no action, consulting management).
 - Comments to the next level of management about how the suggestions were treated.
 - Follow up required for the next meeting.
 - To point out potential hazards so the preventative measures can take place.

10. Management and Supervisory Responsibilities:

- 10.1 Management and supervisors are responsible for increasing safety awareness of all workers and for reducing overall accident and injury potential.
- 10.2 Managers and supervisory personnel are to meet monthly, to discuss pertinent safety issues. These meetings can be scheduled jointly with other meetings, but safety will be the first item of discussion and all procedures applicable to safety meetings will apply. Notes, documenting the discussion and names of attending personnel shall be taken and subsequently stored with the location's safety records. Subject for discussion or review should include:
 - a. A critique of the general safety activities surrounding each work location noting positive developments or outstanding deficiencies.
 - b. Pre-planning for major or hazardous work schedules.
 - c. Safety audit discussions or other job inspections.
 - d. Relevant industry safety trends.

11. Supplementary Safety Training Programs:

- 11.1 At times, a more detailed training program may be necessary. If this is the case, the following general concepts and guidelines should be considered while developing such a program.
- 11.2 Training in the proper performance of a job task is an investment in safety, health and productivity of workers. The effectiveness of programs can be measured in fewer accidents, injuries, illnesses, citations, improved morale, increased productivity, lower insurance premiums, and ultimately; lower job expense. In training workers, Greenview gives them essentially two things, knowledge and skill. In return, you get three things, knowledge, skill, and motivation. Training is therefore, most effective when it is aimed at defined needs. When analysis shows the problem to be a lack of knowledge, lack of skill, or even lack of motivation, this justifies the effectiveness of training.
 - 11.2.1 Whom and When to Train;
 - a. The new worker - orientation to Greenview/Work Environment.
 - b. The new worker - on-the-job-training.
 - c. The experienced worker - as required.
 - d. Any worker transferring to another job assignment or task.
 - e. The group - Tool-Box Safety Meetings.
 - f. The group - when starting new or potentially hazardous area of work, or any work covered in a Safety Procedure.
 - g. The group - prior to any shutdown situation.
 - h. Other workers as the need may arise.
 - 11.2.2 Record Keeping

Always maintain records of all safety and health training. Records provide evidence of Greenview's good faith effort to protect workers and comply with applicable regulations. Always keep track of training using a training matrix.
 - 11.2.3 Training Requirements in OH&S Standards, many standards are established by the Occupational Health and Safety Board and require greenview to train workers in the safety and health aspects of their jobs. Other standards make it the Greenviews responsibility to limit certain job assignments to workers that are "certified, competent, or qualified", meaning that they have had special

previous training, in or out of the work place. These requirements are reflective of the Occupational Health and Safety Board and that training is an essential part of every employer's program for the protection of workers.

- 11.2.4 The length and complexity of the Occupational Health and Safety Board's standards may make it difficult to find all the references to training. Therefore, the Occupational Health and Safety Board may be contacted for any further information.

12. Supervisory Training:

- 12.1 Department Managers and Front Line Supervisors are responsible for day to day enforcement of the Safety Program. Responsible for the safety of workers performing tasks under their guidance, it is critical they are given the tools to enable them to execute this role confidently and diligently. Greenview will endeavour to have all supervisors receive training in the following:
 - a. Leadership for Safety Excellence.
 - b. Workplace Health and Safety Act and Regulations (Jurisdictional).
 - c. Driver Hazard Assessment.
 - d. Construction Safety Training System (CSTS)
 - e. WHMIS.
 - f. First Aid/CPR.
 - g. H2S Alive (where applicable).
 - h. Harassment Prevention.
 - i. Workplace Violence Prevention.
 - j. Drug and Alcohol Awareness for Supervisors.
 - k. Greenview Safety Manual.

13. Training Program Administration

- 13.1 The administration of the training program, as part of the safety program, is the responsibility of the Safety Advisor with the ongoing cooperation of department managers, supervisors and workers. A training matrix will be maintained in the workers safety file, updating of these records will be the shared responsibility of the Safety Advisor. Proper administration of the safety-training program requires the following:
 - a. Identify person responsible for training programs as a means to ensure accountability, follow-up, and provide for auditing.
 - b. Identify those who will conduct training.
 - c. Identify those workers in need of training and document attendance.
 - d. Provide for proper training facilities.



REQUEST FOR DECISION

SUBJECT: Corporate Health and Safety Policy

SUBMISSION TO: REGULAR COUNCIL MEETING **REVIEWED AND APPROVED FOR SUBMISSION**

MEETING DATE: January 13, 2020 **CAO:** DT **MANAGER:** EK

DEPARTMENT: HUMAN RESOURCES **GM:** **PRESENTER:** MM

STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – See *Occupational Health and Safety Act Part 5 Program and Practices* which states that the employer must have a Health and Safety Policy that states the policy for the protection and maintenance of the health and safety of workers at the work site

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 5005 “Corporate Health and Safety” as presented.

BACKGROUND/PROPOSAL:

This policy to abide by Occupational Health and Safety Act Part 5 that the employer must have a Health and Safety Policy that states the policy for the protection and maintenance of the health and safety of workers at the work site. To ensure that everyone is aware of Greenview’s commitment to the Health and Safety of all workers and their Safety Program.

Unlike the administrative policies, administration and the PRC recommend that this policy be approved by Council as it applies broadly to the organization as a whole and it is not a specific process or procedure. There is minimal liability for Council in approving this policy.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have an updated Corporate Health and Safety Policy which applies broadly to the organization and is compliant with OH&S legislation and regulation.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may make additional changes 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 update the policy manual.

ATTACHMENT(S):

- Policy 5005 Corporate Health and Safety

Title: Corporate Health and Safety Policy

Policy No: 5005

Effective Date:

Supersedes: 3000

Review Date:



Purpose: The purpose of this policy is to ensure everyone is aware of the Health and Safety Commitment from Greenview.

POLICY

1. Greenview is committed to the protection of the Health and Safety of each worker. Greenview is committed to promoting a safe and healthy workplace for all employees, contractors, citizens and visitors. Council and Management support the implantation of a Health and Safety Program, which:
 - 1.1 Ensures procedures and practices for safe work performance.
 - 1.2 Provides protective equipment as required.
 - 1.3 Is committed to providing training to all workers in safety and health practices
 - 1.4 Encourages active involvement by all workers in developing and maintaining an effective Health and Safety Program.

2. In pursuit of Greenviews commitment, Greenview will develop, implement and enforce such policies and procedures that promote and provide a healthier, safer work environment. In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and health work environment in accordance with industry standards legislative requirements. Greenview will strive to eliminate any foreseeable hazards which may result in accidents, personal injury/illness and property damage.

3. Greenview is committed to working closely and proactively with Greenviews Occupational Health and Safety Committee with an aim to prevent injuries and accidents within Greenviews facilities and on our worksites. Greenview recognize that the responsibilities for health and safety must be shared to effectively maximize our efforts. Active worker involvement is encouraged and in conjunction with good management will help to control the potential for accidents. Safety is the direct responsibility of all General Managers, Managers, Supervisors, workers, and contractors.

4. Recognizing that Greenview is engaged in providing public services there is an obligation to provide those services in an efficient, effective and safe manner. All management activities will comply with Greenviews safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All workers will perform their jobs properly in accordance with established procedures and safe work practices.

Purpose of the Health and Safety Program:

5. Greenviews Health and Safety Manual is based on the fundamental concept that through knowledge, cooperation and adherence to provincial legislation and accident prevention measures, a healthy and safe work environment can be achieved.



REQUEST FOR DECISION

SUBJECT: **Policy 4004 Equipment Contractor Registry Policy Revision**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: January 13, 2020 CAO: DT MANAGER:
DEPARTMENT: OPERATIONS GM: RA PRESENTER: RA
STRATEGIC PLAN: Infrastructure

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) – Policy 4004 – Equipment Contractors Registry.

RECOMMENDED ACTION:

MOTION: That Council accept the revisions to Policy 4004 – Equipment Contractors Registry as presented.

BACKGROUND/PROPOSAL:

During the 2019 construction season a number of concerns surfaced with the current process of hiring Equipment Contractors. Administration held an EOIP (Expression of Interest Package) Workshop with Council in the beginning of October in DeBolt. From that meeting Administration has condensed the concerns and direction received and made the following revisions/additions to update the current policy.

With the addition of the EOIP package pick up and submission date Administrations would like to move forward with some or all of the revisions to avoid a delay in advertising.

- Revision - Rates will be based off the previous year's ARHCA Rate Guide. (Policy - Item #1)
- Revision - Only Equipment Contractors based within Greenview will be accepted on the Registry. (Policy – Item #3)
- Addition - Annual EOIP pick up date, package submission date and Equipment Contractor working day reset date. (Procedure – Item #8)
- Addition - Business address in EOIP (Procedure – Item #10)
- Addition - Core and Secor to EOIP contents. (Procedure – Item #11)
- Addition – Base equipment must be owned and not rented, attachments can be rented if necessary. (Procedure – Item# 12)
- Revision – 100% percentage of the previous year's ARHCA rate for all "Current" and "Non- Current" equipment and for maintenance motor graders. (Procedure – Item #14)
- Addition – Long Job/ Short Job definitions. Specific types of equipment will work on a Short Job rotation to allow each Equipment Contractors with that equipment to have the opportunity to work. (Procedure – Item #15)

- Addition – Greenview representative will determine when the 20 day cap can and will be used in Greenview’s best interest. (Procedure – Item #16)
- Addition – Travel time of one (1) hour per day will be paid. (Procedure – Item #17)
- Addition – Contractor scheduling in Greenview’s best interest and removed from list if condition is not followed. (Procedure – Item #18)
- Addition - Equipment Contractors to submit invoice with WCB and proof of insurance on specific days of the month. (Procedure - #19)

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is Greenview would allocate work in a fair and consistent manner

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to refuse the motion however Administration does not recommend this action because it would be in Greenview’s best interest.

FINANCIAL IMPLICATION:

There will be a cost saving to Greenview using the current ARHCA rates.

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:

Once approved by Council Administration will update the policy and begin the new process.

ATTACHMENT(S):

- Revised Policy 4004
- Current Policy 4004

Title: EQUIPMENT CONTRACTORS REGISTRY

Policy No:

Effective Date:

Motion Number:

Supersedes Policy No:



Purpose: The purpose is for the Municipal District of Greenview (Greenview) to compile a Registry of interested Equipment Contractors, Gravel Haulers, Operators and Labourers (Equipment Contractors) available for casual work with Greenview at the rate **and hiring process** specified by Greenview.

DEFINITIONS

ARHCA means Alberta Road Builders and Heavy Construction Association’s Equipment Rental Rates Guide & Membership Roster.

Current means a model which was or is available as a new machine in the current or previous three (3) year(s), as per ARHCA.

EOIP means Expression of Interest package

Long Job means **five (5) day minimum up to a twenty (20) day maximum per job.**

Non-Current means a model which is no longer current, but is commonly found on sites in Alberta doing production work, as per ARHCA.

Previous means older equipment that is generally no longer used for high production work, as per ARHCA.

Short Job means **two (2) day minimum up to a five (5) day maximum per job.**

POLICY

1. All equipment/attachments related definitions and rates can be found in the **previous year’s** ARHCA Rate Guide.
2. Greenview will compile an annual Registry of Equipment Contractors with Current and Non-Current equipment who are interested in performing work for and within Greenview.
3. **Only** Equipment Contractors based within Greenview will be accepted on the Registry.
4. Equipment/attachments will be paid, only when in use, at the rates specified **in the previous year’s** ARHCA Rate Guide based on the equipment percentage rates set in this policy.

