



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REGULAR COUNCIL MEETING AGENDA

Monday March 9, 2020

9:00 AM

Council Chambers
Administration Building

#1	CALL TO ORDER		
#2	ADOPTION OF AGENDA		
#3	MINUTES	3.1 Special Council Meeting minutes held Wednesday February 19, 2020.	4
		3.1 Regular Council Meeting minutes held Monday February 24, 2020.	7
		3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING	4.1 Bylaw 20-837 Public Hearing	17
		4.2 Bylaw 20-838 Public Hearing	21
#5	DELEGATION		
#6	BYLAWS	6.1 Bylaw 20-837 Re-Designate from Agriculture One District to Institutional District	25
		6.2 Bylaw 20-838 Re-Designate from Country Residential One District to Institutional District	34
		6.3 Bylaw 20-842 Bylaws for Repeal	42
#7	BUSINESS	7.1 Signing Authority Changes	45
		7.2 Road Request for Access	49

	7.3 Community Police Officer Program – 2020 Capital Adjustment	52
	7.4 Birch Hills – Greenview ICF	54
	7.5 Policy 1026 – Greenview Sponsorships	70
	7.6 Policy 1034 - Asset Management	77
	7.7 Policy 8002 - Community Grants	83
	7.8 Policy 8004 – Community Events and Charitable Donations	96
	7.9 Ridgevalley Seniors Assistance Society	105
	7.10 7 th Annual Big Lakes County Charity Golf Tournament – Sponsorship Request	109
	7.11 Junior Rodeo D3 – Sponsorship Request	114
	7.12 PARTY Program – Sponsorship Request	117
	7.13 Ward Boundary Review	120
	7.14 CAO/Managers Reports	130
#8	MEMBERS REPORTS/EXPENSE CLAIMS	148
	<ul style="list-style-type: none"> • Ward 1 Expense Claim • Ward 2 Expense Claim • Ward 3 Members Business/Expense Claim • Ward 4 Members Business/Expense Claim • Ward 6 Members Business/Expense Claim • Ward 7 Members Business/Expense Claim • Division 9 Members Business/Expense Claim 	
#9	CORRESPONDENCE	
	<ul style="list-style-type: none"> • Grande Prairie Chamber of Commerce • Rural Municipalities of Alberta • Municipal World Daily • South Peace Area Rural Kids Early Development Coalition • Strategic Transportation Infrastructure Program • Valleyview Library Board Meeting Minutes 	
#10	CLOSED SESSION	
#11	ADJOURNMENT	

Minutes of a
SPECIAL COUNCIL MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16

Kin Room Evergreen Park
Grande Prairie Alberta, on Wednesday, February 19, 2020

1:
CALL TO ORDER

Chair Duane Didow called the meeting to order at 10:03 a.m.

PRESENT

Division 9	Deputy Reeve Duane Didow
Ward 5	Reeve Dale Smith(Teleconference)
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
Division 9	Councillor Tyler Olsen

ATTENDING

Chief Administrative Officer	Denise Thompson
Assistant Chief Administrative Officer	Stacey Wabick
Manager of Marketing & Communications	Stacey Sevilla

ABSENT

General Manager, Community Services	Gerry Murphy
General Manager, Infrastructure & Planning	Roger Autio

As per MGA Section 194(4); A special council meeting may be held with less than 24 hours' notice to all councillors and without notice to the public if at least 2/3 of the whole council agrees to this in writing before the beginning of the meeting.

#2:
AGENDA

MOTION: 20.02.108. Moved by: COUNCILLOR DALE GERVAIS
That the Wednesday February 19, 2020 Special Council Meeting agenda be adopted as presented.

CARRIED

**#3
CLOSED SESSION**

3.0 CLOSED SESSION

CLOSED SESSION

MOTION: 20.02.109. Moved by: COUNCILLOR LES URNESS
That the meeting go to Closed Session, at 10:04 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

3.1 DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS

OPEN SESSION

MOTION: 20.02.110. Moved by: COUNCILLOR DALE GERVAIS
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 10:45 a.m.

