



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REGULAR COUNCIL MEETING AGENDA

Monday February 24, 2020

9:00 AM

Council Chambers
Administration Building

#1	CALL TO ORDER		
#2	ADOPTION OF AGENDA		
#3	MINUTES	3.1 a Regular Council Meeting minutes held Monday February 10, 2020.	3
		3.1 b Special Council Meeting minutes held on Tuesday February 18, 2020.	12
		3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING		
#5	DELEGATION		
#6	BYLAWS	6.1 Bylaw 19-817 Records Retention and Disposition	14
		6.2 Bylaw 19-831 Business Licensing Bylaw	65
#7	BUSINESS	7.1 Request for Connector Road	96
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7.7 Policy 1032 College, Trades and Apprenticeships	137
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7.9 50 th Annual Wanham Plowing Match – Sponsorship Request	148
7.10 Grande Cache Community Friends Association (100 Caring Hearts, Grande Cache)	154
7.11 New Fish Creek Cemetery Appointment	160

#8 MEMBERS
REPORTS/EXPENSE
CLAIMS

#9 CORRESPONDENCE

- Grande Prairie Chamber of Commerce
- Rural Municipalities of Alberta
- Municipal World Daily
- Fair Deal Panel Town Hall
- Northwest Alberta Sport Excellence Awards Invitation
- AER Response Letter

#10 CLOSED SESSION

#11 ADJOURNMENT

Minutes of a
REGULAR COUNCIL MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
 Greenview Administration Building,
 Valleyview, Alberta, on Monday February 10, 2020

1: Deputy Reeve Duane Didow called the meeting to order at 9:00 a.m.
CALL TO ORDER

PRESENT

Ward 5	Reeve Dale Smith(11:05 a.m.)
Division 9	Deputy Reeve Duane Didow
Ward 1	Councillor Winston Delorme
Ward 2	Councillor Dale Gervais
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
Assistant Chief Administrative Officer	Stacey Wabick
General Manager, Corporate Services	Rosemary Offrey
General Manager, Infrastructure & Planning	Roger Autio
Recording Secretary	Lianne Kruger

ABSENT

Ward 3	Councillor Les Urness
Marketing & Communications Manager	Stacey Sevilla

#2: MOTION: 20.02.70. Moved by: COUNCILLOR WINSTON DELORME
AGENDA That Council adopt the January 27, 2020 Regular Council Meeting Agenda as amended:

- Addition - Closed Session Item 10.1 Confidential Evaluations
- Addition - Closed Session Item 10.2 Disclosure Harmful to Third Party
- Addition - Agenda Item 7.13 Family & Community Support Services Association of Alberta - Per Diem Request
- Defer Agenda Item 7.11 Ward Boundary Review to the March 9, 2020 Regular Council Meeting

CARRIED

REGULAR COUNCIL MEETING MINUTES MOTION: 20.02.71. Moved by: COUNCILLOR TOM BURTON
 That Council adopt the minutes of the Regular Council Meeting held on Monday January 27, 2020 as amended

- Add to Councillor Tom Burton’s Members Business January 20, 2020 Committee of the Whole 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**

6.0 BYLAWS

6.1 BYLAW 19-817 RECORDS RETENTION AND DISPOSITION

**BYLAW 19-817
FIRST READING**

MOTION: 20.02.72. Moved by: COUNCILLOR TOM BURTON
That Council give First Reading to Bylaw 19-817 Records Retention and Disposition.

CARRIED

**BYLAW 19-817
SECOND READING**

MOTION: 20.02.73. Moved by: COUNCILLOR TYLER OLSEN
That Council give Second Reading to Bylaw 19-817 Records Retention and Disposition.

CARRIED

6.2 BYLAW 19-831 BUSINESS LICENSING BYLAW

**BYLAW 19-831
THIRD READING**

MOTION: 20.02.74. Moved by: COUNCILLOR ROXIE RUTT
That Council give Third Reading to Bylaw 19-831 "Business Licensing Bylaw."
Councillor Tom Burton requested a recorded vote;

For:

Opposed:

MOTION: 20.02.75. Moved by: COUNCILLOR BILL SMITH
That Council defer motion 20.02.74., Third Reading of Bylaw 19-831 to an upcoming Regular Council meeting.

CARRIED

6.3 BYLAW 20-837 RE-DESIGNATE FROM AGRICULTURE ONE DISTRICT TO INSTITUTIONAL DISTRICT

**BYLAW 20-837
FIRST READING**

MOTION: 20.02.76. Moved by: COUNCILLOR WINSTON DELORME
That Council give First Reading to Bylaw No. 20-837, to re-designate a 0.92-hectare (2.28-acre) ± area from Agricultural One (A-1) District to Institutional (I) District within NW-12-72-01-W6.

CARRIED

**BYLAW 20-837
PUBLIC HEARING**

MOTION: 20.02.77. Moved by: COUNCILLOR DALE GERVAIS
That Council schedule a Public Hearing for Bylaw No. 20-837, to be held on March 9, 2020, at 10:00 a.m. for the re-designation of a 0.92-hectare (2.28-acre) ± area from Agricultural One (A-1) District to Institutional (INS) District within NW-12-72-01-W6.

CARRIED

6.4 BYLAW 20-838 RE-DESIGNATE FROM COUNTRY RESIDENTIAL ONE DISTRICT TO INSTITUTIONAL DISTRICT

**BYLAW 20-838
FIRST READING**

MOTION: 20.02.78. Moved by: COUNCILLOR BILL SMITH
That Council give First Reading to Bylaw No. 20-838, to re-designate a 1.30-hectare (3.21-acre) ± area from Country Residential One (CR-1) District to Institutional (I) District within NW-33-69-06-W6 (Plan 0324934 Block 1 Lot 1A).

CARRIED

**BYLAW 20-838
PUBLIC HEARING**

MOTION: 20.02.79. Moved by: COUNCILLOR BILL SMITH
That Council schedule a Public Hearing for Bylaw No. 20-838, to be held on March 9, 2020, at 10:00 a.m. for the re-designation of a 1.30-hectare (3.21-acre) ± area from Country Residential One (CR-1) District to Institutional (INS) District within NW-33-69-06-W6 (Plan 0324934 Block 1 Lot 1A).

CARRIED

**#7
BUSINESS**

7.0 BUSINESS

7.1 GRANDE CACHE WAYFINDING PROJECT

**GRANDE CACHE
WAYFINDING
PROJECT**

MOTION: 20.02.80. Moved by: COUNCILLOR TYLER OLSEN
That Council approve the colour theme, as presented, for the Grande Cache Wayfinding Project.

CARRIED

7.2 VALLEYVIEW LADIES CURLING BONSPIEL – SPONSORSHIP REQUEST

VALLEYVIEW
LADIES CURLING
BONSPIEL

MOTION: 20.02.81. Moved by: COUNCILLOR DALE GERVAIS
That Council provide a \$500.00 sponsorship to the 2020 Valleyview Annual Ladies Bonspiel, to be hosted February 28 – March 1, 2020, at the Red Willow Curling Club, with funds to come from Community Services Miscellaneous Grants.

CARRIED

7.3 VALLEYVIEW CUP CHARITY HOCKEY TOURNAMENT

VALLEYVIEW CUP
CHARITY HOCKEY
TOURNAMENT

MOTION: 20.02.82. Moved by: COUNCILLOR WINSTON DELORME
That Council approve Gold Sponsorship in the amount of \$500.00 to the Valleyview Cup for the 2020 Valleyview Cup Charity Hockey Tournament in Valleyview, AB, March 13- 15, 2020, with funds to come from Community Service Miscellaneous Grant.

CARRIED

7.4 SWEATHOUSE COMMUNITY HALL REALLOCATION OF GRANT FUNDS

SWEATHOUSE
COMMUNITY
HALL

MOTION: 20.02.83. Moved by: COUNCILLOR SHAWN ACTON
That Council approve the reallocation of \$10,000 from the 2019 grant funds awarded to the Sweathouse Community Hall for the playground equipment and new parking/camping area to painting the interior and replacement of chairs and tables.

CARRIED

7.5 LEMONADE DAY – SPONSORSHIP REQUEST

LEMONADE DAY

MOTION: 20.02.84. Moved by: COUNCILLOR TYLER OLSEN
That Council provide a \$500.00 sponsorship to Community Futures West Yellowhead for hosting the 2020 Northern Alberta Lemonade Day, on June 20, 2020, with funds to come from Community Services Miscellaneous Grants.

CARRIED

7.6 GRANDE CACHE MEMORIAL ICEBREAKER TOURNAMENT – SPONSORSHIP REQUEST

GRANDE CACHE
MEMORIAL
ICEBREAKER
TOURNAMENT

MOTION: 20.02.85. Moved by: COUNCILLOR WINSTON DELORME
That Council approve \$2,500.00 for facility fees to the Grande Cache Memorial Icebreaker Tournament, to be held April 3-5, 2020, with funds to come from the Community Services Miscellaneous Grants.

CARRIED

7.7 NEW FISH CREEK CEMETERY BOARD APPOINTMENT

NEW FISH CREEK
CEMETERY BOARD
APPOINTMENT

MOTION: 20.02.86. Moved by: COUNCILLOR TOM BURTON
That Council appoint Pearl L'Hirondelle to the New Fish Creek Cemetery Board.
CARRIED

7.8 VALLEYVIEW AND DISTRICT MEDICAL CLINIC RESERVE FUNDS

VALLEYVIEW AND
DISTRICT MEDICAL
CLINIC BUILDING
RESERVE FUND

MOTION: 20.02.87. Moved by: COUNCILLOR ROXIE RUTT
That Council approve the establishment of a Valleyview and District Medical
Clinic Building Reserve Fund.
CARRIED

VALLEYVIEW AND
DISTRICT MEDICAL
CLINIC EQUIPMENT
RESERVE FUND

MOTION: 20.02.88. Moved by: COUNCILLOR DALE GERVAIS
That Council approve the establishment of a Valleyview and District Medical
Clinic Equipment Reserve Fund.
CARRIED

7.9 SELF-CONTAINED BREATHING APPARATUS TENDER RESULTS

SELF-CONTAINED
BREATHING
APPARATUS
TENDER

MOTION: 20.02.89. Moved by: COUNCILLOR TYLER OLSEN
That Council award the Self-Contained Breathing Apparatus Tender to Rocky
Mountain Phoenix in the amount of \$328,329.75, with funds to come from the
Protective Services Capital Budget.
CARRIED

7.10 GROVEDALE DAYCARE FUNDING

GREENVIEW
DAYCARE FUNDING
RESERVE

MOTION: 20.02.90. Moved by: COUNCILLOR WINSTON DELORME
That Council approve the establishment of a Greenview Daycare Funding
Reserve.
CARRIED

TRANSFER FUNDS

MOTION: 20.02.91. Moved by: COUNCILLOR DALE GERVAIS
That Council authorize Administration to transfer \$440,000.00 from the
Grovedale Daycare Society Funding Reserve to the Greenview Daycare Funding
Reserve.
CARRIED

REPEAL MOTION
18.01.48

MOTION: 20.02.92. Moved by: COUNCILLOR ROXIE RUTT
That Council repeal MOTION: 18.01.48. "That Council provide a grant to the Grovedale Daycare Society in the amount of \$440,000.00 to be used to establish a building within which to operate, with funds to come from Community Service Miscellaneous Grant Budget."

CARRIED

REPEAL MOTION
18.09.505

MOTION: 20.02.93. Moved by: COUNCILLOR SHAWN ACTON
That Council repeal MOTION: 18.09.505. "That Council approve the establishment of a Grovedale Daycare Society Funding Reserve."

CARRIED

REPEAL MOTION
18.09.506

MOTION: 20.02.94. Moved by: COUNCILLOR DALE GERVAIS
That Council repeal MOTION: 18.09.506. "That Council authorize Administration to transfer \$440,000.00 from the Community Services Grants Budget to the Grovedale Daycare Society."

CARRIED

GREENVIEW
OWNED LAND

MOTION: 20.02.95. Moved by: COUNCILLOR TOM BURTON
That Council authorize Administration to source Greenview owned land for the purpose of the development of a daycare facility through a third party agreement while maintaining land ownership, within the boundaries of the Hamlet of Grovedale.

CARRIED

7.11 WARD BOUNDARY REVIEW

WARD BOUNDARY
REVIEW – WARD 1

Deferred to the March 9, 2020 Regular Council Meeting

7.12 CAO/MANAGERS' REPORT

CAO/MANAGERS'
REPORT

MOTION: 20.02.96. Moved by: COUNCILLOR BILL SMITH
That Council accept the CAO/Managers' Reports for information, as presented.

CARRIED

Reeve Dale Smith entered the meeting at 11:05 a.m.

7.13 FAMILY & COMMUNITY SUPPORT SERVICES ASSOCIATION OF ALBERTA (FCSSAA) - PER DIEM REQUEST

FCSS PER DIEM
REQUEST

MOTION: 20.02.97. Moved by: COUNCILLOR TOM BURTON
That Greenview cover Family & Community Support Services Association of Alberta per diem for Council Member Duane Didow.

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;
January 27, 2020 Regular Council Meeting
Alberta Safety Conference
Tri Municipal Industrial Partnership Meeting
Emergency Management Meeting

WARD 2

COUNCILLOR DALE GERVAIS updated Council on his recent activities, which include;
January 27, 2020 Regular Council Meeting
STARS Hanger Dance

WARD 3

COUNCILLOR LES URNESS
Unavailable to update Council on his recent activities.

WARD 4

COUNCILLOR SHAWN ACTON submitted his update to Council on his recent activities, which include;
January 27, 2020 Regular Council Meeting
Emergency Management Committee

WARD 5

REEVE DALE SMITH
January 27, 2020 Regular Council Meeting
Tri-Municipal Industrial Partnership Meeting
Tri-Municipal Industrial Partnership – Memorandum of Understanding Signing

WARD 6

COUNCILLOR TOM BURTON submitted his update to Council on his recent activities, which include;
January 27, 2020 Regular Council Meeting

STARS Hangar Dance
Tri-Municipal Industrial Partnership Meeting
MD of Greenview Library Board Meeting

WARD 7 **COUNCILLOR ROXIE RUTT** submitted her update to Council on her recent activities, which include;
January 20, 2020 Regular Council Meeting
STARS Hanger Dance
Rural Health Professionals Action Plan Seminar
Community Education Committee Meeting

WARD 8 **COUNCILLOR BILL SMITH** updated Council on his recent activities, which include;
January 27, 2020 Regular Council Meeting
Emergency Management Meeting
Farm Tech Conference

DIVISION 9 **DEPUTY REEVE DUANE DIDOW** submitted his update to Council on his recent activities, which include;
January 27, 2020 Regular Council Meeting
Community Futures West Yellowhead Investment Review Committee Meeting
Community Outreach Program Enhancement Meeting
Community Futures West Yellowhead Regular Board Meeting
FCSSAA Board Orientation Meeting
FCSSAA Board Meeting – Election of Officers
STARS Hangar Dance

DIVISION 9 **COUNCILLOR TYLER OLSEN** submitted his update to Council on his recent activities, which include;
January 27, 2020 Regular Council Meeting
Nitehawk Board Meeting
Community Futures West Yellowhead Meeting
The River of Death & Discovery Dinosaur Museum Society Meeting
Grande Prairie Regional Tourism Association Board Meeting
Tri-Municipal Industrial Partnership Meeting

MEMBERS BUINESS **MOTION: 20.02.98. Moved by: REEVE DALE SMITH**
That Council receive Members Business for information.

CARRIED

#9
CORRESPONDENCE

9.0 CORRESPONDENCE

COUNCIL
CORRESPONDENCE

MOTION: 20.02.99. Moved by: COUNCILLOR TOM BURTON
That Council accept the correspondence for information, as presented.

CARRIED

10.0 CLOSED SESSION

CLOSED SESSION

MOTION: 20.02.100. Moved by: COUNCILLOR BILL SMITH
That the meeting go to Closed Session, at 11:47 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

10.1 CONFIDENTIAL EVALUATIONS

(FOIPP; Section 19)

10.2 DISCLOSURE HARMFUL TO A THIRD PARTY

(FOIPP; Section 16)

OPEN SESSION

MOTION: 20.01.101. Moved by: COUNCILLOR TOM BURTON
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 12:07 p.m.

CARRIED

11.0 ADJOURNMENT

#11
ADJOURNMENT

MOTION: 20.02.102. Moved by: COUNCILLOR BILL SMITH
That the February 10, 2020 Regular Council meeting adjourn at 12:07 p.m.

CARRIED

CHIEF ADMINISTRATIVE OFFICER

REEVE

Minutes of a
SPECIAL COUNCIL MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
Grovedale Public Service Building and Fire Station
Grovedale Alberta, on Tuesday, February 18, 2020

**# 1:
CALL TO ORDER**

Chair Duane Didow called the meeting to order at 1:48 p.m.

PRESENT

Division 9	Deputy Reeve Duane Didow
Ward 1	Councillor Winston Delorme
Ward 2	Councillor Dale Gervais
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
Ward 9	Councillor Tyler Olsen

ATTENDING

Chief Administrative Officer	Denise Thompson
General Manager, Infrastructure & Planning	Roger Autio
Manager of Marketing & Communications	Stacey Sevilla
Recording Secretary	Lianne Kruger

ABSENT

Ward 5	Reeve Dale Smith
General Manager, Community Services	Stacey Wabick

**#2:
AGENDA**

MOTION: 20.02.103. Moved by: COUNCILLOR BILL SMITH
That the Tuesday February 18, 2020 Special Council Meeting agenda be adopted as corrected.

CARRIED

**#3
CLOSED SESSION**

3.0 CLOSED SESSION

CLOSED SESSION

MOTION: 20.02.104. Moved by: COUNCILLOR BILL SMITH
That the meeting go to Closed Session, at 1:49 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

3.1 DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS

OPEN SESSION

MOTION: 20.02.105. Moved by: COUNCILLOR ROXIE RUTT

That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 2:19 p.m.

CARRIED

MOTION: 20.02.106. Moved by: COUNCILLOR BILL SMITH

That Council approve the expenditure of up to 50% of the project costs for the twinning of highway 40 for approximately 20 km – up to and including the intersection of TWP 700 not exceeding \$60 Million with funds to come from road Infrastructure Reserve, contingent on the current taxation model remaining the same for 5 years and any toll or tax to recoup cost of this project be distributed based on the contribution formula.

CARRIED

**#4
ADJOURNMENT**

4.0 ADJOURNMENT

MOTION: 20.02.107. Moved by: COUNCILLOR DALE GERVAIS

That this Committee of the Whole meeting adjourn at 2:22 p.m.

CARRIED

CHIEF ADMINISTRATIVE OFFICER

CHAIR



REQUEST FOR DECISION

SUBJECT: **Bylaw 19-817 Records Retention and Disposition**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: February 24, 2020 CAO: DT MANAGER: DD
DEPARTMENT: CORPORATE SERVICES GM: PRESENTER: KC
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

- Municipal Government Act and Regulations;
- Limitations Act;
- Canada Labour Code and Standards;
- CRA Act;
- Employment Act, Code & Equity Regulations;
- Alberta Evidence Act;
- Electronic Transactions Act;
- Occupational Health and Safety Code;
- Local Authorities Election Act;
- CAN/CGSB-72.34-2017 Electronic Records as Documentary Evidence.

Council Bylaw/Policy – Policy 1029 Records Information Management

RECOMMENDED ACTION:

MOTION: That Council give third reading to Bylaw 19-817 Records Retention and Disposition.

BACKGROUND/PROPOSAL:

- This bylaw will replace existing Bylaw 10-631.
- This bylaw provides an updated schedule to manage the retention and disposition of Greenview’s corporate information in a consistent manner throughout the organization.
- This bylaw also recognizes that the digital record is the official record of Greenview to coincide with Policy 1029.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefits of Council accepting the recommended motion will ensure that Greenview’s record keeping will;
 - Meet ARMA International’s Generally Accepted Recordkeeping Principles of Accountability, Transparency, Integrity, Protection, Compliance, Availability, Retention and Disposition. This generally accepted global standard is meant to provide organizations with a standard of conduct for governing information and guidelines by which to judge that conduct.

- Ensures that Greenview meets, applicable records management, federal and provincial legislation and standards.
- Provides a consistent approach to the archive and disposal of Greenview’s records.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not accept the recommended motion and preserve bylaw 10-631.

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 implement the updated bylaw and “Retention and Disposition Schedule”.

ATTACHMENT(S):

- Bylaw 19-817 Records Retention and Disposition – Proposed
- Bylaw 10-631 Records Management Program – Current



BYLAW NO. 19-817 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to provide the management, retention and disposition of its records.

Whereas, the official record of the Municipal District of Greenview No. 16 is the digital record;

Whereas, Section 214 (1) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, provides that a Council may authorize the destruction of the original bylaws and minutes of Council meetings if the originals have been recorded on microfiche or on another system that will enable copies of the original to be made;

Whereas, Section 214 (2) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, provides that Council may pass a Bylaw respecting the destruction of records and documents of the municipality;

Whereas, the Municipal District of Greenview No. 16 deems it necessary and appropriate to ensure that municipal records are retained and destroyed in a manner consistent with applicable statutes and regulations as well as legal and administrative requirements;

Whereas, the Municipal District of Greenview No. 16 has adopted the Generally Accepted Recordkeeping Principles® (Principles), a cross-disciplinary framework composed of standards, processes, roles and metrics that hold the Municipal District of Greenview No. 16 and individuals accountable for the proper handling of information assets;

Whereas, the regulations and procedures for Municipal records and documents are consistent with all statutes of Alberta and Canada;

Therefore pursuant to the provisions of the Municipal Government Act, the Council of the Municipal District of Greenview No. 16 duly assembled, hereby enacts as follows:

1. Short Title

This bylaw may be referred to as the “Records Retention and Disposition Schedule Bylaw.”

2. Definitions

2.1 In this Bylaw;

2.1.1 **“Record”** means information created, received and maintained as evidence and as an asset, in pursuit of legal obligations or in the transaction of business, stored in any manner including electronically. It does not include software or mechanisms that produce records.

2.1.2 **“Substantive Record”** means a record that is judged to hold administrative, legal, fiscal, research or historical value and will be held in accordance with the records retention schedule.

2.1.3 **“Transitory Records”** means a record that has short-term, immediate or no value to the organization and will not be needed in the future. Transitory records can include messages, post-it notes, invitations, brochures, external publication, opened envelopes, memos, notes and messages (either paper, voice or electronic).

3. Provisions

3.1 All Substantive Records will be retained and destroyed in accordance with “Schedule A” of this bylaw.

3.2 Substantive Records are those that hold value to the Municipality and may be utilized in the future. Each record in the retention schedule is kept based on the following needs:

3.2.1 Administrative Value - Refers to the length of time records are required to carry out day-to-day activities of the Municipal District of Greenview No. 16. Records deemed to have administrative value are kept on file or used regularly in conducting business. Once the activities have been fulfilled their administrative value ceases. Secondary use of records must be taken into consideration when determining how long to keep records.

3.2.2 Fiscal Value – Refers to the worth of a record in terms of providing documentation for some type of financial transaction and refers to the length of time records are required for the planning, directing, monitoring, organizing, and controlling of the monetary resources. Fiscal value is also evidentiary in nature, serving as the basis for justifying the chain of events that occur with the event under consideration. The immediate fiscal value ceases once the financial transactions have been completed. However, proper fiscal and legal requirements must be taken into consideration as some records have value beyond the completion of the financial transaction.

3.2.3 Legal Value – Refers to the length of time records are required as legal proof of authority or business transaction, enforceable rights or obligations, or as the basis for a legal action and identifies the usefulness of records which are necessary to provide an authentic and adequate evidence of the Municipal District of Greenview No. 16’s actions, functions and policies and identifies the usefulness of the records in conducting day-to-day operations. Legal value is also determined by identifying any requirements for records to be retained for specific periods of time in the enabling legislation for the records creator or other relevant legislation, such as the Limitations Act.

3.2.4 Records of Enduring Value – Refers to providing the best evidence of the activities and responsibilities of the Municipal District of Greenview No. 16 (its accountability and the evolution of its powers, organizational structure, programs, policies, procedures, decisions and functions), and/or have significant historical, cultural, intrinsic or informational value.

3.2.5 Personal Information Value - Refers to the length of time records are required to support the capture, use, response and to whom one's personal or organizational information is to be revealed. The principle for records relating to privacy is to ensure that personally identifiable information be retained for no longer than needed.

3.3 The Chief Administrative Officer or delegate is authorized to retain records longer than the period provided for in "Schedule A" if the records are or may be required for administrative, legal, financial or historic reasons.

3.4 Destruction of Records will require a written statement, attesting to which records were destroyed to be signed off by the Chief Administrative Officer or designate and a witness and retained on record as a permanent file.

3.5 The Chief Administrative Officer or delegate may authorize the destruction of original documents in accordance with "Schedule A", including Council minutes or bylaws, providing the original has been recorded on an Electronic Records Management System or on another system that will enable copies of the original to be made.

4. Exclusions

4.1 Transitory Records are exempt from the provisions of this bylaw and may be confidentially discarded routinely. If there is any dispute as to whether a record is substantive or transitory the final decision shall be made by the Chief Administrative Officer or designate.

Upon third reading of Bylaw 19-817, Bylaw No. 10-631 and its schedule is hereby repealed.

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

Read a first time this 10th day of February, 2020.

Read a second time this 10th day of February, 2020.

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

REEVE

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE A – RECORDS RETENTION AND DISPOSITION SCHEDULE

D = Destroy **E** = Event Required to Calculate Retention **SO** = Superseded/Obsolete ****** = Subject to Archival Review **P** = Permanent

Class Code	Record Classification	Responsible Dept.	Retention Years	Final Disposition	Remarks
A - ADMINISTRATION: Contains records regarding routine administration and office services functions.					
A00	ADMINISTRATION – GENERAL Includes administrative records which cannot be classified elsewhere. Used only if no other heading is available	Originating	2	D	
A01	ASSOCIATIONS AND ORGANIZATIONS Includes correspondence, minutes, agenda, notices and reports regarding organizations and associations to which staff belong or with which they communicate in the course of their duties such as CLGM Society of Local Government Managers of Alberta, international Society of Fire Service instructors, etc. <i>Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.</i> <i>Excludes:</i> <i>Membership Fees - see F01</i>	Originating	5**	D**	
A02	STAFF COMMITTEES AND MEETINGS Includes records regarding the activities of staff committees and meetings. Includes notices of meetings, agendas and minutes. May also include copies of staff activity reports. <i>Excludes:</i> <i>Council Minutes and Agendas - see C03, C04</i> <i>Council Boards and Committees - see C05, C06</i>	Originating	5**	D**	
A03	COMPUTER SYSTEMS AND ARCHITECTURE INFORMATION Includes records relating to the design of computer systems and/or software, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, project management meeting minutes/documentation, system development documentation, software design records, and software inspection notes. Also includes records on system installations/conversions and product evaluations. May also include requests for significant modification, fixes and upgrades. <i>Excludes:</i> <i>Reports - file by subject</i> <i>Acquisitions - see F18</i>	IT	SO	D	
A04	CONFERENCES AND SEMINARS Includes invitations, approvals, agenda, notes on proceedings, and other records regarding conferences, conventions, seminars and special functions attended by staff or sponsored by the municipality.	Originating	3**	D	**MD Sponsored

SCHEDULE A – RECORDS RETENTION AND DISPOSITION SCHEDULE

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Class Code	Record Classification	Responsible Dept.	Retention Years	Final Disposition	Remarks
	<p><i>Excludes:</i> <i>Speeches and Presentations - see M08</i> <i>Accommodation & Travel Arrangements – see A13</i> <i>Employee and Council Expenses - see F09</i> <i>Ceremonies and Events - see M02</i> <i>Invoices - see F01</i> <i>Rental Agreements - see L14</i></p>				
A05	CONSULTANTS				
	<p>Includes correspondence, proposals, resumes and other documents regarding the selection, appointment and monitoring of consultants. May include similar records regarding legal solicitors and engineering firms. <i>Excludes:</i> <i>Reports - file by subject</i> <i>Quotations and Tenders - see F18</i> <i>Invoices - see F01</i></p>	Originating	5**	D	
A06	INVENTORY CONTROL				
	<p>Includes inventory statements and reports, and all other records regarding the control of supplies, fuel and office and small equipment stock levels. <i>Excludes:</i> <i>Assets - see F06</i></p>	Originating	3	D	
A07	OFFICE EQUIPMENT AND FURNITURE				
	<p>Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, scanners, etc. <i>Excludes:</i> <i>Computer Hardware and Software - see A03</i> <i>Service Agreements - see L14</i> <i>Assets - see F06</i></p>	Originating	E+3		E = Disposal of item
A08	OFFICE SERVICES				
	<p>Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding the inter-office mail system, internal printing, Fax Journal reports and management of internal forms and templates.</p>	Originating	3 SO	D D	 SO= Forms & Templates
A09	POLICIES AND PROCEDURES				

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	Includes all internal active and inactive policies and procedures, Internal directives and policy lists.	Originating	P	P	
A10	RECORDS MANAGEMENT Includes information regarding the management of corporate records, regardless of medium. Specific records include file lists and how-to guides, records centre operations and all records management projects. <i>Excludes:</i> <i>Retention By-Law - see C01</i> <i>Policies and Procedures - see A09</i> <i>Records Disposition - see A11</i>	Clerk's	SO+10	D	
A11	RECORDS DISPOSITION Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	Clerk's	P	P	
A12	TELECOMMUNICATIONS SYSTEMS Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communications systems, and 911 emergency systems. <i>Excludes:</i> <i>Licenses - see P09</i> <i>Assets - see F06</i> <i>Long Distance Call Records - see F01</i> <i>Agreements - see L04 or L14</i>	Originating	E+6	D	E = Equipment Disposal
A13	TRAVEL AND ACCOMMODATION Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants. <i>Excludes:</i> <i>Employee and Council expenses – see F09</i>	Originating	2	D	
A14	UNIFORMS AND CLOTHING Includes records regarding uniforms and special clothing used by municipal staff members, such as police uniforms, fire-fighters' clothing and utilities operators' safety gear.	Originating	SO	D**	
A15	VENDORS AND SUPPLIERS				