Policy No:

5. Greenview will only accept fully completed EOIPs, agreeing to the financial and working terms and conditions set forth by Greenview.
6. All contractors must be in good standing with Greenview prior to the approval of their EOIP and/or prior to being hired after their EOIP has been accepted.
7. Greenview Administration may increase and adjust all Gravel Haul rates, when required with CAO approval.
8. Greenview Administration will be permitted to adjust rates, as needed for high-demand equipment up to the full ARCHA rate, with CAO approval.

PROCEDURE

1. Greenview reserves the right to terminate Equipment Contractors from projects for poor performance as well as non-compliance with any polices and/or legislation set forth in the EOIP.
2. The following considerations may apply when hiring Equipment Contractors: past performance, operator experience/quality work, reliability of equipment, safety record.
3. Greenview reserves the right to remove a contractor from the registry based on past performance or conduct of the Equipment Contractor
4. Greenview reserves the right to release any operator and/or equipment due to abuse, harassment and/or belligerent behaviour.
5. All Safety-related Incidents must be reported to the project supervisor appointed by Greenview.
6. Equipment Contractors are required to complete a Mandatory Greenview Safety Orientation as well as a Site Hazard Assessment prior to starting a project.
7. Interested Equipment Contractors **are encouraged** to contact Greenview regarding when, where and how they can pick up and submit their EOIP which will specify the aforementioned rates as well as outline the financial and working terms and conditions set forth by Greenview.
8. Submissions must be sealed and post marked prior to the advertised EOIP closing date, **any submissions received after that date and time will not be accepted. EOIP's will be available on the last Friday of January of every year. The EOIPs are to be received at any Greenview office by the first Monday in March. On April 1st the Contractors days will reset and the new Registry will take effect.**
9. Greenview reserves the right to disqualify any incomplete EOIP.
10. The Registry will entail the contractor owner's residential address **and the business address** with in the Municipal District of Greenview No. 16.
11. Upon opening of the EOIP, Greenview will ensure that all Equipment Contractors have:
 - a) Supplied proof of a minimum \$2,000,000.00 in liability insurance;
 - b) Supplied proof of Workers Compensation Number; and
 - c) Signed a Contractor's Safety Rule Book.
 - d) **COR or SECOR.**

12. Base equipment must be owned and not rented, attachments can be rented if necessary with the approval of the Greenview Representative.
13. Greenview Administration will review and adjust all Current and Non-Current equipment and truck rates, when required with CAO approval, to reflect a percentage of the previous year's ARHCA Rate Guide.
14. As per the previous years, ARHCA Rate Guide definitions and rates, Greenview will advertise in a variety of local media for all "Current" and "Non-Current" equipment and maintenance motor graders.
15. Equipment Contractors who provide skid steers, motor scrapers, rock trucks, vacuum trucks, low beds to haul equipment or miscellaneous items will work on a Short job rotation. All other equipment will work on a Long job rotation. Greenview representatives have the right to release any contractor at any day in the best interest of Greenview operations.
16. Greenview representative will determine when the 20 day cap can and will be used in Greenview's best interest. Contractors who are on the EOI Registry are not guaranteed 20 day of work at a time.
17. Travel time of one (1) hour per day will be paid (on trucking only) this is not at the Greenview's representative's discretion.
18. Equipment Contractors are expected to prioritize the scheduling of their workloads in the best interest of Greenview. Once a Contractor has committed to a job, if work is refused for any other reasons then breakdown or emergency the EOI person will reiterate that Greenview is requesting your equipment for our job now and we will not accommodate the Contractors schedule. The Contractor will be given one verbal warning and if a second time occurs the contractor will be given a written warning and removed from the EOI list for 1 year.
19. Contractors will submit their invoices with WCB and proof of insurance on the 15th and the 30th of the month to which Greenview has 30 days to make payment.

Title: EQUIPMENT CONTRACTORS REGISTRY

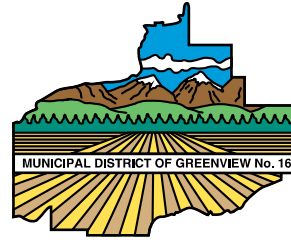
Policy No: 4004

Effective Date: April 1, 2018

Motion Number: 18.02.98

Supersedes Policy No: OP 07 & PW 10

Review Date:



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: For the Municipal District of Greenview (Greenview) to compile a Registry of interested Equipment Contractors, Gravel Haulers, Operators and Labourers (Equipment Contractors) available for casual work with Greenview at the rates specified by Greenview.

DEFINITIONS

ARHCA means Alberta Road Builders and Heavy Construction Association’s Equipment Rental Rates Guide & Membership Roster.

Current means a model which was or is available as a new machine in the current or previous three (3) year(s), as per ARHCA.

Non-Current means a model which is no longer current, but is commonly found on sites in Alberta doing production work, as per ARHCA.

Previous means older equipment that is generally no longer used for high production work, as per ARHCA.

EOIP means Expression of Interest package

POLICY

1. All equipment/attachments related definitions and rates can be found in the 2015 ARHCA Rate Guide.
2. Greenview will compile an annual list of Equipment Contractors with Current and Non-Current equipment who are interested in performing work for and within Greenview.
3. Equipment Contractors based within Greenview will be given preference with respect to hiring practices.
4. Equipment/attachments will be paid, only when in use, at the rates specified in the 2015 ARHCA Rate Guide based on the equipment percentage rates set in this policy.
5. Greenview will only accept fully completed EOIPs, agreeing to the financial and working terms and conditions set forth by Greenview.

6. All contractors must be in good standing with Greenview prior to the approval of their EOIP and/or prior to being hired after their EOIP has been accepted.
7. Greenview Administration may increase and adjust all Gravel Haul rates, when required with CAO approval.
8. Greenview Administration will be permitted to adjust rates, as needed for high-demand equipment up to the full ARCHA rate, with CAO approval.

PROCEDURE

1. Greenview Administration will review and adjust all Current and Non-Current equipment and truck rates, when required with CAO approval, to reflect a percentage of 2015 ARHCA Rate Guide.
2. As per the 2015 ARHCA Rate Guide definitions and rates, Greenview will advertise in a variety of local media for all “Current” and “Non-Current” equipment at a rate of 89%, for maintenance motor graders at a rate of 75%.
3. Interested Equipment Contractors will be instructed to contact Greenview regarding when, where and how they can pick up and submit their EOIP-which will specify the aforementioned rates as well as outline the financial and working terms and conditions set forth by Greenview.
4. Submissions must be sealed and post marked prior to the advertised EOIP closing date.
5. Greenview reserves the right to disqualify any incomplete EOIP.
6. Contractors hired by the Greenview will be hired in the order listed below:
When equipment from List 1 is no longer available to hire, Greenview will proceed to hire from List 2.

List 1 - contractor owner’s residential address that are located within the Municipal District of Greenview No. 16 or within the Town of Grande Cache, Town of Fox Creek, Town of Valleyview, or Sturgeon Lake Cree Nation.

List 2 - contractor owner’s residential address that are located outside of the Municipal District of Greenview No. 16.
7. There is an approximate 20 day cap on equipment hired by Greenview.
8. Upon opening of the EOIP, Greenview will ensure that all Equipment Contractors have:
 - a) Supplied proof of a minimum \$2,000,000.00 in liability insurance;
 - b) Supplied proof of Workers Compensation Number; and
 - c) Signed a Contractor’s Safety Rule Book.
9. Equipment Contractors are expected to prioritize the scheduling of their workloads in the best interest of Greenview.
10. Equipment Contractors are required to complete a Mandatory Greenview Safety Orientation as well as a Site Hazard Assessment prior to starting a project.

11. All Safety-related Incidents must be reported to the project supervisor appointed by Greenview.
12. Greenview reserves the right to terminate Equipment Contractors from projects for poor performance as well as non-compliance with any policies and/or legislation set forth in the EOIP.
13. Greenview reserves the right to remove a contractor from the registry based on past performance or conduct of the Equipment Contractor.
14. The following considerations may apply when hiring Equipment Contractors: past performance, operator experience/quality of work, reliability of equipment, safety record.
15. Greenview reserves the right to release any operator and/or equipment due to abuse, harassment and/or belligerent behaviour.



REQUEST FOR DECISION

SUBJECT:	Ward Boundary Review	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	REGULAR COUNCIL MEETING	CAO: DT	MANAGER:
MEETING DATE:	January 13, 2020	GM:	PRESENTER: DL
DEPARTMENT:	CAO SERVICES		
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:

Provincial (cite) – O.C. 361/2018.

RECOMMENDED ACTION:

MOTION: That Council direct administration to pursue Option ___ and begin public engagement on changes to the Ward Boundaries in Greenview.

BACKGROUND/PROPOSAL:

Section 3. b) of the Order in Council dissolving the Town of Grande Cache stipulates that Greenview must conduct a ward boundary review and establish an either higher or lower odd number of Councillors prior to the 2021 General Election.

The principles of the ward boundary review are as follows:

1. Representation by population. Wards are roughly equal in size within 25% of the average. (+/-25%)
2. Disrupting as few ratepayers as possible with changes. Ideally maintaining the same system, and affecting as few wards as possible with the changes.
3. Boundaries are crafted along natural boundaries, or main roadways (easily identifiable).
4. Maintain urban and rural representation as much as possible while meeting representation by population requirements.

Highlights of the options:

- Based on population statistics, in almost all scenarios, Grovedale requires an additional seat.
- In all options, the total population of Grande Cache Hamlet and the Coops are factored in together, even though the options reflect the Coops as having a separate seat. The reason for this is the Coops do not meet the population threshold by themselves in any situation. If they are to remain a separate seat, it is assumed that the Councillor for the coops will represent the interests of the Grande Cache area as a whole, in addition to the interests of the coops, due to the proximity of the Coops to Grande Cache. Council must determine if they would like to maintain a separate seat for the coops given the distinct identity of that area.

- Given the population statistics of Grande Cache Hamlet, Grande Cache should have a minimum of 3 seats in any option (including the Coops should council determine that they maintain a seat).
- The applicable averages and threshold (range of population) is noted with each option.
- The populations of each ward is listed at the top of the attached listing.

The options provided are ranked based on how closely they meet the established criteria. The first two options are what administration believes are the best options for a 9 or 11 seat Council. It is noted on the attached listing the whether a ward is above or below the threshold.

Once Council makes a decision on an option to move forward with, Administration will begin public engagement in the affected wards.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview wards will more accurately reflect the population.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may suggest multiple options be presented to the public for feedback.

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

Consult

PUBLIC PARTICIPATION GOAL

Consult - To obtain public feedback on analysis, alternatives and/or decisions.

PROMISE TO THE PUBLIC

Consult - We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision

FOLLOW UP ACTIONS:

Administration will begin public engagement.