CARRIED

MOTION: 20.02.111. Moved by: DEPUTY REEVE DUANE DIDOW
That Council rescind motion 20.02.106, Highway 40 Twinning.

CARRIED

**HIGHWAY 40
TWINNING**

MOTION: 20.02.112. Moved by: REEVE DALE SMITH
That Council approve the expenditure of 50% of the project cost for the twinning of highway 40 for approximately 20 kilometres up to and including the intersection of Township Road 700, not exceeding 60 million dollars, with funds to come from the Road Infrastructure Reserves to be provided to the Government of Alberta for 30 million dollars in 2020 and 30 million dollars in 2021; and that any contributions from other funding contributors be deducted from the MD of Greenview's portion.

CARRIED

**#4
ADJOURNMENT**

4.0 ADJOURNMENT

MOTION: 20.02.113. Moved by: COUNCILLOR DALE GERVAIS
That this Committee of the Whole meeting adjourn at 10:47 a.m.

CARRIED

CHIEF ADMINISTRATIVE OFFICER

CHAIR

UNADOPTED

Minutes of a
REGULAR COUNCIL MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
 Greenview Administration Building,
 Valleyview, Alberta, on Monday February 24, 2020

1: Reeve Dale Smith called the meeting to order at 9:03 a.m.
CALL TO ORDER

PRESENT	Ward 5	Reeve Dale Smith
	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(Teleconference)
	Ward 7	Councillor Roxie Rutt
	Ward 8	Councillor Bill Smith(Teleconference)
ATTENDING	Division 9	Councillor Tyler Olsen

Chief Administrative Officer	Denise Thompson
Assistant Chief Administrative Officer	Stacey Wabick
General Manager, Community Services	Gerry Murphy
General Manager, Infrastructure & Planning	Roger Autio
Marketing & Communications Manager	Stacey Sevilla
Recording Secretary	Lianne Kruger
CAO for a Day	Susanne Nicholls

ABSENT

#2: MOTION: 20.02.114. Moved by: COUNCILLOR DALE GERVAIS
AGENDA That Council adopt the January 24, 2020 Regular Council Meeting Agenda with the following addition:

- Addition – Agenda Item 7.12 230 Road
- Addition – Agenda Item 7.13 Signing Authority Changes
- Addition – 10.1 Closed Session FOIPP Section 16

CARRIED

REGULAR COUNCIL MEETING MINUTES MOTION: 20.02.115. Moved by: COUNCILLOR DALE GERVAIS
 That Council adopt the minutes of the Regular Council Meeting held on Monday February 10, 2020 as presented.

CARRIED

**SPECIAL COUNCIL
MEETING MINUTES**

MOTION: 20.02.116. Moved by: COUNCILLOR DALE GERVAIS
That Council adopt the minutes from the Special Council Meeting held on Tuesday February 18, 2020 as amended:

- Amendment - Ward 9 Councillor to Division 9 Councillor
- Amendment – General Manager, Community Services Stacey Wabick to Assistant Chief Administrative Officer Stacey Wabick
- Addition – In attendance General Manager Community Services, Gerry Murphy

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
THIRD READING**

MOTION: 20.02.117. Moved by: COUNCILLOR SHAWN ACTON
That Council give Third Reading to Bylaw 19-817 Records Retention and Disposition as presented.

CARRIED

Councillor Tom Burton and Councillor Bill Smith joined the meeting by teleconference at 9:28 a.m.

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."

- \$50 fines
- Home based business exempt

Councillor Tom Burton requested a recorded vote;

For: Deputy Reeve Duane Didow, Councillor Les Urness, Councillor Tyler Olsen, Reeve Dale Smith, Councillor Roxie Rutt

Opposed: Councillor Dale Gervais, Councillor Shawn Acton, Councillor Tom Burton, Councillor Winston Delorme, Councillor Bill Smith

DEFEATED

#7
BUSINESS

7.0 BUSINESS

7.1 REQUEST FOR CONNECTOR ROAD

REQUEST FOR
CONNECTOR ROAD

MOTION: 20.02.118. Moved by: COUNCILLOR DALE GERVAIS
That Council take no action on the application for a 12km industrial connector road on Township Road 700.