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	Includes records of correspondence from vendors and suppliers of goods and services as well as information about these goods and services, price lists, bidder's information sheets and MD credit applications. <i>Excludes:</i> <i>Purchase Orders and Requisitions - see F17</i> <i>Office Equipment - owned and leased - see A07</i> <i>Fleet Management - see V01</i>	Originating	5	D	
A16	INTERGOVERNMENTAL RELATIONS Includes correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government (such as telephone numbers, contact names, etc.). May include correspondence to and from Boards and Commissions. <i>Where possible, these records should be filed by their subject, not by originator or recipient.</i> <i>Excludes:</i> <i>Legislation – see L10 or L11</i>	Originating	10	D**	
A17	ACCESSIBILITY OF RECORDS (FREEDOM OF INFORMATION) Includes documents regarding the municipality's responsibilities under the Municipal Freedom of Information and Protection of Privacy Act and records regarding the handling of requests under the Act. <i>Excludes:</i> <i>Copies of the Act - see L11</i> <i>Complaints and Inquiries - see M04 or by subject</i>	Clerk's	10	D	
A18	SECURITY Includes records regarding the security of offices/facilities and properties such as security passes and control of keys. <i>Excludes:</i> <i>Vandalism Reports - see P05</i> <i>Computer Security - see A03</i>	Originating	3 E+3	D D	E=Employee leaves
A19	FACILITIES CONSTRUCTION AND RENOVATIONS Includes records for the planning and construction of municipal facilities such as fire stations, pools, and office buildings. Includes RFP/tender process, site meetings, consultant's reports, financials, architectural and engineering drawings. <i>Excludes:</i> <i>Lagoons/Wastewater sites – see E03</i> <i>Water Treatment Plants/Water Points – see E08</i>	Originating	E+ 10	D**	E= Facility Sold

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A20	BUILDING AND PROPERTY MAINTENANCE Includes records regarding the maintenance of the municipality's buildings and properties, such as cemeteries, bus terminals, airports/airstrips, garages, libraries, and office buildings. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior design of buildings, including floor layouts, handicap accessibility and office cleaning. <i>Excludes:</i> <i>Lagoons/Wastewater sites – see E03</i> <i>Water Treatment Plants/Water Points – see E08</i> <i>Parks Management - see R04</i> <i>Recreational Facilities Ops & Maintenance - see R05</i>	Originating	E+10	D**	E= Facility/Equip Removed/Sold
A21	FACILITIES BOOKINGS Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.	Originating	3	D	
A22	ACCESSIBILITY OF SERVICES Includes records relating to the accessibility of Municipal buildings, services and information to disabled persons.	Originating	5	D	
A23	INFORMATION SYSTEMS PRODUCTION ACTIVITY AND CONTROL Includes records relating to computer system operations and backup tapes. Includes activity logs, help desk tickets, change control sheets, change orders, file access control reports and system changes.		5	D	
A24	ACCESS CONTROL AND PASSWORDS Includes records related to the management of and access to software programs. Includes individual access, password management, etc.		SO+5	D	
A25	PERFORMANCE MANAGEMENT Includes records regarding the performance of the Municipality as a whole and quality assurance programs Benchmarking, Balanced Score Cards, and Municipal Performance Measurement Programs. Key performance indicators, etc. would also be included. Types of records included reports, statistical analysis, program documentation, correspondence, awards for outstanding organizational achievements, work plans, etc. <i>Excludes:</i> <i>Employee performance appraisal - see H03</i> <i>Council Goals & Objectives - see C08</i>	Originating	10	D	

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Class Code	Record Classification	Responsible Dept.	Retention Years	Final Disposition	Remarks
C - COUNCIL, BOARDS AND BY-LAWS - Contains records regarding the establishment of policies, by-laws, the operations of Council and of Boards for which Council is responsible.					
C00	COUNCIL, BOARDS AND BY-LAWS - GENERAL Includes records regarding Council, Boards and by-laws which cannot be classified elsewhere. Use only if no other heading is available.	Originating	2	D	
C01	BY-LAWS Includes final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws. <i>Excludes:</i> <i>Background information - file by subject</i>	Originating	P 0	P D	Copies
C02	BY-LAWS - OTHER MUNICIPALITIES Includes final versions of by-laws of other municipalities which are of interest.	Originating	SO	D	
C03	COUNCIL AGENDAS Includes notices and agendas with attachments of Council's regular, special & organizational meetings. <i>Excludes:</i> <i>Agenda Prep, Reports to Council & RDFs - see C11</i>	Clerk's	P 0	P D	Copies
C04	COUNCIL MINUTES Includes minutes of Council's regular, special & organizational meetings. <i>Excludes:</i> <i>Council Committees and Boards - see C06</i>	Clerk's	P 0	P D	Copies & Recordings retain until transcribed
C05	COUNCIL COMMITTEES & BOARD AGENDAS Includes notices and agenda with attachments of Council committees or boards. <i>Excludes:</i> <i>Agenda Prep Reports to Council & RDFs - see C11</i>	Clerk's	P 5 0	P D** D	Internal COMT/BRD External COMT/BRD Copies
C06	COUNCIL COMMITTEES & BOARD MINUTES Includes minutes of internal MID committees/boards and external committees/boards that Council sits on. <i>Excludes:</i> <i>Appeal Hearings (SDAB, Pest Control, etc.) – See L01</i>	Clerk's	P 5 0	P D** D	Internal COMT/BRD External COMT/BRD Copies & Recordings retain until transcribed
C07	ELECTIONS				

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Class Code	Record Classification	Responsible Dept.	Retention Years	Final Disposition	Remarks
	Records relating to a general election, a by-election or a vote on a bylaw or question. Includes: nomination papers, election records, disclosure statements, election appeals, ballot boxes. Also includes: oaths of the Deputy Returning Officer, Enumerator and Constable, setting of fees for election officers, arrangements for voting stations, rental rates, publishing of first and second election notices, notice of nomination day, notice of election day, dates of advance vote, election materials, statement of results, and judicial recounts.	Clerk's	P	P	Ballots = 120 days after voting or resolution of recount
C08	GOALS AND OBJECTIVES Includes records concerning strategic planning, goals and objectives, and mission statements such as the municipal sustainability plan.	Originating	S+10	D**	
C09	MOTIONS AND RESOLUTIONS Includes final signed versions of resolutions and motions of Council.	Clerk's	P	P	
C10	MOTIONS AND RESOLUTIONS - OTHER MUNICIPALITIES Includes final versions of motions and resolutions of other municipalities which are of interest.	Clerk's	SO	D**	
C11	RFDs & REPORTS TO COUNCIL Includes all reports to Council. RFDs - filed by date of meeting. If report not associated with a meeting, file by subject.	Clerk's	P	P	
C12	APPOINTMENTS TO BOARDS AND COMMITTEES Includes records regarding appointments of staff and council members.	Clerk's	P	P	
C13	ACCOUNTABILITY, TRANSPARENCY & GOVERNANCE Includes records relating to Council Code of Conduct complaints and related investigations, closed meeting investigations and initiatives., etc.	Clerk's	12	D**	
D - DEVELOPMENT AND PLANNING: Contains records regarding development and planning such as, general studies, official plans, zoning, drainage etc.					
D00	DEVELOPMENT AND PLANNING - GENERAL Includes records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.	Originating	2	D	
D01	DEMOGRAPHIC STUDIES Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc.	Originating	P	P	

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Class Code	Record Classification	Responsible Dept.	Retention Years	Final Disposition	Remarks
	<i>Excludes:</i> Vital Statistics - see L12				
D02	ECONOMIC DEVELOPMENT Includes records regarding the growth of the economy. Includes studies, statistics, projections, etc. <i>Excludes:</i> Demographic Studies - see D01 Residential Development - see D04 Tourism Development - see D06 Industrial/Commercial Development - see D21	Originating	E+10	D**	E= Project Cancelled
D03	ENVIRONMENT PLANNING Includes records regarding general types of environmental studies with a long range planning emphasis, such as storm drainage and flood control planning, parks and open spaces planning, and waste management planning. Also contains information on source water protection such as risk assessments and risk management plans. <i>Excludes:</i> Environmental Monitoring - see E05, E13, E15 Waste Management - see E07	Originating	P	P	
D04	RESIDENTIAL DEVELOPMENT Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc. <i>Excludes:</i> Industrial & Residential Development Permits – see LD	Planning	E+10	D**	E= Project Complete/Cancelled
D05	NATURAL RESOURCES Includes records regarding the management and preservation of forests, records regarding the characteristics of various minerals as well as mineral deposits, and other natural resources information.	Originating	5	D**	
D06	TOURISM DEVELOPMENT Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event.	Planning	E+10	D**	E= Program Ceases
D07	CONDOMINIUM PLANS				

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Class Code	Record Classification	Responsible Dept.	Retention Years	Final Disposition	Remarks
	Includes records regarding the approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background information and applications.	Planning	P	P	
D08	OFFICIAL PLANS Includes the official plan and amendments to the official plan. Also includes secondary plans and amendments, containing detailed objectives and policies concerning the planning, development, and redevelopment of specific planning districts.	Clerk's	P	P	
D09	OFFICIAL PLAN AMENDMENT APPLICATIONS Includes applications to amend the official plan or secondary plans, staff reports, notices, resolutions and decisions.	Planning	P	P	
D10	SEVERANCES Includes records regarding the granting of severances to parcels of land including application for severance.	Planning	P	P	
D11	SITE PLAN CONTROL Includes records regarding the provision of services to individual land sites; such as, water, sewage, utility approvals, comments and correspondence. Also includes parking areas, drainage and driveways. <i>Excludes:</i> <i>Systems for Servicing Land - see relevant subject.</i> <i>Site Plan Agreements - see L04</i>	Planning	P	P	
D12	SUBDIVISION PLANS Includes records regarding the approval of plans of subdivisions (both residential and commercial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, draft approved plans and "red line" revisions, applications, registered plans, and changes to approved plans. <i>Excludes:</i> <i>Subdivision Agreements - see LD</i>	Planning	P	P	
D13	VARIANCES Includes records regarding the granting of variances in land use including zoning applications from existing zoning regulations. <i>Excludes:</i> <i>Budget Variances - see F05</i>	Planning	P	P	

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D14	ZONING Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications from neighboring municipalities. <i>Excludes:</i> <i>Zoning By-Laws - see C01</i> <i>Variances - see D13</i>	Planning	P	P	
D15	EASEMENTS Includes all records on Rights of Way and Easements concerning municipal ownership of private lands in order to maintain public service such as water and sewer lines that cross private property. <i>Excludes:</i> <i>Original Agreements - see L04</i>	Planning	P	P	
D16	ENCROACHMENTS Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation. <i>Excludes:</i> <i>Original Agreements - See L04</i> <i>Original Encroachment By-Laws – see C01</i>	Planning	P	P	E= Termination of right
D17	ANNEXATION/AMALGAMATION Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on restructuring.	Clerk's	P	P	
D18	COMMUNITY IMPROVEMENT PROJECTS Includes records of studies, statistics and any required background information on community development programs. May also include records on housing rehabilitation programs, i.e. RRAP, CMHC. <i>Excludes:</i> <i>Economic Development – see D02</i>	Planning	E+6	D**	E= Project Complete/terminated
D19	MUNICIPAL ADDRESSING Includes records regarding requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings, and copies of related by-laws.	Planning	P	P	
D20	REFERENCE PLANS				

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	Includes Registered site plans, real property report/survey Certificates and property survey plans as received from Registry Office. May include correspondence.	Planning	P	P	
D21	INDUSTRIAL/COMMERCIAL DEVELOPMENT Includes records regarding the addition and development of industry and commercial projects effecting the MD. Records include studies, statistics, projections, etc. <i>Excludes:</i> <i>Agricultural Development – see D23</i> <i>Industrial Road Use Approvals - see P11</i>	Planning	5 1	D** D	Notifications no conditions
D22	DIGITAL MAPPING Includes all records used to produce maps and updates in a digital format.	Planning	P	P	Excludes data residing on these systems.
D23	AGRICULTURAL DEVELOPMENT Includes all records regarding development of agricultural growth. Weed/pest control and programming.	Planning	10	D**	
D24	BACKGROUND REPORTS FOR OFFICIAL PLAN Includes reports pertaining to amendments and changes to the Official Plan.	Planning	E+5	D	E= Final Decision
D25	DEEMING PROCESS Includes records regarding applications and background material for Deeming By-law applications, including Council decisions, by-laws, correspondence, etc. A Deeming By-law application is applied for in order to allow for two or more neighbouring lots on a registered plan of subdivision to merge.	Planning	E+2	D	E= Final decision
D26	DEVELOPMENT CHARGES STUDY Includes records related to the development of and the final Development Study. Includes advertising, public meeting notices, responses, stakeholder lists, public meeting information, background information and supporting documentation, consultant reports, notices, and other records related to requirements for the study.	Planning	10	D**	
D27	DEVELOPMENT REQUESTS Includes records related to requests from ratepayers regarding miscellaneous work requests, private approach apps. & road construction requests. <i>Excludes:</i> <i>Road Construction projects - See T04</i>	Planning	P	P	

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E - ENVIRONMENTAL SERVICES - Contains records regarding the provision of public works and other environmental services other than roads. Includes water works, sewers, treatment plants, waste management, gravel pits/stockpiles and environmental monitoring, includes tree removal and pruning.					
E00	ENVIRONMENTAL SERVICES - GENERAL Includes records regarding environmental services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	2	D	
E01	SANITARY SEWERS Includes records regarding the design, construction and maintenance of sanitary sewers. <i>Excludes:</i> Waste Management - see E07 Storm Sewers - see E02 Treatment Plants - see E03	Enviro	P	P	
E02	STORM SEWERS Includes records regarding the design, construction and maintenance of storm sewers.	Enviro	P	P	
E03	WASTEWATER AND COLLECTION SYSTEMS Includes records regarding the operation, design, construction, maintenance, inspections, commissioning and compliance of MD owned/run wastewater treatment facilities, pumping stations and lagoons. <i>Excludes:</i> Private Sewage Disposal Systems – see E12	Enviro	P	P	
E04	TREES Includes records of tree removal, planting, trimming, pruning and preservation.	Enviro	5	D	
E05	AIR QUALITY MONITORING Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity. <i>Excludes:</i> Water Quality – see E13 to E15 By-Law Enforcement - see P01 Complaints and Inquiries - see M04	Originating	E+5	D**	E = later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5
E06	UTILITIES Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains etc. Also includes residential & commercial provided water & sewer utility services. <i>Excludes:</i>	Enviro	P	P	

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	<i>Water/Wastewater service applications - see L04 Site Plans - see D11</i>				
E07	SOLID WASTE MANAGEMENT Includes records regarding the design, construction, maintenance and operations of the landfills and transfer stations. May also include, site records, recycling, energy from waste, source separation, collection services and composting. <i>Excludes:</i> <i>Sanitary Sewers - see E01</i> <i>Environment Planning - see D03</i> <i>Private Sewage Disposal Systems – see E12</i>	Enviro	E+10	D	E= Ceases to operate
E08	WATER WORKS (Drinking Water Treatment and Distribution) Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines, hydrants and related facilities and equipment. Includes water meter registration numbers. Includes potable & unpotable water points/wells, water treatment facility/distribution and equipment design, construction and maintenance records (work orders). Includes records pertaining to Water Treatment Facilities and/or Distribution upgrades design, construction and commissioning. <i>Excludes:</i> <i>Lift Stations – E03</i>	Enviro	P	P	
E09	DRAINS Includes records regarding the design, construction and maintenance of drains. Also includes engineer reports, petitions, assessments, general specifications and correspondence.	Enviro	P	P	
E10	PITS AND QUARRIES Includes records regarding the design, construction and maintenance of all gravel pits, stockpiles and quarries. Includes engineer's reports, assessments, general specifications, clean-up/reclamation plans and correspondence. <i>Excludes:</i> <i>Lease agreement/purchase - see L07</i>	Enviro	E+5	D**	E=Lease Expiry
E11	NUTRIENT MANAGEMENT				

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Class Code	Record Classification	Responsible Dept.	Retention Years	Final Disposition	Remarks
	Includes the records regarding the control of storing/spreading/using waste materials such as liquid manure and sewage bio-solids on land, near waterways, runoff etc. Includes documentation relating to the storage and distribution of nutrient material, non-agricultural source material (NASM) plans and sampling results.	Enviro	E+5	D	E= Plan Expiry
E12	PRIVATE SEWAGE DISPOSAL SYSTEMS Includes records regarding the design, construction and maintenance of sanitary sewers and septic systems.	Enviro	P	P	
E13	WATER MONITORING Includes records regarding the routine monitoring of water quality, water quantity, annual reports, and chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), as well as responses to interference with quality or quantity. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water. Includes H/C records of Ministry of the Environment DW and WW Compliance Inspection Reports, data request items, inspection responses and related documents. <i>Excludes:</i> <i>Air Quality Monitoring – see E05</i> <i>By-Law Enforcement - see P01</i> <i>Complaints and Inquiries - see M04</i>	Enviro	10	D	
E14	WATER SAMPLING Includes operational checks, weekly and monthly microbiological sampling and testing, chain of custody, report of analysis – adverse samples, notices to Ministry – Spills Action Centre and local Health Unit. Includes H/C records Water and Wastewater routine sampling results, CoC and laboratory related communications or documentation (LSN, Scope of Accreditation & Procedures/Requirements). Includes H/C records of Upset Condition and Spill Reports for Wastewater Treatment and/or Collection systems to Ministry of the Environment and local Health Unit. <i>Excludes:</i> <i>Air Quality Monitoring – see E05</i> <i>By-Law Enforcement - see P01</i> <i>Complaints and Inquiries - see M04</i>	Enviro	10	D	
E15	CHEMICAL SAMPLING OF WATER				

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Class Code	Record Classification	Responsible Dept.	Retention Years	Final Disposition	Remarks
	Includes chemical samples collected and tested, inorganic and organics, samples collected and tested every 60 months and lead, sodium and fluoride samples collected and tested annually, and engineer evaluation reports. Lead sampling documents include all Community Lead Sampling Program – specific documents and guidance. <i>Excludes:</i> <i>Air Quality Monitoring – see E05</i> <i>By-Law Enforcement - see P01</i> <i>Complaints and Inquiries - see M04</i>	Enviro	P	P	
E16	BACKFLOW PREVENTION AND CROSS CONNECTION CONTROL Includes records relating to backflow prevention and cross connection control By-law program. Records will include: cross connection surveys, test reports and test results, inspection reports, list of approved and installed backflow prevention devices/assemblies, compliance tracking and notifications; plumbing drawings/schematics; correspondence, forms, copies of work orders, job reports, copies of invoices, fees structures and any other type of media related directly to backflow prevention and cross connection control.	Enviro	15	D	
E17	ENERGY MANAGEMENT Includes all records relating to the municipality's Energy Management Program. Includes published annual energy plans, copies of utility invoices and consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports and records pertaining to the benchmarking of energy cost and consumption and greenhouse gas emissions. Also includes management of energy consumption and conservation at municipal buildings and facilities.		E+7	D	E = End of reporting period to which relates
E18	ENVIRONMENTAL & MUNICIPAL RESERVES Includes records regarding greenlands, municipal forests and forestry including tree by-law preparation and enforcement records. Also includes records relating to the management and preservation of parks, harbours and beaches.		E + 3	D	E = end of designated year
E19	RENEWABLE ENERGY Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powered and renewed by natural processes (e.g., wind, water, biomass, biogas, biofuel, solar energy, geothermal energy, tidal forces and such other energy sources as may be prescribed by senior governments) and their environmental and public health impacts.		50	D	
E20	SOURCE WATER PROTECTION				

SCHEDULE A – RECORDS RETENTION AND DISPOSITION SCHEDULE

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Class Code	Record Classification	Responsible Dept.	Retention Years	Final Disposition	Remarks
	Includes Risk Management Official and Inspector appointment certificates and the Risk Management Official's Annual Report, fee schedules for risk management applications, plans, issuing of notices or the acceptance of an assessment.. Also includes modelling analysis, vulnerability assessments, source protection area assessment reports and comments, technical studies and Significant Drinking Water Threat (SDWT) verification surveys. <i>Excludes:</i> <i>Risk Management Plans and/or Assessments - see D03</i> <i>Prohibition Notices and Orders - P20</i> <i>Contracts and Agreements - Simple - L14</i>		15	D	
E21	MINISTRY OF THE ENVIRONMENT (MOE) ENVIRONMENTAL COMPLIANCE APPROVALS Includes Environmental Compliances issued by MOE to the municipality for municipal drinking water systems, municipal & private sewage works and waste disposal sites, air quality, noise, storm-water management, storm sewers, culverts, etc.	Originating	15	D	
F - FINANCE AND ACCOUNTING - Contains records regarding the management of funds.					
F00	FINANCE AND ACCOUNTING - GENERAL Includes records regarding finance and accounting which cannot be classified elsewhere. Use only if no other heading is available.	Originating	2	D	
F01	ACCOUNTS PAYABLE Includes records documenting funds payable by the municipality, such as invoices, receipts, and cheque requisitions, copies of cheques issued to pay accounts, rebates, levies payable, reports, telephone bills and membership fees. <i>Excludes:</i> <i>Cancelled Cheques - see F07</i> <i>Employee and council expenses – see F09</i>	Finance	10	D	
F02	ACCOUNTS RECEIVABLE Includes records documenting funds owed to the municipality such as: utilities, tax notices, snow removal and oil well drilling. Includes billing lists, requests from mortgage companies, recovery reports, and correspondence related to tax collection assessment complaints. <i>Excludes:</i> <i>Write-offs - see F23</i> <i>Tax Assessments, Rolls and Tax Arrears - see F22</i> <i>Assessment Hearings – L01</i>	Finance	10	D	

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Class Code	Record Classification	Responsible Dept.	Retention Years	Final Disposition	Remarks
F03	AUDITS Includes records regarding internal and external financial audits of accounts. MD funding confirmation requests. <i>Excludes:</i> <i>Operational audits - see relevant subject Audited Financial Statements - See - F10</i>	Finance	E+10	D	E = Audit Complete
F04	BANKING Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records. <i>Excludes:</i> <i>Banking Statements - see F07</i>	Finance	10	D	
F05	BUDGETS AND ESTIMATES Includes departmental and corporate budgets, both capital and operating. Also includes Budget Variances. <i>Excludes:</i> <i>Working papers and Background documentation - see F26</i>	Finance	10 P	D** P	P=Approved & Interim
F06	ASSETS Includes records regarding current and fixed assets. Includes inventories as well as records of initial expenditure, depreciation, amortization, and disposal. <i>Excludes:</i> <i>Land Acquisition and Sale - see L07</i>	Finance	E+10	D**	E= Disposal of asset
F07	CHEQUES (Issued by MD) Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, and supporting documents used to authorize issuance of cheques, N.S.F. cheques and bank statements. <i>Excludes:</i> <i>Banking - see F04</i>	Finance	10	D	
F08	DEBENTURES AND BONDS Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors. <i>Excludes:</i> <i>Debenture Registers, Subsidiary Ledgers, Registers and Journals -see F14</i> <i>Project Bonds, Security Deposits - see F25</i>	Finance	E+10	D	E= Debentures surrendered for exchange or cancellation

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Class Code	Record Classification	Responsible Dept.	Retention Years	Final Disposition	Remarks
F09	EMPLOYEE AND COUNCIL EXPENSES Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include Credit Card information i.e. account numbers and statements etc. May also include employee time sheets combined with travel and expense statements. <i>Excludes:</i> <i>Attendance - see H01</i>	Finance	10	D	
F10	FINANCIAL STATEMENTS Includes the Audited financial statements, Balance Sheet, Financial Information Return, Income Statement and Statement of Source and Application of Funds. <i>Excludes:</i> <i>All working notes, calculations and background documentation - see F26</i>	Finance	P	P	
F11	GRANTS AND LOANS Includes records regarding grants payable and receivable, revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies. Also includes submissions, acknowledgements, letters of support and reports.	Finance	E+10	D	E= Loan settled
F12	INVESTMENTS Includes records regarding the municipality's investments, term deposits, and promissory notes.	Finance	E+10	D	E= Closure of account
F13	JOURNAL VOUCHERS Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	Finance	10	D	
F14	SUBSIDIARY LEDGERS, REGISTERS AND JOURNALS Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers. <i>Excludes:</i> <i>Documents and vouchers used to support entries - see relevant subject</i>	Finance	10	D	
F15	GENERAL LEDGERS AND JOURNALS Includes all records in the Books of Original Entry, year end.	Finance	P	P	
F16	PAYROLL				

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	Includes all records of payments of salary, wages and deductions to employees. Includes time sheets, pay lists, benefits reconciliations, T-4 Slips and Statistics Canada reports. Also includes honoraria and fees to Council. <i>Excludes:</i> <i>Payroll Registers - see F14</i>	Finance	10	D	
F17	PURCHASE ORDERS Includes purchase orders, blanket orders, and all background documentation authorizing the procurement of goods and services. <i>Excludes:</i> <i>Quotations and Tenders - see F18</i>	Finance	10	D	
F18	QUOTATIONS AND TENDERS Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, Pre-qualifications, and all documentation regarding the selection process. <i>Excludes:</i> <i>Successful quotations and tenders - file by subject</i>	Originating	E+5	D**	E= Unsuccessful bids
F19	RECEIPTS Includes receipts issued for payment of items such as licenses, rentals and taxes.	Finance	10	D	
F20	RESERVE FUNDS Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	Finance	10	D	
F21	REVENUES Includes records regarding the generation of revenues other than taxes such as development charges. <i>Excludes:</i> <i>Accounts Receivable - see F02</i> <i>Tax Rolls - see F22</i>	Finance	10	D	
F22	TAX ROLLS AND RECORDS Includes taxation records of long term importance, such as assessment roll, tax sale records, tax sale deeds, school support declaration, property tax registrations, tax arrears register cards and tax collector's rolls. <i>Excludes:</i>	Clerk's	P	P	

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Class Code	Record Classification	Responsible Dept.	Retention Years	Final Disposition	Remarks
	<i>Accounts Receivable - see F02 Mortgage Companies - see F02 Correspondence related to tax issues <u>not</u> of a long term importance - see F02</i>				
F23	WRITE-OFFS and BANKRUPTCIES Includes records of bankruptcies tax and AR accounts that have been written off as uncollectible. <i>Excludes:</i> <i>Accounts Receivable Refunds - see F02</i>	Finance	E+12 37	D D	E= Account Closure Court Ordered
F24	TRUST FUNDS Includes records regarding funds established by the municipality for money held in trust, such as bequests, Homes for the Aged Residents and Home Renewal Program.	Originating	E+10	D	E= Closure of account
F25	SECURITY DEPOSITS Includes performance bonds, Labour & Material bonds, development deposits, letter of credit, Letter of guarantee, proof of insurance when required and records of monies held as security (i.e. Road bonds).	Finance	E+10	D	E= Project complete, return to company
F26	WORKING PAPERS Includes all working notes, calculations and background documentation used to calculate financial statements such as the monthly trial balance and budget.	Finance	E+1	D	E= After completion of audit
H - HUMAN RESOURCES - Contains records regarding the municipality's relationship with its employees, employees records and general staff programs.					
H00	HUMAN RESOURCES - GENERAL Includes records regarding human resources which cannot be classified elsewhere. Use only if no other heading is available.	HR	2	D	
H01	ATTENDANCE AND SCHEDULING Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work, etc. <i>Excludes:</i> <i>Individual Time Sheets - see F16</i>	HR	3	D**	
H02	BENEFITS				

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Class Code	Record Classification	Responsible Dept.	Retention Years	Final Disposition	Remarks
	Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on EHT. <i>Excludes:</i> <i>Payroll - see F16</i>	HR	SO	D	
H03	EMPLOYEE RECORDS Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, training reports, correspondence with the employee, and employee assistance. Includes full-time, part-time, student employees and volunteers. <i>Excludes:</i> <i>Grievances – see H14</i> <i>Harassment – see H15</i> <i>Health & Safety Training - see H04</i>	HR	E+80/5	D	E= Age 80 or 5 yrs after death
H04	HEALTH AND SAFETY Includes records regarding the occupational health and safety of staff. Includes accident reports, WCB reports and information on health and safety programs for staff. <i>Excludes:</i> <i>Accidents of the Public - see P05</i> <i>Lost-time reports and claims – see H13</i>	HR	3 E+10	D D	E= Incident resolved
H05	HUMAN RESOURCE PLANNING Includes records of succession planning, executive placement, retirement programs, staff turnover rates, annual hire/promotion targets, recruitment freezes, employment equity, performance management, and related records. <i>Excludes:</i> <i>Employee Records - see H03</i>	HR	5	D**	
H06	JOB DESCRIPTIONS Includes job descriptions and specifications as well as background information used in their preparation or amendment.	HR	SO	D**	
H07	EMPLOYEE RELATIONS Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations. <i>Excludes:</i> <i>Collective Agreement – see L04</i>	HR	E+5	D**	E= Expiry of contract period

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Class Code	Record Classification	Responsible Dept.	Retention Years	Final Disposition	Remarks
H08	ORGANIZATION Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts. <i>Excludes:</i> <i>Job Descriptions - see H06</i>	HR	SO	D**	
H09	SALARY PLANNING Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity. <i>Excludes:</i> <i>Employee Records - see H03</i>	HR	5	D	
H10	PENSION RECORDS Includes records detailing obligations to individuals under LAPP. Includes pension information of retired personnel, including registration and records. <i>Excludes:</i> <i>Deductions for pensions – see F16</i> <i>General information on pension plans - H02</i> <i>Payments made to LAPP - F01</i>	HR	E+80/5	D	E= Age 80 or 5 yrs after death
H11	RECRUITMENT Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications. <i>Excludes:</i> <i>Successful applications – see H03</i>	HR	3	D	
H12	TRAINING AND DEVELOPMENT Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation materials. <i>Excludes:</i> <i>Employee Records - see H03</i>	HR	E+2	D**	**Municipality Courses E = Date no longer offered
H13	CLAIMS Includes records regarding claims to WCB or insurance carriers for lost-time incidents, accidents, STD or LTD. <i>Excludes:</i> <i>Non lost-time incidents or accidents - See H04</i> <i>Self-insured STD – See H04</i>	HR	E+12 20 40	D D D	E = Resolution of claim. Hazardous exposure claims = longer of 40 years or 20 years after last record made

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H14	GRIEVANCES Includes records dealing with grievance complaints filed against the municipality such as the initial complaint, investigation, reports and final resolution. <i>Excludes:</i> <i>Harassment & Violence – see H15</i>	HR	E+12	D	E = Resolution of claim
H15	HARASSMENT AND VIOLENCE Includes records dealing with harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution. <i>Excludes:</i> <i>Grievances – see H14</i>	HR	E+12	D	E = Resolution of complaint
H16	CRIMINAL BACKGROUND CHECKS Includes records listing any criminal code convictions that have not been pardoned for all existing and new employees, service providers and volunteers. Also includes annual Criminal Offence Declaration.	HR	E+7	D	E = Date employee not employed
H17	EMPLOYEE MEDICAL RECORDS – HAZARDOUS MATERIALS Includes records of exposure to asbestos and other hazardous materials.	HR	E+40	D	E= Last record of exposure
H18	EMPLOYEE MEDICAL RECORDS Includes doctor’s notes, correspondence, and health reports related to an employee’s medical situation.	HR	E+5	D	E = Claim resolved
H19	DISABILITY MANAGEMENT Includes all records related to occupational and non-occupational injuries and illnesses. Also includes accommodation records related to permanent impairment under the Human Rights Code resulting in permanent accommodation.	HR	E+5	D	E = day issued or earlier as may be specified
H20	CONFINED SPACES Includes records relating to the assessment of confined spaces and written plan and procedures for the control of hazards in confined spaces.	HR	E+2	D	E= 2 most recent records retained
L - LEGAL AFFAIRS - Contains records regarding litigation, legislation, contracts, agreements, insurance and real estate matters.					
L00	LEGAL AFFAIRS - GENERAL				

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	Includes records regarding legal affairs which cannot be classified elsewhere. Use only if no other heading is available.	Originating	2	D	
L01	APPEALS AND HEARINGS Includes all transcripts and related documentation regarding appeals, hearings, and legal proceedings. Includes final judgments. Includes zoning appeals, official plan appeals, and SDAB appeals. Also includes orders issued by regulatory bodies and boards. <i>Excludes:</i> <i>Litigation - see L02, L03</i> <i>Harassment & Violence – see H15</i> <i>Assessment Complaints – see F02</i>	Clerk's	P	P	E= Resolution of appeal
L02	CLAIMS AGAINST THE MUNICIPALITY Includes all litigation made by other parties against the municipality. <i>Excludes:</i> <i>Appeals and Hearings - see L01</i>	Clerk's	E+12	D	E= Claim & appeals resolution
L03	CLAIMS BY THE MUNICIPALITY Includes all litigation made against other parties by the municipality. <i>Excludes:</i> <i>Internal Committee/Board appeals and hearings - see L01</i>	Clerk's	E+12	D	E= Claim & appeals resolution
L04	CONTRACTS AND AGREEMENTS - MAJOR Includes all agreements entered into by the municipality required for capital projects and long-term services. Includes construction contracts and collective agreements. Also includes agreements regarding easements, encroachments, area ways and laneways. <i>Excludes:</i> <i>Office / Equipment Maintenance Agreements - see L14</i> <i>Subdivision Agreements - see Land - LD</i> <i>Land purchases - see L07</i> <i>Insurance Policies - see L06</i>		E+10	D**	E= Item sold, agency terminated
L05	INSURANCE APPRAISALS Includes appraisals of municipal property for insurance purposes.	Clerk's	E+15	D	E= new appraisal conducted
L06	INSURANCE POLICIES Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance. <i>Excludes:</i>	Clerk's	E+15	D	E= Policy terminated

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	<i>Employee Group Insurance - see H02 Third Party Contracts - see L04</i>				
L07	LAND ACQUISITION AND SALE Includes records regarding real estate transactions and conveyance of land such as lot sales, alley closings and allowances whether through voluntary transactions or expropriation. Includes leases, deeds and expropriation plans, purchase letters and appraisals.	Clerk's	E+20	D**	E= Property sold
L08	OPINIONS AND BRIEFS Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	Clerk's	10	D**	
L09	PRECEDENTS Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters.	Clerk's	10	D	
L10	FEDERAL LEGISLATION Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.	Originating	SO	D	
L11	PROVINCIAL LEGISLATION Includes records regarding bills, acts and regulations enacted by the Legislature which affect or are of interest to the municipality.	Originating	SO	D	
L12	ORGANIZATION / INCORPORATION Includes records regarding the municipality's incorporation and organizational structure.	Clerk's	P	P	
L13	PROSECUTIONS Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation. <i>Excludes: By-Law Enforcement - see P01 Appeals and Hearings - see L01</i>	Originating	E+10	D	E= Delivery of judgement
L14	CONTRACTS AND AGREEMENTS - SIMPLE Includes contracts and agreements which are renewed yearly or for short term services, such as equipment rental and service contracts and vehicle lease and purchase agreements.	Originating	E+10	D**	E= Expiry of contract
LD - LAND - Contains records regarding property ownership and improvements.					