ATTACHMENT(S):

- Options listing
- OC 361/2018



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Ward Boundary Review Overview:

Population Profiles: Total Official 9615

Grande Cache: Official- 3571;

Grande Cache Coops: 310

Little Smoky: 594

Valleyview: 752

Sunset House and Sweat House: 476

New Fish Creek: 699

DeBolt: 868

Crooked Creek: 882

Grovedale: 1463

General Principles of a Ward Boundary Review:

1. In accordance with Section 3(b) of the Order in Council, Greenview must pass a bylaw specifying a higher or lower number of Councillors prior to the 2021 General Election.
2. Approximate populations of each ward are +/- 25% of the average population, to maintain the basic principles of representation by population.
3. Disrupt as few ratepayers as possible with ward boundary changes.
4. Use natural physiological boundaries or main roads as boundaries for wards as much as possible.
5. Balance urban and rural representation as much as possible.

Key questions:

1. Does Council want to maintain the Co-ops and enterprises as a separate seat on council given the unique identity of the people in that area? This would be justifiable to the province based on the unique identity of the residents, as well as the proximity to Grande Cache, whereby the representative for the co-ops is also a representative of the Grande Cache area broadly.
2. Does Council want to maintain a ward system? This is recommended so as to limit change for rate-payers, however, some options proposed might work best with a Reeve elected at-Large in addition to 8 or 10 Councillors. Council indicated at the preliminary discussion at Committee of the Whole that they would like to maintain the wards.

Ward Boundary Review Timeline:

December 2019: Initial Ward Boundary Review presentation and Discussion.
 January 2020: Ward Boundary Review options to Council
 March 2020: Public Engagement and Consultation in affected wards
 April 2020: Compiling of Final Options.
 April- May 2020: Council Decision on Ward Boundary Revisions
 June 2020-September 2020: Ministerial Approval of Ward Boundary changes.
 November-December 2020: Final Changes to bylaws prior to 2021 Elections.
 January 1, 2021 Nomination Period Begins for 2021 Municipal Election

Preliminary Options

Option 1: 9 Members

Average Population per Ward: 1069

25% = 268

+25% = 1337

-25% = 801

Ward	Population	Seats
New Fish Creek + Sunset House & Sweat House	699 + 476 = 1175	1
Valleyview + Little Smoky	752 + 594 = 1346	1
Crooked Creek & Ridgevalley	882	1
DeBolt & Puskwaskau	868	1
Grovedale	1463	2
*Grande Cache Hamlet	3571 (official)	2
*Grande Cache Coops	310	1

} Slightly above threshold

} Below threshold

*for all options proposed, Grande Cache Coop has been given its own seat. Numbers factored in for the thresholds include the populations of Hamlet and Coops together, as the coops do not meet any threshold by themselves. It is assumed that the representative for the coops will also represent the interests of the Grande Cache region as a whole on Council. Council will need to determine if a separate seat is warranted.

Option 2: 11 Members

Average Population per Ward: 874

25% = 219

+25% = 1093

-25% = 655

Ward	Population	Seats
Little Smoky + Sunset House & Sweat House	594 + 476 = 1070	1
Valleyview	752	1
New Fish Creek	699	1
Crooked Creek & Ridgevalley	882	1
DeBolt & Puskwaskau	868	1
Grovedale	1463	2
*Grande Cache Hamlet	3571 (official)	3
*Grande Cache Coops	310	1

Option 3: 11 Members

Average Population per Ward: 874

25% = 219

+25% = 1093

-25% = 655

Ward	Population	Seats
**Little Smoky + ½ Valleyview	594 + 376 = 970	1
**Sunset House & Sweat House + ½ Valleyview	476 + 376 = 852	1
New Fish Creek	699	1
Crooked Creek & Ridgevalley	882	1
DeBolt & Puskwaskau	868	1
Grovedale	1463	2
*Grande Cache Hamlet	3571 (official)	3
*Grande Cache Coops	310	1

**Alternatively Sunset House could be split between Valleyview and Little Smoky and both wards would remain within the thresholds.

Option 4: 9 Members (8 Councillors, Reeve elected at-large)

Average Population per Ward: 1202

25% = 301

+25% = 1503

-25% = 901

Ward	Population	Seats
------	------------	-------

Little Smoky + Valleyview	594 + 752 = 1346	1
Sunset House & Sweat House + New Fish Creek	476 + 699 = 1175	1
Crooked Creek & Ridgevalley	882	1
DeBolt & Puskwaskau	868	1
Grovedale	1463	1
*Grande Cache Hamlet	3571 (official)	2
*Grande Cache Coops	310	1
Reeve elected from whole of Greenview		

} Slightly below threshold

Option 5: 9 Members

Average Population per Ward: 1069

25% = 268

+25% = 1337

-25% = 801

Ward	Population	Seats
Little Smoky + $\frac{1}{3}$ Valleyview	594 + 250 = 844	1
Sunset House & Sweat House + $\frac{1}{3}$ Valleyview	476 + 250 = 726	1
New Fish Creek + $\frac{1}{3}$ Valleyview	699 + 250 = 949	
Crooked Creek & Ridgevalley	882	1
DeBolt & Puskwaskau	868	1
Grovedale	1463	1
*Grande Cache Hamlet	3571 (official)	2
*Grande Cache Coops	310	1

} Above threshold

} Above threshold

Option 6: 11 Members (10 Councillors/Wards, Reeve elected at Large)

Average Population per Ward: 962

25% = 241

+25% = 1203

-25% = 721

Ward	Population	Seats
Little Smoky + Sunset House & Sweat House	594 + 476 = 1070	1
Valleyview	752	1
New Fish Creek	699	1
Crooked Creek & Ridgevalley	882	1

} Slightly below threshold

DeBolt & Puskwaskau	868	1
Grovedale	1463	2
*Grande Cache Hamlet	3571 (official)	2
*Grande Cache Coops	310	1
Reeve elected from whole of Greenview		

} Above threshold



REQUEST FOR DECISION

SUBJECT: AER Deadlines and Meeting with Minister of Energy
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: January 13, 2020 CAO: DT MANAGER:
DEPARTMENT: CAO SERVICES GM: PRESENTER: DL
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, R.S.A 2000, Chapter M-26, Section 684(1).
Subdivision and Development Regulation, AR 43/2002, Section 10.

Council Bylaw/Policy (cite) – Bylaw 17-779, Land Use Bylaw

RECOMMENDED ACTION:

MOTION: That Council direct administration to set up a meeting with the Minister of Energy to discuss the Alberta Energy Regulator (AER's) failure to meet timelines for setback referrals for work camp development applications in Greenview.

BACKGROUND/PROPOSAL:

Greenview administration is required to send referrals for applications in crown land areas to the AER for developments that may be located near sour gas facilities. For all development applications, Greenview has 40 days to issue a decision on the application. The AER is consistently failing to meet the 30-day period in which they say they will provide a response. If the AER takes longer than 30 days, Greenview Administration cannot meet their legislated timelines to approve or refuse a development permit without asking for an extension. In cases where the applicant does not want to grant an extension, Greenview is forced to let the 40-day period pass and the application is automatically deemed refused, often triggering an appeal to the SDAB.

These delays are the basis of 2 appeals in 2019 and are already the basis of 2 appeals for 2020. In addition, the legal fees in dealing with these issues has cost Greenview thousands of dollars. The delays on the part of the government are hindering relationships between Greenview and the oil and gas companies that are a foundation of the economy in this region, and hinder Greenview's reputation as a municipality where oil and gas companies are welcome and supported to do business.

Greenview administration has met on multiple occasions with AER staff to voice concerns with these timelines. To date, no action has been taken by the AER, to address these concerns.

In an effort to bring change, Greenview Council has taken action to apply political pressure to the Government of Alberta in proposing a Resolution to RMA to address these concerns. Resolution 9-19F was passed at the Fall Convention 2019. With the recent passing of The Red Tape Reduction Bill, Greenview administration was

hoping there might be changes that would address the concerns. This was not the case. Greenview administration is asking Council to make a motion to meet directly with the Minister of Energy to discuss our concerns and provide further pressure on the government to take action.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview administration is hoping the political pressure provided will help the Minister of Energy and the AER to hear Greenview's concerns and take action to reduce the timelines of the AER.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may choose to take no action in meeting with the Minister until the government addresses the concerns stated in the Resolution.

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 contact the Minister's Office to set up a meeting.

ATTACHMENT(S):

- RMA Resolution 9-19F



Resolution 9-19F

Setback Referrals for Development Near Sour Gas Facilities in Crown Land Areas

Date: November 1, 2019

Expiry Date: December 1, 2022

Active Status: Active

Sponsors: MD of Greenview

District: 4 - Northern

Year: 2019

Convention: Fall

Category: Energy

Status: Sent to Government

Vote Results: Carried

Preamble: WHEREAS section 684(1) of the *Municipal Government Act* (MGA) states that the development authority must make a decision on the application for a development permit within 40 days after the receipt by the applicant of an acknowledgement of their application being deemed complete; and

WHEREAS section 6 of the *Subdivision and Development Regulation* AR 43/2002 (the Regulation) requires a subdivision authority to make a decision on an application for subdivision within 21 days of the date of the application being deemed complete if no referrals were made and within

60 days from the date of an application under section 4(1) of the Regulation being deemed complete in accordance with section 653.1 of the MGA; and

WHEREAS section 10(1) of the Regulation requires that the subdivision or development authority provide a copy of the application for a development that results in a permanent dwelling, public facility or unrestricted country residential development, as defined by the Alberta Energy Regulator (AER), to the AER if any of the land pertaining to the application is located within 1.5 kilometres of a sour gas facility, or a lesser distance agreed to, in writing, by the AER and the subdivision or development authority; and

WHEREAS the AER states that they will provide a response to setback referrals within 30 days of receiving a referral from a subdivision or development authority; and

WHEREAS the AER's 30-day timeline acts as an approximate deadline and is often not met; and

WHEREAS late responses from the AER prevent municipalities from meeting their legislated timelines without requesting extensions from applicants, thereby obstructing an orderly development process;

Operative Clause: THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta request that the Government of Alberta review the Alberta Energy Regulator (AER) timelines for responding to setback referrals for development near sour gas facilities, particularly in Crown land areas, to ensure they consistently respond to applicants within their own 30-day response commitment.

**Member
Background:**

Municipalities are legislatively required to meet certain deadlines for approving or denying applications for development and subdivisions. Municipalities are also required to send referrals to the Alberta Energy Regulator (AER) of any development within 1.5 kilometres of sour gas facilities. In order to meet the legislated timelines, municipalities require timely responses on referrals from the AER.

The AER's approximate 30-day timeline for responses to referrals creates delays in the development process for municipalities and applicants, as the AER consistently provides responses after this deadline. As a result, municipalities are forced to request extensions from the applicants for developments near sour gas facilities in order to meet the legislated requirements.

In order to facilitate orderly development, the AER must review its timelines and ensure that they are providing responses to referrals within 30 days as indicated in the automated response upon their receipt of a referred application. The present delays cause significant frustration to municipalities and the applicants, which in the Crown land areas where these generally apply, is the industrial drivers of our local and provincial

economy.

RMA RMA has no active resolutions directly related to this issue.

Background:

Provincial Energy

Ministries:

Provincial Boards AER

and

Organizations:

[Back to Resolutions Database](#)

CONTACT US

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Nisku, Alberta
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Fax:

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REQUEST FOR DECISION

SUBJECT:	HWY 669 Day Use Name		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 7, 2020	CAO: DT	MANAGER: MN
DEPARTMENT:	RECREATION	GM: SW	PRESENTER: MN
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:

Provincial - N/A

Council Bylaw/Policy - N/A

RECOMMENDED ACTION:

MOTION: That Council authorize the naming of the Greenview day use area located at SE – 28 – 70 – 21 – W5M to be named Riverbend Park.