CARRIED

7.2 RANGE ROAD 201 AWARD

RANGE ROAD 201
AWARD

MOTION: 20.02.119. Moved by: COUNCILLOR SHAWN ACTON
That Council award the Construction Project on Range Road 201 to Klassen Brothers Northern Ltd for \$1,586,252.00, with funds to come from the 2020 Capital Budget.

CARRIED

7.3 WET/RESCUE FIRE APPARATUS TENDER RESULTS

WET/RESCUE FIRE
APPARATUS
TENDER RESULTS

MOTION: 20.02.120. Moved by: COUNCILLOR WINSTON DELORME
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.

CARRIED

7.4 GREENVIEW FIRE SERVICE REBRANDING

**GREENVIEW FIRE
SERVICE
REBRANDING**

MOTION: 20.02.121. Moved by: COUNCILLOR TOM BURTON
That Council authorize the rebranding of the service provided by Greenview's 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.

CARRIED

7.5 COMMUNITY PEACE OFFICER VEHICLE TENDER

**COMMUNITY
PEACE OFFICER
VEHICLE TENDER**

MOTION: 20.02.122. Moved by: COUNCILLOR WINSTON DELORME
That Council award the 2020 Police Service four (4) SUV's Tender to Westgate Chevrolet LTD. with an upset limit of \$187,804.00, with funds to come from the Community Peace Officer Capital Budget.

CARRIED

7.6 GREENVIEW WEBSITE REDESIGN AND HOSTING

**GREENVIEW
WEBSITE REDESIGN
AND HOSTING**

MOTION: 20.02.123. Moved by: COUNCILLOR ROXIE RUTT
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.

CARRIED

7.7 POLICY 1032 COLLEGE, TRADES AND APPRENTICESHIPS

POLICY 1032

MOTION: 20.02.124. Moved by: DEPUTY REEVE DUANE DIDOW
That Council approve the revised Policy 1032 "College, Trades and Apprenticeships" as presented.

CARRIED

Councillor Tom Burton vacated the meeting at 10:55 a.m.

7.8 TINY HANDS OF HOPE FUNDRAISING GALA – SPONSORSHIP REQUEST

**TINY HANDS OF
HOPE
FUNDRAISING
GALA**

MOTION: 20.02.125. Moved by: COUNCILLOR DALE GERVAIS
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.

CARRIED

7.9 50TH ANNUAL WANHAM PLOWING MATCH – SPONSORSHIP REQUEST

**50TH ANNUAL
WANHAM
PLOWING MATCH**

MOTION: 20.02.126. Moved by: COUNCILLOR TYLER OLSEN
That Council approve take no action on the 50th Annual Wanham Plowing Match sponsorship request, to be hosted in Wanham, Alberta on June 19-21, 2020.

MOTION: 20.02.127. Moved by: COUNCILLOR DALE GERVAIS
That Council amend motion 20.02.125., 50th Annual Wanham Plowing Match Sponsorship Request.

CARRIED

MOTION: 20.02.125. Moved by: COUNCILLOR TYLER OLSEN
That Council approve the Diamond Sponsorship of \$2000.00 to the 50th Annual Wanham Plowing Match, to be hosted in Wanham, Alberta on June 19-21, 2020.

CARRIED

7.10 GRANDE CACHE COMMUNITY FRIENDS ASSOCIATION (100 CARING HEARTS, GRANDE CACHE)

**GRANDE CACHE
COMMUNITY
FRIENDS
ASSOCIATION**

MOTION: 20.02.127. Moved by: DEPUTY REEVE DUANE DIDOW
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.

DEFEATED

Reeve Dale Smith recessed the meeting at 11:12 a.m.
Reeve Dale Smith reconvened the meeting at 11:16 a.m.

7.11 NEW FISH CREEK CEMETERY BOARD APPOINTMENT

**NEW FISH CREEK
CEMETERY BOARD
APPOINTMENT**

MOTION: 20.02.128. Moved by: REEVE DALE SMITH
That Council appoint Michelle Hagen to the New Fish Creek Cemetery Board.