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LD	LAND				
	Includes land title certificates, property owner information & changes, property improvements, zoning, development permits & agreements, land use and road use agreements, subdivision applications and land use amendments.	Originating	P	P	
M - MEDIA AND PUBLIC RELATIONS - Contains records regarding the municipality's relationship with the media and the general public.					
M00	MEDIA AND PUBLIC RELATIONS - GENERAL				
	Includes records regarding media and public relations which cannot be classified elsewhere. Use only if no other heading is available.	Originating	2	D	
M01	ADVERTISING				
	Includes records regarding public advertising in magazines, newspapers, radio, television, and transit. <i>Excludes:</i> News Releases - see M06 Land use amendment and development advertisements - see LD Recruitment - see H11 Elections - see C07	Originating	3	D**	
M02	CEREMONIES AND EVENTS				
	Includes records regarding participation in special events, openings, and anniversaries, such as Remembrance Day and Ratepayer events. Also includes records regarding the set-up and running of special events. <i>Excludes:</i> Permit to hold event – see P11	Originating	3	D**	
M03	CHARITABLE CAMPAIGNS/FUND RAISING				
	Includes records regarding the raising of funds and donations for the municipality, for municipality run programs or for other charitable organizations. This would include the United Way, Cancer Fund, community interest groups, etc. <i>Excludes:</i> Receipts - see F19	Originating	10	D	
M04	COMPLAINTS, COMMENDATIONS AND INQUIRIES				

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	Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters. <i>Excludes:</i> <i>FOIP requests - see A17</i> <i>Specific Complaints - see appropriate subject</i>	Originating	5	D**	
M05	NEWS CLIPPINGS Includes clippings from newspapers, information from journals and other printed media. <i>Excludes:</i> <i>Clippings used as reference material - see relevant subject</i>	Originating	2	D**	
M06	NEWS RELEASES Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.	Originating	5	D**	
M07	PUBLICATIONS Includes municipal published typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, trade shows, current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature as well as copies of social networking sites (website, Facebook, etc.)	Originating	P	P	
M08	SPEECHES AND PRESENTATIONS Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials. <i>Excludes:</i> <i>Media coverage of speeches/presentations - see M05</i> <i>News Releases - see M06</i>	Originating	3	D**	
M09	VISUAL IDENTITY AND INSIGNIA Includes records regarding the standards which apply to graphic designs in the interest of establishing a Visual Identity Program. Includes logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.	Clerk's	P	P	
M10	WEBSITE AND SOCIAL MEDIA CONTENT Includes records of website content and copies of web pages created by the municipality for general public use, includes information on social media sites such as Facebook & Twitter	Originating	5	D	

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P - PROTECTION AND ENFORCEMENT SERVICES - Contains records regarding the operational functions of law enforcement, permits , licensing, public protection and fire prevention.					
P00	PROTECTION AND ENFORCEMENT SERVICES - GENERAL Includes records regarding protection and enforcement services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	2	D	
P01	BY-LAW ENFORCEMENT Includes records of municipal efforts to enforce bylaws such as parking tickets, order to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs etc. <i>Excludes:</i> <i>Inspections - see P07-P08</i> <i>Environmental Monitoring - see E05</i> <i>Prosecutions - see L13</i> <i>Animal Control Enforcement - see P14</i> <i>Lottery license Enforcement - see P09</i>	Originating	5	D**	
P02	DAILY OCCURRENCE LOGS Includes daily journals, calendars, visitor logs and EIO reports.	Originating	5	D**	
P03	EMERGENCY PLANNING Includes records regarding the planning and rehearsal of emergency management.	Originating	SO	D**	
P04	HAZARDOUS MATERIALS Includes information and reports on chemicals and substances that pose fire hazards. Also includes records dealing with toxic substances control, transportation and effects. <i>Excludes:</i> <i>Staff Safety Training - see H04</i> <i>Personal exposure - see H17</i> <i>Manifests - see E07</i>	Originating	SO	D**	
P05	INCIDENT/ACCIDENT REPORTS				

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Class Code	Record Classification	Responsible Dept.	Retention Years	Final Disposition	Remarks
	Includes vandalism and security incident reports and reports of accidents that occur at MD facilities and properties. Also includes records of the EOC, community disasters including notes, reports, press clippings, etc. <i>Excludes:</i> <i>Security - see A18</i> <i>Accidents of Municipal Staff - see H04</i> <i>Vehicle Accidents - see L02 or L03</i>	Originating	12	D	
P06	BUILDING AND STRUCTURAL INSPECTIONS Includes inspection reports such as building, plumbing, fire prevention, and other structural inspections. Also includes inspections of marijuana grow operations after appropriate notification from a police force. <i>Excludes:</i> <i>By-Law Enforcement - see P01</i>	Building	SO	D	
P07	HEALTH INSPECTIONS Includes health inspection reports conducted or performed by Health & Safety Committee on private, public and commercial properties and Fire Marshall's Inspections.	Public Health	SO	D	
P08	INVESTIGATIONS Includes records of investigation pertaining to law enforcement, traffic accidents, and ambulance and firefighting activities. <i>Excludes:</i> <i>Bylaw Enforcement – see P01</i> <i>Harassment & Violence – see H15</i>	Originating	10	D**	
P09	LICENCES Includes records regarding licences administered by or required by the municipality, or required by the province, such as licensing for dog kennels, dogs, liquor, businesses, lotteries and quarries, etc.	Originating	E+12 P	D P	E= Expiry of licence Business licences
P10	DEVELOPMENT PERMITS Includes application, approval, drawings, plans, reports (EIS, ESA, traffic, market, hydro, geological) <i>Excludes:</i> <i>All other permits - see P11</i>	Originating	P	P	
P11	PERMITS, CERTIFICATES, APPROVALS				

SCHEDULE A – RECORDS RETENTION AND DISPOSITION SCHEDULE

D = Destroy **E** = Event Required to Calculate Retention **SO** = Superseded/Obsolete ****** = Subject to Archival Review **P** = Permanent

Class Code	Record Classification	Responsible Dept.	Retention Years	Final Disposition	Remarks
	Includes applications and copies of permits issued by other government bodies within the municipality as well as permits issued by the municipality giving permission to hold special events, transport oversize loads, erect signs, park on the street, road use, pipeline crossings, etc. <i>Excludes:</i> <i>Building Permits - see P10</i> <i>Encroachment Permits - see D16 or by subject</i> <i>Burial Permits – see S09</i>	Originating	E+12	D	E= Expiry of doc
P12	WARRANTS Includes all issued warrants.		E + 2	D	E= Execution of warrant
P13	CRIMINAL RECORDS Includes all documentation relating to individuals with a history of criminal activity. <i>Excludes:</i> <i>Investigations – see P08</i> <i>Prosecutions – see L13</i>		E+5	D	E= Occurrence/ investigation closed or disposition of charge.
P14	ANIMAL CONTROL Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports. <i>Excludes:</i> <i>Dog Licenses - see P09</i>	Originating	E+5	D	E = date animal was last in the pound
P15	COMMUNITY PROTECTION PROGRAMS Includes records on community protection and crime prevention such as Community Policy, Victim Services Neighbourhood Watch and Block Parents. Records include correspondence and brochures. Also includes video surveillance footage.	Originating	SO	D**	Surveillance video 72 hours unless requisitioned for use
P16	EMERGENCY SERVICES Includes records regarding police, land ambulance, fire and rescue services.	Originating	SO	D	
P17	EMERGENCY FACILITIES OPERATIONS Includes correspondence, descriptions, reports and other records dealing with the management and operation of specific municipal emergency facilities partially and fully owned by the MD. <i>Excludes:</i> <i>Facilities Construction - see A19</i> <i>Building and Property Maintenance - see A20</i>	Prot Sys	E+10	D	E= Facility Removed/Sold
P18	EMS ACCIDENT REPORTS				

SCHEDULE A – RECORDS RETENTION AND DISPOSITION SCHEDULE

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Class Code	Record Classification	Responsible Dept.	Retention Years	Final Disposition	Remarks
	Records associated with emergency medical services accident reporting.	Prot Svs	SO	D	
P19	EMS STATISTICS Records associated with statistical reporting of accidents involving emergency medical services, traffic and work-related issues	Prot Svs	15	D	
P20	PROHIBITIONS & NOTICES Includes prohibition orders, notices and correspondence related to prohibition under regulations such as Source Drinking Water Protection. May also contain building code applications denied because of prohibition.		E+15	D	E= Notice expiry
R - RECREATION AND CULTURE: Contains records regarding the provision of recreational and cultural services to the immediate and surrounding communities.					
R00	RECREATION AND CULTURE - GENERAL Includes records regarding recreation and cultural services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	2	D	
R01	HERITAGE PRESERVATION Includes records regarding heritage and historical development, including designations of buildings, districts, and cemeteries. <i>Excludes:</i> <i>Original By-Laws - see C01</i>	Clerk's	E+2	D**	E= Removal of designation
R02	LIBRARY SERVICES Includes circulation lists, recommendations for additions to library collections, information searches, inter-library loan requests and more general records regarding the operation of libraries. May include subscription renewals of magazines and receipts from book sales.	Clerk's	5	D	
R03	MUSEUM AND ARCHIVAL SERVICES Includes registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information and related records. <i>Excludes:</i> <i>Records Management Program - see A10</i>	Clerk's	2	D**	
R04	PARKS MANAGEMENT Includes correspondence, descriptions, reports and other records dealing with the management design, set-up, landscaping and maintenance of specific municipal parks. Includes maps and plans. Also includes information dealing with maintenance of playground equipment. <i>Excludes:</i>	Recreation	5 P	D** P	P= Playground equip maint.

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Class Code	Record Classification	Responsible Dept.	Retention Years	Final Disposition	Remarks
	<i>Building and Property Maintenance – see A20</i>				
R05	RECREATIONAL FACILITIES OPERATIONS Includes correspondence, descriptions, reports and other records dealing with the management, operation and design of specific municipal recreational facilities, such as arenas, rinks, pools, and fitness centres. Includes floor plans, architectural and engineering drawings. More specific information is filed by subject. <i>Excludes:</i> <i>Facilities Construction - see A19</i> <i>Building and Property Maintenance - see A20</i>	Recreation	E+10	D	E= Facility Removed/Sold
R06	RECREATIONAL PROGRAMMING Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts and other programs.	Recreation	2	D**	
S - SOCIAL AND HEALTH CARE SERVICES: Contains records regarding social services, health care programs and cemeteries.					
S00	SOCIAL AND HEALTH CARE SERVICES - GENERAL Includes records regarding social and health care services provided to individual residents which cannot be classified elsewhere. Use only if no other heading is available.	Comt Service	2	D	
S01	FCSS PROGRAMS Includes information regarding programs offered by Family Community Social Services. Such as Welcome Wagon, Books for Babies, etc.	Comt Service	5	D	
S02	ELDERLY ASSISTANCE Includes general program information regarding programs intended to improve the quality of life for senior citizens such as home care, housing and subsidies. Includes any homes for the aged as well as general resource information used in counselling seniors considering moving to homes for the aged. May include Indigent Elderly Patient reports. Also included Meals on Wheels program. <i>Excludes:</i> <i>Long Term Care Facility Residents - see S03</i>	Comt Service	5	D	Fire drills 2 years
S03	LONG TERM CARE FACILITY RESIDENT RECORDS				

SCHEDULE A – RECORDS RETENTION AND DISPOSITION SCHEDULE

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Class Code	Record Classification	Responsible Dept.	Retention Years	Final Disposition	Remarks
	Includes records regarding individual residents of homes for the aged. <i>Excludes:</i> <i>General program information - see S02</i>	Comt Service	E+10	D	E= Date of last entry.
S04	SOCIAL ASSISTANCE PROGRAMS Includes general program information regarding social assistance programs available to residents. Also includes general resource information used in counselling recipients of social assistance and information pertaining to Employment Support Programs and Community Support Services. Also includes records regarding subsidized housing. <i>Excludes:</i> <i>Works Case Records – see S05</i>	Comt Service	10	D	
S05	CASE RECORDS Includes records regarding individual social assistance recipients. May include Income Reporting Cards. <i>Excludes:</i> <i>General program information – see S04</i>	Comt Service	E+5	D	E= File closed
S06	MEDICAL CASE RECORDS Includes case records regarding communicable diseases, venereal diseases, dental care, maternal care, etc.	Public Health	E+2	D	E=shorter “as set out in by-law or resolution made by the institution” or on consent
S07	CHILDREN’S SERVICES Includes general program information regarding programs benefiting developmentally handicapped children, abused children and other children’s programs. Also includes general resource information used in counselling children and parents involved in these programs. May include CAS (Children’s Aid Society) records as well. <i>Excludes:</i> <i>Medical records – see S06</i> <i>Day care programs – see S01</i>	Comt Service	E+3	D	Records of handicapped children are kept for at least 3 years after discharge.
S08	PUBLIC HEALTH Includes records regarding public health programs such as health and safety education, school health programs, family planning and disease control including immunization.	Comt Service	5	D	
S09	CEMETERY RECORDS				

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Class Code	Record Classification	Responsible Dept.	Retention Years	Final Disposition	Remarks
	Includes burial permits, maps, plot ownership records, interment registers, and indexes for municipal cemeteries and abandoned cemeteries. <i>Excludes:</i> <i>Maintenance - see A20</i>	Comt Service	P	P	
S10	DAY CARE NURSERY RECORDS Application for enrolment, child's name, home address, date of birth, names, addresses, phone numbers of parents, place at which they can be reached, etc. <i>Excludes:</i> <i>Handicapped children - see S07</i>	Comm Service	E+2	D	E = Last date registered
T - TRANSPORTATION SERVICES: Contains records regarding the development and improvement of transportation systems.					
T00	TRANSPORTATION SERVICES - GENERAL Includes records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available.	Originating	2	D	
T01	ILLUMINATION Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights, pedestrian crossover lights, etc. Also includes records on power consumption.	I & P	E+6	D	E= Removal of the equipment
T02	PARKING Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, fire routes and employee parking.	I & P	E+6	D	E= Closure of lot or space
T03	PUBLIC TRANSIT Includes records regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records regarding the construction of bus shelters and similar facilities, route administration and planning, fare policies, intergovernmental transit co-ordination and access for the disabled.	Works	E+2	D**	E= Closure of route/ shelter/ stop
T04	ROAD CONSTRUCTION Includes records and studies regarding construction projects of MD roads. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, etc. <i>Excludes:</i> <i>Design and Planning - see T05</i> <i>Bridges Culverts – see T11</i> <i>Routine maintenance and minor improvements to road systems - see T06</i>	I & P	P	P	

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Class Code	Record Classification	Responsible Dept.	Retention Years	Final Disposition	Remarks
T05	ROAD DESIGN AND PLANNING Includes estimates, studies and other records regarding the design and planning of proposed road construction projects, road concerns. Also includes design of curbs and sidewalks, cycle ways, footpaths, walkways, etc.	I & P	P	P	
T06	ROAD MAINTENANCE Includes records and studies regarding the inspection and maintenance of roads. Includes the installation of culverts, minor repairs to the road surfaces, curbs and side-walks, cycle-ways, footpaths, walkways, etc. Also includes grading, ploughing and sanding of roads, and snow removal and cleaning.	I & P	E+5	D	E = project finished
T07	SIGNS AND SIGNALS Includes records and studies regarding the manufacture and installation of signs and signals. <i>Excludes:</i> <i>Visual Identity Program - see M09</i>	I & P	E+2	D	E= Removal of sign/signal
T08	TRAFFIC Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, registered road plans / drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records. Also includes temporary road closures for special events, and seasonal road bans.	I&P	P	P	
T09	ROADS AND LANES OPENINGS/CLOSURES Includes records on roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence and district court applications. As well as records related to requests to open road and street allowances. <i>Excludes:</i> <i>Temporary road closures - see T09</i> <i>Land Acquisition and Sales - see L07</i> <i>Road Closing By-Laws - see C01</i>	I & P	P	P	
T10	FIELD SURVEY/ROAD SURVEY BOOKS Includes engineering field survey notes as well as books.	I & P	E+2	D	E = project finished
T11	BRIDGES Includes records of bridge construction, repairs, maintenance and inspections. Includes estimates, studies and other records regarding bridge projects.	I & P	P	P	
T12	RAILWAYS				

SCHEDULE A – RECORDS RETENTION AND DISPOSITION SCHEDULE

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Class Code	Record Classification	Responsible Dept.	Retention Years	Final Disposition	Remarks
	Includes records of railway crossings, maps and correspondence.	I&P	P	P	
	V - VEHICLES AND EQUIPMENT - Contains records regarding fleet management, mobile equipment, protective equipment and their related maintenance.				
V00	VEHICLES AND EQUIPMENT - GENERAL				
	Includes records regarding vehicles and equipment which cannot be classified elsewhere. Use only if no other heading is available.	Originating	2	D	
V01	FLEET MANAGEMENT – Motorized /Drivable				
	Includes records of all vehicles currently leased or owned, operated and maintained by the municipality. This includes vehicle history files, and vehicle maintenance, registration and disposal. Excludes: <i>Insurance Policies - see L06</i> <i>Accident Claims - see L02, L03</i> <i>Leases/Contracts - see L14</i>	Originating	E+5 6 mths	D D	E = Sold Daily Inspection Logs - last entry
V02	MOBILE EQUIPMENT – Pull by motorized vehicle				
	Includes records regarding <u>mobile</u> equipment used in conjunction with vehicles, to include maintenance and history files on equipment such as generators, pumps, snow-blowers, sanders, etc.	Originating	E+5	D	E= Disposal of equip
V03	TRANSPORTABLE EQUIPMENT - Carry				
	Includes records regarding <u>transportable</u> equipment used by the municipality. Also includes maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.	Originating	E+5	D	E = Disposal of equip
V04	PROTECTIVE EQUIPMENT				
	Includes records regarding protective equipment used by the municipality. Also includes maintenance and history files on equipment such as breathing apparatus, breathing tanks, down alarms, etc. Excludes: <i>Uniforms and Clothing - see A14</i>	Originating	E+5	D	E = Disposal of equip
V05	ANCILLARY EQUIPMENT– Fixed/Unmovable				
	Records regarding <u>fixed</u> equipment, which is non-vehicle and non-office in nature. Includes equipment such as appliances, water heaters, garbage compactors, furniture (non-office), industrial shredders etc. Includes correspondence, equipment user and procedural manuals, warranty, maintenance and history records. Includes setup tests and manuals.	Originating	E+5	D	E = Equip Disposal



BYLAW NO. 10-631

Of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to establish the Records Management Program

WHEREAS pursuant to section 36 of the *Freedom of Information and Protection of Privacy Act*, being Chapter F-25; Statutes of Alberta and amendments thereto, the C.A.O. of the Municipal District of Greenview #16 must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction;

WHEREAS pursuant to section 214 of the *Municipal Government Act* being Chapter M-26, Statutes Of Alberta and amendments thereto, The Municipal District of Greenview #16 Council may pass a bylaw respecting the destruction of records and documents of the Municipality. This will include all records, regardless of their medium, supporting Municipal District activities, both current and future, ensuring business, legal, fiscal and historical requirements have been met;

WHEREAS the *Freedom of Information and Protection of Privacy Act* does not prohibit the transfer, storage or destruction of any record in accordance with a bylaw of a local government body;

THEREFORE the Council of The Municipal District of Greenview #16 duly assembled hereby enacts as follows:

PART I - PURPOSE, DEFINITIONS AND INTERPRETATION:

1. The purpose of this Bylaw is to establish policy and best practices for a program to manage the creation, organization, use, receipt, access, maintenance, storage, retention and disposal of the records of the M.D of Greenview regardless of the medium.
2. In this Bylaw, unless the context otherwise requires:
 - (a) "Act" means *the Freedom of Information and Protection of Privacy Act*, being Chapter F-25; Statutes of Alberta and Amendments thereto;
 - (b) "District" means the Municipal District of Greenview and includes any board, committee, panel, agency or corporation that is created or owned by the Municipal District and all the members or officers of which are appointed or chosen by the Municipal District of Greenview;
 - (c) "C.A.O." means the person appointed as the Chief Administrative Officer of the Municipal District of Greenview, and includes any person who holds the position in an acting capacity;
 - (d) "FOIP Head" means the person designated by The Municipal District of Greenview as the Head of FOIP for the purposes of the Act;
 - (e) "Record" as defined in the *Freedom of Information and Protection of Privacy Act*, being Chapter F-25; Statutes of Alberta and amendments thereto;
 - (f) "Transitory Record" is one that has only immediate, short-term or no value to the Municipal District. Transitory records can include working papers that are created for temporary use which supports the official copy in the filing system. A transitory record is not subject to legislated retention and is not required for operational purposes; and therefore, does not need to follow the standard disposition procedure required for official records.

3. "Records Management" means the application of systematic control over records throughout their life cycle, including but not limited to forms management, records inventorying, filing systems development and implementation, file maintenance procedures development, filing equipment selection, and records scheduling and disposition.

4. **Disposition and Storage:**

Disposition and storage of all Municipal District records must be in accordance with the Municipal District Records and Information Management Policy. Schedule A – Record Retention Schedule is attached.

5. The Act provides that if an individual's personal information will be used by the Municipality to make a decision that directly affects the individual, the Municipality must retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it.

6. **An audit trail will be kept of:**

- i) Records destroyed; and
- ii) Records retained permanently.

Where records are destroyed under this Bylaw, the proper and complete destruction thereof is the responsibility of the C.A.O. or his designate.

The C.A.O. or his designate shall always have discretion to retain records longer than the period provided for in this Bylaw and shall do so where the Municipal District has received an indication that there is or may be any litigation involving any of the said records.

7. **Corporate Records Care and Custody:**

Records in the care and custody of any Municipal District functional area are the property of the Municipal District.

8. **Where records are in the possession of an Outside Agency, such records will be under the Municipal District's control when:**

- (a) The record is specified in the contract as being under the control of the Municipal District;
- (b) The content of the record relates to the Municipal District's mandate and functions;
- (c) The District has the authority to regulate the record's use and disposition;
- (d) The Outside Agency is a consultant, and the record was created for the public body; or
- (e) The contract permits the Municipal District to inspect, review, or copy the records produced, received or acquired.


Bylaw No. 95-135 is hereby repealed.

This Bylaw shall come into force and effect upon the passing of third and final reading.

Read a first time this 28 day of JULY, A.D., 2010.

Read a second time this 11 day of AUGUST, A.D. 2010.

Read a third time and finally passed this 11 day of AUGUST, A.D. 2010.