BACKGROUND/PROPOSAL:

General construction of the recreation site located on Highway 669 east of Valleyview was completed in November of 2019. Recently the recreation department held an internal naming contest for the new site located on HWY 669. It was indicated that preference would be given to names relevant to the historical and physical qualities of the site. The following names were suggested by staff;

1. Riverbend Recreation Area
2. Bridgeview Recreation Area
3. HWY 669 Riverview Recreation Area
4. Sunset Valley Pioneer Campsite
5. Sunset to Sunrise Rec Park
6. Tigger's Landing (in memory of Tyler Pepper)
7. Bruce Hammon Memorial Park

Recreation administration met and held a vote to decide on the preferred name from those suggested. As there were multiple memorial related names suggested, those were automatically removed from the running. Additionally, administration altered all names to be followed with "Park" as that has been found simpler to include for signage, advertisement, etc. As such, names were voted on as follows;

1. Riverbend Park
2. Bridgeview Park
3. HWY 669 Riverview Park
4. Sunset Valley Pioneer Park
5. Sunset to Sunrise Park

Administration felt that the name of Riverbend Park was best suited and as such is recommending it as the formal name of the site.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that it would correspond to the most popular selection from the straw vote that was conducted by the Recreation department, however it is noted by the Recreation Department that the participation of this vote was limited.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to accepting the suggested name.
-

ALTERNATIVES CONSIDERED:

Alternative #1: That Council choose another name from those suggested.

Alternative #1: That Council choose a new alternative name for the site.

FINANCIAL IMPLICATION:

There are no new financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no new staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):



REQUEST FOR DECISION

SUBJECT: **Sunset House Cemetery Committee Appointment**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: January 13, 2020 CAO: DT MANAGER:
DEPARTMENT: CAO SERVICES GM: PRESENTER:
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint O’niel Rieu and Rose Trottier to the Sunset House Cemetery Committee.

BACKGROUND/PROPOSAL:

The Sunset House Cemetery is one of four cemeteries within Greenview. Council has established a bylaw appointing five community members to the committee as well as one Councillor. The Cemetery Committees run on three year terms with this term ending October of 2022.

Applicants have submitted an application form (please see attached).

This will leave one empty seat on this committee, Administration will continue to advertise until all seats are filled.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the Sunset House Cemetery Committee will have a full board.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to alter or deny the recommended motion.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will inform the applicant of Council's decision.

ATTACHMENT(S):

- Applications



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

Sunset House Cemetery Committee

Are you a resident of Greenview?

Yes No

Are you currently serving on a Municipal Board or Committee?

Yes No

Which Board or Committee are you serving on and when does your term expire?

Have you served on a Municipal Board or Committee in the past?

Yes No

What Municipal Board or Committee have you served on and what year did you last serve?

Personal Resume

Name: O'niel Rieu

Home/Mailing Address: Box 2113

City: Valleyview, AB Postal Code: T0H3N0

Phone (home): 780 524-3359 Phone (work): 6

Email: oniel.rieu@hotmail.com or: judy.rieu@hotmail.com

Qualifications: Long term resident of Sunset House Community. Very interested in keeping our community cemetery an important part of our community. I have been involved in many community projects.



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal Board/Committee

Please Print

Experience: Equipment operator ~ experience with heavy equipment (oilfield + farm) as well as smaller types of equipment

Volunteer Activities you have been involved with: Sweathouse Community Hall, Sunset House Community Hall, Sunset House Snipers Fastball

How do you feel you could contribute to your chosen Board or Committee?

Willing and able to help with any maintenance or repairs the cemetery may need. Able to operate a variety of equipment.

Linn Rein

Applicant's Signature

Dec. 9/2019

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview
4806 – 36th Avenue
PO Box 1079
Valleyview, AB T0H 3N0
Email: Lianne.Kruger@mdgreenview.ab.ca

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to serve as a member of a Board or Committee of Greenview Council. The information is collected under the authority of section 146 of the Municipal Government Act (MGA) and section 33 of the Freedom of Information and Protection of Privacy Act. The collection of this information can be directed to the Administrative Liaison to the respective Board and to the Board Selection Committee. Names, address and home telephone numbers of successful applications will be provided to the public.



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

SUNSET HOUSE CEMETARY COMMITTEE

Are you a resident of Greenview?

Yes No

Are you currently serving on a Municipal Board or Committee?

Yes No

Which Board or Committee are you serving on and when does your term expire?



SCANNED

Have you served on a Municipal Board or Committee in the past?

Yes No

What Municipal Board or Committee have you served on and what year did you last serve?

Personal Resume

Name: ROSE MARIE TROTTIER

Home/Mailing Address: Box 123, SUNSET HOUSE, AB

City: SUNSET HOUSE, AB Postal Code: T0H 3H0

Phone (home): 780-524-2128 Phone (work): _____

Email: rosemarie.trottier@yahoo.ca

Qualifications: I have lived in the Sunset House Community for 64 years. When my husband (Gerald's) heard there was a need for new committee members to assist in the decision making for the Sunset House Cemetery I decided to volunteer. My father, George Kirichuk, one of this area's original homesteaders, is buried there, as will be my mother, myself & my husband.



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal Board/Committee

Please Print

Experience: I have served on many committees through my work at Sunset House and Oscar Adolphson Primary Schools, as well as on the Sunset House Community Hall Board.

Volunteer Activities you have been involved with: Valleyview Victims Assistance as Board member/Fundraising; Valleyview Enhancement Committee as Director/Fundraising; Hillside School Reunions, Sunset House School Reunion; Sunset House Community Hall Activities - planning/prepping/clean-up

How do you feel you could contribute to your chosen Board or Committee? I feel many ideas & hands help to make a committee run more efficiently & effectively. I would like to participate in this committee's efforts to provide an important service to Sunset House.

Rose Marie Trotter

Dec. 12/19

Applicant's Signature

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview
4806 - 36th Avenue
PO Box 1079
Valleyview, AB T0H 3N0
Email: Lianne.Kruger@mdgreenview.ab.ca

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CAO Report

Function: CAO Services

Submitted by: Denise Thompson, CAO

Date: 1/3/2020

Happy New Year! The holidays are a busy time of year for family, friends and celebrations. Many staff are just returning from a couple of weeks of time away from work - refreshed and refocused. With a new year, come new priorities, new projects and renewed enthusiasm.

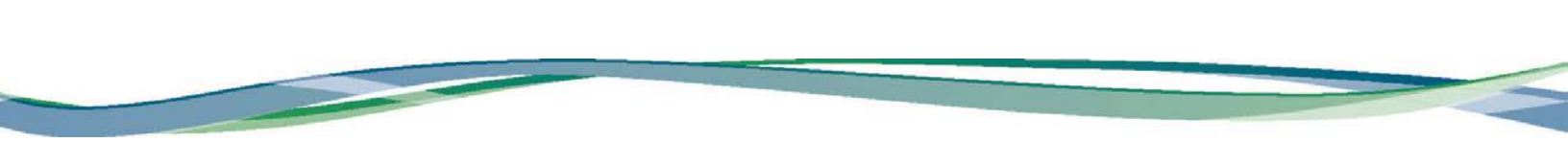
With our budget numbers set and approved, much of the preliminary work for capital projects will get underway right away. Sourcing for pricing for larger purchases has begun and staff are working to stretch our budget dollars as far as possible.

The CAO Services renovations have been completed. Thank you to the members of the Facility & Maintenance crew for working over the holidays to see this project through. We are now set up with office space for the ACAO, Legislative Services, the Executive Assistant and the CAO.

The 2020 Strategic Plan is going to print next week and will be available for distribution in the coming weeks. We will provide a digital copy online for our public, as well as printed versions for Council & all of Administration so we use Council's document as a reference tool of the year's priorities. Extra printed copies will be available to the public as well.

With Council's Strategic Plan in place, I feel it is equally as important for the Senior Leadership Team to set their administrative priorities – in sync with Council's Plan. On January 9th SLT will spend the day aligning the administrative priorities of the organization with that of the governing body.

Recruitment for the General Manager of Community Services is moving forward. We have received many excellent applications. The hiring panel is conducting a first round of interviews late next week. Recruitment for our Deputy Fire Chiefs and Community Peace Officer program are also moving along nicely. There were many excellent candidate submissions for the Deputy Fire Chief positions. The Peace Officer program will be a bit more challenging as there seems to be a significant shortage of candidates across the province. We will recruit by promoting our recruitment and retention strategy.



We have just completed a third party audit of our financial functions and processes. I am expecting a final report with recommendations by mid-month. Once I have reviewed the consultant's findings, I will work with my Senior Leadership, Finance and Administration and we will bring in efficiencies and changes needed to provide improved financial management for Greenview.

I will be off-loading some of the CAO duties to the ACAO so I can work to cultivate regional, inter-governmental relationships in 2020. I will focus on strategic, purposeful business development for Greenview that will benefit our residents, businesses, industry stakeholders and regional neighbours. I will work to be a catalyst of collaboration throughout the region.

This concludes my report. Please consider accepting this for information by council motion.

Denise Thompson
CAO



Manager's Report

Function: Community Services

Submitted by: Stacey Wabick, General Manager

Date: 1/13/2020

General Manager Community Services, Stacey Wabick

Greenview Regional Multiplex

The Greenview Regional Multiplex has officially transferred to full Greenview operation. This successful transition was a result of multiple departments coming together, including IT, Finance, Facilities Maintenance, Operations, Human Resources and numerous Community Services staff.

The final ownership agreements have been completed and will be signed momentarily as they are processed through the office of the CAO.

Community Development Initiatives (CDI)

New Community Development Initiative agreements continue to be worked on in consultation with legal representation. The past agreement had both the Town of Fox Creek and the Town of Valleyview on the same agreement and are now being separated as well as more safeguards will be implemented in the event that Greenview's financial state changes.

In addition, Administration has been working closely with the Town of Fox Creek CAO to prepare information on where the 2019 CDI funds provided from Greenview were allocated.

Grande Cache Public Service Building & Fire Station

Administration continues to work towards a completion date and subsequent occupation of the Grande Cache Public Service Building and Fire Station. An on-site Partial Substantial Completion review is scheduled for early January which at this time any deficiencies will be noted. Training of Greenview staff on the building management systems will also take place.

If deficiencies are minimal and any remediation required can be completed with little to no effect on staff, a move in date can be established.

Greenview's Complimentary Senior Bus Service

LUXLINER, a division of Northern Express Bus Line Ltd. has been selected to provide seniors (55 years of age and over) with bi-monthly transportation to Grande Prairie. This company provided the contracted bus service for Greenview in the 2019 calendar year. Bus service providers in the area are very limited. Another company that requested the opportunity to provide a bid was contacted, however no bid was received.

This complimentary (free of charge) bus service is provided to seniors by Greenview. The service is well attended and appreciated by seniors. The trips are scheduled for the 1st and 3rd Wednesdays of each month, exception occurs in January and July due to the holidays, these months the trips are scheduled for the 2nd and 4th Wednesday.

Agricultural Services Manager, Quentin Bochar

Administration

The projected move in time for the Agricultural Department to the new Agricultural Building is now scheduled for around mid-January, there will be the appropriate advertising to make people aware of the fact.

Training/Conferences/Seminars

There were no workshops or seminars presented in December. The Agricultural Department staff have been diligently preparing for the upcoming 2020 extension event list, and as soon as all events are finalized, a list will be included in a future Manager's Report.