CARRIED

7.12 RANGE ROAD 230 RE-TENDER

RANGE ROAD 230

MOTION: 20.02.129. Moved by: COUNCILLOR SHAWN ACTON
That Council approve Administration to re-tender the Range Road 230, funds to come from the 2020 Capital Budget.

DEFEATED

MOTION: 20.02.130. Moved by: COUNCILLOR DALE GERVAIS
That Council direct Administration to not re-tender Range Road 230 tender.
CARRIED

7.13 SIGNING AUTHORITY CHANGES

SIGNING
AUTHORITY
CHANGES

MOTION: 20.02.131. Moved by: COUNCILLOR WINSTON DELORME
That Council remove former General Manager, Corporate Services, Rosemary Offrey from the list of authorized signing authorities on Greenview bank accounts held at ATB.

CARRIED

MOTION: 20.02.132. Moved by: DEPUTY REEVE DUANE DIDOW
That Council add Stacey Wabick, Assistant Chief Administrative Officer as signing authority to the approved list for Greenview bank accounts.

CARRIED

MOTION: 20.02.133. Moved by: COUNCILLOR DALE GERVAIS
That Council direct Administration to amend Policy 1027, to assign the Assistant CAO signing authority for Cheques and Financial Instruments.

CARRIED

MOTION: 20.02.134. Moved by: COUNCILLOR LES URNESS
That Council remove former General Manager, Corporate Services, Rosemary Offrey from the list of authorized signing authorities on Greenview bank account held at Servus Credit Union and add Stacey Wabick, Assistant Chief Administrative Officer as signing authority.

MOTION: 20.02.135. Moved by: COUNCILLOR WINSTON DELORME
That Council table motion 20.02.134. Authorized Signing Authorities on Greenview Bank Accounts, until later in the meeting.

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;
February 10, 2020 Regular Council Meeting
Senior Leadership Team Discussion
February 18, 2020 Committee of the Whole Meeting
February 18, 2020 Special Council Meeting
Growing the North Conference
February 19, 2020 Special Council Meeting
Federation of Canadian Municipalities Conference Call with Sturgeon County
- WARD 2** **COUNCILLOR DALE GERVAIS** updated Council on his recent activities, which include;
February 10, 2020 Regular Council Meeting
Municipal Planning Commission Meeting
February 18, 2020 Committee of the Whole Meeting
February 18, 2020 Special Council Meeting
Growing the North Conference
February 19, 2020 Special Council Meeting
Rural Municipalities of Alberta Zone 4 District Meeting
- WARD 3** **COUNCILLOR LES URNESS** updated Council on his recent activities, which include;
Greenview Regional Waste Management Commission Meeting
February 18, 2020 Committee of the Whole Meeting
February 18, 2020 Special Council Meeting
Growing the North Conference
February 19, 2020 Special Council Meeting
Rural Municipalities of Alberta Zone 4 District Meeting
- WARD 4** **COUNCILLOR SHAWN ACTON** submitted his update to Council on his recent activities, which include;
February 10, 2020 Regular Council Meeting
Senior Leadership Team Discussion
Municipal Planning Commission Meeting
Valleyview Recreation Board Meeting
Valleyview Library Board Meeting
ICF 100
RMRF Annual Law Seminar
February 18, 2020 Committee of the Whole Meeting
February 18, 2020 Special Council Meeting
Fox Creek Library Board Meeting
Growing the North Conference

February 19, 2020 Special Council Meeting
Growing the North Conference
South Peace Regional Archives Meeting

WARD 5

REEVE DALE SMITH submitted his update to Council on his recent activities, which include;
February 10, 2020 Regular Council Meeting
Tri Municipal Industrial Partnership - Signing
Growing the North Conference
February 19, 2020 Special Council Meeting via Teleconference

WARD 6

COUNCILLOR TOM BURTON was unavailable to submit his Members Business.