REEVE


CHIEF ADMINISTRATIVE OFFICER

SCHEDULE A

Subject Name	Retention Period by Years	Office of Primary Responsibility
Accounts Payable - Municipal Vouchers	7 - Destroy	Finance
Accounts Payable Batch Reports	1 - Destroy	Finance
Accounts Payable Journal Entry Reports	1 - Destroy	Finance
Accounts Receivable - Mobile Home Accounts	7 - Destroy	Finance
Accounts Receivable - Water and Sewer Accounts	7 - Destroy	Finance
Accounts Receivable Invoices	7 - Destroy	Finance
Activity Reports	3 - Destroy	
Acquisitions	Permanent	
Acts and Legislation - Provincial or Federal by Name	3 - superceded/obsolete	
Administration - General	3 - Destroy	
Advertising	3 - Destroy	Administration
Agreements - Pipeline Crossing	Permanent	Operations & Engineering
Agreements - Development Capital Projects	Permanent	
Agreements-Rental and Service	7-Year after cancellation	
Agricultural Services General	5 - Destroy	Agricultural Services
Alberta First Call Requests	1 - Destroy	Operations & Engineering
Annexation	Permanent	Planning & Development
Annual Report - Preparation	5 - Destroy	Administration
Annual Report - M.D. Greenview-Published	Permanent	Administration
Applications by Position	2 years Destroy	Human Resources
Appointments -	3 - Destroy	Administration
Appointments and Official Oaths	3 - Destroy superseded/obsolete	Administration
Appreciations and Complaints (Public)	2-Destroy	Administration
Appraisals - Land/Property	Permanent	
Approaches	Permanent	Operations & Engineering
Assessment - Airport Leases	10 - Destroy	Assessment
Assessment - Farm Units/Out Bldgs	10 - Destroy	Assessment
Assessment - Machinery and Equipment	7 - Destroy	Assessment
Assessment - Oilfield Detail and Summary	7 - Destroy	Assessment
Assessment (Notice of)	7 - Destroy	Assessment
Assessment Appeals (previously Court of Revision/Taxes)	10 - Destroy	Assessment
Assessment Reconciliation	7 - Destroy	Assessment
Assessment Roll/by Number	Permanent	Assessment
Assets Inventory	Permanent	P
Associations - Community Halls	After Association/Organization Disbanded - 5 - Destroy	Parks & Recreation
Associations - Ratepayers	Permanent	
Associations, Foundations and Societies - Joint Ventures/Partnerships	10 - Review/Destroy after cancelled	
Associations, Foundations and Societies - Membership	3 - Destroy	
Attendance and Leave	3 - Destroy	Administration
Audit General	10 - Destroy	
Audit Trail Report	5 - Destroy	
Audit Working Papers	1 - Destroy	

Subject Name	Retention Period by Years	Office of Primary Responsibility
Audited Financial Statements –County/M.D.	Permanent	Administration
Awards - Long Service	5 - Destroy	Administration
Awards, Recognition and Scholarship	10 - Destroy	Administration
Axle Weight Restrictions	5 - Destroy superseded/obsolete	Operations & Engineering
Bank Deposit Books	7 - Destroy	Finance
Bank Reconciliation	7 - Destroy	Finance
Bank Statements	7- Destroy	Finance
Bankruptcy Notices & Claim process	10 - years after settlement Destroy	Finance
Benefits - Human Resources	Individual age 80 Destroy	Human Resources
Bridges - Construction and Maintenance	Permanent	Operations & Engineering
Budget-Capital Funding and Expenditures	Permanent	Administration
Budget - Approved/Interim	10 - Destroy	Administration
Budget - Working Papers	1 - Destroy	Finance
Building Maintenance	10 review Destroy	Engineering
Burning Permits	5 - Destroy	Protective Services
Business License General	2-Destroy	
Business Plan - Preparation	5 - Destroy	Administration
Business Plan - Published	Permanent	Administration
By-Laws - Approved Copies	2 years Destroy	Administration
By-Laws - Approved	Permanent	Administration
Campground Registrations	1 - Destroy	Parks & Recreation
Capital by Year- General Plans and Proposals	7-Destroy	
Capital Projects	Permanent	
Cash Receipt Journal Entry Report	1 - Destroy	Finance
Cash Receipts	7 - Destroy	Finance
Cash Summary Daily Report	1 - Destroy	Finance
Cemetery Plot Information	Permanent	Administration
Census - Municipal	Permanent	Administration
Ceremonies and Special Events	3 - Destroy	Administration
Cheque Accounts Payable Register	7 - Destroy	Finance
Cheque Payroll Register	7 - Destroy	Finance
Cheques - Cancelled/Returned	7 - Destroy	Finance
Claims - Insurance/Legal	10 - Destroy after settlement	Administration
Commissions for Oaths	7 - Destroy	Administration
Committees General	5 - Destroy	
Committees - Major Projects/Advisory	Permanent	
Committees - Minute Books	Permanent	Administration
Compliance Certificates	Permanent	Planning & Development
Conference & Seminar Information	1 - Destroy	
Conference & Seminar Registrations	3 - Destroy	
Conference Planning & Development Hosting	5 - Destroy	
Contracts and Agreements - Capital Projects	Permanent	
Contracts & Agreements - M.D. Greenview	10 Years after Superseded/Cancelled - Destroy	Administration
Credit Letters	Retain until Project Complete/Return	
Council Meetings - Copies	1 year Destroy	Administration
Council Minutes and Agenda's	Permanent	

Subject Name	Retention Period by Years	Office of Primary Responsibility
Daily Calendars /Logs- Individual	2 years Destroy	All Departments
Damage and Loss - Reports	Superseded Obsolete 10destroy	Administration
Debentures	Retain until last payment + 7 - Destroy	
Debit Memos	7 - Destroy	Finance
Delegated Authorities	Superseded/Obsolete 3 yrs- Destroy	Administration
Demographics – County/M.D	Permanent	Administration
Development Agreements, Permits & Plans	Permanent	Planning & Development
Direct Deposit Register	1 - Destroy	Finance
Disaster Services - General	3 - Destroy	
Donations	10 - Destroy	Administration
Drainage and Surface Water Projects	Permanent	Agricultural Services
Dust Suppression (Roadway) Applications	5 - Destroy	Operations & Engineering
Easements	Permanent	
Economic Development and Tourism	5 - Destroy	
Election Appeal	Permanent	Administration
Elections - Municipal General	3 - Destroy	Administration
Elections - Municipal Specific	Permanent	Administration
Electoral Boundaries – County/M.D.	Permanent	Administration
Emergency (911) Calls	10 - Destroy	Protective Services
Emergency and Disaster Response Plans	5 - Destroy superseded/obsolete	Protective Services
Emergency and Protective Services - General	3 - Destroy	
Emergency Incident Reports	10 - Destroy	Protective Services
Employee - Payroll Files	Age 80 - Destroy	Finance
Employee - Personnel File	Till Individual Leaves - 5 - Destroy	
Employee Relations - Specific	5 Years after Employee Leaves	
Employment & Staffing	5 - Destroy	
Enforcement - Advertising Signs	5 - Destroy	Planning & Development
Enforcement - Animal Control	5 - Destroy	Protective Services
Enforcement - Land Use	Permanent	Planning & Development
Enforcement - Public Lands	Permanent	Administration
Equipment and Equipment Maintenance & Warranties - Individual	3 - Destroy After Disposal of Equipment	
Equipment Maintenance Monthly Report	1 - Destroy	
Equipment, Supplies and Service - General	3 - Destroy	
Expense Claims	7-Destroy	
Facilities - General	3 - Destroy	
Facilities - Leased	10 - Destroy after expiry	
Facilities - Maintenance General	5 - Destroy	
Facilities (County/M.D.owned) - Capital Projects	Permanent	
Family & Community Support Client Records	5 - Destroy	FCSS
Family & Community Support Projects/Programs Activities	5 - Destroy	FCSS
Family & Community Support Projects/Programs Grants & Agreements	10 - Destroy	FCSS

Subject Name	Retention Period by Years	Office of Primary Responsibility
Family & Community Support Services - Counseling Referrals	1 - Destroy	FCSS
Family and Community Support Service and/or Program Applications	1 - Destroy	FCSS
Fees & Charges Schedule	3 - Destroy	Administration
Fencing General	3-Destroy (contract kept 7 yrs)	
Final Acceptance Certificates	7-years-destroy	
File Classification Scheme	Superseded/Obsolete - Destroy	Administration
Finance - General	3 - Destroy	
Financial Information Return	7 - Destroy	Finance
Financial Reporting Recaps	5 - Destroy	Finance
Fire Apparatus Maintenance	10 - Destroy After Disposal of Equipment	Protective Services
Fire Bans	5 - Destroy	
Fire Equipment Maintenance/Inspections	3 - Destroy After Disposal Of Equipment	Protective Services
Fire Fighting Equipment Inventory Changes*	3 - Destroy	Protective Services
Fire Investigations	10 - Destroy	Protective Services
Fire Violations	5 - Destroy	Protective Services
Fixed (Capital) Assets inventory	10 - Destroy superseded	Finance
FOIP Administration	3 - Destroy	Administration
FOIP Requests	3 - Destroy	Administration
Funds & Grants	10 - Destroy	
General Ledger	Permanent	Finance
Geophysical Survey - conducted by Seismic Companies	Letter of Completion/Cancellation - 1 - Destroy	Operations & Engineering
Grants - Individual	10 - Destroy	
Grants in Lieu of Taxes	10 - Destroy	
Gravel Cards	3 - Destroy	Finance
Gravel Checkers Control Sheets	3 - Destroy	Operations & Engineering
Gravel Haul - Trucker Applications	5 - Destroy	Operations & Engineering
GST - Tax	8-Destroy	
Gravelling Program & Statistics	10 - Destroy	Operations & Engineering
Horticulture Services General	5 - Destroy	Agricultural Services
Human Resources - Benefits	Age 80 Destroy	
Human Resources - General	3 - Destroy	Administration
ID Cards	Superseded/Obsolete - Destroy	Administration
In Camera Meetings/Council	0 - Destroy	Administration
Incident Reports	10 - Destroy	Administration
Information Technology & Telecommunications General	3 - Destroy	Administration
Inquiries & Appreciation	3 - Destroy	Administration
Insurance - General	3 - Destroy	Administration
Insurance Claims	10 -after settlement Destroy	Administration
Insurance Policies	5 - Destroy after cancellation	Administration
Inventories	3 - Destroy	Administration
Invitations	1 - Destroy	Administration
Job Descriptions	Superseded/Obsolete - Destroy	
Joint Meetings - MLAs	10 - Destroy	

Subject Name	Retention Period by Years	Office of Primary Responsibility
Joint Meetings - Other Municipalities	10 - Destroy	Administration
Journal Entries	10 - Destroy	Finance
Land Files	Permanent	Administration
Land Improvement Petitions	Permanent	Administration
Land Use Amendments	Permanent	Planning & Development
Land Use Planning - Drafts M.D. Greenview	Permanent	Planning & Development
Land Use Planning - Intermunicipal Referrals	5 - Destroy	Planning & Development
Land Use Planning - Outline / Area Structure Plans - County/M.D.	Permanent	Planning & Development
Landfill/Transfer Stations Development	Permanent	Operations & Engineering
Leases - Gravel Pits with accepted reclamation	20 - Destroy after cancellation	Administration
Leases - Land	10 - Destroy after cancellation	Administration
Leases - Municipal Reserves and Farm Lands	Permanent	Administration
Leases - Railway	Permanent	Administration
Leases - Road Allowances	10 - Destroy after cancellation	Administration
Legal Matters	10 Years after Settlement - Destroy	Administration
Liaison and Cooperation's	3 - Destroy	Administration
Local Authorities Pension Plan (LAPP) Annual Returns	Permanent	Finance
Manuals & Procedures	Superseded/Obsolete - Destroy	Administration
Meetings - Administrative	3 - Destroy	Administration
Meetings - Other Municipalities	10 - Destroy	Administration
Meetings-Capital Project	Permanent with Project	
Meetings - Project	Project Completed/Abandoned - 5 - Destroy	Administration
Meetings - Public	5 - Destroy	Administration
News Releases - External	1 - Destroy	Administration
News Releases - County/M.D.	5 - Destroy	Administration
Nine One One Calls	10 - Destroy	Protective Services
Official Oaths and Appointments	Superseded/Obsolete - 3 - Destroy	Administration
Oilfield and Pipeline Tax Accounts	7 - Destroy	Assessment
Operating Fund Reserve Schedule	7 - Destroy	Finance
Order to Remedy	10 - Destroy	Administration
Organizational Structure	10 - Destroy	Administration
Orientation and Training	3 - Destroy	Administration
Orientation for Newly Elected Officials	3 - Destroy	Administration
Outline Plans - County/M.D.	Permanent	Planning & Development
Pamphlets & Brochures - County/M.D.	5 - Destroy	Administration
Parks & Playground Maintenance & Inspection	5 - Destroy	Parks and Recreation
Parks & Recreation - General	3 - Destroy	Parks and Recreation
Parks and Facilities - Development & Design	Permanent	Parks and Recreation
Parks and Recreation Programs	5 - Destroy	Parks & Recreation
Patents	Permanent	Administration
Pay & Benefits - Individual	Age 80 OR 5 Years after Death - Destroy	Finance
Pay and Benefits - General	3 - Destroy	
Payroll Registers Year End	Permanent	Finance
Permits - Dangerous Goods	5 - Destroy after cancellation	Protective Services

Subject Name	Retention Period by Years	Office of Primary Responsibility
Permits - Overweight	5 - Destroy after cancellation	Protective Services
Permits - Road Use	5 - Destroy after cancellation	Operations & Engineering
Permits - Temporary	1 - Destroy	Operations & Engineering
Permits - Utility	3 - Destroy	Operations & Engineering
Pest Control	5 - Destroy	Agricultural Services
Petitions	Permanent	
Pipeline & Oil Notifications	1 - Destroy	Operations & Engineering
Plans and Programs – County/M.D.	10 - Destroy	
Plans and Programs - Provincial	3- Destroy	Administration
Policies & Procedures	Permanent	
Policing /Enforcement General	5 years and destroy	
Population Statistics	Permanent	
Policy Development	Policy Implemented - 5 Destroy	Administration
Position Descriptions	Superseded/Obsolete - Destroy	Administration
Proclamations	Permanent	
Professional Development	3 - Destroy	
Program Enrollment Forms	3 - Destroy	
Programs and Services M.D History	Permanent	Operations & Engineering
Provincial Highways	Permanent	
Public Relations	3 - Destroy	Operations & Engineering
Public Works Requisitions - Maintenance	3 - Destroy	Operations & Engineering
Public Works Requisitions - Private Lands	Permanent	
Publications - External	1 - Destroy	
Purchase Orders	7-Destroy	
Publications –County/M.D	5 - Review/Destroy	
Quotations	3 - Destroy	Operations & Engineering
Railway Crossings	Permanent	
Ratepayer Concerns	5 - Destroy	
Ratepayer Concerns - Property Specific	Permanent	Administration
Records Management - General	3 - Destroy	Administration
Records Management - Record Listing & Destruction Certificates	Permanent	Administration
Records Management - Retention Schedules	Permanent	
Recreation Capital Project Requests	Permanent	Parks and Recreation
Recreation Program by Name	5 - Destroy	
Recruitment & Applications	2 - Destroy	
Recycling Program	5 - Destroy	Operations & Engineering
Registered Gravel Truckers	5 - Destroy	
Requests for Information - Routine	1 - Destroy	
Requests for Support	10 - Destroy	
Road Access	10 years after closure Destroy	
Requisitions	7 - Destroy	Administration
Road Closures	Permanent	Operations & Engineering

Subject Name	Retention Period by Years	Office of Primary Responsibility
Road Construction	Permanent	Operations & Engineering
Road Construction - Local Road Construction Program	Permanent	Operations & Engineering
Road Construction & Maintenance Programs - Historical Maps	Permanent	Operations & Engineering
Road Maintenance & Maintenance Programs	5 - Destroy	
Road Naming and Municipal Address Development	Permanent	Operations & Engineering
Road Signage & Lighting	Permanent	Planning & Development
Safety Code Permit Application and Inspection - Commercial	Permanent	Planning & Development
Safety Code Permit Application and Inspection - Oilfield / Part 10 / Relocateable Units	3 - Destroy	Planning & Development
Safety Code Permit Application and Inspection - Residential	3 - Destroy	Assessment
Security Protocols and Procedures	10-Destroy superseded/obsolete	
Seismic Notifications	1 - Destroy	
School Support Declarations	Permanent	Operations & Engineering
Sewage Lagoons	Permanent	Operations & Engineering
Sewer Services Applications	Application Changed or Cancelled - 3 - Destroy	Operations & Engineering
Snow Plow Flag Agreements	7 - Destroy	Agricultural Services
Soil Conservation	5 - Destroy	Protective Services
Sour Gas Wells - Emergency Response Plans	Drilling Completed - Superseded/Obsolete	
Staff Requests	5 - Destroy	
Statistical Information Return	7 - Destroy	
Stop Orders	Permanent	FCSS
Students for Hire Program	3 - Destroy	
Studies – County/MD	Permanent	Planning & Development
Subdivision Files	Permanent	
Subdivision/Development Intermunicipal Referrals	5 - Destroy	Agricultural Services
Surface Water Projects	Permanent	
Surveys - Administrative (M.D.)	5 - Destroy	Agricultural Services
Sustainable Agriculture Demonstrations, Tours, and Workshops	5 - Destroy	Finance
T4 Detail Report	Permanent	Finance
T4s (consolidate with employee payroll file)	Age 80 - Destroy	Finance
Tax - GST(Goods & Service Tax) - Returns	8 - Destroy	Finance
Tax - GST(Goods & Service Tax) - Returns Working Papers	3 - Destroy	Finance
Tax Arrears Caveat Discharge	7 - Destroy	Finance
Tax Arrears Notification List & Caveat Registration	Permanent	Finance
Tax Certificates	7 - Destroy	
Tax Exemptions	8 - Destroy	Finance
Tax Installment Plan Application	Received Cancellation 3 - Destroy	Finance
Tax Notices	7 - Destroy	
Tax Rebates	8 - Destroy	Administration

Subject Name	Retention Period by Years	Office of Primary Responsibility
Tax Roll/By Number	Permanent	
Tax Recovery	12 after Public Auction - Destroy	Assessment
Tax Roll Cancellations	7 - Destroy	Finance
Tax Sub Ledger Purge Report	Permanent	
Tendering - Request for Proposal	Contract/Agreement Expired - 10 - Destroy	
Tendering - Unsuccessful Submissions	3 - Destroy	Finance
Time Sheets	3 - Destroy	Administration
Title Certificates	Permanent	Operations & Engineering
Transfer Site Operations	5 - Destroy	
Transfer Stations Maintenance and Operations	5 - Destroy	Administration
Utility (Power and Gas) Programs	5 - Destroy after program close	
Vehicles Maintenance - By Type	5 - Destroy After Disposal of Vehicle	
Volunteer Files - Individual	10 - Destroy	Operations & Engineering
Waste Water and Sanitary Sewer Projects & Engineering Drawings	Permanent	Operations & Engineering
Water and Sewer Outstanding Accounts Notices	1 - Destroy	Operations & Engineering
Water Annual Testing	Permanent	Operations & Engineering
Water Consumption Reports	5 - Destroy	Protective Services
Water Consumption Reports - copy	1 - Destroy	Operations & Engineering
Water Distribution and Sewer Services	5 - Destroy	Operations & Engineering
Water Line Construction	Permanent	Operations & Engineering
Water Meters and Readings	7 - Destroy	Finance
Water Service Connections Applications	Application Changed or Cancelled - 3 - Destroy	Protective Services
Water Supply & Hydrants	Permanent	Agricultural Services
Oil Well Notifications with conditions	Permanent	
Oil Well Notifications with no M.D. Concern	1 year Destroy	
Weed Control	10 - Destroy	Finance
Worker Compensation Board Claims	Age 80 OR 5 Years after Death - Destroy	Human Resources
Workshops	3 - Destroy	



REQUEST FOR DECISION

SUBJECT: Bylaw 19-831 Business Licensing Bylaw
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: February 24, 2020 CAO: DT MANAGER:
DEPARTMENT: PLANNING & DEVELOPMENT GM: PRESENTER: DL
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act R.S.A 2000, Chapter M-26, Section 7 (e).

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council give third reading to Bylaw 19-831 “Business Licensing Bylaw.”

BACKGROUND/PROPOSAL:

Bylaw 19-831 was deferred to this meeting from the February 10, Council meeting.

Key areas for this discussion based on the last council meeting include:

1. Does Council want a Business Licensing Bylaw?
 - a. If Council does not want a Business Licensing Bylaw, it is recommended that this bylaw be defeated at third reading. Then Council will need to discuss the repeal of Bylaw 00-324 and Grande Cache Bylaw 787 because those bylaws will still be in force until they are repealed.
 - b. If Council does want to proceed with a Business Licensing Bylaw, Council needs to determine the following:
 - i. Does Council want to have all Home-Based Businesses exempt, including Home Office Businesses?
 - ii. Does Council want to reduce the penalty associated with failing to get a business license.

Highlights of Bylaw 19-831:

- Business licenses are mandatory for all businesses operating within Greenview.
- Special provisions for hawkers, peddlers, mobile food vendors, temporary business licenses and special events are included.
- Licenses are renewed annually.
- Appeal provisions added.
- There is a grace period included for a portion of 2020 to allow for businesses to adapt to the new system without being penalized or in contravention of the bylaw until April 1, 2020.
- Both the former Greenview bylaw and the Grande Cache bylaw are repealed by this bylaw.

Committee of the Whole recommended the addition of Agricultural Operations to the list of exempt businesses. This was also added as a definition. Committee of the Whole also recommended the amendment of provision 3.4: for businesses that have multiple locations, instead of holding a separate license for each location, the business will be required to have a license indicating all locations of the business, and display a duplicate of the license in each location.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have a single Business Licensing Bylaw that applies to all areas of Greenview and allows for consistent administration of business licenses in Greenview.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to defeat Bylaw 19-831. This will require Council to discuss the repeal of Bylaw 00-324 and Grande Cache Bylaw 787. Council may elect to leave bylaw 787 in effect for Grande Cache, if they wanted to have business licenses required in that location.

Alternative #2: Council has the alternative to make business licenses required in just the Hamlets. That would require revisions to the drafted bylaw or amendments to the existing bylaws.

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

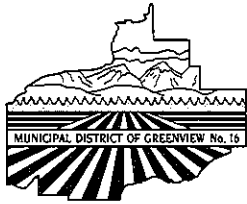
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will bring the bylaw back for third reading.

ATTACHMENT(S):

- Bylaw 00-324
- Grande Cache Bylaw 787
- Bylaw 19-831



BYLAW NO. 00-324

of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, relating to the Licensing and Regulation of Businesses, Occupations and Properties in the Municipal District of Greenview.

PURSUANT TO the provisions of the Municipal Government Act, being Chapter M-26.1, R.S.A. 1994 as Amended, the Council of the Municipal District of Greenview No. 16, duly assembled, enacts as follows:

Title

1. This bylaw may be cited as "The Licensing Bylaw."

Definitions

2. In this bylaw, unless the context otherwise requires:
 - a) "Act" means the Municipal Government Act, Chapter M-26.1, R.S.A., 1994 as amended or replaced from time to time.
 - b) "Applicant" means a person who applies for a license or a renewal of a license required by this bylaw.
 - c) "Carry on" means carry on, operate, perform, keep, hold, occupy, deal in or use, for gain, whether as principal or agent.
 - d) "Council" means the Municipal Council of The Municipal District of Greenview.
 - e) "Home occupation" means any person, firm or corporation carrying on any business out of a residence within The Municipal District of Greenview.
 - f) "License" means a license granted by The Municipal District of Greenview entitling the person to whom it is granted to carry on business therein specified in The Municipal District of Greenview.
 - g) "License Inspector" means the person appointed by resolution of Council.
 - h) "Licensee" means a person holding a valid and subsisting license issued pursuant to the provisions of this bylaw.
 - i) "Municipal District" means The Municipal District of Greenview No. 16, a municipal corporation in the Province of Alberta.
3. Council shall appoint a License Inspector to carry out the terms of this bylaw.

Powers and Duties

4. The powers and duties of the License Inspector are:
 - a) to receive all applications for licenses including the collection of money payable under this bylaw;
 - b) to ascertain that all information furnished by an applicant in connection with an application for license is true in substance and in fact;
 - c) the Municipal District, its employees and agents, while acting within the scope and course of their employment are exempt from any and all items and provisions of this bylaw.
 - d) to issue licenses.

5. Necessity for License

A business within the Municipal District may:

- a) carry on any undertaking, do any act, or use or have any article for which a license is required;
- b) apply for a business license.

License Fee

6. A person applying for a business license to carry on or operate any business, calling, trade or occupation within or partly within the Municipal District shall pay to the License Inspector, the license fee of TWENTY DOLLARS (\$20.00) for each new application, or TEN DOLLARS (\$10.00) for annual renewal.

Application Form

7. An applicant for a license may make application to the License Inspector on a form supplied by the License Inspector, furnishing such information as the form shall require and such additional information as the License Inspector may from time to time require, including:

- a) a statutory declaration, where required by the License Inspector, substantiating the information contained in the form;
- b) every Federal or Provincial Certificate, authority, license or other document or qualification that may be required in connection with the carrying on of a business;
- c) a Provincial License where required under any Provincial Act;
- d) any certificate or other approval required by any provision of this bylaw in respect of the business;
- e) the license fee payable in respect of the business as set out in this bylaw.

Home Occupation

8. No license shall be issued for a home occupation until the applicant is in possession of a valid development permit issued under the provisions of the Municipal District's Land Use Bylaw.

9. Where a business subject to licensing is carried on or intended to be carried on in more than one location, a license shall be required in respect of each place as though the business carried on in each were a separate business.

Compliance

10. Whenever an applicant for a license has complied with the terms of this bylaw and of any other bylaws applicable, he shall be entitled to the license applied for upon payment of the proper fee.

Duration

11. Every license issued under the provisions of this bylaw shall terminate at midnight on the 31st day of December of the year in which said license was issued unless:

- a) the license provides otherwise; or
- b) the license has been sooner canceled or forfeited.


Fees

12. Where a fee required has been paid by the tender of an uncertified cheque, the license:
- a) is issued subject to the cheque being accepted and cashed by the bank without any mention of this condition being made on the license; and
 - b) is automatically revoked if the cheque is not accepted and cashed by the bank on which it is issued.


Read a first time this 13th day of September, 2000.

Read a second time this 25th day of October, 2000.

Read a third time and finally passed this 25th day of October, 2000.



REEVE



MUNICIPAL MANAGER

**The Town of Grande Cache
BYLAW NO. 787**

BEING A BYLAW OF THE TOWN OF GRANDE CACHE IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE LICENCING AND CONTROL OF ANY BUSINESSES WITHIN THE TOWN OF GRANDE CACHE.

WHEREAS The Alberta Municipal Government Act, RSA 2000, Chapter M-26 as amended, provides as follows:

- Section 7 A council may pass bylaws for municipal purposes respecting the following matters:
- a) authorize council to pass bylaws for municipal purposes respecting business activities and persons engaged in business;
 - b) permit council to provide for a system of Licences, permits or approvals.

AND WHEREAS the Town of Grande Cache is of the opinion that it is desirable to establish a bylaw to regulate business activities and persons engaged in business within the municipal boundaries;

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Grande Cache is duly assembled in Council Chambers at Grande Cache, Alberta, enacts as a bylaw the following:

1.0 NAME AND INTERPRETATION

1.1 This bylaw may be referred to as the Grande Cache Business Licence Bylaw.

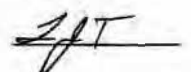
1.2 In this Bylaw, except where otherwise defined:

- a) **Advertising** means any public notice meant to attract support for a business, including but not limited to:
 - (i) a poster;
 - (ii) a placard;
 - (iii) a flyer;
 - (iv) a sign;
 - (v) a newspaper display;
 - (vi) a television or radio announcement designed to sell a product or publicise a service, or vacancy; or
 - (vii) electronic media.
- b) **Applicant** means a person who applies for a licence or a renewal of a licence required by this bylaw.
- c) **Application** means a written application for a Business Licence and also includes an application to renew or amend a Business Licence, or a request for an exemption from the fees set pursuant to this bylaw.
- d) **Business** means any business, occupation, trade, employment, profession or provision of a service of any kind that is conducted for the purpose of earning income, whether or not it is conducted for the purposes of earning a profit.
- e) **Business Licence** means a licence issued pursuant to this bylaw.
- f) **Business Licence Inspector** means a person authorised by the Chief Administrative Officer to exercise the powers outlined in Section 2.0 of this bylaw and may include a member of the Royal Canadian Mounted Police or a Community Peace Officer of the Town of Grande Cache, pursuant to the Public Security Peace Officer Program and the Peace Officer Act, RSA 2006, Chapter P-3.5, as amended from time to time.
- g) **Calendar Year** means a length of time lasting a year beginning on January 1st and ending on December 31st.

Chair Initial



CAO Initial

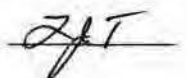


- h) **Chief Administrative Officer** means the Chief Administrative Officer of the Town of Grande Cache appointed by Council, or anyone designated by the Chief Administrative Officer to act on his/her behalf.
- i) **Carry On** means to carry on, continue, operate, perform, keep, hold, occupy, deal in or use a thing, object or practice for gain.
- j) **Charity or Non-Profit Organization** means a person, association of persons or a corporation, acting for charity or in the promotion of the general social welfare which cannot at any time distribute any dividend or profit to its members and includes:
- i) a religious society or organization,
 - ii) a service Club,
 - iii) a community, veterans or youth organization,
 - iv) a sport or fraternal organization or club,
 - v) an employers' or employees' organization,
 - vi) museums, galleries, cultural organizations and educational institutions, or
 - vii) other groups or organizations similar to those listed under i) – vi), in the opinion of the Business Licence Inspector.
- k) **Contractor** means a person who undertakes as principal or subcontractor to do, provide or carry on business within the limits of the Town of Grande Cache.
- l) **Council** means the duly elected officers of the Town of Grande Cache and the Chief Elected Officer.
- m) **Development Officer** means any person designated as such pursuant to the Town of Grande Cache's Land Use Bylaw.
- n) **Development Permit** means a permit issued pursuant to the Land Use Bylaw.
- o) **Federal or Provincial Licence** means any licence, permit or accreditation issued by the provincial or federal government, which is required to practice a certain profession, such as a law licence, a medical licence or a Chartered Accountant designation.
- p) **Hawker or Peddler** means a hawker, peddler, transient trader, itinerant seller or other person who:
- i) enters the Town of Grande Cache to buy, sell or otherwise deal in wares or merchandise, or offers or exposes for sale to any person, by means of samples, patterns, cuts, blue prints or pictures, wares or merchandise to be sold at that time or to be delivered afterwards or shipped to the Town of Grande Cache;
 - ii) sells merchandise or services, or both, on the street or elsewhere other than at a building that is their permanent place of business, but does not include any person operating a business within a residential dwelling, or any person selling a meat, fruit or other farm produce that has been produced, raised or grown by himself, or fish of his own catching.
- q) **Hawker/Peddler Licence** means a Business Licence granted by the Business Licence Inspector to a person who intends to carry on business in the Town of Grande Cache as a Hawker or Peddler.
- r) **Home-Based Business** means a home occupation carried on as a business within a dwelling pursuant to the Land Use Bylaw.
- s) **Land Use Bylaw** means the Land Use Bylaw of the Town of Grande Cache and all amendments thereto as approved by Council.

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- t) **Licencee** means the person that obtains a licence from the Town of Grande Cache pursuant to this bylaw.
- u) **Non-Resident Business** means a business that does not have a permanent office or place of business in the Town of Grande Cache but which carries on any business partly or wholly within the limits of the Town of Grande Cache.
- v) **Premises** means any office, residence, store, warehouse, factory, building, enclosure, yard or other place used for the purpose of carrying on a business.
- w) **Renewal** means a renewal of an existing Business Licence pursuant to this bylaw.
- x) **Resident Business** means a business physically located within the corporate limits of the Town of Grande Cache and includes Home-Based Businesses.
- y) **Scope** means a change of use or a change in intensity of use of a development pursuant to the Land Use Bylaw.
- z) **Special Event Licence** means a Business Licence granted by the Business Licence Inspector to a person who intends to carry on business as part of a special event in the Town of Grande Cache for a period of four (4) days or less, at the discretion of the Business Licence Inspector.
- aa) **Temporary Licence** means a temporary Business Licence granted by the Business Licence Inspector to a person who intends to carry on business in the Town of Grande Cache for a period to twenty one (21) days or less, at the discretion of the Business Licence Inspector.
- bb) **Violation Ticket** means the same as in the Provincial Offences Procedure Act, RSA 2000, Chapter P-34, as amended or repealed and replaced from time to time.

2.0 BUSINESS LICENCE INSPECTOR

The Business Licence Inspector shall:

- a) issue Business Licences, impose conditions on licences, or refuse to grant licences on just or reasonable grounds;
- b) refuse, revoke or suspend Business Licences under circumstances as noted under Section 11.2 of this bylaw;
- c) carry out inspections of premises, lands or buildings and make any inquiries necessary to ensure compliance with this bylaw and Section 17(2)(g) of the Freedom of Information and Protection of Privacy Act, including the power to obtain and verify information from other employees or agents of the Town of Grande Cache, other governments, government agencies or persons, so long as the purpose is for information pertaining to the Business Licence;
- d) be responsible for the administration and enforcement of this bylaw;
- e) exercise any other power or responsibility provided under this bylaw; and
- f) enforce penalties for violation of this bylaw.

3.0 NECESSITY OF A BUSINESS LICENCE

- 3.1 Except as provided for in Section Four (4.1) of this Bylaw, no person shall carry on or operate a business within the Town of Grande Cache without a valid Business Licence.