Rental Program

Rentals have been extremely slow in this reporting period.

Pest Control Program

The department is currently creating a policy regarding beaver control as requested by the ASB. Administration is also researching a possible Wild Boar Control By-Law. These two projects are projected to be completed in the first quarter of 2020.

Beautification

Staff are continuing to diligently trim lower branches on trees in parks and public/municipal spaces to improve sight lines and to ease grass cutting around the trees.

Staff also continue to repair turf damage in areas around the hamlet, the chinook like weather that is experienced in the hamlet has been conducive to this type of maintenance.

Agriculture Service Board

The 2020 Provincial ASB Conference is scheduled for January 21-24, 2020 in Banff Alberta. The next ASB meeting is scheduled for January 29, 2020 in Valleyview, AB. This is the same week as the ASB meeting, therefore in consultation with the current Chair of the ASB, it was decided to cancel the January 29, 2020 ASB meeting due to the timing of the Provincial ASB Conference and the timing of

FarmTech 2020, which is January 28-30, 2020. The next scheduled ASB meeting will be February 26, 2020.

Vegetation Management

Nothing to report at this time.

Wetlands/ALUS/Watersheds

Investigating grant sources and submitting applications for the wetlands program.

Researching potential wetlands/watershed projects for Greenview.

Working with Alberta Environment and Parks regarding water/wetland easements (ECA) in Greenview.

Working with the Operations department regarding a request to look into the effects of leveling land and drainage onto Greenview Right of Ways (ROWs) and any associated impacts.

Economic Development Manager, Kevin Keller

Fibre Optics RFP

The Fiber Optic RFP closed at the end of November – five proposals were received. Administration is currently reviewing the proposals prior to submitting them to Council for approval.

Marketing & Advertising

A month-long shop local Christmas Shopping campaign was held in Grande Cache. The campaign ran from November 29th to December 23rd.

Virtual Reality and Augmented Reality Exhibit

CARES Grant application has been submitted on this project.

Grande Cache Tourism Interpretive Centre (TIC)

The Grande Cache TIC hosted the unveiling of the 50th Celebration murals. The murals have been mounted in the Birds Eye View Park. Approximately two dozen residents of Grande Cache attended this event.

The TIC received its new Cougar display, which was delivered and set up on December 17, 2019.

Tourism staff are reviewing and compiling historical documents which will be entered into Greenview's digital records management system in the New Year.

Palette Pals has informed the TIC Supervisor that they will not be renewing their lease with Greenview, due to the aging members of the club and their lack of involvement. Without new membership the club is uncertain of its longevity.

The upstairs Art Gallery at the TIC has been a hub of activity over the past month. Exhibits from three different artists have been featured culminating with a traveling art display titled, “A Slow Light” which will run until January 15, 2020.

Photos with Santa were a hit, December 8th, 35 people attended, December 15th, 65 individuals were in attendance.

Kayla Gates joined the TIC as a Customer Service Representative.

Grande Prairie Regional Innovation Network (GPRIN)

Effective late November 2019 Alberta Innovates discontinued funding for the Regional Alberta Innovates representative.

Greenview Administration is working with the other municipal partners to restructure this initiative and ensure it supports the mandate of providing support to local entrepreneurs/innovators. Full recommendation for future action will be provided to Council early in quarter two (2) of 2020.

Fox Creek Business Support Network (BSN) and Fox Creek Chamber of Commerce

Greenview sponsored the Fox Creek holiday mixer. This provided Administration an opportunity to mix with business leaders from the Fox Creek area and ponder opportunities which could arise in 2020.

Growing the North (GTN)

Administration in partnership with other GTN partners is close to locking down the speakers for the 2020 GTN.

Administration requests elected officials and the Greenview Senior Leadership Team (SLT) to indicate their attendance, so an appropriate number of tickets may be acquired in advance.

Business Licenses

As part of Economic Development’s 2020 goals a business retention and expansion program is being initiated. In order to achieve maximum impact/results from this program discussions have begun with Greenview’s Planning Department and Legislative Services to ensure Greenview’s policies are adequately defined to implement a Greenview wide business license strategy.

Swan City Snowmobile Club

Recreation department invited Economic Development & Tourism to meet with the Swan City Snowmobile Club to consider opportunities to assist them in promotion and also potential future partnerships for trails leading towards the Grande Cache Region.

Grande Cache Campground Billboard and Road Signage

Economic Development is placing a billboard north of the hamlet with directions to the Grande Cache campground in addition we have partnered with recreation to put up roadside wayfinding signs from highway 40 to the campground entrance (per Alberta Transportation standards).

Community Services Grants

Administration has been working to streamline application materials for community grants, sponsorships and donations.

The community grants will be taken to Council at a January Council meeting.

Green View Family and Community Support Services (FCSS) Manager, Lisa Hannaford

Poverty Simulation

On January 15, Green View FCSS will be hosting a poverty simulation at the Memorial Hall from 1-3 p.m. All Council are invited to participate in this community learning opportunity, which will increase awareness of the challenges faced by vulnerable populations.

Disconnect Boxes

Green View FCSS will have disconnect boxes available to residents in the New Year. This initiative responds to the benefits of reducing families screen time and enhancing social connections. One noted benefit of children who disconnect from their screens at bedtime on average get 37 more minutes of sleep. More sleep leads to improved school performance, reduced risk of obesity and improved mental and social health.

Home Support Checklist

The Home Support Coordinator in Grande Cache met with Aseniwuche Winewak Nation's (AWN) Housing Coordinator to discuss how the FCSS Home Support program can assist with their goal to ensure residents of the Cooperatives and Enterprises have safe and appropriate housing. The result, a newly designed checklist for Home Support Workers created in conjunction with AWN that identifies the client's house repairs which are beyond the scope of our program. The identified repairs are then communicated to the AWN Housing Program. For example; broken sewage drain, trailer lacking proper winterization, furnace not functioning, and malfunctioning lights.

AWN has also implemented a Wood for Warmth program in the Cooperatives and Enterprises. This program delivers wood to resident's homes, and is able to buck up wood to fit in resident's fireplaces. As a result of the AWN initiatives, the Home Support Handy Man program has been discontinued due to a duplication in services.

Home Support Grande Cache

The Home Support Program is now available to ratepayers residing within the Hamlet of Grande Cache. Up until now, the program was only available to residents of the Cooperatives and Enterprises. Thus far, 5 households are receiving this service in the hamlet.

Connected Men

Administration is researching the viability of engaging a volunteer to facilitate a Men's Group called Connected Men. This organization is committed to creating a supportive space for men to practice emotional mastery.

Family Resource Networks

The Province of Alberta, Ministry of Children's Services, has initiated a new framework called Family Resource Networks (FRN). These networks will replace specific contracts including Parent Link Centres and Early Intervention programs. At this time Green View FCSS does not manage any of these contracts, however various organizations that currently manage these services will be submitting an expression of interest to the province to continue services. Green View FCSS has written letters of support to agencies who have requested them, outlining the importance of continued services in our area while ensuring they are aware of the preventative programs we currently offer to eliminate any duplication of service. A government panel will review all expressions of interest and services are to be in place by April 1, 2020.

Regional Fire Chief, Wayne Brown

AFFRCS Radio System Update

Once the AFFRCS Radio System tender was awarded to BearCom, they began the process to fill the request. Delivery of all hardware is expected to be completed by the end of 2019.

Protective Services Administration

The new crest for Protective Services is out for tender. Protective Services continues to work closely with the Communications department on this project.

The amendment of the Emergency Management Bylaw is now completed.

A directional arrow board has been ordered for the DeBolt Fire Department to increase fire fighter safety on high speed roadways. It is expected that this accessory will be in service by the end of January.

RCMP Enhanced Positions

Waiting for MOU to be reviewed by the RCMP.

MOU will be presented to Council for approval.

RCMP provided a November update (see below):

Valleyview RCMP – Crime Reduction Unit November 2019 Report

Constable (Cst.) Riley Orr was selected for the enhanced policing position funded by the MD of Greenview. Cst. Orr’s main focus will be in a Crime Reduction Unit capacity. His duties include the following:

- Bring awareness to the community in respect to Crime Reduction/Prevention Strategies;
- Target prolific offenders;
- Monitor and lead the habitual offender management program (curfew and condition checks);
- Be the Detachment liaison for Rural Crime Watch and Citizens on Patrol;
- Primary contact to receive, investigate and respond to Crimestoppers tips;
- Liaise with Western Alberta District and other detachment Crime Reduction Units;
- Work with Western Alberta District Criminal Analysts in developing profiles for prolific offenders, accomplices and associated persons/property/vehicles;
- Document efforts in monthly reports to the MD of Greenview and in the detachment Annual Performance Plan (APP).

Staff Sergeant (Sgt.) Bourguignon presented information on crime statistics and strategies for the Valleyview Detachment area at the Citizens on Patrol and Rural Crime Watch Annual General Meeting. The Crime Severity Index for Valleyview has increased from 198 in 2014, to the current number of 301, and a Violent Crime Severity Index of 165 in 2014 has increased to the current number of 288. For reference, these CSI and VCSI numbers put Valleyview above Grande Prairie, High Level, High Prairie, Fort McMurray, Red Deer, White Court and Wetaskiwin. A presentation was also made by Cst. Jason Young of the RCMP’s Auto Theft Unit out of Edmonton. Cst. Orr also attended the meeting.

Protective Services Recruitment

HR Recruitment has begun pre-screening selected candidates for the two Deputy Fire Chief (DFC) positions. Interviews are expected to begin mid-January.

The posting for the CPO – Sergeant Competition is completed and will be posted early January.

A press release is being prepared, announcing the hiring of three DFC’s. Along with the move to a Regional Fire Service Model, more to follow.

Grande Cache Fire Chief, Brian Lott

Enforcement Services

Greenview’s Bylaw Enforcement Officer graduated from Community Peace Officer (CPO) Training on Dec 20, 2019.

The application to employ him as a CPO will be sent to the Solicitor General’s Office in January.

Fire Service Training

The Grande Cache Fire Department will be hosting a National Fire Protection Association (NFPA) Dangerous Goods Course in February and March of 2020.

One member completed her Fire Instructor Level 2 course in December.

Fire Service Operations

As of December 27 the Grande Cache Fire Department had responded to 175 emergency incidents in 2019. A final statistics breakdown will be provided in the February Manager's Report.

Greenview Fire Dept. staff are currently working on the 2020 training calendar.

Recreation Services Manager, Matthew Norburn

Grande Prairie Regional Recreation Committee (GPRRC)

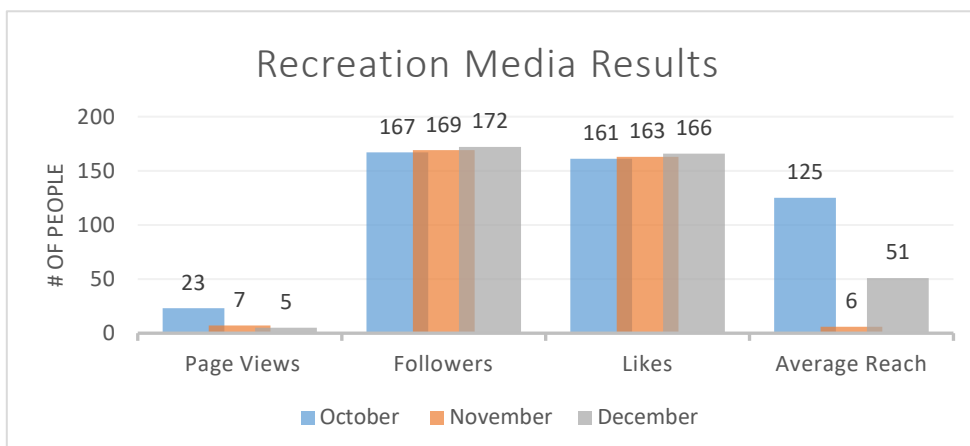
Administration, attended two meetings for the GPRRC working group, one of which included elected officials. The working group requested feedback from the communities regarding continued funding for the administrative support. This was a request in the Recreation department's budget for 2020. The group also advised that members would be invited to media training hosted by the County of Grande Prairie.

Little Smoky Ski Hill Meeting

Administration attended the monthly meeting at the ski hill. The Recreation Department in conjunction with the Communications Department has been assisting in the design of new signage at the ski hill which acknowledges the communities that have contributed funding.

Facebook Media

Our Outdoor Recreation Facebook page is continuing a slow climb with maintaining three social media posts weekly. Our largest engagement post for December was the announcement of the completion of the outhouses at Southview Provincial Recreation Area (PRA) and Kakwa River PRA. The following chart lays out our media results. We will be increasing our posts to encourage more interaction and awareness to the public.



TRAFx Counter Report

The walking trail counter numbers are relatively normal for this time of year. Spikes seen on graph can probably be reflective of mild days.

The Vehicle counters are showing Grande Cache Lake ice fishing is fairly consistent throughout the month. Swan Lake visitor count is starting to pick up now, with ice being around 10 to 12 inches thick people are feeling a lot safer. Kakwa and Southview are seeing good numbers, with most of it being for rest stops and use of the facilities. Grovedale Fish Pond and Johnson Park numbers are still high due to big trucks parking in front of the counters. We have installed no parking signs and will have to wait to see how are numbers work going forward. Moody's Crossing Campsite loop is locked for the winter season so there will be no counter numbers until spring. The Day Use Parking area though has been getting some use throughout the month.

Grande Cache Recreation Services Manager, Kevin Gramm

Grande Cache Recreation Services Project Updates

On December 16th an overview and general update on the many projects in Grande Cache Recreation Services Department was presented. This update was to familiarize Council with the projects, provide opportunity for discussion and a chance to speak to some of the challenges of projects.

Grande Cache Recreation Centre – Fitness Centre Monthly Activity Report

5. Schedule Status

Project is on schedule. Major milestones coming in next period include selecting a general contractor, getting award approved by council, issuing IFC drawings, and beginning construction.

Milestone	Planned	Actual / Forecast	% Complete	Variance (weeks)
Issue Prime Consultant Services RFP	Aug 1, 2019	Aug 1, 2019	100%	0
Submissions Due	Aug 21, 2019	Aug 21, 2019	100%	0
Client Approval	Aug 28, 2019	Aug 28, 2019	100%	0
Notification of Award	Aug 30, 2019	Aug 30, 2019	100%	0
Contract Agreement Signed	Sept 3, 2019	Sept 30, 2019	100%	4
Prime Consultant Services Begin	Sept 5, 2019	Sept 5, 2019	100%	0
Present to Council	Oct 21, 2019	Oct 28, 2019	100%	1
Milestone	Planned	Actual / Forecast	% Complete	Variance

Milestone	Planned	Actual / Forecast	% Complete	Variance
Confirm Functional Programing & Schematic Design	Nov 11, 2019	Oct 7, 2019	100%	-4
Review 50% Drawings and Specs	Oct 25, 2019	Oct 31, 2019	100%	1
Council or CAO signoff for design	Nov 25, 2019	Oct 28, 2019	100%	-4
Issue RFQ to Contractors	Nov 1, 2019	Nov 1, 2019	100%	0
Detailed Design and Specifications Approval (IFT/90%)	Nov 25, 2019	Nov 18, 2019	100%	-1
Close RFQ	Nov 15, 2019	Nov 15, 2019	100%	0
Class B Cost Estimate Review	Nov 22, 2019	Nov 28, 2019	100%	1
Issue Tender Documents	Nov 29, 2019	Nov 29, 2019	100%	0
Selection of General Contractor	Dec 23, 2019	Jan 15, 2020	0%	3
IFC Completion Date	Jan 14, 2020	Jan 14, 2020	0%	0
Construction Start	Jan 14, 2020	Jan 27, 2020	0%	2
Substantial Completion Target Date	April 7, 2020	April 24, 2020	0%	2
Client Move In	Apr 17, 2020	Apr 30, 2020	0%	2
Grand Opening	May 1, 2020	May 15, 2020	0%	2
1 Year Inspection Review	May 1, 2021	April 24, 2021	0%	0

Grande Cache Event Updates:

Grande Cache Rocky the Ram Light Up – A multi departmental event that continues to be a major attraction for the Hamlet of Grande Cache was well attended and presented.

Grande Cache 5th Phase Outdoor Rink – A multi departmental effort to ensure the community continues to have an outdoor skating location within the Hamlet of Grande Cache. This area receives care and attention from Recreation Services, Agricultural Services and Operations. Activity was high during the break and the area was extremely well used.

Several sponsored skates and sponsored swims were held in the month of December. The local business community donated many hours of family and youth activity opportunities.

Recreation Services Manager, Michelle Richardson

Membership Totals

Membership Name	Members
Corporate - Youth (13-17)	24
Corporate Senior (60-69)	27
Corporate Super Senior (70+)	1
Youth (13-17 Years)	44
Corporate - Adult	288

Corporate Family- Additional Youth (13-17)	1
Family Pass	140
Child (3-12 Years)	62
Corporate - Child (3-12)	35
Corporate - Family	263
Super Senior (70+)	145
Corporate Family- Additional Child (3-12)	13
Family - Additional Child (3-12)	19
Family - Additional Youth (13-17)	1
Senior Pass (60-69)	85
Adult	258
Total	1406

On average we have 116 members checking in on a daily basis and an average of 35 daily drop in passes being purchased. I am anticipating with the New Year beginning we will see an increase in memberships for the month of January.

Aquatics

Due to staff shortages we had to decrease the pool hours over the month of December. The goal for the month of January will be to open the pool more often. National Lifeguard training was completed for new staff and we were able to bring them on as new lifeguards. A few started in December for their training and will be guarding on their own starting in January. We hosted a Pool Ops 1 course and trained 6 of our staff with Pool Ops. We are hosting another training on January 8th, 9th and 10th for hands on training in the pool mechanical room. To avoid pool closure for a whole week, we have worked a special schedule out so that the busy times of the pool are open. However, we will have to close sporadically during these days to ensure all the staff receive the training.

Aquatics Programming

Staff are preparing for school lessons to start in January, as well as public lessons on Saturday. Over the months of January-May we will offer lessons to all of the schools in the surrounding areas including: Ridgevalley, Sturgeon Lake, St. Stephens, OAP, and Harry Gray Elementary.

Customer Service

With the transition new customer service staff were required to meet the scheduling needs. We hired two staff in December and will be doing interviews in January to hire two more. These staff help offset the 37.5 hour work week and will take the current customer service staff off of a shift work program.

January 2nd everything was switched over to Greenview's financial and Moneris system and the new Greenview Regional Multiplex (GRM) BookKing Platform was created separately from the Town of Valleyview. The switch over required shutting down the system on January 2nd. We were still able to

check in members and take cash for daily drop-ins. We were not able to take new memberships, rental bookings or registrations for programs.

Facility Programming

Noon Year's Eve Party was a free family event that was hosted on December 31st, 2019. Families' countdown to Noon while playing games like building a human snow man, different races, balloon drop and snacks.

Festive Fit Kids camp was held on January 2nd and 3rd, five kids attended the camp. The camp included multiple sports, crafts, swimming and games for children ages 5-12.

Childmind Program had a total of 103 kids in attendance throughout the month of December. Moving into January we are changing the structure of the program to be registered. Currently, parents can utilize this program as a drop in/registered program. Moving it into a fully registered program will create a better quality program for the kids. Knowing when children are coming will give facilitators time to set up activity tables and set up age appropriate games.

Fitness

December was spent preparing for the New Year's rush. In December all the free with membership classes followed trend from 2018 by decreasing in numbers. On average the morning classes had 10-12 participants and the evening classes had 6-8 participants. The senior's Gentle fitness Class had an average of 6-8 participants every class. The registered classes that ran for the month of December were: Zumba, Kickboxing and Synergy. Between the two fitness staff we are currently personal training 11 clients, with an availability of 3 remaining spots open for new clients.

Fit Happens is the New Year's resolution program that starts on January 2nd and was created to encourage new and current users to start 2020 off right with a MyZone Fitness Belt and a strength training plan.

Moving into January we have 15 fitness classes that will be offered in the fitness center.

Monthly and annual maintenance also happens in December in the fitness center to ensure all equipment is operational prior to the New Year.



Manager's Report

Function: Infrastructure & Planning

Submitted by: Roger Autio; General Manager Infrastructure & Planning

Date: 1/13/2020

Manager, Facility Maintenance, Alfred Lindl

- New AG Service building is still under construction, office area is almost 95% complete. The moving date for AG is Jan.28/2020.
- Grande Cache new PSB is still under construction, the date for moving into this building is still open.
- Grande Cache Facilities: we upgrading and servicing facilities, at the Tourism Center we starting with renovating the facility on request from Kevin Keller twice a week, at the Water Plant we starting with Associated Engineering to complete the open deficiencies.
- Greenview Regional Multiplex we have finished the rekeying, inthe process to reorganize the facility and in process for installing a generator.
- Through the month, normal ongoing Maintenance on all Facilities, focus is snow removal and Ice care.

Assistant Manager, Construction & Engineering, Leah Thompson

- New Fish Creek Drainage ditch has been brushed and is complete.
- Range Road 201 – Sunset House has been brushed and is complete, tender was posted January 7, 2019.
- Range Road 230 - Draft tender has been reviewed and will be provided to Administration on the 8th of January for final review prior to posting. Current issues with Oilfield Company in regards to the depth that they are requesting over the pipeline.
- Township Road 670 – The project is ongoing with the engineering contractor and the bridge contractor in conjunction to have the plans updated for the draft tender to be provided to Administration by January 20th.
- Ridgevalley Paving project has been issued the Construction Completion Certificate.

- Township Road 734 - West on the Goodwin Road has been brushed and ditch has been re-established to the existing water course. Gates to be installed and some fencing requirements are being completed
- Met with landowners prior to the New Year to discuss a road to be built to eliminate heavy traffic through the Hamlet of Ridgevalley. Request to come in the future with connector road.

Manager, Operation, Doug Brown

- Coordinating with Planning & Development, Operations expressed interest in 3 ALR and 1 SME applications from AEP in December to pursue aggregate exploration.

Operations East

- Snow clearing, ongoing winter maintenance.
- Complete 2019 road gravelling program.
- Opened some culvert ends to improve drainage during warmer winter temperatures in December.

Operations West

- Snow clearing, ongoing winter maintenance.
- Sign installations and delineators installed on Township Road 700 curves and intersections.
- Patch paving on Township Road 700 west of Highway 40 and on north end of Forestry Trunk Road.

Operations South

- Snow clearing, hauling away snow piles and windrows, ongoing winter maintenance.
- Clean and flood outdoor skating area.
- Received new service truck.