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- 3.2 Further to Section 4.1, any advertising of a business carried on or operating within the Town of Grande Cache shall be considered proof of the fact that a person is carrying on or operating a business.
- 3.3 Any person who carries on or operates a business at more than one premise shall obtain a separate Business Licence for each premise.

4.0 EXEMPTION FROM LICENCING REQUIREMENTS

- 4.1 The following organizations and operations do not require a Business Licence:
- a) Any person under 18 years of age providing individual light duty occasional service such as snow shovelling, babysitting, yard work, or newspaper delivery;
 - b) A vendor of goods only as part of the activities of a Farmer's Market as regulated by the Province of Alberta;
 - c) The following persons may carry on or operate a business in the Town of Grande Cache without a Business Licence:
 - i) the Crown in right of Alberta;
 - ii) the Crown in right of Canada;
 - iii) a Crown Corporation;
 - iv) the Town of Grande Cache; or
 - v) a person whose business is expressly exempted from the requirement of a Business Licence by a statute of the Legislature of Alberta or Parliament of Canada.

If only part of a business is covered by an exemption under this subsection, the person who carries on or operates the business must comply with this bylaw in respect of any part of the business that is not exempt.

- d) A non-resident business that supplies bulk goods for the purpose of resale to a resident business that holds a valid Business Licence.
- e) The Business Licence Inspector may, upon receipt of proof, waive a Business Licence fee upon receipt of an application for a fee waiver by a charity or non-profit organization that wishes to carry out fundraising activities. A vendor carrying on business as part of the fundraising activities is deemed to be included under the Business Licence obtained by the charity or non-profit organization provided the vendor is listed on the Business Licence obtained by the charity or non-profit organization. This does not apply to vendors carrying on business as part of a special event as defined in Section 1.2 (z).

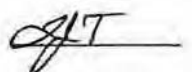
5.0 PREREQUISITES FOR A BUSINESS LICENCE

- 5.1 No business Licence shall be granted unless the applicant holds a valid development permit where required by the Land Use Bylaw for such a business.
- 5.2 No Business Licence shall be granted if the applicant fails to comply with any other bylaws of the municipality, or any laws of the Government of Alberta or the Government of Canada, that are relevant to the business in question.
- 5.3 When a required fee has been paid by cheque, the Business Licence is issued subject to it being cleared by the bank in question, and is automatically revoked if the cheque is returned by the applicant's bank for any reason.

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6.0 APPLICATION FOR A BUSINESS LICENCE

- 6.1** Application for a Business Licence shall be made by the owner of the business, or a representative designated with written authorization from the owner, in the form required by the Business Licence Inspector and requires the following:
- a) the applicant's full name;
 - b) the name of the business and any trade name under which the business is to be conducted;
 - c) the phone number of the business, along with the fax number, if applicable;
 - d) the operating and mailing address of the business;
 - e) the website of the business, if applicable;
 - f) the email address of the business, if applicable;
 - g) the proper name of the owner of the business if separate from the applicant's name under subsection 6.1(i);
 - h) the emergency contact information of the owner or applicant, or another individual designated by the owner;
 - i) the Business Licence fee specified under the Fee Schedule, unless that business is exempt under Section 4.1(c) of this bylaw;
 - j) the applicant's signature; and
 - k) any other information as deemed necessary by the Business Licence Inspector.
- 6.2** An applicant shall not submit any information with respect to an application that is misleading, false or inaccurate.

7.0 APPLICATION REVIEW AND DECISION

- 7.1** The Business Licence Inspector shall consider each complete application, or request for a waiver of fees, as provided under Section 4.1(e) of this bylaw, and will provide a decision within thirty (30) consecutive days of receipt of the complete application or request.
- 7.2** Subject to Section 4.1 (e), no Business Licence shall be granted if the applicant fails to provide the appropriate fee to the Business Licence Inspector as outlined in the Fee Schedule, which must be provided with the initial application as noted under Section 6.1 (i) of this bylaw.
- 7.3** A person who intends to carry on business as a Hawker or a Peddler may apply to the Business Licence Inspector for a Hawker/Peddler Licence. A Hawker/Peddler Licence shall expire at 12:00 am (midnight) on the day stated on the licence, and may be renewed by the Business Licence Inspector upon payment of the appropriate fee.
- 7.4** A person who intends to carry on a temporary business may apply to the Business Licence Inspector for a Temporary Business Licence. A Temporary Business Licence shall expire seven (7) days after the date stated on the Licence, and may be renewed by the Business Licence Inspector upon payment of the appropriate fee.

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8.0 CONDITIONS OF BUSINESS LICENCE

- 8.1 The Licencee shall post their licence in a conspicuous place on the premises of their business, or where the business is otherwise being carried on, so it is visible to the patrons or customers of the business. If the Licencee does not occupy premises for the purposes of carrying on their business, they shall produce their licence for the Business Licence Inspector or any other person duly authorized by the Town of Grande Cache upon request. Failure to produce or display a Business Licence will be considered an offence.
- 8.2 The Licencee shall ensure that the operation of their business complies with the conditions set out in their licence and any other applicable bylaws and federal and/or provincial statutes/regulations.
- 8.3 The Licencee shall promptly inform the Business Licence Inspector of any changes in:
- a) the address of the business;
 - b) the telephone, fax, email or website address of the business;
 - c) the name of the business;
 - d) the type of business carried on by the Licencee;
 - e) the ownership of the business, and
 - f) change in the scope of the business.
- 8.4 If a business ceases to carry on the business for which a licence is granted, the Licencee shall notify the Business Licence Inspector.
- 8.5 A Licencee will provide access to their business premises at all reasonable times to the Business Licence Inspector, after being properly identified, for the purpose of ascertaining if the provisions of this bylaw are being complied with. The Licencee who allows or causes to allow any hindrance, prevention or refusal of access to the properly identified Business Licence Inspector to the premises shall be guilty of an offence.

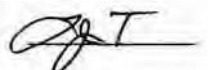
9.0 LICENCE EXPIRY AND RENEWAL

- 9.1 A Business Licence shall expire on December 31st of the calendar year in which it was issued.
- 9.2 A Licencee who pays the renewal fee before their previous licence expires shall be issued a new Business Licence upon the expiry of their previous licence subject to the provisions of this bylaw.
- 9.3 The fee payable for a Business Licence issued between January 1st and June 30th in any calendar year shall be the licence fee for the full year as determined by the Fee Schedule. The fee payable for a Resident or Non-Resident Business Licence issued between July 1st and December 31st shall be 50% of the licence fee for the full year as determined by the Fee Schedule.
- 9.4 If the Licencee does not pay the appropriate renewal fee by January 31st of the calendar year after their previous Business Licence has expired, their licence is hereby revoked as per Subsection 11.2 (e) of this bylaw and the Licencee is subject to Violation Tickets as stated in Section 15 of this bylaw, if they continue to operate their business.
- 9.5 Upon refusing to issue or renew a Business Licence, the Business Licence Inspector must give written notice of the decision for refusal, setting out in general terms for the applicant the reasons for the decision and provide information on how the applicant may appeal the decision.

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9.6 Where a notice is sent, given or served by mail, and the document is properly addressed and sent by prepaid regular mail, unless the contrary is proven, the service shall be presumed to be effected seven (7) days from the date of mailing if the document is mailed in Alberta to an address in Alberta.

10.0 TRANSFER OR SALE OF BUSINESS LICENCE

10.1 With the exception of home-based businesses, a Licencee may transfer their Business Licence to a new owner upon submission of an application, provided that the new Licencee intends to carry on the same business as the previous Licencee and there is no change of use or a change in intensity of use and provided that the conditions in Section 10.2 of this Bylaw have been met.

10.2 A transfer made under Section 10.1 must:

- a) be made within five business days of the transfer of the business;
- b) provide a copy of transfer documentation satisfactory to the Business Licence Inspector; signed by both the Licencee and the person to whom the business is being transferred; and
- c) include any changes in the information that must be submitted to the Business Licence Inspector as defined in Section 6.1 and Section 8.4.

10.3 If an application for a transfer is not made within the time specified in Subsection 10.2 (a), the Business Licence is revoked pursuant to Section 11.1 (f) the sixth (6th) business day following the transfer of the business.

10.4 Business Licences for home-based businesses are non-transferable.

11.0 CANCELLATION OR REVOCATION OF BUSINESS LICENCE

11.1 A Licencee may choose to cancel their Business Licence upon written request to the Business Licence Inspector. The licence fees are not refundable.

11.2 The Business Licence Inspector may suspend or revoke a Business Licence under the following:

- a) if the Licencee violates any conditions that may have been imposed on the Business Licence when it was first issued;
- b) if the Licencee violates this or any other applicable bylaws of the Town of Grande Cache;
- c) if the Licencee is found to have provided false information on their licence application;
- d) when any required certificate, authority, licence or other document issued by the Government of Canada or the Government of Alberta and legally required for the operation of the business covered by the licence is suspended, cancelled, terminated or surrendered;
- e) when a fee or fine owed by the Licencee has not been paid within the appropriate amount of time;
- f) if, upon review by a Development Officer, a new Licencee obtains a transferred licence under Section 10.1 of this bylaw and intends to make any changes to the nature of their new business that constitute a change of scope, such that a new development permit must be obtained; or

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- g) when an applicant's or Licencee's cheque provided as payment for a fee or fine is returned by the applicant's bank for any reason on which it was issued, as noted in Section 5.3 of this Bylaw.
- 11.3 When a Business Licence will be revoked under Section 11.2, the Business Licence Inspector shall notify the Licencee by:
- a) personal service of a notice on the Licencee; or
 - b) by mailing a notice to the Licencee to the Licencee's business location or residential address where a notice is sent, given or served by mail, and the document is properly addressed and sent by prepaid regular mail, unless the contrary is proven, the service shall be presumed to be effected seven (7) day from the date of mailing if the document is mailed in Alberta to an address in Alberta.
- 11.4 Upon revoking or suspending a Business Licence, the Business Licence Inspector must give written notice of the revocation or suspension, setting out in general terms for the Licencee the reasons for the revocation or suspension, and in the case of a suspension the period of the suspension, and provide information on how the Licencee may appeal the suspension or revocation to the Chief Administrative Officer.
- 11.5 If a Business Licence is suspended, the Licencee may resume operation when the Business Licence is reinstated, either by decision of the Business Licence Inspector or Council under Section 12.7 of this bylaw.

12.0 APPEALS

- 12.1 Except as noted under Section 12.2, an applicant who has been refused a Business Licence may appeal to the Chief Administrative Officer when an application for a Business Licence has been refused or an existing Business Licence has been suspended or revoked under Section 11.2 of this bylaw.
- 12.2 An applicant may not appeal a refusal to issue or renew a licence if the reason for the refusal is the failure to pay any violation ticket fee or provide any required information.
- 12.3 An appeal made under Section 12.1 of this bylaw must be made by the applicant to the Chief administrative Officer within thirty (30) days of receipt as laid out in Section 9.5 and Section 11.3.
- 12.4 An appeal shall be made in writing to the Chief Administrative Officer. The appeal form shall contain:
- a) the name of the applicant and contact information, including but not limited to mailing address and telephone number;
 - b) information relating to the decision being appealed regarding the refusal of the issuance of, or the revocation or suspension of, a business licence;
 - c) grounds for appeal; and
 - d) any other information the Chief Administrative Officer considers necessary.
- 12.5 Upon receipt of a notice, the Chief Administrative Officer shall review the notice of appeal to ensure that it has been completed in accordance with the regulations of this bylaw. If the Chief Administrative Officer determines that the appeal has not been properly completed, they shall notify the applicant, who will have three (3) days from receipt of the Chief Administrative Officer's notice to correct any insufficient information.

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- 12.6 Upon confirming that an appeal is complete, the Chief Administrative Officer shall arrange for Council to hear the appeal at the next available meeting, providing a copy of the appeal to the Business Licence Inspector and advising both the Business Licence Inspector and the applicant of the date, time and place of the hearing.
- 12.7 Council shall hear the appeal within thirty (30) days of a properly filed appeal being received by the Chief Administrative Officer.
- 12.8 At the appeal hearing, Council shall hear from the Business Licence Inspector and the applicant, and may hear from any other person who may be affected by the decision or accept any other evidence deemed relevant to the case.
- 12.9 After hearing the appeal, Council may:
- a) direct that a Business Licence be issued, with conditions, by the Business Licence Inspector;
 - b) direct that the applicant's licence fee be refunded; or,
 - c) uphold the revocation, suspension or refusal of renewal on grounds which appear just and reasonable.
- 12.10 The decision of Council shall be final and binding.

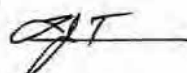
13.0 PENALTIES

- 13.1 Any person who contravenes, disobeys, refuses or neglects to obey any provision of this bylaw by doing an act or thing which they are prohibited from doing herein or failing to do any act or thing they are required to do herein, is guilty of an offence and is liable, upon summary conviction, to the appropriate fine as outlined under the Fee Schedule.
- 13.2 Where a person is convicted of carrying on a business for which a licence fee is payable, without having paid the fee, the court may direct payment of the applicable licence fee to the Town of Grande Cache, in addition to any fine imposed.
- 13.3 Where a business is being carried on in contravention of this bylaw, or where a breach of the bylaw is of a continuing nature, then in addition to any other remedy or any penalty imposed by this bylaw the Town of Grande Cache may, in any of these cases, apply to a judge at the Court of Queen's Bench of Alberta by way of action or originating notices for an injunction or other order, prohibiting the person so contravening the bylaw from continuing to carry on the business without complying with the provision of the bylaw applicable to the business for which the licence is required.
- 13.4 Violation Tickets
- a) Subject to the entry notice provisions of the Act, a designated officer of the Town of Grande Cache, bearing proper identification, may enter onto the land to conduct an inspection in order to determine whether or not this bylaw is being complied with.
 - b) A Peace Officer may issue a violation Ticket to any person whom the Peace Officer has reasonable grounds to believe has contravened any provision of this bylaw.

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- c) A Violation Ticket issued with respect to a violation of this bylaw shall be served upon the person responsible for the contravention in accordance with the Provincial Offences Procedure Act, RSA 2000, Chapter P-34, as amended.
- d) The person to whom the Violation Ticket has been issued may plead guilty by making a voluntary payment in respect of the summons by delivering to the Provincial Court, on or before the initial appearance date, the Violation Ticket together with an amount equal to the specified penalty for the offence as provided as specified under the Fee Schedule.
- e) When a clerk records in the Court records the receipt of a voluntary payment pursuant to Section 26(2) of the Provincial Offences Procedure Act, the act of recording constitutes acceptance of the guilty plea and also constitutes the conviction and the imposition of a fine in the amount of the specified penalty.
- f) In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which the offence continues and any person guilty of such an offence is liable to a fine in an amount not less than that established in this Part of each such day.

13.5 Nothing in this bylaw shall prevent:

- a) any person from exercising his right to defend any charges of committing a breach of any provision of this bylaw;
- b) any Community Peace Officer or the Business Licence Inspector from recording any information or laying a complaint in lieu of serving a voluntary payment; or
- c) any person from exercising their legal rights such person may have to lay information or a complaint against any person (whether such person has made payment under the provisions of this bylaw or not) for a breach of any provision of this bylaw.

14.0 TRANSITION

- 14.1 A business Licence granted under Bylaw No. 678 and all amendments thereunto shall continue to be valid under this bylaw until its official expiry date, at which time the Licencee must apply for a new licence as required by this bylaw.

15.0 ANNUAL REVIEW

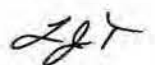
- 15.1 This bylaw shall be reviewed annually no later than the end of October in conjunction with the annual budget process.

16.0 SEVERABILITY

- 16.1 If any section or sections of this bylaw or parts thereof are found in any court of law to be illegal or beyond the power of Council to enact, such section or sections or parts thereof shall be deemed to be severable and all other sections or parts of this bylaw shall be deemed to be separate and independent there from and to be enacted as such.

- 17.0 That Bylaw Nos. 331 and 678 is hereby repealed.

- 18.0 That this bylaw shall come into full force and effect upon the final passing thereof.



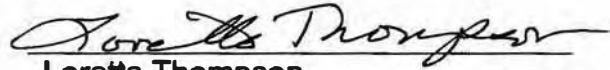
READ a first time this fourteenth day of January, 2015

READ a second time this twenty-eighth day of January, 2015

READ a third time and finally passed this twenty-fifth day of March, 2015



**Herb Castle
Mayor**



**Loretta Thompson
Chief Administrative Officer**

SCHEDULE 'A'

Fees, Fines and Penalties

Business Licence Fees

Resident Business

January 1 st	\$100.00
After July 1 st	\$ 50.00

Non-Resident Business

January 1 st	\$250.00
After July 1 st	\$125.00

Resident Hawkers or Peddlers	\$ 45.00 per year
Or	\$ 35.00 per day

Non Resident Hawkers or Peddlers	\$130.00 per year
Or	\$ 50.00 per day

Temporary Resident	\$ 50.00
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Temporary Non-Resident	\$ 75.00
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Resident Special Event Licence	\$ 25.00
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Non-Resident Special Event Licence	\$ 50.00
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Fines and Penalties

Every person who commits an offence against this Bylaw is liable to a fine and penalty of not more than Two Thousand Five Hundred Dollars (\$2,500.00) and not less than double the applicable license fee.

Every person who commits an offence of a continuing nature is liable to a fine not exceeding Two Thousand Five Hundred Dollars (\$2,500.00) for each day such offence is continued.



BYLAW NO. 19- 831
of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta to provide for the licensing and control of any business within the M.D of Greenview.

Whereas, The Alberta Municipal Government Act, R.S.A 2000, Chapter M-26 as amended, provides that a Council may pass bylaws for municipal purposes respecting the following matters:

- a. Authorize Council to pass bylaws for municipal purposes respecting business activities and persons engaged in business; and
- b. Permit Council to provide for a system of licenses, permits or approvals.

And whereas, The M.D of Greenview is of the opinion that it is desirable to establish a bylaw to regulate business activities and persons engaged in business within municipal boundaries;

Therefore The Council of the M.D of Greenview duly assembled enacts as follows:

1. Title

- 1.1 This bylaw may be referred to as the “Business Licensing Bylaw.”

2. Definitions

- 2.1 **Advertisement** means any public notice meant to attract support for a business, including but not limited to:
 - a. Posters;
 - b. Placards;
 - c. Flyers;
 - d. Signs;
 - e. Newspaper displays;
 - f. Television or radio announcement designed to sell a product or publicize a service, vacancy; or
 - g. Other electronic media.
- 2.2 **Agricultural Operation** has the same meaning as the *Agricultural Operation Practices Act* R.S.A 2000, Chapter A-7, as amended from time to time.
- 2.3 **Applicant** means a person who applies for a license or renewal of a license required by this bylaw.
- 2.4 **Application** means a written application for a business license and also includes an application to renew or amend a business license, or request an exemption from the fees pursuant to this bylaw.
- 2.5 **Business** means any business, occupation, trade, employment, profession or provision of a service of any kind that is conducted for the purpose of earning income, whether or not it is conducted for earning a profit.
- 2.6 **Business License** means a license issued pursuant to this bylaw.

- 2.7 **Business License Inspector** means a person authorized by the CAO to exercise the powers outlined in Section 6 of this Bylaw.
- 2.8 **Calendar Year** means a length of time lasting a year beginning on January 1 and ending on December 31.
- 2.9 **CAO** means the Chief Administrative Officer for the M.D of Greenview No. 16 appointed by Council.
- 2.10 **Charity or Non-Profit Organization** means a person, association of persons, or a corporation acting for charity or in the promotion of general social welfare which cannot at any time distribute any dividend or profit to its members and includes:
- a. A religious society or organization
 - b. A service club
 - c. A community, veterans, or youth organization
 - d. A sport or fraternal organization or club
 - e. An employers' or employees' organization
 - f. Museums, galleries, cultural organizations, and educational institutions, or
 - g. Other groups or organizations similar to those listed above in the opinion of the Business License Inspector.
- 2.11 **Contractor** means a person who undertakes as principal or subcontractor to do, provide or carry on business within Greenview.
- 2.12 **Council** means the Reeve and Councillors duly elected in the M.D of Greenview and who continue to hold office.
- 2.13 **Development Officer** means any person designated by the CAO as such pursuant to the M.D of Greenview Development Authority Establishment Bylaw 95-159 as amended.
- 2.14 **Development Permit** means a permit (which may include attachments) issued pursuant to the Land Use Bylaw, as amended authorizing a development for use.
- 2.15 **Enforcement Officer** means a member of the Royal Canadian Mounted Police, a Peace Officer appointed pursuant to the Peace Officer Act, or a Bylaw Enforcement Officer.
- 2.16 **Federal or Provincial License** means any license, permit, or accreditation issued by the provincial or federal government, which is required to practice a certain profession, such as a law license, medical license, or a chartered accountant designation.
- 2.17 **Greenview** means the municipal corporation of the M.D of Greenview No. 16.
- 2.18 **Hawker or Peddler** means any person who goes from place to place, or to a particular place, with goods, wares, merchandise or foodstuffs for sale, or who carries or displays samples, patterns or specimens of any goods, wares or merchandise for which orders are taken and that are to be delivered in Greenview afterwards.
- 2.19 **Hawker/Peddler License** means a license issued by a business license inspector to a person who intends to carry on a business in Greenview as a hawker or peddler.

- 2.20 **Home Based Business** means a Home Occupation (Major) or Home Occupation (Minor) carried on as a business within a dwelling pursuant to the Land Use Bylaw.
- 2.21 **Home Office Business** means an accessory development within a dwelling unit for a business that involves a professional or service office operated by a permanent resident and which does not involve any external signage, keeping of products or goods related to the business on-site, client or customer visitations including deliveries, and employees;
- 2.22 **Land Use Bylaw** means the Land Use Bylaw of Greenview and all amendments thereto as approved by Council.
- 2.23 **Licensee** means the person that obtains a license from Greenview in pursuant to this bylaw.
- 2.24 **Mobile Vendor** means an individual selling food, services, merchandise, or other products from a mobile vehicle, cart, trailer or stand or other primary piece of equipment, which may operate at various locations within Greenview.
- 2.25 **Non-Resident Business** means a business that does not have a permanent office or place of business located in Greenview, but which carries on any business.
- 2.26 **Premises** means any office, residence, store, warehouse or factory, building enclosure, yard or other place used for carrying on a business.
- 2.27 **Renewal** means a renewal of an existing business license pursuant to this bylaw.
- 2.28 **Resident Business** means a business physically located within the corporate limits of the M.D of Greenview and includes a home-based business.
- 2.29 **Special Event License** means a business license granted by a business license inspector to a person who intends to carry on a business as part of a special event in Greenview for a period of four (4) days or less, at the discretion of the business license inspector.
- 2.30 **Temporary Business** means a business that is temporarily located within the M.D of Greenview from time to time.
- 2.31 **Temporary License** means a temporary business license granted by the business license inspector to a person who intends to carry on a business in Greenview for a period of twenty-one (21) days or less, at the discretion of the business license inspector.
- 2.32 **Violation Ticket** has the same meaning as the Provincial *Offenses Procedures Act*, R.S.A. 2000, Chapter P-34, as amended from time to time.

3. Application

- 3.1 This bylaw shall apply to all businesses operating within the corporate limits of Greenview.
- 3.2 Except where provided for in this bylaw, no person shall carry on or operate a business within Greenview without a valid business license.
- 3.3 Any advertising of a business carried on or operating within Greenview shall be considered proof of the fact that a person is carrying on or operating a business.

- 3.4 A person who operates a business within Greenview at multiple locations, must have a business license listing all locations of the business, and a duplicate license must be displayed at each location.
- 3.5 A business license shall be required for all resident businesses in Greenview as of January 1, 2020. Businesses operating without a valid business license after January 1, 2020 will not be penalized for a contravention of this bylaw, so long as they obtain a valid business license before April 1, 2020.

4. Exemptions

- 4.1 The following organizations do not require a business license:
 - 4.1.1 Any person under eighteen (18) years of age.
 - 4.1.2 Charities or registered non-profit organizations.
 - 4.1.3 A vendor of goods only as part of the activities of a Farmers' Market as regulated by the Province of Alberta.
 - 4.1.4 The following persons may carry on or operate a business in Greenview without a business license:
 - 4.1.4.1 The Crown in right of Alberta;
 - 4.1.4.2 The Crown in right of Canada;
 - 4.1.4.3 A Crown Corporation;
 - 4.1.4.4 The M.D of Greenview; or
 - 4.1.4.5 A person whose business is expressly exempt from the requirement of a business license under a statute of Alberta or Canada.

If only part of a business is covered by an exemption under this section, the person who carries or operates the business must comply with this bylaw in respect to any part of the business that is not exempt.

 - 4.1.5 A non-resident business that supplies bulk goods for the purpose of resale to a resident business.
 - 4.1.6 A non-resident business that provides other services to residents of Greenview or to resident businesses of Greenview.
 - 4.1.7 A Home Office Business.
 - 4.1.8 An Agricultural Operation.

5. Prerequisites for a Business License

- 5.1 The applicant must hold a valid development permit where required by the Land Use Bylaw for such a business, except on municipally owned land, which requires a written agreement with Greenview.
- 5.2 The applicant must comply with any other bylaws of the municipality, or any laws of the Government of Alberta or the Government of Canada, that are relevant to the business in question.
- 5.3 The applicant must complete a business license application and pay the required fee.

5.4 When the required fee has been paid, the business license is issued subject to it being cleared by the bank in question, and is automatically revoked if the form of payment is returned by the applicant's bank for any reason.

6. Authorities

6.1 Business License Inspector(s)

- 6.1.1 Issue business licenses, impose conditions on licenses, or refuse to grant licenses on justifiable grounds.
- 6.1.2 Refuse, revoke or suspend business licenses in accordance with this bylaw.
- 6.1.3 Carry on inspections of premises, lands or buildings and make any inquiries necessary to ensure compliance with this bylaw and Section 17(2)(g) of the Freedom of information and Protection of Privacy Act, including the power to obtain and verify information from other employees or agents of Greenview, other governments, government agencies or persons, so long as the purpose is for information pertaining to the business license.
- 6.1.4 Be responsible for the administration of this bylaw.
- 6.1.5 Exercise any other power or responsibility provided under this bylaw.

6.2 Enforcement Officer(s)

- 6.2.1 Carry on inspections of premises, lands or buildings and make any inquiries necessary to ensure compliance with this bylaw and Section 17(2)(g) of the Freedom of information and Protection of Privacy Act, including the power to obtain and verify information from other employees or agents of Greenview, other governments, government agencies or persons, so long as the purpose is for information pertaining to the business license.
- 6.2.2 Enforce penalties for violation of this bylaw.

7. Conditions of a Business License

- 7.1 The licensee shall post the license in a conspicuous location on the premises of their business, or where the business is otherwise being carried on, so it is visible to the patrons and customers of the business. If the licensee does not occupy the premises for the purpose of carrying on their business, they shall produce their license for the business license inspector or any other person duly authorized by Greenview upon request. Failure to produce or display a business license will be considered an offence.
- 7.2 The licensee shall ensure the operation of the business complies with any conditions set out in their license and any other applicable bylaws, and federal or provincial statutes or regulations, including Health Code and Fire Code.
- 7.3 The licensee shall promptly inform the business license inspector of any changes in:

- 7.3.1 The address of the business;
- 7.3.2 The telephone, fax, email, or website of the business;
- 7.3.3 The name of the business;
- 7.3.4 The type of business carried on by the license;
- 7.3.5 The ownership of the business; and
- 7.3.6 Change in scope of the business.

7.4 If a business ceases to carry on the business for which the business license was issued, the licensee shall notify a business license inspector.

7.5 A licensee will provide access to their business premises at all reasonable times to the business license inspector, after being properly identified, for the purpose of ascertaining if the provisions of this bylaw are being complied with. The licensee who allows or causes to allow any hindrance, prevention, or refusal of access to the properly identified business license inspector to the premises shall be guilty of an offense.

8. Mobile Food Vendors

8.1 The following additional permits, application requirements, and conditions must be met by any mobile food vendors (including but not limited to Food Trucks, Food Trailers or Food Carts) prior to the approval of a business license:

- 8.1.1 A permit must be issued by Alberta Health Services and a copy of the inspection report shall be included with the application.
- 8.1.2 A Discharge Management Plan must be included with the application and must describe where fats, oils, grease (FOG), refuse and litter will be disposed.
- 8.1.3 Proof of Public Liability Insurance with a minimum of \$2,000,000, with Greenview named as an additional insured party in the certificate of insurance.
- 8.1.4 Written permission authorizing the use of Private Land or from Greenview Administration to use municipal or public land.

8.2 Mobile food vendor equipment shall not be more than:

- 8.2.1 8000 kilograms in weight;
- 8.2.2 2.5 metres in width; and
- 8.2.3 9.75 metres in length.

8.3 All elements associated with the mobile food vendor operations, including line-ups, signage, and waste receptacles shall not cause any vehicular or pedestrian obstructions or hazards.

8.4 Mobile food vendors require the permission of the event organizer to operate at a special event.

9. Special Events

9.1 An individual or organization that intends to hold a special event in Greenview must hold an appropriate special event license issued at the discretion of the business license inspector.

- 9.2 A person or organization must operate, conduct, and advertise the special event in accordance with the terms and conditions of the special event license issued.
- 9.3 Special Event Licenses will only be issued for events occurring on municipal or public lands or on lands zoned for commercial activity.
- 9.4 The Special Event Organizer must enter into a written agreement with Greenview for any event that is to take place on public or municipal property.
- 9.5 The following additional permits, application requirements, and conditions must be met by special event organizer prior to the approval of a special event license:
 - 9.5.1 A detailed written explanation of the applicant's plans to provide security and fire protection, water supplies and facilities, sewage and drainage facilities, food supplies and facilities, sanitation facilities, first aid facilities and services, vehicle parking spaces, vehicle access, policing and on site traffic control and if it is proposed or expected that spectators or participants will remain at night or overnight, the arrangements for illuminating the property and for camping or similar facilities. The applicant's plans shall include what provisions will be made for numbers of spectators in excess of the estimate, provisions for the clean-up of the property and provisions for the removal of garbage after the special event has concluded. The applicant shall include a site plan that clearly indicates the arrangement of the all facilities associated with the proposed concert or special event, including but not limited to those for parking and event ingress and egress;
 - 9.5.2 Appropriate Alberta Liquor and Gaming Commission Licensing or any Alberta Health Services permissions required for the food or beverages served at the event.
 - 9.5.3 Proof of Public Liability Insurance with a minimum of \$2,000,000, with Greenview named as an additional insured party in the certificate of insurance.
 - 9.5.4 Anything else reasonably required by the business license inspector to process the application.