Manager, Environmental Services, Gary Couch

Customer compliments, complaints or concerns:

- Fielding some calls on the price increase for water service in Grande Cache. Water is now same rate for all Greenview residents.
- Concerns expressed from rural residents in Grande Cache over septage tipping fees and not being reimbursed. Greenview no longer charges for residential waste though. Sewage haulers appear to not have changed their rate charged to residents in need of their service.

Water

- Completed and submitted a grant funding application to Alberta Transportation for the Grande Cache Raw Waterline (intake) replacement.
- A significant number of meters in Grande Cache require trouble shooting, repair, or replacement. Staff will be addressing.
- Grande Cache water main break was repaired early December on 98 avenue.
- Reviewing and preparing for an AEP Mandated "lead sampling program" that started Jan 1, 2020 to be performed at residences on Greenview water distribution systems.
- Putting RFD together with costs for DeBolt RV septic dump station.

Wastewater

- Completed and submitted a grant funding application to Alberta Transportation for the Grande Cache Wastewater Treatment Plant Upgrade.
- The Grande Cache Septage Reimbursement Program has been discontinued. Septage haulers will now follow the Septage Tipping Fee policy and will not charge residents or non-profits a tipping fee.
- A number of sewer back-ups at residences in Grande Cache. Inspection chambers are being installed at property lines where it is believed to be a benefit to Greenview or resident.
- Ongoing maintenance at the Grande Cache STP has been beneficial. We have had no significant operational issues compared to prior years so far this winter (Yahoo).

Solid Waste & Recycle

- Working with Fleet to prepare tenders for new crawler loader for GRWMC, wheel loader for GC landfill, Hook bin truck for 40 yd. waste bins, and pick-ups for department staff
- The motor went on the Caterpillar crawler loader belonging to Greenview Regional Waste Management Commission Landfill crawler. Contractors with appropriate equipment will be hired when needed until tendering and purchase of a new loader is complete.
- DeBolt, Sturgeon and Sunset transfer stations were broke into, vandalized, and robbed of generator, boosters, and personal property this past weekend. Three were vandalized on last managers' report as well.
- Continue investigating cardboard recycle program in Grande Cache and potential options.
- We have contracted a new recycler to collect recycle from Ball Diamond area and landfill as it is more efficient and at a lower cost than previous contractor.

Manager, Planning & Development, Sally Rosson

- Update for Council on the Alberta Environment & Parks (AEP) Aggregate (Sand and Gravel) applications: In December, Planning has provided no concerns letters on 55 ALR applications, along with Greenview is interested in 3 ALR's and 1 SME application to AEP for Greenview to acquire aggregate, silica sand, or clay leases after consulting with our Operations department. These are separate applications from the other leases provided in our monthly report.
- Working on updates to the Land Use Bylaw to include necessary changes for clarity in the Bylaw.
- Asset Management draft Policy has been prepared and will be provided to the Policy review Committee in January 2020. Virtual training has been scheduled for Manager's on January 21, 2020 by Munisight.
- Met with Alberta Transportation and scheduled quarterly meetings to review future highway access alignment and Highway 40 upgrades were discussed. Alberta Transportation requires that referrals are circulated to them for subdivisions located within 1.6 kilometers of any primary highway. Also discussed requirements for placing directional signage on Highway 40 right-of-way for the Grande Cache Cooperatives and Enterprise.
- Commenced road closure process for three working files.
- SLASP Citizen Panel meeting was held December 2, 2019 in DeBolt Municipal Services Building. Draft Plan and Report will be forthcoming to Council prior to Open House being held.

- The Open House for Valleyview Intermunicipal Development Plan originally scheduled for January 28, 2020 has been postponed until external agency referrals have been notified and comments reviewed.
- In Grovedale, off of Range Road 64A additional road purchase is necessary in order to consider future subdivision.
- Deep Valley Power Systems scheduled on January 13, 2020 Council meeting agenda to discuss fencing issue.
- On December 18, 2019 Dragos were sent an e-mail response on our requirements for their development.
- SDAB Appeals for work camps on crown land to be heard on January 16, 2020 at 1:30 pm.

The following information provides a breakdown of the new applications received in the various development categories:

Monthly Summary of Activity in December 2019	
Type of Planning & Development Activity	Number of Applications
BUSINESS LICENSES:	0
DEVELOPMENT PERMIT APPLICATIONS:	4
LEASE REFERRALS:	6
LEASE ACQUISITIONS:	7
LAND USE AMENDMENTS (RE-DESIGNATION):	0
SUBDIVISION APPLICATIONS:	2
APPROACH APPLICATIONS:	3
	Gravel/Asphalt

BUSINESS LICENSES:

Renewal letters will be sent out once the Business License Bylaw has been finalized.

DEVELOPMENT PERMITS: 4

D19-346 / NW-36-69-22-W5 / LEMMON / DWELLING UNIT MANUFACTURED / \$200,000 / WARD 3
 D19-349 / 2-30-63-4-W6 SMC170046 / PEACE COUNTRY LAND / BORROW PIT / \$150,000 / WARD 8
 D19-350 / NW-2-64-5-W6 SML160020 / SEVEN GEN ENERGY / BORROW PIT / \$1,500,000 / WARD 8
 D19-355 / 10-16-62-4-W6 MSL160991 / SEVEN GEN ENG / COMPRESSOR SITE / \$18,827,055 / WARD 8

LEASE REFERRALS: 6

L19-347 / SW-20-68-4-W6 / SME190067 / NWR CONSULTING LTD / AGGREGATE / WARD 8
 L19-348 / NE-32-68-4-W6 / DPL190012 / LANDSOLUTIONS LP / PIPELINE / WARD 8
 L19-351 / SW-5-70-5-W6 / EZE190189 / PRAIRIE LIGHTS POWER GP / ABOVE GROUND TRANS / WARD 8
 L19-352 / SE-28-68-5-W6 / EZE190190 / SCOTT LAND & LEASE LTD / ABOVE GROUND TRANS / WARD 8
 L19-353 / SW-32-59-18-W5 / ALR190190 / ALTUS GROUP LTD / SAND AND GRAVEL / WARD 2
 L19-354 / NE-29-58-1-W6 / RDSP028448 / SCOTT LAND & LEASE LTD / WORK CAMP / WARD 1

LEASE ACQUISITIONS: 7

ALR190106 / NE-27-69-10-W6 / 129.5HA / 2202873 AB LTD / SAND & GRAVEL / ELMWORTH
ALR190109 / NW-20-64-3-W6 / 160.7HA / MAINLINE CONST / SAND & GRAVEL / KARR
ALR190138 / NW-23-70-02-W6 / 128 HA / 2098849 AB LTD / SILICA & CLAY / BEZANSON
ALR190153 / NW-8-69-03-W6 / 123.6HA / 2098849 AB LTD / SILICA / BEZANSON
ALR190154 / NE-3-69-3-W6 / 128.35HA / 2098849 AB LTD / SILICA / BEZANSON
ALR190175 / NE-29-70-2-W6 / 186.1HA / FRITH CONSULTING / SAND & GRAVEL / BEZANSON
SME190067 / SW-20-68-4-W6 / 104.8HA / 823072 AB LTD / AGGREGATE / ELMWORTH

SUBDIVISIONS: 2

S19-022 / SE-04-71-24-W5 / FIRST PARCEL OUT / 8.39 HA / THOMAS / WARD 7
S19-023 / SE-10-71-23-W5 / COUNTRY RESIDENTIAL ONE (CR-1) / 3.72 HA / LOWE / WARD 5

GRAVEL APPROACH APPLICATIONS TO I & P, CONSTRUCTION AND ENGINEERING: TOTAL 3

19_024 G / SE-19-72-01-W6 / FARMLAND-UPGRADE / HICK STEEDS / WARD 6
19_025 G / SW-28-65-21-W5 / FARMLAND-NEW / RENSCHLER JODI LEE / WARD 2
10_026 G / SE-10-71-23-W5 / RESIDENTIAL-NEW / LOWE JONATHAN / WARD 5



Municipal District of Greenview No. 16

NAME: Winston Delorme Employee #: _____
 ADDRESS: _____ Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS			LODGING EXPENSES	PER DIEM
						B	L	D		
08-Dec	14:00	19:00	M	Travel to Valleyview	350			1	30.00	294.00
09-Dec	8:00	18:00	M	Council Meeting		1			20.00	454.00
09-Dec	18:00	20:30	M	Joint Council Meeting Birch Hills						196.00
10-Dec	8:00	13:00	M	Travel to GC	350	1			20.00	294.00
14-Dec				Travel to Grande Prairie XMAS PARTY	200					
15-Dec				Travel back to Grande Cache	200					
15-Dec	19:00	21:00	M	Travel to Grovedale	200					196.00
16-Dec	7:00	18:00	M	Travel to/from Debolt COW	160	1		1	50.00	518.00
17-Dec	8:00	10:00	M	Travel Back to GC	200	1			20.00	196.00
18-Dec	16:00	18:30	M	Golden Age Club Xmas Dinner and Tour						196.00
19-Dec	11:00	11:30	M	Special Council Meeting						196.00
19-Dec	13:00	16:00	M	Grande Cache Institution Starfest						196.00
NOTES:										
KILOMETER CLAIM										
						TOTAL		140.00		2736.00
						KM's	TOTAL			
						1660	962.80			
						1660	249.00	140.00		2736.00
						1211.80			TOTAL CLAIM	4087.80
									LESS ADVANCES	
						1211.8			AMOUNT DUE (OWING)	\$4,087.80

Meeting Code : M for Meetings
C for Conferences

 Claimant

 Approved

 Date

 Date



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 4 Councillor Shawn Acton		
DATE	BOARD/COMMITTEE	RELEVENT INFORMATION
12/09/2019	Regular Council Meeting	
12/09/2019	Joint Council Meeting	With birch hills
12/16/2019	Committee of the Whole	
12/17/2019	Fox creek library	
12/19/2019	Special council meeting	



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 5 Reeve Dale Smith		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
12/9/2019	Regular Council Meeting	
12/12/2019	Smoky Applied Research & Demonstration Association (SARDA)	Trying to deal with the reduced research coming from Alberta Agriculture. May be able to expand their manpower with PhD Agrologist
12/14/2019	Other	Greenview Christmas Celebrations
12/16/2019	Committee of the Whole	
12/18/2019	Other	Christmas mixer in Grande Prairie for MLA Toews and Allard and MP Warkentin
12/19/2019	Special Council Meeting	
12/19/2019	Christmas Luncheon for Greenview Staff in Valleyview	
12/19/2019	Heart River Housing Foundation	Board Meeting. Design of the new manor expansion in Fox Creek is nearing complete
12/20/2019	Red Willow Lodge and Manor	Christmas baskets given to all residents on behalf of Heart River Housing
12/21/2019	Other	Met with Minister Toews, discussions were on Highway 40
1/6/2020	Other	Telephone discussion with Mark Plamondon, Executive Director for Heartland Association
1/9/2020	Other	Travel to Fox Creek with Heart River Housing Executive Director to meet with Alberta Seniors ADM to discuss the Fox Creek Project
1/9/2020	Smoky Applied Research & Demonstration Association (SARDA)	