10. Term

- 10.1 A business license shall expire on December 31 of the calendar year in which it was issued.
- 10.2 A licensee who pays the renewal fee before their previous license expires shall be issued a new license upon the expiry of their previous license subject to the provisions of this bylaw.
- 10.3 The fee payable for a business license issued between January 1 and June 30 in any calendar year shall be the license fee for the whole year as determined in the Schedules of Fees, as amended from time to time. The fee payable for

a new business license issued between July 1 and December 31 shall be a portion of the whole year fee as determined in the Schedules of Fees.

- 10.4 If the licensee does not pay the appropriate renewal fee by January 1 of the calendar year after their previous business license has expired, their license is hereby revoked and the license is subject to violation tickets in accordance with this bylaw if they continue to operate a business.
- 10.5 Upon refusing to issue or renew a business license, the business license inspector must give written notice of the decision for refusal, setting out in general terms for the applicant the reasons for the decision and provide information on how the applicant may appeal the decision.
- 10.6 Where a notice is sent, given, or served by mail, and the document is properly addressed and sent by prepaid regular mail, unless the contrary is proven, the service shall be presumed to be effected seven (7) days from the date of mailing.

11. Transfer or Sale of Business Licenses

- 11.1 With the exception of home-based businesses, a licensee may transfer their business license to a new owner upon submission of an application, provided that the new licensee intends to carry on the same business as the previous licensee and there is no change of use or change in intensity of use and provided that the conditions of this bylaw have been met.
- 11.2 A transfer made under Section 10.1 must:
 - 11.2.1 Be made within thirty (30) days of the transfer of the business;
 - 11.2.2 Include a copy of the transfer documentation satisfactory to the business license inspector; signed by both the licensee and the person to whom the business is being transferred; and
 - 11.2.3 Include any changes in the information that must be submitted to the business license inspector as defined in this bylaw.
- 11.3 If an application for a transfer is not made within the time specified, the business license is revoked on the thirty-first day following the transfer of the business.
- 11.4 Business Licenses for home-based businesses are non-transferable.

12. Cancellation or Revocation of Business Licenses

- 12.1 A licensee may choose to cancel their business license upon written request to the business license inspector. The license fees are not refundable.
- 12.2 The business license inspector may suspend or revoke business licenses under the following circumstances:
 - 12.2.1 If the licensee violates any conditions that may have been imposed on the business license when it was first issued;
 - 12.2.2 If the licensee violates this or any other applicable bylaws of Greenview;
 - 12.2.3 If the licensee is found to have provided false information on their license application or is operating outside the scope of business

- for which the license was issued or contrary to a development permit issued;
- 12.2.4 When any required certificate, authority, license or other document issued by the Government of Canada or the Government of Alberta and legally required for the operation of the business covered by the license is suspended, cancelled, terminated, or surrendered;
 - 12.2.5 When a fee or fine, or other account balance to Greenview, including taxes, owed by the licensee has not been paid within the appropriate amount of time;
 - 12.2.6 If, upon review of a business license inspector, a new licensee obtains a transfer of license under this bylaw and intends to make changes to the nature of their new business that constitutes a change in use or change in intensity of use, such that a new development permit must be obtained; or
 - 12.2.7 When an applicant's or licensee's cheque or other method of payment for a fee or fine is returned to the applicant's bank for any reason.
- 12.3 When a business license will be revoked under this bylaw, the business license inspector shall notify the licensee by:
- 12.3.1 Personal service of a notice to the licensee; or
 - 12.3.2 By mailing a notice to the licensee, to the licensee's business location, or residential address. Where a notice is given, or served by mail, and the document is properly addressed and sent by prepaid regular mail, unless the contrary is proven, the service shall be presumed to be effected seven (7) days from the date of mailing if the document is mailed.
- 12.4 Upon revoking or suspending a business license, the business license inspector must give written notice of the revocation or suspension, setting out in general terms for the licensee, the reasons for the revocation or suspension, and in the case of a suspension, the period for which the license is suspended, and provide information on how the licensee may appeal the suspension or revocation to the CAO.
- 12.5 If a business license is suspended, the licensee may resume operation when the business license is reinstated, either by a decision of the business license inspector or Council under this bylaw.

13. Appeals

- 13.1 An applicant who has been refused a business license or a licensee's existing business license has been suspended or revoked, may provide a written notice of appeal to the CAO.
- 13.2 An applicant may not appeal a refusal to issue a new license if the reason for refusal is the failure to pay a violation ticket fee, or provide any required information.

- 13.3 A notice of appeal made under this bylaw must be made by the applicant to the CAO within thirty (30) days of receipt of the notice of refusal, suspension or revocation.
- 13.4 A written notice of appeal must include:
 - 13.4.1 The name of the applicant and contact information, including mailing address and phone number;
 - 13.4.2 Information relating to the decision to refuse or suspend a business license, which is being appealed;
 - 13.4.3 Grounds for appeal; and
 - 13.4.4 Any other information the CAO deems necessary.
- 13.5 Upon receipt of a notice of appeal, the CAO shall review the notice of appeal to ensure that it has been completed in accordance with this bylaw. If the CAO determines that the appeal has not been properly completed, they shall notify the applicant, who will have three (3) days from receipt of the CAOs notice to correct any insufficient information.
- 13.6 Upon confirming that the notice of appeal is complete, the CAO shall arrange for Council to hear the appeal at an upcoming council meeting, providing a copy of the appeal to the business license inspector and advising both the business license inspector and the applicant of the date, time, and place of the hearing.
- 13.7 Council shall hear the appeal within thirty (30) days of a properly filed appeal being received by the CAO, unless an extension is requested by the applicant.
- 13.8 At the appeal hearing, Council will hear from the applicant and the business license inspector, and may hear from any other person who may be affected by the decision or accept any other testimony or evidence deemed relevant to the appeal, in accordance with the Procedural Bylaw, as amended from time to time.
- 13.9 After hearing the appeal, Council will:
 - 13.9.1 Direct that a business license be issued, with conditions, by the business license inspector;
 - 13.9.2 Direct that the applicant's license fee be refunded; or
 - 13.9.3 Uphold the revocation, suspension or refusal of a renewal on grounds which appear to be just and reasonable.
- 13.10 The decision of Council shall be final and binding.

14. Penalties

- 14.1 Any person who contravenes, disobeys, refuses or neglects to obey any provision of this bylaw by doing an act or thing which they are prohibited from doing herein, or failing to do any act or thing they are required to do herein, is guilty of an offense and is liable, upon summary conviction, to the appropriate fine as outlined in "Schedule A".
- 14.2 Where a person is convicted of carrying on a business for which a license fee is payable, without having paid the fee, the court may direct payment of the applicable license fee, in addition to any other fines imposed under this bylaw.

- 14.3 Where a business is being carried on in contravention of this bylaw, or where breach of the bylaw is of a continuing nature, then in addition to any other remedy imposed by this bylaw, Greenview may, in any of these cases, apply to a judge at the Court of Queen’s Bench of Alberta by way of action or originating notices or an injunction or other order, to prohibit the person so contravening the bylaw from continuing to carry on the business without complying with the provision of the bylaw applicable to the business for which the license is required.
- 14.4 Violation Tickets:
- 14.4.1 Subject to the entry notice provisions of the required provincial and federal statutes, a business license inspector, or enforcement officer designated by Greenview, bearing proper identification, may enter onto the land to conduct an inspection in order to determine whether or not this bylaw is being complied with.
 - 14.4.2 An enforcement officer may issue a violation ticket to any person whom the enforcement officer has reasonable grounds to believe has contravened any provision of this bylaw.
 - 14.4.3 A violation ticket issued with respect to a violation of this bylaw shall be served upon the person responsible for the contravention in accordance with the Provincial Offenses Procedure Act, R.S.A. 2000, Chapter P-34, as amended.
 - 14.4.4 The person to whom the violation ticket has been issued may plead guilty by making a voluntary payment as specified under “Schedule A”, in respect to the summons by delivering it to the Provincial Court, on or before the initial appearance date.
 - 14.4.5 In the case of an offense that is of a continuing nature, a contravention constitutes a separate offense in respect of each day on which the offense continues and any person guilty of such offense is liable to a fine in an amount not less than that established in “Schedule A” of each such day.
- 14.5 Nothing in this bylaw shall prevent:
- 14.5.1 Any person from exercising their right to defend any charges of committing a breach of any provision of this bylaw;
 - 14.5.2 Any enforcement officer or business license inspector from recording any information or laying a complaint in lieu of serving a violation ticket; or
 - 14.5.3 Any person from exercising their legal rights such person may have to lay information or a complaint against any person (whether such person has made payment under the provisions of this bylaw or not) for a breach of any provision of this bylaw.

15. Severability

- 15.1 If any section or sections of this bylaw or parts thereof are found in any court of law to be illegal or beyond the power of Council to enact, such section or

sections or parts thereof shall be deemed to be severable and all other sections or parts of this bylaw remain in force and effect.

15.2 This bylaw hereby repeals Bylaw 00-24 "Licensing of Businesses" and Grande Cache Bylaw No. 787 "Business License Bylaw".

15.3 This bylaw shall come into effect after third and final reading.

Read a first time this 25th day of November, 2019.

Read a second time this 25th day of November, 2019.

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

Schedule A

Offense	Fine/Penalty
Operation of a Business without a License	\$500.00
Operation of a Business in contravention of a Suspension	\$500.00
Failure to Display or Produce Business License	\$50.00



REQUEST FOR DECISION

SUBJECT:	Request for Connector Road	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	REGULAR COUNCIL MEETING	CAO:	MANAGER:
MEETING DATE:	February 24, 2020	GM: RA	PRESENTER: LT
DEPARTMENT:	CONSTRUCTION & ENGINEERING		
STRATEGIC PLAN:	Infrastructure		

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council take no action on the application for a 12km industrial connector road on Township Road 710.

BACKGROUND/PROPOSAL:

Administration received a potential application for a Connector road project, located southwest of Sturgeon Heights. The application is for 12km's of industrial roadway continuing east off Township Road 710 interconnecting with the North Arc Road (south of Range Road 251).

The Applicant owns a trucking company and typically is routed through the Hamlet of Ridgevalley which passes both the Ridgevalley Hutterite Colony School and the Ridgevalley Public school. The applicant feels this is a safety concern to frequently travel through a school zone.

The connection point is approximately 5 km's south off the end of Range Road 251, which is not a part of Greenview's road network. The road is held under an LOC with ARC Resources.

The initial preliminary estimate for this project is \$3,879,900.00

Administration does not recommend this application due to the location. The road way travels through a large wetland, which would require the proper approvals. In addition, the land required for construction to Greenview's standard would be 30 metres. The land requirements would come from Grazing and Oilfield leases (Green zone). We predict the acquisition of land would be a lengthy process, if Council wishes to move forward. Administration would recommend scheduling this project for construction in 2021 if all permits and land requirements are met during the 2020 season.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is it would leave the connector portion of the budget open to other applicants with a more suitable request.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to direct administration to proceed with the connector road construction.

FINANCIAL IMPLICATION:

Direct Costs: Approx. \$3,879,900.00

Ongoing / Future Costs: Future maintenance costs of a new industrial roadway.

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:

Administration will advise the applicant of Council decision.

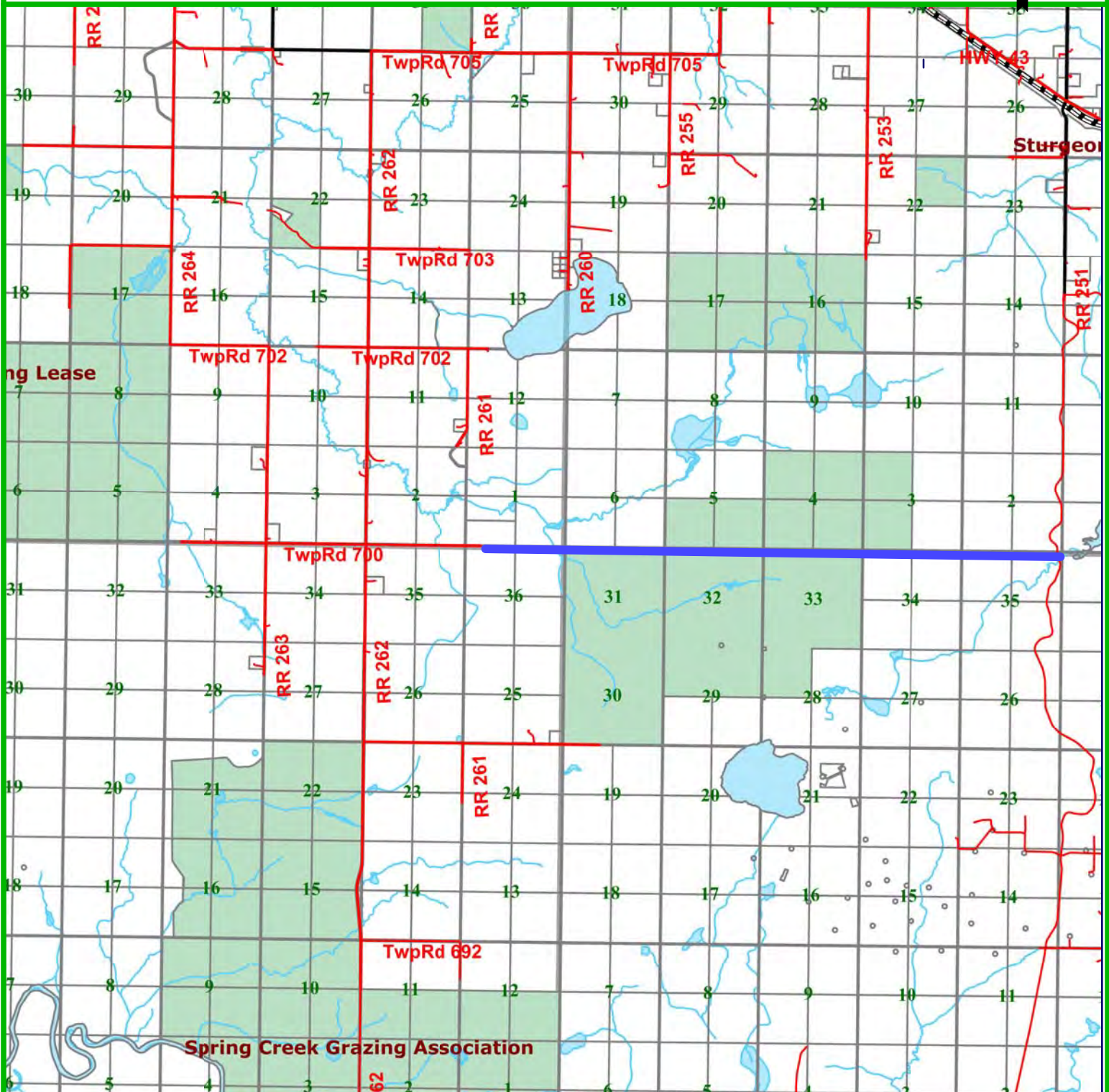
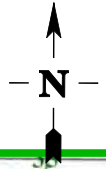
ATTACHMENT(S):

- Map of Area



Municipal District of Greenview #16

Township Road 700/710
Approx. 12kms



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REQUEST FOR DECISION

SUBJECT: Range Road 201 Award
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: February 24, 2020
DEPARTMENT: CONSTRUCTION & ENGINEERING
STRATEGIC PLAN: Infrastructure

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____ **MANAGER:** _____
GM: RA **PRESENTER:** LT

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy No. 1018; Expenditure and Disbursement Policy.

RECOMMENDED ACTION:

MOTION: That Council award the Construction Project on Range Road 201 to Ironstone Services Ltd. for \$1,569,750.00, with funds to come from the 2020 Capital Budget.

BACKGROUND/PROPOSAL:

The project is 4km in total length, which includes 2 km of reconstruction and 2 km of new construction. The project goes through some wetlands at the North end of the project.

Administration posted the tender for Range Road 201 on January 7th to January 21st, a two week timeframe on the Alberta Purchasing Connection website. The public tender opening was held at Greenview’s administration building in Valleyview.

There were 12 tenders received with 3 disqualified due to missing documentation. The results are as follows;

Ironstone Services Ltd.	\$1,569,750.00	Qualified
Klassen Brothers Northern Ltd.	\$1,586,252.00	Qualified
Cox Contracting Ltd.	\$1,626,532.19	Qualified
Location Cats Ltd.	\$1,656,620.83	Qualified
AB Hollingworth & Sons Construction	\$1,739,830.46	Qualified
Mainline Construction Ltd.	\$1,816,439.78	Qualified
Mur-Cal Services Ltd.	\$1,841,980.50	Qualified
Northern Road Builders	\$2,041,387.64	Qualified
Prairie North Construction Ltd.	\$2,238,976.52	Qualified
Crow Enterprises Ltd.	\$2,299,372.00	Qualified
Terra Pro		Disqualified
Timber Pro Logging Ltd.		Disqualified
Wolverine Engineering & Infrastructure Inc.		Disqualified

The consultant (WSP) reviewed the tender’s quantities, calculations, and any anomalies along with references checks as required. The lowest bidder in this instance has not worked for Greenview in the past, but is still recommended by WSP.

The lowest bidder is Ironstone Services Ltd. located in Ohaton, Alberta which is located southeast of Camrose.

The contract cost breakdown is as follows;

Contract Amount (less site occ. Days)	\$1,507,250.00
Contingency (10%)	\$156,975.00
Engineering left from agreement (Preliminary, Design, Tender, and Inspection)	\$101,467.95
Overall Estimate	\$1,765,692.95
Current MD Overall Budget	\$2,000,000.00

- Site occupancy is a contracting strategy used to help ensure that the owner receives the lowest evaluated project cost (combination of price to construct plus the number of days to complete). The contractor estimates the number of calendar days that he requires to complete the work and includes this amount in the tender price (i.e. number of days multiplied by a predetermined daily rate). A site occupancy is made to contractors who complete the work in less calendar days bid. If a contractor completes the work in exactly the number of days bid, there is no change in payment. Assuming this is the case, the actual contract cost is the total tender amount less the site occupancy (i.e. 25 days @ \$2,500per day = \$62,500.00).

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion will be the construction of Range Road 201 within a timeline that meets Greenview’s overall project schedule.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to re-tender this project or provide another direction. This is not recommended as the project may run over budget

FINANCIAL IMPLICATION:

Direct Costs: \$1,765,692.95

Ongoing / Future Costs: 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 the decision Administration will advise the consultant to move forward with the award to the contractor.

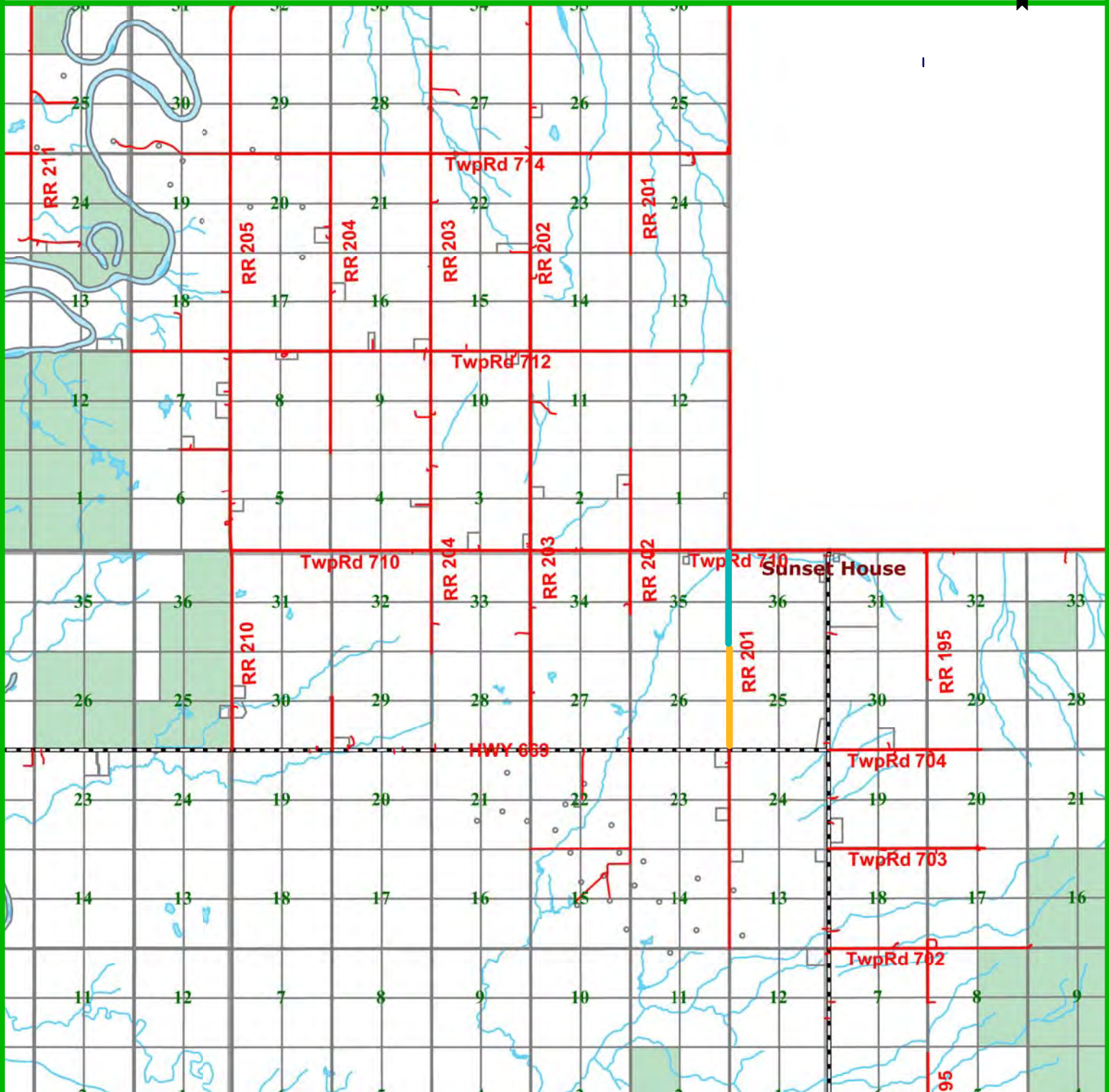
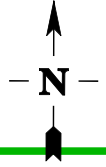
ATTACHMENT(S):

- PDF of Range Road 201 Construction Location
- Expenditure and Disbursement Policy



Municipal District of Greenview #16

Range Road 201



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Title: EXPENDITURE AND DISBURSEMENT POLICY

Policy No: 1018

Effective Date: March 11, 2019

Motion Number: 19.03.198

Supersedes Policy No: NONE

Review Date: March 11, 2021



Purpose: To establish expenditure control guidelines by identifying processes for the efficient procurement and payment of goods and services for Greenview in support of effective operations based on the following principles:

- Council recognizes the need for the prompt payment of accounts and delegates the authority to disperse funds for all budget-approved expenditures to the Chief Administrative Officer and designates to the levels authorized under Procedure Section 2.
- Greenview is subject to two trade agreements, the New West Partnership Trade Agreement (NWPTA) and the Agreement on Canadian Free Trade Agreement (CFTA). These two agreements must be adhered to for all expenditures that occur within their respective limits.

Greenview will not consider purchasing or procuring goods or services from any contractor or supplier that is involved in litigation against Greenview. No consideration will be given for a period of five years from the conclusion of the litigation unless otherwise directed by Council.

DEFINITIONS

Administration means Greenview’s Chief Administrative Officer and employees of Greenview

Associated Expenditure Officers means the individuals that are identified by the respective department’s General Manager or Manager. These officers are delegated a limited amount of expenditure on behalf of the responsible Department Budget Manager. The Chief Administrative Officer or any General Manager or Manager providing this delegation to their staff is responsible to provide, in writing, to the Finance and Administration Manager; the name of the employee, the expenditure limit, and a copy of the employees’ signature.

Accounting Officer means an individual that is a member of the finance team, such as the Manager of Finance and Administration, Manager of Financial Reporting, Staff Accountant and General Manager of Corporate Services and any version of these titles.

Capital Budget means the annual Greenview capital budget as approved by Council.

Capital Expenditure means the purchase of an item identified in the Capital Budget.

CFTA means the Canadian Free Trade Agreement and any amendments thereto.

Chief Administrative Officer means the person appointed as the Chief Administrative Officer of Greenview in accordance with the *Municipal Government Act* or a person delegated responsibilities by the Chief Administrative Officer in this policy in accordance with the *Municipal Government Act*.

Council means council for the Municipal District of Greenview No. 16.

Department Budget Manager means the manager who is ultimately responsible for the department's budget. The individual who creates and presents the department's proposed budget to Council.

Emergencies means when the lack of immediate action would jeopardize operations or equipment, disrupt critical public services or involve public or staff safety.

Expenditure Officer means the individual that has the authority to sign contracts, purchase orders and invoices for payment. Typically, an Expenditure Officer will be the Chief Administrative Officer, General Manager, Manager or Assistant Manager responsible for a department, who is accountable for the department's budget control and administration.

Generally Accepted Accounting Principles means a common set of accepted accounting principles, standards, and procedures that organizations (public and private) and their accountants follow when they compile their financial statements. GAAP improves the clarity of the communication of financial information.

Goods means a manufactured item.

Litigation means the filing of an action in a court of law.

Nepotism means the practice among those with power or influence of favouring relatives or friends.

NWPTA means the New West Partnership Trade Agreement and any amendments thereto.

Operating Budget means the annual Greenview operating budget as approved by Council.

Purchase Card means a Greenview issued gas or credit card.

Quote means the price bid obtained in writing from a supplier of goods or services, but does not include a tender.

Service means any work or duties performed, including any materials provided.

POLICY

1. Greenview Council hereby establishes a policy for consistent, fair, and transparent purchasing practices while ensuring efficient allocation of available resources in accordance with the *Municipal Government Act*, the NWPTA, and the CFTA. Council realizes that they have a responsibility to its ratepayers to maximize the value of the tax revenue when purchasing municipal goods and services and when providing grant funding.
2. The overall responsibility for implementing and monitoring the annual budget rests with the Chief Administrative Officer. The General Manager of Corporate Services has the overall responsibility for budget reporting and to ensure that all expenditures are a legitimate claim against Greenview, are within established authorities, and have been either authorized in the annual budget or approved by resolution of Council.

PROCEDURE**1. Responsibilities****1.1. *Expenditure Officers responsibilities include:***

- 1.1.1. Authorizing a proposed expenditure or disbursement within the financial limits established in this policy.
- 1.1.2. Ensuring that a purchase order is issued for all expenditures over \$1,500.00, other than those specifically identified in Section 6.2 of this policy.
- 1.1.3. Abiding by the NWPTA and CFTA when conducting tender calls, request for proposals or request for Quotes.
- 1.1.4. Certifying that the amount of a proposed expenditure or disbursement is fair and just; and within applicable policies.
- 1.1.5. Initiating a disbursement that is consistent with the purpose for which the money is available.
- 1.1.6. Managing program or service delivery within Council approved budget allocation.
- 1.1.7. Verifying that the goods and services have been received or the work has been performed satisfactorily.
- 1.1.8. Verifying that a request for cheque is supported by adequate documentation.
- 1.1.9. Verifying the accurate coding of invoices related to their financial budget responsibility.
- 1.1.10. Verifying that purchase card (credit and gas) procedures are followed.
- 1.1.11. Verifying all invoices and/or receipts are submitted to Accounts Payables.
- 1.1.12. Delegating limited expenditure approval to their department's staff, as the Department's Budget Manager sees fit, and ensuring that all related documentation is submitted to Finance.

1.2. *Associated Expenditure Officers responsibilities include:*

- 1.2.1. Authorizing expenditures or disbursements within the expenditure limit delegated by their manager.
- 1.2.2. Signing and receiving a copy of every invoice for the items they have purchased on behalf of Greenview.
- 1.2.3. Ensuring invoices are authorized, signed and goods or services are received.

1.3. *Accounting Officers responsibilities include:*

- 1.3.1. Creating and verifying that adequate processes and controls are in place to safeguard against any material accounting misstatement and following the guidelines outlined within this policy.
- 1.3.2. Verifying that a proposed expenditure or disbursement has been properly authorized by an Expenditure Officer.
- 1.3.3. Verifying that a proposed expenditure or disbursement is for the purpose authorized by the approved budget, and is consistent with the purpose for which the money is available.
- 1.3.4. Verifying that the expenditure is recorded in the appropriate fiscal and reporting period.
- 1.3.5. Verifying that the required supporting documentation is complete and readily available.
- 1.3.6. Verifying that the expenditure is charged to the appropriate general ledger account.

- 1.3.7. Verifying that the proposed expenditure or disbursement does not contravene any applicable policy or other legislative authority.
- 1.3.8. Arranging pre-authorized payments to be made directly from Greenview's bank account with authorization from the General Manager of Corporate Services.
- 1.3.9. Arranging direct deposits to be made to Greenview's bank account with the authorization from the General Manager of Corporate Services.
- 1.3.10. Ensuring that the General Manager of Corporate Services and any applicable staff are made aware of any budget to actual concerns that the accounting officer may become aware of during their daily duties.
- 1.3.11. Ensuring that the accounting practices are acceptable under the Generally Accepted Accounting Principles.
- 1.3.12. Preparing monthly department budget to actual reports.
- 1.3.13. Preparing and presenting to Council the organizational quarterly budget to actual report.

2. General Provisions

- 2.1. All expenditures shall be included in the current year's budget or be approved by a resolution of Council.
- 2.2. Greenview's Expenditure Officers may make an expenditure that is included in the approved operating and capital budgets up to the financial limits established in this policy or as otherwise approved by resolution of Council.
- 2.3. A resolution of Council is required for all unbudgeted expenses and all capital expenditures over \$200,000.
- 2.4. Expenditure Officers are authorized to commit Greenview for all purchases that have been approved in the annual budget as follows:
 - 2.4.1. Chief Administrative Officer up to the maximum budget allocation for operational expenses;
 - 2.4.2. General Managers, Assistant General Managers or delegate or as designated by the Chief Administrative Officer up to \$500,000;
 - 2.4.3. Department Managers, Assistant Managers or as designated by the Chief Administrative Officer up to \$200,000;
 - 2.4.4. Other staff as delegated in writing by the Expenditure Officers.
- 2.5. Operating expenditures that exceed the Council approved operating budget by less than \$10,000.00 but still remain within the overall department budget may be approved by the Chief Administrative Officer or designate. If the over expenditure does not remain within the total department budget, the expenditure shall be presented to Council for approval.
- 2.6. Capital expenditure for equipment or vehicles that exceeds Council's approved budget by less than \$10,000.00 or 10% and will remain within the department's overall capital budget, may be approved by the Chief Administrative Officer provided that such capital expenditure does not exceed the financial approval limits in this policy.
- 2.7. Any operational expenditure approved by Council by resolution may be awarded and/or actioned by Administration, excepting Request for Proposals, which must be awarded by Council.

- 2.8. Any capital expenditure approved by Council in budget or by resolution may be awarded and/or actioned by Administration to a maximum of \$200,000.00, excepting Requests for Proposals, which must be awarded by Council. Purchases greater than \$200,000 on a capital expenditure that is not part of a tendered project must be approved by resolution of Council.
- 2.9. Any capital expenditures awarded or actioned by Administration will be reported to Council via the monthly manager's reports and will include: Budgeted amount, Company name and values of compliant bids received, the name of the successful bidder, a list of bidders submitting non-compliant bids.
- 2.10. Staff will not engage in nepotism and will make any conflict of interest (actual or perceived) known to the Chief Administrative Officer. If the staff person in question is the Chief Administrative Officer, they will make any conflict of interest known to Council.
- 2.11. Expenditure Officers shall not authorize an expenditure or disbursement where they are directly involved in the transaction, except in the case of attending training, conferences, travel and accommodations associated with work. The expenditure claim or credit card receipt/invoice should clearly state the reason for the expenditure or claim.
- 2.12. Expenditure authority may be delegated in the absence of the responsible Expenditure Officer. The General Manager of Corporate Services and Manager of Finance and Administration must be notified in writing prior to the delegation of the Expenditure authority.
- 2.13. A current listing of approved Expenditure Officers or associated Expenditure Officers, with specimen signature and applicable expenditure authority shall be maintained by the Manager of Finance and Administration and copied to Accounts Payable.
- 2.14. Due to reasons of standardizations, economies of scale, vendor familiarity or required expertise, the following types of expenditures are coordinated by the manager or department as identified below:
 - 2.14.1. Stationery and office supplies by Administration Office Reception;
 - 2.14.2. Office furnishings by Facility Maintenance;
 - 2.14.3. Office equipment by Information Technology;
 - 2.14.4. All electronic equipment and software purchases for use in conjunction with Greenview's Network Infrastructure must first be reviewed by Information Systems Staff for compatibility and compliance with information Technology Standards employed throughout the organization;
 - 2.14.5. Vehicles (non-emergency) and heavy equipment by the Manager of Operations with input from Fleet and receiving department's manager;
 - 2.14.6. Emergency vehicles by the Manager of Protective Services;
 - 2.14.7. All Greenview insurance by Corporate Services.
- 2.15. Reacquisitions, purchases, expenditures or contracts may not be divided in order to avoid the financial limits of this policy or the limits established in the NWPTA or the CFTA.

3. Marketing and Media Placement

- 3.1. Advertising, signage, print and marketing materials must be approved by the Communications Officer.

4. Emergency Expenditures

- 4.1. Unbudgeted expenditures may be undertaken in the event of an emergency situation where the Expenditure Officer must make purchase decisions efficiently to bring the emergency situation under control.
 - 4.1.1. Emergency expenditures may be authorized by the Chief Administrative Officer or designates.
 - 4.1.2. All such expenditures shall be reported to Greenview Council at the next available opportunity.
 - 4.1.3. Proper documentation of all emergency expenditures is required.

5. Contracts

- 5.1. Written contracts other than direct purchase orders should be used in situations where there is a need to specify in writing the requirements for supply or continuing supply of goods or services, and the need to identify each party's degree of responsibility and or liability in the case of damage, default or loss.
 - 5.1.1. The Expenditure Officer must ensure that the necessary holdback percentage is withheld from progress payments where there is a holdback charge to compensate for potential defective work or claims from third parties. Progress payment or invoices related to contracts should be approved only after the person responsible for the contract certifies performance of services or receipt of goods or confirmed the percentage of work completed. Generally, this performance certificate is supplied by an engineering firm or project contract manager.
 - 5.1.2. A statutory declaration and WCB declaration must be obtained from the contractor and the third parties where required to discharge all claims and obligations against Greenview before payment is made and before any holdback or deposit is released. All defects must be corrected before the final payment is approved and security deposits are returned.

6. Purchase Orders

- 6.1. Purchases over \$1,500.00 must be initiated by either a purchase order or by way of written agreement prior to acquisition.
- 6.2. Purchase orders are not required for the following:
 - 6.2.1. Purchases under \$1,500.00;
 - 6.2.2. Petty cash;
 - 6.2.3. Personal expense claims;
 - 6.2.4. Progress payments (these are covered by signed agreements);
 - 6.2.5. Utility invoices;
 - 6.2.6. Other services such as legal and municipal insurance;
 - 6.2.7. Long-term contracts or service agreements;
 - 6.2.8. Lease agreements;
 - 6.2.9. Credit card purchases.

7. Cheque Requisitions

- 7.1. Cheque requisitions are required for:
 - 7.1.1. All grant expenditures; and
 - 7.1.2. All expenditures where an invoice is not available such as the School Requisitions, etc., except for personal expense claims, these will be paid based on the personal expense claim and the manager's approval of the claim.

8. Invoice Approval

- 8.1. The Acting Chief Administrative Officer (CAAO) may approve expenditures up to the Chief Administrative Officers limit while serving as the designated Acting Chief Administrative Officer. When the Acting Chief Administrative Officer signs in the absence of the Chief Administrative Officer, they shall include CAAO after signature to indicate to the Accounts Payables department their authority to sign higher expenditure limits.
- 8.2. To avoid penalty charges the Chief Administrative Officer, Manager of Finance and Administration or the General Manager of Corporate Services may approve an invoice related to ongoing operations, such as gas, electric or utility invoices, with a copy being shared with the responsible Expenditure Officer.

9. Purchasing Methods

- 9.1. Direct purchases from a supplier paid by credit card must comply with the provisions of this policy. Employees who occupy positions with delegated low dollar value purchasing authority in accordance with section 1.1.12 of this policy may be eligible for a purchase card upon approval by the Chief Administrative Officer. Every card holder shall be informed of and must agree to the responsibilities and restrictions regarding the use of the purchase card.
- 9.2. Greenview's Expenditure Officers may sole source items that are equal to or less than \$10,000.00 if it is beneficial to the organization to do so.
- 9.3. Purchases between \$10,000.00 and \$74,999.99:
 - 9.3.1. Expenditure Officers must attempt to obtain a minimum of three Quotes. Quotes must be documented and include the date, name of the supplier and contact person, total cost of quote, and must be signed by the individual requesting the quote. Purchase must be initiated by purchase order or contract. In the event that the vendor provides a unique good, service, or software not readily available on the open market this must be noted in the purchase order or contract.
 - 9.3.2. The use of Day Labour from service providers who have responded to Greenview's advertisement for Day Labour services and are included in Greenview's Day Labour Source Book, are considered to meet this requirement.
- 9.4. Purchases over \$75,000.00:
 - 9.4.1. Expenditure Officers must abide by the NWPTA for purchases over \$75,000.00 both the NWPTA and CFTA for purchases over \$100,000.00 (see table in Section 10.1). A written contract must be signed for all purchases over this limit. The written contract may be a sales agreement for vehicle and equipment purchases.

All written contracts shall clearly indicate each party's responsibilities, date, duration of contract, and have the supplier's authorized agent's signature, and the appropriate Greenview signatures.

10. Tendering/ Requests for Proposals

10.1. Tenders or Request for Proposals must be issued in compliance with the NwTA and CFTA in accordance with the financial thresholds established in those agreements, unless such purchase is an excluded procurement as defined by the agreements.

Type	NWPTA	CFTA
Goods	\$75,000.00	\$100,000.00
Services	\$75,000.00	\$100,000.00
Construction	\$200,000.00	\$250,000.00

10.2. All tender or request for proposal notices must be posted on the Alberta Purchasing Connection Website www.purchasingconnection.ca. Additional means of tendering notices may also be used.

10.3. The lowest bid meeting the tender or request for proposal requirements and/or specifications will normally be accepted. Justification in writing along with recommendation must be submitted if the lowest bidder is not selected. Normally the only acceptable reasons for selecting bidder that is not the lowest bidder would be:

- 10.3.1. Low bidder does not meet specifications;
- 10.3.2. Low bidder cannot deliver within the required time;
- 10.3.3. The quality of performance of previous contracts or services may be in question;
- 10.3.4. The acceptance of the low bid would result in higher overall end costs (such as operating or life cycle costs);
- 10.3.5. The ability, capacity, experience and efficiency of the bidder.

11. The opening of tenders or requests for proposal must be completed in the advertised public setting.

End of procedure.



REQUEST FOR DECISION

SUBJECT: **Wet/Rescue Fire Apparatus Tender Results**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: February 24, 2020 CAO: MANAGER: WB
DEPARTMENT: PROTECTIVE SERVICES GM: SW PRESENTER: WB
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 4006 “Equipment and Vehicle Replacement”

RECOMMENDED ACTION:

MOTION: That Council award the Wet/Rescue Fire Apparatus Tender to Commercial Emergency Equipment Co. in the amount of \$1,241,100.00, with funds to come from the Protective Services Capital Budget.

BACKGROUND/PROPOSAL:

The Greenview Protective Services Department advertised the “Wet/Rescue Fire Apparatus Tender” on the Alberta Purchasing Connection (APC) website with a closing date of February 13th, 2020. This tender’s purpose was to find a suitable truck to replace two (2) units operating within the Grande Cache Fire Department, F60 and F61, as approved in the 2020 Grande Cache Fire Department Capital Budget.

Specifications the Rescue Pumper will include are:

- Custom Cab
- Seating for eight (8)
- 525 HP
- Heavy duty automatic transmission
- 750 gallon water tank
- Booster tank
- 1,500 gpm pump
- Light tower
- 10 kw hydraulic gen set
- Easy access pump
- Foam system
- Generous storage

Protective Services received one (1) tender on the day of the opening, the results are as follows:

Item	Description	Bid
1.	Commercial Emergency Equipment Co. (Pierce Manufacturing)	\$1,274,357.70 (GST included)

Commercial Emergency Equipment Co. is a supplier of Pierce Manufacturing. Pierce Manufacturing Inc., is the largest fire truck manufacturer in North America, with an annual production of over 2,000 fire trucks. Pierce produces all there components under the same roof, including the body, cab, aerial, and chassis. This allows for thorough testing of the function and performance of their product.

Commercial Emergency Equipment is offering a discount of **\$31,674.00 CAD** off the base price of the unit, if Greenview chooses to purchase the truck before February 28th, 2020. The cost breakdown of the discount is as follows:

Commercial Emergency Equipment Co.	
Project Budget	\$1,250,000.00
Total Equipment Cost	\$1,213,674.00
Prompt Booking Discount	\$-31,674.00
GST	\$59,100.00
Project Total Estimate	\$1,241,100.00

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is improved operations and safety for the Grande Cache Fire Department.
2. The benefit of Council accepting the recommended motion is that there will be a reduction operating and maintenance costs by replacing two trucks with one.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to re-tender the Wet/Rescue project. However, this is not recommended as there could possibly be no additional bids or additional bids may come in higher. This action would also disqualify Greenview for the Prompt Booking Discount.

FINANCIAL IMPLICATION:

Direct Costs: \$1,241,100.00 to come from the 2020 Protective Services Capital Budget.

Ongoing / Future Costs: Truck Maintenance – These costs will come from the Protective Services 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:

- Notice of Award letter to Commercial Emergency Equipment Co.
- Contract to be created and signed prior to February 28th, 2020.
- P.O. to be created and signed before February 28th, 2020.

ATTACHMENT(S):

- Commercial Emergency Equipment Co. – Proposal Summary
- Pierce Rescue Pumper Image



REQUEST FOR DECISION

SUBJECT: **Greenview Fire Service Rebranding**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: February 24, 2020
DEPARTMENT: PROTECTIVE SERVICES
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy N/A

RECOMMENDED ACTION:

MOTION: That Council authorize the rebranding of the service provided by Greenviews fire departments, currently known as MD of Greenview Fire Services to MD of Greenview Fire-Rescue Services and identify the three (3) MD of Greenview Fire Departments as Fire Stations.

BACKGROUND:

Currently, the MD of Greenview has three volunteer fire departments:

- DeBolt Fire-Rescue
- Grande Cache Fire Department
- Grovedale Fire Department

These fire departments operate relatively independently of each other, including but not limited to:

- Organizational structure and leadership
- Culture
- Separate budgets
- Training
- SOG's
- Apparatus and Equipment acquisition

Administration recommends that the MD of Greenview fire service be identified as **MD of Greenview Fire-Rescue Services**. In addition, the three fire departments be changed to Fire Stations, and a number be added for clearer identification for Fire Dispatch and mutual aid fire services and partnered agencies.

- DeBolt Fire-Station #31
- Grande Cache Fire Station #32
- Grovedale Fire Station #33

The 30 series was chosen to ensure Greenview numbers do not conflict with other regional fire services.

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: Community Peace Officer Vehicle Tender
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: February 10, 2020 CAO: MANAGER:
DEPARTMENT: COMMUNITY SERVICES GM: SW PRESENTER: SW
STRATEGIC PLAN: Quality of Life

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Expenditure and Disbursement Policy (Policy No: 1018)

RECOMMENDED ACTION:

MOTION: That Council award the 2020 Police Service SUV Tender to Westgate Chevrolet LTD. with an upset limit of \$187,804.00, with finds to come from the Community Peace Officer Capital Budget.

BACKGROUND/PROPOSAL:

In 2020, Greenview will establish its first ever Community Peace Officer Program (CPO). The department will consist of a By Law officer and 4 Peace Officers. In preparation for this program, numerous efforts are being made to prepare for its implementation. A significant component of this preparation is the purchase of suitable vehicles for law enforcement.

As such, Administration publically posted a tender with a closing date of February 5, 2020 inviting those interested in supplying Greenview with police service SUV's. Greenview received 3 responses and are listed below with bidding price.

Supplier	Make	Model	Price per Unit
Lamb Ford, Edmonton, AB	Ford	Explorer	\$48,962.00
*Westgate Chevrolet, Edmonton, AB	Chevrolet	Tahoe	\$46,951.00
Courtesy Dodge, Calgary, AB	Dodge	Durango	\$46,195.00
* Recommended by Administration			

In an effort to gather further information, Administration consulted with other organizations who have a CPO program. Through the findings of these efforts, Administration is recommending purchasing the Chevrolet Tahoe, primarily due to its full frame body and perceived ability to withstand rough roads and cargo capacity for weight scales and day to day items required for the position.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Greenview will secure appropriate vehicles to fulfill the required duties of the CPO program.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to award the tender to another bidding party, or not award the tender at all.

FINANCIAL IMPLICATION:

The financial implication to Greenview is \$187,804.00.

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 interested parties of Councils decisions accordingly.

ATTACHMENT(S):

- Bidder Summary
- Westgate Chevrolet



Municipal District of Greenview No. 16
2020 PPV SUV Tender
Closing Wednesday, February 5, 2020 4:00 p.m.


Unofficial Results – for information only – does not constitute a tender award.

*Prices do not include G.S.T.

SUPPLIER	Make	Model	Price per Unit*	Delivery Date	Warranty	DESCRIPTION/COMMENTS
Courtesy Chrysler Calgary AB.	Dodge	Durango	46,195.00	not specified.	3/5 yr	Enforcer Durango SUV
Lamb Ford Canrose AB	Ford	Interceptor Utility (Explorer)	48,962.00	not specified.	3yr complete 3yr powertrain.	Price noted here w/V6 eco boost option. no side steps
Westgate Chevrolet Edmonton AB	Chevrolet	Tahoe.	46,951.00	held at dealer In stock	3yr basic 5yr powertrain w/real side assist.	Full frame Police rated SUV.

WE, the undersigned, having been

present at the tender opening and having examined the tender documents, do hereby certify that the information as recorded above is correct.


 Fleet Procurement Coordinator
 Lane Barks

Witness



Municipal District of Greenview No. 16
2020 PPV SUV Tender
Closing Wednesday, February 5, 2020 4:00 p.m.


Unofficial Results – for information only – does not constitute a tender award.

*Prices do not include G.S.T.

SUPPLIER	Make	Model	Price per Unit*	Delivery Date	Warranty	DESCRIPTION/COMMENTS
Courtesy Chrysler Calgary AB.	Dodge	Durango	46,195.00	not specified.	3/5 yr	Enforcer Durango SUV
Lamb Ford Canrose AB	Ford	Interceptor Utility (Explorer)	48,962.00	not specified.	3yr complete 3yr powertrain.	Price noted here w/V6 eco boost option. no side steps
Westgate Chevrolet Edmonton AB	Chevrolet	Tahoe.	46,951.00	held at dealer In stock	3yr basic 5yr powertrain w/residual assist.	Full frame Police rated SUV.

WE, the undersigned, having been

present at the tender opening and having examined the tender documents, do hereby certify that the information as recorded above is correct.


 Fleet Procurement Coordinator
 Lane Barks

Witness



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

2020 SSV SUV Tender
 Attendance Record
 Closed Wednesday February 5th at 3:00 pm.

COMPANY	PRINT NAME	SIGNATURE
Greenview	Lane Barks	
Greenview	Stacey Wabick	
Greenview	Wayne Brown	

2020 – Police Service SUV Tender
 (4) New 2020, Police Service SUV Tender

PPV

SPECIFICATIONS	Included YES/NO	Optional Equipment Cost	Please Explain if Different
1.0 GENERAL			
1.1 These units will be used for Peace Officer Law Enforcement. Four (4) New 2020, Police Service SUV	YES		PPV Pursuit Rated.
1.2 Ease of services, maintenance and extended service life will be given consideration in awarding this tender.	YES		
1.3 All units shall be equipped with Factory installed remote starts	YES		(8) Fobs / Keys supplied
2.0 GROSS VEHICLE WEIGHT RATING			
2.1 3220KG. or greater	YES		3220 KG.
3.0 UNDERCARRIAGE			
3.1 Skid plate package	YES		
4.0 SUSPENSION			
4.1 Heavy duty police rated	YES		
5.0 BRAKES			
5.1 ABS with Traction Control	YES		
6.0 CAB			
6.1 Intermittent wipers	YES		
6.2 Drivers seat with 6 way power and front passenger seat with manual controls cloth, with center seat/console delete	YES		2 way power Passenger's Seat
6.3 AM/FM radio and CD player, MP3 playback capability. Other audio systems will be considered. Must be Bluetooth-Hands free ready for cell phones.	NO		NO CD - APPLE CARPLAY, Android Auto Bluetooth included
6.4 Color Exteriors – solid white	YES		
6.5 Fold away heated mirrors	YES		

2020 – Police Service SUV Tender

6.6	Air conditioning	YES		TRI-ZONE
6.7	Cruise control and tilt steering	YES		
6.8	Rear seat included 60/40 split with vinyl covering	YES		
6.9	Third row seat delete	YES		
6.10	Auxiliary front floor mats	YES		
6.11	Minimum 4 door	YES		
6.12	Remote control start/keyless entry with warranty. Wired to power door locks.	YES		
6.13	Tow Hooks	YES		
6.14	Comfort package with front power locks, windows/mirrors/mirror defrost and carpet delete.	YES		
6.15	Rearview camera	YES		With Rear Park Assist

7.0	ENGINE	YES		355
7.1	Please indicate horse power	YES		
7.2	Block heater	YES		
7.3	HD alternator 170amps	YES		
8.0	FUEL TANKS			
8.1	98.0L capacity	YES		
9.0	BATTERY			
9.1	Dual battery with 720 or more CCA	YES		1 x 720 CCA 1 x 730 CCA
10.0	TRANSMISSION			
10.1	Automatic with overdrive	YES		
11.0	WHEELS AND TIRES			
11.1	265/60r17 all-season police V-rated or comparable	YES		
11.2	Full service spare 265/60r17 all-season police V-rated or comparable	YES		

2020 – Police Service SUV Tender

12.0 DELIVERY			
12.1 Please state definite date. When scheduled deliveries are not met, or when extended delays in manufacturing are being encountered, this may be considered sufficient cause to cancel the tender	YES		Stock units delivery in 5-7 days
12.2 Vendors are to price FOB Valleyview	YES		
13.0 SPLASH GUARDS			
13.1 Rubber splash guards front and rear.	YES		Molded Plastic See cover letter
14.0 Special Police Vehicle Options			
14.1 List Optional Equipment and pricing			
14.2			
14.3			
14.4			
14.5			
14.6			
15.0 TRAILER AND TOW PACKAGE			
15.1 Trailer hitch	YES		
15.2 Trailer wiring and 7-pin plug	YES		
15.3 Electric brake control unit in cab	YES		Already installed
15.4 Transmission cooler	YES		
17.0 SIDE STEPS			
17.1 Full width running boards to extend full length of cab	YES.		

2020 – Police Service SUV Tender

18.0 LIGHTS			
18.1 Driving/fog lights; must be mounted in valance (Factory Installed)	NO		Not offered (see cover letter)
19.0 SHOP MANUAL			
19.1 One shop manual per type manufacture (i.e. Ford, Dodge, GM)	NO		See cover letter
20.0 WARRANTY			
20.1 To include manufacturer's warranty. Specify warranty coverage i.e.: distance and time frame – roadside assistance – towing, etc.	YES		Please see attachments
20.2 To include a 5 year bumper to bumper warranty cost	NO		See cover letter

21.0 VENDORS			
21.1 Purchase price paid 30 days from invoice subject to clause 21.5	YES		
21.2 All tenders pending Council approval for acceptance	YES		
21.3 The lowest or any tender not necessarily accepted	YES		
21.4 Prices to be effective for 60 days from date of tender	YES		
21.5 A deficiency holdback of up to 15% of the payment due to the Vendor may be held for a minimum period of forty-five days after delivery of the unit.	YES.		

2020 – Police Service SUV Tender

7.2 PRICING SUBMISSION

VEHICLES	UNIT PRICE	TOTAL PRICE *include options stated in specification sheets but do not include G.S.T. in Total Price above	5 year bumper to bumper warranty (each)
(4) New 2020, Police Service SUV Gas Vehicles	4 @ \$ 46951 ⁰⁰	\$ 187804 ⁰⁰	N/A \$ See cover letter

TOTAL \$ 187804⁰⁰

Supplier Contact: LES FINNIGAN

Supplier Phone: 780-930-4124

Supplier Fax: 780-930-4102

Supplier E-mail: lfinnigan@westgatechev.com

Westgate Chevrolet (2018) Ltd.
780.483.3320
10145 178th Street S.W.
Edmonton, Alberta T5S 1E4

2020 – Police Service SUV Tender

7.3 CERTIFICATION

We WESTGATE CHEVROLET (2018) LTD.
Company Name


Of 10145-178 Street EDMONTON, Alberta T5S 1E4
Business Address

780-930-4124
Phone Number

Lfinnigan@westgatechev.com
E-mail Address

Having examined and read the tender documents for the Cab and Chassis as issued by the Municipal District of Greenview No. 16 do hereby bid and agree to provide the services/products in accordance with the tender/RFT documents.

Executed this 29 day of JANUARY, 2020


Signature of authorized representative

LES FINNIGAN - Fleet and Commercial Sales Manager
Print or type name and status of authorized representative



REQUEST FOR DECISION

SUBJECT: Greenview Website Redesign and Hosting
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: February 24, 2020 CAO: DT MANAGER: SS
DEPARTMENT: CAO SERVICES GM: PRESENTER: SS
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council award the Greenview Website Redesign and Hosting project to Sitewyze Solutions with an upset limit of \$14,467.00 with funds to come from the Communications Operations Budget.

BACKGROUND/PROPOSAL:

A Request for Proposals was posted to the Alberta Purchasing Connection website and nine (9) proposals were received by the January 28, 2020 deadline. Five of the proposals were deemed not compliant with the RFP guidelines (see attached). Of the remaining qualified proposals, two (2) firms stood out as having a highly perceived understanding of the project and ability to perform the work. Ion Designs provided the highest price option with a solid portfolio of municipal website development clients and support experience. In comparison, Sitewyze Solutions provided a lower cost option with a proposal that provided similarly detailed municipal experience with clearly defined support and hosting details. Sitewyze Solutions currently provides development and support to numerous municipalities and included hosting, back-end site monitoring, and 10 hours of monthly support fees within their proposal budget, whereas with Ion Design, site monitoring and support hours do not appear to be included in their hosting portion of the budget. Each proposal has their merits: one with a higher cost, but the lower cost option appears to be fully capable of providing the same or superior level of development expertise, service, and support as the other potential providers in terms of development skill, perceived municipal experience, and service delivery.

A matrix of the top four received proposals is attached.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview can proceed with the chosen firm to develop a redesigned website and take over hosting for Greenview.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not proceed with any of the proposed proponents; however Administration does not recommend this action, as it would further delay the much needed website redesign and updates to mobile responsiveness for residents and visitors.

Alternative #2: Council has the alternative to proceed with a proponent other than Sitewyze Solutions.

FINANCIAL IMPLICATION:

Direct Costs: \$14,467.00 Communications Operating budget

Ongoing / Future Costs: \$5,100.00 for hosting and maintenance Communications Operating Budget starting in 2021

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Upon Council's decision, Administration will contact the interested firms and advise them of Greenview's decision. Administration will work directly with the chosen firm to proceed with the website development project.

ATTACHMENT(S):

- MD of Greenview Website Request for Proposals
- Top 4 RFP Submissions – Evaluation & Qualification Matrix



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REQUEST FOR PROPOSALS

Municipal District of Greenview Website

Municipal District of Greenview #16
4806-36th Avenue,
PO Box 1079
Valleyview, AB
T0H 3N0

INTRODUCTION AND SUMMARY

Municipal District of Greenview Website

The Municipal District of Greenview No. 16 (Greenview) is located in Northwest Alberta. Geographically, the municipality is the third largest in the Province embracing four hamlets and two towns within a vast area of nearly 33,000 sq. km.

The municipality is now ready to create an updated interactive and mobile friendly website presence to allow visitors, investors, and ratepayers to identify and engage in resources and activities within Greenview. This new platform will provide crucial information and opportunities within Greenview.

It is anticipated that the new website be completed before July 2020.

PROPOSAL SUBMISSION AND GUIDELINES

Proposals submitted to Greenview must be received at Greenview's Main Administration Building by 4 p.m. on January 28, 2020 marked as follows:

CONFIDENTIAL

MD of Greenview Website – RFP

Attn: Stacey Sevilla, Manager, Marketing and Communications

Municipal District of Greenview No. 16

Box 1079, 4806 36 Avenue TOH 3N0

Proposals must be sealed and include one (1) hard copy and one (1) digital copy in .pdf format on USB. Facsimiles and email submissions will not be accepted.

Proposals must include:

- Project overview and strategy;
- Price as detailed in this RFP;
- A list of proposed team members and experience;
- Three (3) current or past clients who may be contacted as references
- A list of related and relevant projects carried out by your firm; and,
- A suggested timeline of activities leading to project completion.

Any of the above missing from the proposal will result in the proposal to be deemed non-compliant. Proposals and questions should be sent to the attention of Stacey Sevilla, Manager of Marketing and Communications.

The final report will be the property of Greenview to be used in the manner and for the purposes as determined by Greenview.

PROJECT PURPOSE

Greenview is seeking proposals for the development of an updated interactive and mobile friendly website presence to allow visitors, investors, and ratepayers to identify and engage in resources and activities within Greenview. This new platform will provide crucial information and opportunities within Greenview. As a stand-alone site, this project will allow Greenview to promote the vast opportunities in the area, providing users with interactive, state-of-the-art tools. Using vibrant graphics and interactive features, the site will showcase the incredible diversity of Greenview’s massive landscape. Providing interactive tools and mobile options, users will experience everything Greenview has to offer from virtually any type of device.

Greenview currently has a website (www.mdgreenview.ab.ca) that focuses on municipal services for residents, however it does not adequately respond to mobile access. The current site does not provide users or visitors with easy to find information or have the ability to effectively display feature information.

Greenview is also looking for reliable hosting and full support of all site components, including social network integration of all things related to governance and events within Greenview and its communities. Greenview would also require any license keys and full transfer of ownership to any WordPress themes, plugins, or other customized software used for the purpose of the functionality of the website upon completion.

PROJECT SCOPE

As part of the scope of this project, the successful candidate will work directly with Greenview’s Communications team, and will also liaise with other municipal staff including IT, and any other staff as required. Greenview staff will assist with providing content for the website.

In order to achieve the desired outcomes of this RFP, the following details will be present:

Website Design and Layout

- Site responsiveness (mobile, tablet, etc.)
- Site accessibility features
- Interactive features (including communities map)
- Feature Post area on Home page
- Photo/Video Gallery
- Incorporate small pages/sections for each Greenview community
- Easily share information across all social media platforms
- Ability to easily access website statistics via Google Analytics integration
- Easy and comprehensive content updates
- Staff training on content updates and software usage
- Hosting, maintenance and technical support agreement/contract
- Estimated costs associated with design, storage, bandwidth, and site management

Social Media Integration

- Social Media posting integration via Plugin
- Functionality to easily share information across all social media platforms
- Maintenance and technical support agreement/contract

Existing photography, videos, logos, and maps will be made available by Greenview as required.

PROJECT TIMELINES

It is expected that this project will begin immediately upon a proponent being chosen by the Greenview Council. This is expected to occur in February 2020.

The successful proponent will complete the project by July 30, 2020.

PROJECT COSTING

Proponents will include the total cost of conducting the project including all disbursements and expenses, detailed on an attached rate sheet.

Packages should include an itemized list of cost areas including such items as time, expenses, mileage, and disbursements.

Packages will include a clear project total and include ALL project costs including expenses and disbursements. This will be an “all in” costing excluding GST.

Greenview will enter into a services agreement depicting this amount as a project limit for the expected deliverables.

Greenview reserves the right to reject all proposals if a suitable price cannot be obtained.

BIDDER QUALIFICATIONS

Packages will include information regarding the proponent’s ability to perform the work and will include references regarding similar type work performed in the past. Specific details demonstrating technical skill-set and experience related to the design and maintenance of the website and potential social media management, as well as demonstrable ability to provide training and on-going support to municipal staff is required.