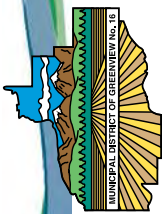
1/10/2020	Tri Municipal Industrial Partnership Meeting	
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MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 6 Councillor Tom Burton		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
12/9/2019	Birch Hills County Joint Council Meeting	Discussed opportunities of working together on different situations
12/16/2019	Committee of the Whole Meeting	Had presentations from Pembina, Turkey Balls Inc., River of Death and Discovery Dinosaur Museum Society, Grande Cache Recreation and Trails Masterplan. Discussed the Business Licence Bylaw, Grande Cache Census report and Ward Boundary review, 2020 community group grant requests, a possible extension the MD administration building in Valleyview, of jointly hosting an event with other municipalities at the 2020 FCM conference
12/16/2019	East Smoky Recreation Board Meeting	Reviewed and approved some funding requests, set the date and location for the AGM
12/17/2019	Policy Review Committee Meeting	Reviewed and recommended; 5005 Corporate Health and Safety 5006 Safety Rules 5007 Disability Management 5008 Hazard Assessment 5009 Working Alone 5010 Incident Investigations 5011 Inspections 5012 Occupational Responsibilities 5013 Safety Training and Communication 3011 Emergency Preparedness 1032 College, Trades, Apprenticeships 4004 EOIP
12/19/2019	Special Council Meeting	Discussed an opportunity for Greenview during an closed session



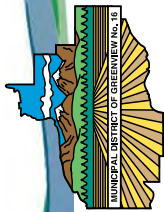
Municipal District of Greenview No. 16

NAME: Tom Burton Employee #: _____ Council: _____
 ADDRESS: _____ Department: _____

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS			LODGING EXPENSES	PER DIEM
						B	L	D		
November 19 2019	17:00	21:45	M	International Paper	120					294.00
November 25 2019	7:30	14:30	M	Council	120					294.00
December 4 2019	9:00	13:00	M	Review Cheque Listings	120					196.00
December 9 2019	7:30	17:00	M	Council	120					422.00
December 9 2019	17:30	21:30	M	Joint Council Birch Hills County	120					196.00
NOTES:										
KILOMETER CLAIM										
						TOTAL				1402.00
						RATE	TOTAL	LESS GST		
						\$0.52 per km	600	312.00	NET CLAIM	1402.00
						NTP \$0.24 per km	600	144.00		
						SUBTOTAL	456.00		TOTAL CLAIM	1858.00
						LESS G.S.T.			LESS ADVANCES	
						TOTAL	456		AMOUNT DUE (OWING)	\$1,858.00

Meeting Code : M for Meetings
C for Conferences

_____ Date
 _____ Approved _____ Date
 _____ Claimant _____ Date



Municipal District of Greenview No. 16

NAME: Tom Burton Employee #: _____ Council: _____
 ADDRESS: _____ Department: _____

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS			LODGING EXPENSES	PER DIEM
						B	L	D		
November 29 2019	20:00	22:30	M	Library Board Meeting Preparation						196.00
November 30 2019	8:30	14:30	M	Library Board Meeting Grovedale	160	1		20.00		294.00
NOTES:						TOTAL	20.00			490.00
KILOMETER CLAIM						TOTAL	LESS GST			
RATE						KM's	TOTAL	83.20	NET CLAIM	20.00
\$0.52 per km						160				490.00
NTP \$0.24 per km						160				
SUBTOTAL							121.60		TOTAL CLAIM	631.60
LESS G.S.T.									LESS ADVANCES	
TOTAL							121.6		AMOUNT DUE (OWING)	\$631.60

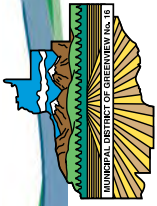
Meeting Code : M for Meetings
 C for Conferences

_____ Date

_____ Approved

_____ Date

_____ Claimant



Municipal District of Greenview No. 16

NAME: Tom Burton Employee #: _____
 ADDRESS: _____ Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS			LODGING EXPENSES	PER DIEM			
						B	L	D					
November 5 2019	9:00	10:00	M	Municipal Planning Commission Teleconference						196.00			
NOTES:						TOTAL				196.00			
KILOMETER CLAIM						TOTAL							
						RATE		TOTAL		LESS GST			
										NET CLAIM		196.00	
Meeting Code : M for Meetings C for Conferences						SUBTOTAL		TOTAL CLAIM		196.00			
						LESS G.S.T.				LESS ADVANCES			
						TOTAL		AMOUNT DUE (OWING)		\$196.00			

 Claimant

 Approved

 Date

 Date



Municipal District of Greenview No. 16

NAME: Roxie Rutt Employee #: _____ Council
 ADDRESS : _____ Department: _____

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS			LODGING EXPENSES	PER DIEM
						B	L	D		
26-Nov	14:30	20:30	M	Travel to Edmonton, plus FCSS Meeting	394					294.00
27-Nov			C	FCSS Conference		X	X	40.00		390.00
28-Nov			C	FCSS Conference						390.00
29-Nov			C	FCSS Conference	394			X 30.00		390.00
30-Nov	9:00	17:30	M	Peace Lib Annual Gen plus Personnel	150					390.00
05-Dec	14:00	19:00	M	Drive to Nisku	416					294.00
06-Nov	9:30	20:00	M	AB Care Meeting - Travel home	416					486.00
09-Dec	8:00	21:00	M	Reg Council, Joint Council Birch Hills	90					643.00
NOTES:						TOTAL				3277.00
KILOMETER CLAIM						KM's	TOTAL			
RATE						1860	1078.80			
\$0.58 per km						1860	279.00			3277.00
\$0.15 per km										
SUBTOTAL						1357.80	TOTAL CLAIM			4704.80
LESS G.S.T.							LESS ADVANCES			
TOTAL						1357.8	AMOUNT DUE (OWING)			\$4,704.80

Meeting Code : M for Meetings
 C for Conferences

 Claimant

 Date

 Approved

 Date



Municipal District of Greenview No. 16

NAME: bill smith Employee # : _____ Council
 ADDRESS : _____ Department: _____

DATE	DEPART	ARRIVE	MEETING	DESCRIPTION	KM	MEALS			LODGING EXPENSES	PER DIEM
						B	L	D		
01-Nov	16:00	21:00	M	Nitehawk	75			1	30.00	249.00
11-Nov	8:00	16:30	C	RMA	500		1		20.00	331.00
12-Nov	8:00	16:30	C	RMA		1	1		40.00	331.00
13-Nov	8:00	16:30	C	RMA						331.00
14-Nov	8:00	16:30	C	RMA						331.00
15-Nov	8:00	16:30	C	RMA	500			1	30.00	331.00
18-Nov	8:00	15:00	M	COW Grovedale	30					249.00
20-Nov	18:00	22:00	M	Rec Board Grovedale	30					166.00
09-Dec	6:00	18:00	M	Council Meeting				1	30.00	493.00
09-Dec	18:00	22:00	C	Travel to edmonton for Soil Conference	350					331.00
10-Dec	8:00	16:30	C	Soil Conference		1	1		50.00	331.00
11-Dec	8:00	16:30	C	Soil Conference						331.00
12-Dec	8:00	16:30	C	Soil Conference		1	1		50.00	331.00
13-Dec	8:00	13:00	C	Travel Back to Grovedale	500		1		20.00	331.00
16-Dec	7:00	18:00	M	COW Debolt		1			20.00	439.00
NOTES:					KILOMETER CLAIM		TOTAL		290.00	4906.00
					RATE		TOTAL			
					\$0.48 per km		952.80		LESS GST	
					\$0.24 per km		952.80		NET CLAIM	290.00
					SUBTOTAL		952.80		TOTAL CLAIM	
					LESS G.S.T.		952.80		LESS ADVANCES	
					TOTAL		952.8		AMOUNT DUE (OWING)	
Meeting Code : M for Meetings C for Conferences									\$6,148.80	

 Claimant

 Date

 Approved

 Date



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Division 9 Councillor Duane Didow		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
12/9/2019	Regular Council Meeting	Highlights on website.
12/12/2019	Other	Attended MD Staff Luncheon in GC
12/14/2019	Other	Attended MD Christmas Party in GP
12/16/2019	Committee of the Whole	Highlights on website
12/17/2019	Policy Review Committee	Reviewed and made recommendations on Safety, Emergency, Preparedness, Scholarship and EOIP Policies
12/19/2019	Community Futures West Yellowhead	Investment Review Committee teleconference
12/19/2019	Other	Special Council meeting - phoned in



Municipal District of Greenview No. 16

NAME: Duane Didow Employee # :
ADDRESS : _____ Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS			LODGING EXPENSES	PER DIEM
						B	L	D		
07-Dec				Hotel expense - CFWY in Jasper					143.42	
08-Dec	17:00	20:00	M	Travel to VV	350			X	30.00	196.00
09-Dec	8:30	18:00	M	Reg Council meeting	350	X			20.00	422.00
15-Dec	17:00	20:00	M	Travel to VV	350			X	30.00	196.00
16-Dec	9:30	16:00	M	CotW		X			50.00	294.00
17-Dec	11:00	19:30	M	Check review/Policy Review Committee	350		X		50.00	390.00
NOTES:						KILOMETER CLAIM				
Hotel receipt attached						TOTAL				
						TOTAL				
						KM's				
						TOTAL				
						RATE				
						TOTAL				
						\$0.58 per km				
						TOTAL				
						\$0.15 per km				
						TOTAL				
						SUBTOTAL				
						TOTAL				
						LESS G.S.T.				
						TOTAL				
						TOTAL CLAIM				
						TOTAL CLAIM				
						LESS ADVANCES				
						TOTAL CLAIM				
						AMOUNT DUE (OWING)				
						TOTAL CLAIM				

Duane Didow
Claimant
Dec. 18, 2019
Date
Approved
Date



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Division 9 Councillor Tyler Olsen		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
12/9/2019	Regular Council Meeting	
12/9/2019	Other	Joint council meeting with Birch Hills
12/12/2019	Other	MD Christmas Lunch in Grande Cache
12/16/2019	Committee of the Whole	
12/16/2019	Other	Nitehawk special meeting
12/19/2019	Other	Council Special meeting
12/19/2019	The River of Death & Discovery Dinosaur Museum Society	
12/19/2019	Other	MD Christmas lunch Valleyview
1/7/2020	Other	Nitehawk Special Meeting
1/10/2020	Tri-Municipal Industrial Partnership	
1/11/2020	Other	MD Greenview regional library board



Municipal District of Greenview No. 16

NAME: Tyler Olsen Employee # : _____
 ADDRESS : _____ Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS			LODGING EXPENSES	PER DIEM	
						B	L	D			
09-Dec	7:00	20:30	m	RC and meeting withh Birch Hills County	110					643.00	
10-Dec	7:30	11:30	m	Travel home from RC	350					196.00	
11-Dec	10:00	12:00	m	Batch reviews - GC						196.00	
16-Dec	6:30	16:30	m	COTW	500					454.00	
16-Dec	17:00	22:00	m	Nitehawk Special meeting	200					294.00	
18-Dec	15:00	18:00	m	Travel for special meeting	350					196.00	
19-Dec	10:30	12:00	m	special meeting						196.00	
19-Dec	14:00	21:00	m	RDDDM and travel home	370					294.00	
NOTES:											
						KILOMETER CLAIM			TOTAL		2469.00
						RATE			TOTAL		
						\$0.52 per km			977.60		2469.00
						NTP \$0.24 per km			451.20		
						SUBTOTAL			TOTAL CLAIM		3897.80
						LESS G.S.T.			LESS ADVANCES		
						TOTAL			AMOUNT DUE (OWING)		\$3,897.80

Meeting Code : M for Meetings
 C for Conferences

_____ Date
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