The proponent should demonstrate their ability to complete the work either through their own resources or through the management of any necessary subcontractors. Include a list of the partner, associates, other employees, and any anticipated contractors who might be assigned or engaged to provide services to Greenview, the types of series that they might be involved in, and their specific qualifications and experience as they relate to those services.

Proponents must have suitable insurance coverage including liability insurance in the amount of at least \$2,000,000.00. Proof of insurance must be included with the proposal, or the proposal will be deemed to be non-compliant.

Packages received from any proponent engaged in legal action with Greenview at the current time, or at any point in the last five (5) years will not be accepted as per Municipal District of Greenview No. 16 policy. This provision also applies to any subcontractors listed in the proposal.

PROPOSAL EVALUATION CRITERIA

The following evaluation criteria will be used to determine the successful bidder. All scores applied as part of the evaluation are determined by Greenview.

Component	Weighting
Price	55
Perceived ability to perform the work	30
Perceived project understanding	10
Work plan and Project schedule	5

QUESTIONS:

Proposals and questions should be sent to the attention of:

Stacey Sevilla, Manager, Marketing and Communications
MD of Greenview No. 16
4806 36 Avenue
PO Box 1079
Valleyview, AB. T0H 3N0
Phone: 780-524-7625
Email: stacey.sevilla@mdgreenview.ab.ca

PROPOSAL DEADLINE:

Proposals submitted to Greenview must be received at Greenview's Main Administration Building by **4 p.m., January 28, 2020.**

CHECK LIST:

Did you include all of the requirements in your Proposal?

- Clear project total
 - Itemized list of cost areas (including time, expenses, mileage, disbursements, etc.)
 - Hourly Rate Sheet
- List of proposed team members and experience
- List of related and relevant projects carried out by your firm
- Suggested Timeline of activities leading to project completion
- List of References
- List of subcontractors to be used (if required)
- Proof of Insurance

Any of the above missing from the proposal will cause the proposal to be deemed non-compliant.

	Stradea	Ion Design	Sitewyze Solutions	Liberty Multimedia
Required:				
Clear project total ("all in" cost)	\$14,916.00	\$46,200.00	\$9,367.00	\$20,664.00
Total hourly cost for support or included in package	✓	✓	✓	✓
Hosting fees and full support package	\$1785.00/year (Support not inclusive)	\$2400.00/year (Support not inclusive)	\$5100.00/year (10 Hours support included per month)	\$8820.00 (Hosting & Maintenance Contract for one year)
List of proposed team members and experience	✓	✓	✓	✓
List of related and relevant projects carried out by your firm	✓	✓	✓	✓
Suggested Timeline of activities leading to project completion	✓	✓	✓	✓
List of References	✓	✓	✓	✓
Proof of Insurance	✓	✓	✓	✓
Other Considerations/Notes:				
Staff training support and training resources	Training details not clear beyond training manual and training hours	✓	✓	Training details not clear beyond training manual and training hours
Social Media integration	✓	✓	✓	✓
Experience with development and support of Municipal websites	Yes, but have limited municipal website experience	✓	✓	No
Overall comprehension of project objectives	✓	✓	✓	✓
Understanding Scope of Work	Yes, but have limited municipal website experience	Has extensive municipal website experience	Has extensive municipal website experience	Yes, but have limited municipal website experience
Wordpress theme, templates and plugin license ownership provided to Greenview			Yes	
Ability to perform the work		Very qualified and experienced with building and supporting municipal websites	Very qualified and experienced with building and supporting municipal websites	

Other:	No support details provided. Site hosting costs provided only.	Has extensive municipal website experience. Noted that proponent will respond to after-hours support requests but not noted to be inclusive of hosting costs.	Has extensive municipal support experience and will respond to after-hours support or website issue requests. Proponent provided an "all-in" cost for the project including first year of hosting and support in keeping with the RFP stated approximate budget amount.	Proponent does not have municipal experience, but provided an "all-in" cost estimate including first year of maintenance and hosting costs.	
TOTAL COSTS PROPOSED (including hosting for one year)		\$16,701.00	\$45,600.00	\$14,467.00	\$29,484.00



REQUEST FOR DECISION

SUBJECT: **Policy 1032 College, Trades and Apprenticeships**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: February 24, 2020 CAO: DT MANAGER:
DEPARTMENT: COMMUNITY SERVICES GM: PRESENTER: DL
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council approve the revised Policy 1032 “College, Trades and Apprenticeships” as presented.

BACKGROUND/PROPOSAL:

Council referred the policy back to the PRC for discussion at the November 25, 2019 Council Meeting.

The PRC recommended that the provision allowing retroactive awarding of the scholarship be removed and be consistent with the University and College Scholarships Policy. PRC also requested that Council determine whether grades should be a factor for consideration in the policy, though no formal change was made to the policy.

Council requested that Administration draft two separate policies for Trades and Apprenticeships and 4-Year University and College Programs. Council was concerned that the G.P.A requirements were unfair to students entering into Trades or Apprenticeship Programs.

Administration will develop a separate matrix for the trades policy that weights financial need at 40%, community involvement and work experience at 30% each, with grades acting as a tie breaker if all other things are equal as the policy is currently written, but will adjust this matrix based on Council direction.

The Trades criteria were amended to reflect that grades are an optional consideration. The focus for the Trades scholarship is on participation in some sort of work experience or RAP program instead of grades. Grades were not removed entirely because, in the situation where all things are equal, or there are trades applicants that did not do a high school work experience program, Council may use the students grades in their consideration.

Since Council did not want grades as a primary determining factor, Administration is recommending that participation in a work experience program be a substitute criteria. In the event that there is a tie, or Council

needs an additional factor for considering an eligible application, Administration is recommending the inclusion of a provision stating council may consider grades as a criteria.

At the last presentation to council, questions were still raised as to whether the policy should be retroactive, and whether grades should be a factor for consideration in applications.

BENEFITS OF THE RECOMMENDED ACTION:

1. Young people within Greenview will be encouraged to pursue post-secondary education, and to enhance their communities.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion

ALTERNATIVES CONSIDERED:

Alternative 1: Council may make additional recommendations to the policy.

FINANCIAL IMPLICATION:

Direct Costs: \$25,000 between the two separate scholarships. Numbers could fluctuate slightly if there are not enough applicants in either category.

Ongoing / Future Costs: These costs continue until Council determines the scholarship policy is no longer needed.

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 amend the policies as directed and update the policy directory.

ATTACHMENT(S):

- Policy 1032

Title: College, Trades and Apprenticeships Scholarships

Policy No: 1032

Effective Date:

Motion Number:

Supersedes Policy No: CO 18 and CO 19

Review Date:



Purpose: Greenview Council wishes to support students pursuing post-secondary education in Trades and Apprenticeship fields and wish to create an opportunity through financial assistance for those individuals as they make meaningful contributions to their community.

DEFINITIONS

Eligible Student means a student who meets the scholarship criteria established in the general principles for selection.

POLICY

1. Greenview Council will dedicate \$15,000 in the annual operating budget for the College, Trades and Apprenticeships scholarships. The scholarships will be awarded for Post-Secondary Trades and Apprenticeship programs.
2. Students enrolled in two (2) year college, trades, or apprenticeship programs are eligible for a \$1,500 scholarship.
3. The scholarships will be awarded to students who are a resident of Greenview (when not attending post-secondary) and who are enrolled in post-secondary studies at a college, trades or apprenticeship program.
4. Council will review the scholarship applications annually and select scholarship recipients.
5. General Principles for selection:
 - a. The student is a resident of Greenview;
 - b. The student has demonstrated financial need;
 - c. The student demonstrates community involvement, volunteering or extra-curricular activities;
 - d. The student has participated in a work experience or other work placement program (i.e. RAP, CTS programs, etc.) in High School;
 - e. Apprenticeship applicants must be enrolled in a registered apprenticeship program.
 - f. The applicants G.P.A or course average in the last two semesters may be factor for Council’s consideration of the application. A minimum average of 60% will be considered.
 - g. Consideration may be given to scholarship recipients from the previous year.

6. Students may apply, or re-apply, for the scholarship each year that they are enrolled in university, college, or apprenticeship programs.

PROCEDURE

1. Application forms will be available at, and should be returned to, any Greenview Administration office. The deadline for applications will be the second Friday in May of each year.
2. Only completed applications will be considered.
3. Applicants must submit a transcript of their two most recent semesters with their application (a working copy is acceptable). Applicants participating in an apprenticeship should provide proof that they are a registered apprentice.
4. Successful applicants will be notified by Greenview Administration.
5. The successful applicant (following the receipt of an acceptance letter from Greenview) must provide proof of enrollment through a receipt indicating payment of tuition to Greenview Administration in order to receive scholarship funding.



REQUEST FOR DECISION

SUBJECT: Tiny Hands of Hope Fundraising Gala – Sponsorship Request
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: February 24, 2020 CAO: MANAGER:
DEPARTMENT: COMMUNITY SERVICES GM: SW PRESENTER: LD
STRATEGIC PLAN: Quality of Life

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 Council take no action on the sponsorship request for the Tiny Hands of Hope Annual Illuminate the Night Fundraising Gala in Grande Prairie, AB.

BACKGROUND/PROPOSAL:

Tiny Hands of Hope is a non-profit society that was created to help families who have been touched by all types of infant loss, including pregnancy loss, SIDS and infant loss up to 24 months.

This year's fundraiser is focused on raising funds for the Children's Memorial Garden which is an initiative within the City of Grande Prairie, working to bring families touched by pregnancy and child loss together in a place where they can remember and celebrate these children; a place for hope and gathering with loved ones. The creation of this Garden would make it the first of its kind in all of Western Canada.

Due to the continuing amount of sponsorship requests that Administration has been receiving, Administration is recommending that the Community Services Coordinator, along with Communications Department, work to continue to help support community events by promoting events through social media and other platforms as an alternative to monetary sponsorship donations.

The Community Services Miscellaneous budget as of February 23, 2020 totals \$1,240,635.18.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Greenview would not be setting a precedent for financially contributing to similar events.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to direct Administration to provide promotional awareness of this event through Greenview social media sites.

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 Tiny Hands of Hope.

ATTACHMENT(S):

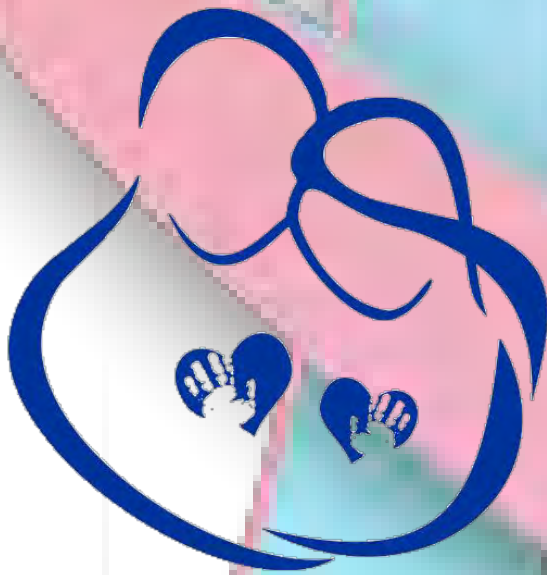
- Tiny Hands of Hope Sponsorship Request Letter & Sponsorship Opportunities



IT Partners
— Experience Managed IT

Present:

The Fifth Annual



**Tiny
Hands
of Hope**

*Illuminate the Night
Fundraising Gala*



PO Box 9006 Gateway Po, Grande Prairie AB, T8V 4N2
tinyhandsofhope@gmail.com www.tinyhandsofhope.ca (780) 832-8035

Attention: To Whom it May Concern
Re: Sponsorship Opportunity

Dear Sir/Madam:

Tiny Hands of Hope is a non-profit society created to help families touched by all types of infant loss. This includes pregnancy loss, neonatal loss, stillbirth, SIDS and infant death up to the age 24 months. Pregnancy and infant loss affects 1 in 4 pregnancies. We are a vibrant, growing organization directed by a dedicated group of volunteers whose lives have all been forever affected by the loss of an infant. We offer a variety of services to the community, including support services, outreach work with local hospitals, and our annual Walk to Remember. The Walk to Remember started in 2013 and has since grown to over 600 participants in 2018. It has created substantial awareness, so much so that Mayor Bill Given declared October 15 "Pregnancy and Infant Loss Awareness Day." We have come so far thanks to our supporters and sponsors, because of them we can start work on the Children's Memorial Garden.

This year we are seeking to raise funds for our Children's Memorial Garden, yet to be named. The Children's Memorial Garden is an initiative with the City of Grande Prairie, where we are working together to bring families touched by pregnancy and child loss. A place where they can remember and celebrate these children; a place for hope and gathering with loved ones. This garden will be the first of its kind in all of Western Canada.

On March 14, 2020 Tiny Hands of Hope will present our 5th Annual Illuminate the Night Gala Fundraiser. This event will accommodate 200 guests, and include silent and live auctions, inspirational speakers, amazing entertainment, and a formal dinner. At Tiny Hands of Hope, we depend on donations from corporate and personal community members in order to continue our work. We would like to offer you or your business the opportunity to be a part of this exciting fundraising event.

Thank you for your time and your support of Tiny Hands of Hope's 5th Annual Illuminate the Night 2020. We would love to hear from you regarding our sponsorship opportunities, contributions, and auction items. Please see our website Tinyhandsofhope.com, our Facebook page, or contact Janeya Tunke at 780-832-8035.

PO Box 9006 Gateway Po, Grande Prairie AB, T8V 4N2 tinyhandsofhope@gmail.com
www.tinyhandsofhope.ca (780) 832-8035



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tinyhandsofhope@gmail.com www.tinyhandsofhope.ca (780) 832-8035

Sponsorship Opportunities

	Platinum Sponsor	Gold Sponsor	Silver Sponsor	Table Sponsor
Investment	\$5000	\$2500	\$1500	\$800
Opportunities Available	SOLD OUT	SOLD OUT	1 Sold 3 Available	Multiple
Pre-Event Recognition				
Radio Advertising Promotions *	All	1/2		
Social Media	Title	◇	◇	◇
Website	Title	◇	◇	
Night Of Recognition				
Table of 8	VIP*	VIP*	◇	◇
Drink Tickets	8			
Corks for Wine Draw	8			
Order for Dinner	First	Second	Third	
Honourable Mention	◇	◇		
Program	Title Logo	Logo	Name Listed	Name Listed
Revolving Screen	Title Logo	Logo	Logo	Name Listed
Signage displayed ...	At Check in Table & On Stage	At Venue	On Table	On Table
Table Cards	◇	◇		
Post-Event Recognition				
Radio Advertising Promotions*	All	1/2		

**Tiny Hands of Hope is partnering with 2DayFm for advertising. They have an extensive resume which includes Father Daughter Ball, Radiothon, and a sponsor for the Rotary Dream Home. In the past they have done around 112 commercials for us.*

**Title Sponsors will be mentioned in all those radio commercials and Gold Sponsors will be mentioned in 1/2 of the commercials.*

**VIP tables will be located where you can see the speakers and entertainment without obstacle.*

PO Box 9006 Gateway Po, Grande Prairie AB, T8V 4N2 tinyhandsofhope@gmail.com
www.tinyhandsofhope.ca (780) 832-8035



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tinyhandsofhope@gmail.com www.tinyhandsofhope.ca (780) 832-8035

Sponsorship Opportunities

Not able to fulfill one of sponsorships above but, still want to contribute? Here are some of the ways your generosity can make our fundraiser a success.

Monetary Contributions					
Dinner	Champagne Reception SOLD	Table Wine SOLD	Entertainment for the Evening	Favors & Decor	Cash Donation

When you contribute to Tiny Hands of Hope 5th Annual Illuminate the Night gala you can expect your company logo on our social media prior to the event, your company name listed on revolving screen the night of the event, and your company name listed on the Program which is distributed to everyone in attendance.

Cash donations will also be accepted and appreciated. You can expect your company name listed on revolving screen the night of the event, and your company name listed on the Program.

Silent and Live Auction Items

The Auctions are the highlight of the evening. Prizes, Donations, and Packages such as trips, tickets, gift certificates, baskets, etc. are greatly appreciated. Please contact us with your donation ideas.

When you donate an auction item your Logo will be placed in Auction area.

If you would like to be a part of this exciting advertising opportunity, while supporting an excellent cause, please contact Janeya Tunke at 780-832-8035 or by email at tinyhandsofhope@gmail.com

Thank you for your time and consideration. We look forward to hearing from you.

Sincerely,

Tiny Hands of Hope Gala Fundraising Committee



REQUEST FOR DECISION

SUBJECT: 50th Annual Wanham Plowing Match – Sponsorship Request
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: February 24, 2020 CAO: 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 Council take no action on the 50th Annual Wanham Plowing Match sponsorship request, to be hosted in Wanham, Alberta on June 19-21, 2020.

BACKGROUND/PROPOSAL:

In 1971, the Wanham plowing match was conceived to become the means to draw people to Wanham thus making its community known.

Now in its 50th year the Wanham plowing match is looking forward to another event in their community. Activities taking place during this year's event include: plowing competitions, heavy horse events such as log skid, Barrel racing, show jumping, beer gardens, antique show and shine and a slow - pitch tournament along with many other forms of entertainment.

The Wanham plowing match is seeking financial sponsorship to offset costs with the operations of this year's event.

The Community Services Miscellaneous budget as of February 23, 2020 totals \$1,240,635.18.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Greenview would not be setting a precedent for an annual community event for surrounding Greenview areas.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to recommend a sponsorship amount for the Wanham Plowing Match.

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 Wanham Plowing Match Director.

ATTACHMENT(S):

- Wanham Plowing Match Sponsorship Request Letter
- Wanham Plowing Match 2020 Sponsorship Package



January 16, 2020

Wanham Plowing Match
Box 190
Wanham, Alberta, T0H 3P0

Municipal District of Greenview #16
Box 1079
Valleyview, AB
T0H 3N0

Our association has hosted this community event for the past 49 years. 2020 brings our 50th Annual Wanham Plowing Match which will be held on June 19, 20 and 21, 2020. The event includes heavy horse pulling and plowing, modified tractor pulls, barrel racing, pole bending, antique show and shine, children's activities, a slow pitch tournament, horse shoe tournaments, arm wrestling, trade show, homecoming, beer gardens, live entertainment and more.

Such an event would not be possible without support from companies and organizations like yourself as all of our events offer prizes and awards to competitors who come from all parts of our province and beyond. This is an event that has been bringing people far and wide together not only to compete but to enjoy watching for the past 49 years.

We would be grateful if you could support the 50th Wanham Plowing Match. We expect to be seeing a lot of new people as we are adding new exciting events this year; we also anticipate having lots of repeat attendees.

Your support will include you or your organization in our marketing materials, on our website and recognition at the events you choose to sponsor. Please review the attached sponsorship packages with deadlines and further information.

If you are interested in sponsoring the Wanham Plowing Match, please fill out the attached agreement form and send back to us at info@wanhamplowingmatch.com. Feel free to contact us with any additional questions.

Thanking you in advance for your consideration and your generous support.

Sincerely,

A handwritten signature in cursive script that reads "Jade Brown".

Jade Brown
Wanham Plowing Match Director
780-228-3956



Wanham Plowing Match

2020 Sponsorship Packages

The 50th Annual Wanham Plowing Match June 19-21, 2020 in Wanham, Alberta

From heavy horse pulling, plowing, and agility events, barrel racing, pole bending, a show and shine, ball tournament, modified tractor pulls antique machinery, and a museum, a kids program, local exhibits, tradeshow, and silent auction, live entertainment, beer gardens, arm wrestling, food booths, BBQ supper, and so much more, this weekend is sure to be fun for the whole family!

DIAMOND \$2000+

- 6 x 3 day passes
- Name listed in the 2020 Plowing Match mail out, which is distributed throughout the Peace Country.
- One 3' x 8' spot for your company to advertise along Hwy 49 from June 1, 2020 through May 31, 2021, the sign is the responsibility of the company and will be return after the year is over. Sign must be 3' x 8' and made of coroplast or dibond material.
- Your business name will be mentioned on the Wanham Plowing Match air time ads, with the local radio stations. This air time takes place several days leading up to the event.
- Display/Demonstration area will be available (max 10ft indoors, OR max 50ft outdoors)
- Name listed on a sign in beer gardens.
- A reserved spot in the beer gardens to display your company banner. Banner is the sponsor's responsibility; it must be supplied no later than Tuesday June 16, 2020, and collected by sponsor by the end of the match.
- Name mentions during the sponsored event, as well as announced on the grounds throughout the weekend.
- Name listed on HOME page and social media pages, including logo (if JPEG is supplied by March 15, 2020) and a link to your website.

PLATINUM \$1500-1999

- 6 x 3 day passes
- Name listed in the 2020 Plowing Match mail out, which is distributed throughout the Peace Country.
- One 3' x 8' spot for your company to advertise along Hwy 49 from June 1, 2020 through May 31, 2021, the sign is the responsibility of the company and will be return after the year is over. Sign must be 3' x 8' and made of coroplast or diabond material
- Display/Demonstration area will be available (max 10ft indoors, OR max 50ft outdoors)
- Name listed on a sign in beer gardens.
- A reserved spot in the beer gardens to display your company banner. Banner is the sponsor's responsibility; it must be supplied no later than Tuesday June 16, 2020, and collected by sponsor by the end of the match.
- Name mentions during the sponsored event, as well as announced on the grounds throughout the weekend.
- Name listed on HOME page and social media pages, including logo (if JPEG is supplied by March 15, 2020) and a link to your website.

GOLD \$1125-1499

- 4 x 3 day passes
- Name listed in the 2020 Plowing Match mail out, which is distributed throughout the Peace Country.
- Display/Demonstration area will be available (max 10ft indoors, OR max 50ft outdoors)
- Name listed on a sign in beer gardens.
- A reserved spot in the beer gardens to display your company banner. Banner is the sponsor's responsibility; it must be supplied no later than Tuesday June 16, 2020, and collected by sponsor by the end of the match.
- Name mentions during the sponsored event.
- Name listed on HOME page and social media pages, including logo (if JPEG is supplied by March 15, 2020) and a link to your website.

SILVER \$750-1124

- 2 x 3 day passes
- Name listed in the 2020 Plowing Match mail out, which is distributed throughout the Peace Country.
- Display/Demonstration area will be available (max 10ft indoors, OR max 50ft outdoors)
- Name listed on a sign in beer gardens
- A reserved spot in the beer gardens to display your company banner. Banner is the sponsor's responsibility; it must be supplied no later than Tuesday June 16, 2020, and collected by sponsor by the end of the match.
- Name mentions during the sponsored event.
- Name listed on webpage and social media pages, including logo (if JPEG is supplied by March 15, 2020) and a link to your website.

BRONZE \$325-749

- 3 x 1 day passes
- Display/Demonstration area will be available (max 10ft indoors, OR max 50ft outdoors)
- Name listed on a sign in beer gardens.
- Name mentions during the sponsored event.
- Name listed on webpage and social media pages, including logo (if JPEG is supplied by March 15, 2020) and a link to your website.

FRIENDS \$25-324

- Name listed on a sign in beer gardens.
- Name mentions during the sponsored event.
- Name listed on webpage, and social media.

www.wanhamplowingmatch.com

Thank you for your Support!



Wanham Plowing Match 2020 Sponsorship Agreement

Contact name _____

Company/Business Name _____

Address _____

City _____

Province _____

Postal Code _____

Phone Number _____

Fax Number _____

Email Address _____

Website link: _____

Facebook Page: _____

Other social media links: _____

Key history/information that may be used in advertising, on grounds or social media (ie: Established in XXXX, what is your company?) _____

Level of sponsorship agreed: _____ **Sponsorship Value:** \$ _____

Diamond \$2000+ / Platinum \$1500-1999 / Gold \$1125-1499 / Silver \$750-1124 Bronze \$325-749 / Friend \$25-324

Are you supplying any additional signage for advertising as per your package? YES NO

Approved by (print) _____

Date _____

Signed _____

Please email this form, along with a JPEG format of your logo, and any current Radio advertisements you may have.

These radio ads may be used for commercial style advertising on the grounds throughout the weekend. If you do not have a current radio ad, please be sure to send us some Key History and Information. Some samples of these commercials are below!

"Thank you to our 2020 sponsor Capital One Mastercard - What's in your wallet?"

"Thank you to our 2020 sponsor Ford - Smart technology, vehicle innovations, 3rd party awards and more, visit ford.ca for more information"

"Convenience, Selection, Service and More! Your Peace Country Co-Op serving Peace River and surrounding areas for over 40 years! Thank you Peace Country Co-Op."



REQUEST FOR DECISION

SUBJECT:	Grande Cache Community Friends Association (100 Caring Hearts, Grande Cache)		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 24, 2020	CAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	GM: SW	PRESENTER: LD
STRATEGIC PLAN:	Quality of Life		

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 Council approve \$1,000.00 to the Grande Cache Community Friends Association (100 Caring Hearts), for the sponsorship of The Dueling Pianos event on April 25, 2020, in Grande Cache, AB., with funds to come from Community Services Miscellaneous Grants.

BACKGROUND/PROPOSAL:

Grande Cache Community Friends Association (100 Caring Hearts, Grande Cache) is a registered non-profit charity, whose mission is to strengthen the community by providing assistance to individuals and groups during difficult personal situations. The funds are alternatively provided to organizations, non-profits or charities serving the Grande Cache area for them to do things which they could not otherwise do without financial support.

The need for this charitable society arose from the fact that many community members were unable to attend medical and specialist appointments in Edmonton, Grande Prairie and/or Hinton because they did not have the wherewithal to do so. Since the organization began on March 21, 2018 over \$25,000.00 has been contributed to medical costs for community members. Most recently two hospital beds were purchased, one for use of a resident at Whispering Pines Lodge and one to be used by homecare so that a resident would be able to stay home rather than being transferred to a long-term care facility.

The Grande Cache Community Friends Association (100 Caring Hearts, Grande Cache) is hosting a fundraising event to raise funds for their cause, Dueling Pianos will be held April 25, 2020 in Grande Cache. They are asking Greenview to sponsor a table of eight (8) at the cost of \$1,000.00.

Previously, in 2019 Greenview sponsored \$1,000.00 for the purchase of a table at the event.

The Community Service Miscellaneous Grant has a balance of \$1,240,635.18 as of February 23, 2020.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will be helping support a fundraiser within a Greenview Community.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to take no action on the recommended motion or to suggest an alternate sponsorship amount.

FINANCIAL IMPLICATION:

Direct Costs: \$1,000.00

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:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- 100 Caring Hearts (Grande Cache Community Friends) Sponsorship Request Letter



Post Office Box 870, Grande Cache, Alberta T0E 0Y0

Feb. 10 2020

Hi Lisa

Could you please have our request for the purchase of a table at The Dueling Pianos on April 25 2020 in Grande Cache placed before Council.

The MD purchased one last year and it was used by our local councillors.

The event is our major fundraiser and was enjoyed by all.

Thanks for helping out

Linda Rowbotham

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Post Office Box 870, Grande Cache, Alberta T0E 0Y0

100 Caring Hearts Grande Cache (Grande Cache Community Friends) is a registered non-profit charity whose mission is to strengthen our community by providing assistance to individuals to address difficult personal situations ; or to organizations, non-profits or charities, serving the Grande Cache area ,to do things which they could not otherwise do , without financial support.

Our organization began on March 21 2018 .To date we have contributed over \$25000.00 to assist with medical costs for community members Most recently we have purchased two hospital beds one for the use of a resident at Whispering Pines Lodge and one to be used by homecare so that a resident can stay at home, rather than go to long term care in another community We have assisted in the purchase of a mobility unit for a community member, helped the PARTY program thru the High School and the field trip programs in each of the schools . This list is by no means exhaustive, but it is important to note that **ALL** money raised goes back into the community.

On April 25 2020 we will be hosting an evening of entertainment with The Dueling Pianos , a live auction (with an opportunity to bid on, among other things,2 complete sets of tickets (including **Gold Medal** games at the 2020 World Junior Hockey Tournament at Rodgers Place in Edmonton Dec/Jan 2020-21)and possibly a silent auction.

We would like to invite your organization to take part in this evening of entertainment with The Dueling Pianos by purchasing a corporate table.

The cost of the table is \$1000.00 and will seat 8.

Thank you for considering our request.

Linda Rowbotham (for 100 Caring Hearts) Grande Cache Community Friends Association

Please complete the form on the reverse and scan to:

100CaringHearts@ gmail .com

OR

mail to 100 Caring Hearts Box 870 Grande Cache

**Facebook 100 Caring Hearts
Grande Cache Community Friends Registered Charity #5021080683**

Name of Contact person _____

Contact information (email/phone) _____

Number of tables needed _____

Confirmation of your reservation will be made upon receipt of payment.

Payment by cheque or e transfer only... to: Grande Cache Community Friends Box 870 Grande Cache, T0E 0Y0

100CaringHearts@gmail.com

If you have any questions please contact Denise Hagg at 780 827 6206 or Linda Rowbotham hamel@telus.net

In order for us to complete our plans, we ask that you respond by March 2 2020.

We have a limited number of tables so they will be allocated on a "first come, First served" basis"

Thank you for your support



REQUEST FOR DECISION

SUBJECT: **New Fish Creek Cemetery Board Appointment**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: February 24, 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 Michelle Hagen to the New Fish Creek Cemetery Board.

BACKGROUND/PROPOSAL:

The New Fish Creek 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.

Applicant has submitted an application form (please see attached).

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the New Fish Creek Cemetery Board will have a full board.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

FOLLOW UP ACTIONS:

Administration will inform the applicant of Council's decision.

ATTACHMENT(S):

- Application



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.**

New Fish Creek Cemetery Board

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: Michelle Hagen

Home/Mailing Address: Box 303

City: Valleyview Postal Code: T0H 3N0

Phone (home): 780-524-4201 Phone (work): 780-524-7656

Email: lastdollarranch@gmail.com

Qualifications: Community Member for the past 12 years. I have many years of board experience.

I have attended also several Board Development Workshops



APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

Experience: I have been a a member of the New Fish Creek Community Club and the Aboriginal Interagency.

I have been an Executive Board Member of the Peace River SPCA, Greenview Search and Rescue, 4-H and Knowledge Tree Daycare
Volunteer Activities you have been involved with: _____

Same as above with the addition of Big Brothers/Big Sisters.

How do you feel you could contribute to your chosen Board or Committee?

I hope to be able to share some of my board knowledge with the other community members.



Applicant's Signature

Feb 7, 2020

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.