WARD 7

COUNCILLOR ROXIE RUTT submitted her update to Council on her recent activities, which include;
February 10, 2020 Regular Council Meeting
Senior Leadership Team Discussion
Crooked Creek Recreation Club Meeting
Municipal Planning Commission Meeting
Policy Review Committee Meeting
Grande Prairie Library Board Meeting
RMRF Annual Law Seminar
East Smoky Recreation Board Meeting
February 18, 2020 Committee of the Whole Meeting
February 18, 2020 Special Council Meeting
Growing The North – Hospitality Suite
Growing the North Conference
February 19, 2020 Special Council Meeting
Rural Municipalities of Alberta Zone 4 District Meeting
Peace Library Systems Board Meeting

WARD 8

COUNCILLOR BILL SMITH updated Council on his recent activities, which include;
February 10, 2020 Regular Council Meeting
South Wapiti Annual General Meeting
Minister Breakfast
Community Futures Meeting
February 18, 2020 Committee of the Whole Meeting
February 18, 2020 Special Council Meeting
Growing the North Conference
February 19, 2020 Special Council Meeting
Rural Municipalities of Alberta Zone 4 District Meeting

DIVISION 9

DEPUTY REEVE DUANE DIDOW submitted his update to Council on his recent activities, which include;

February 10, 2020 Regular Council Meeting
Senior Leadership Team Discussion
Breakfast with the Ministers
Municipal Planning Commission Meeting
Policy Review Committee Meeting
February 18, 2020 Committee of the Whole Meeting
February 18, 2020 Special Council Meeting
Growing the North Conference
February 19, 2020 Special Council Meeting

DIVISION 9

COUNCILLOR TYLER OLSEN submitted his update to Council on his recent activities, which include;

February 10, 2020 Regular Council Meeting
Municipal Planning Commission Meeting
The River of Death and Discovery Dinosaur Museum Society Meeting
RMRF Annual Law Seminar
February 18, 2020 Committee of the Whole Meeting
February 18, 2020 Special Council Meeting
Growing the North Conference
February 19, 2020 Special Council Meeting
Rural Municipalities of Alberta Zone 4 District Meeting

MEMBERS BUSINESS

MOTION: 20.02.135. Moved by: **COUNCILLOR WINSTON DELORME**
That Council receive Members Business for information.

CARRIED

**#9
CORRESPONDENCE**

9.0 CORRESPONDENCE

**COUNCIL
CORRESPONDENCE**

MOTION: 20.02.136. Moved by: **REEVE DALE SMITH**
That Council accept the correspondence for information, as presented.

CARRIED

MOTION: 20.02.137. Moved by: **DEPUTY REEVE DUANE DIDOW**
That Council direct Administration to request a meeting with the Minister of Energy and Alberta Environment and Parks and Alberta Energy Regulator regarding timelines and proximities of work camps to their oil and gas facilities.

CARRIED

10.0 CLOSED SESSION

CLOSED SESSION

MOTION: 20.02.138. Moved by: DEPUTY REEVE DUANE DIDOW
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 DISCLOSURE HARMFUL TO THIRD PARTY
(FOIPP; Section 16)

OPEN SESSION

MOTION: 20.02.139. Moved by: COUNCILLOR LES URNESS
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 12:21 p.m.

CARRIED

11.0 ADJOURNMENT

#11
ADJOURNMENT

MOTION: 20.02.140. Moved by: COUNCILLOR WINSTON DELORME
That the February 10, 2020 Regular Council meeting adjourn at 12:21 p.m.

CARRIED

CHIEF ADMINISTRATIVE OFFICER

REEVE



March 9, 2019
Bylaw No. 20-837 Public Hearing
Background Information

PROPOSAL:

The application for land use amendment A20-002 has been submitted by the Municipal District of Greenview No. 16 (Greenview) to re-designate a 0.92-hectare ± (2.28-acre) area from Agricultural One (A-1) District to Institutional (INS) District area within NW-12-72-01-W6. The subject lands are adjacent to the north boundary of the Hamlet of DeBolt, Ward 6.

BACKGROUND AND DISCUSSION:

The proposed rezoning would allow for the subsequent development of the Grande Spirit Senior Housing Project, the use being Supportive Living Accommodation which is a permitted use in Institutional (INS) District.

There were no concerns received from referral agencies other than Greenview Environmental Services who confirmed that connection fees for a water and sewer service for the housing would be required. The fees would be payable at the development permit stage as per the Schedule of Fees, and more than one service would not be allowed without approval by Council.

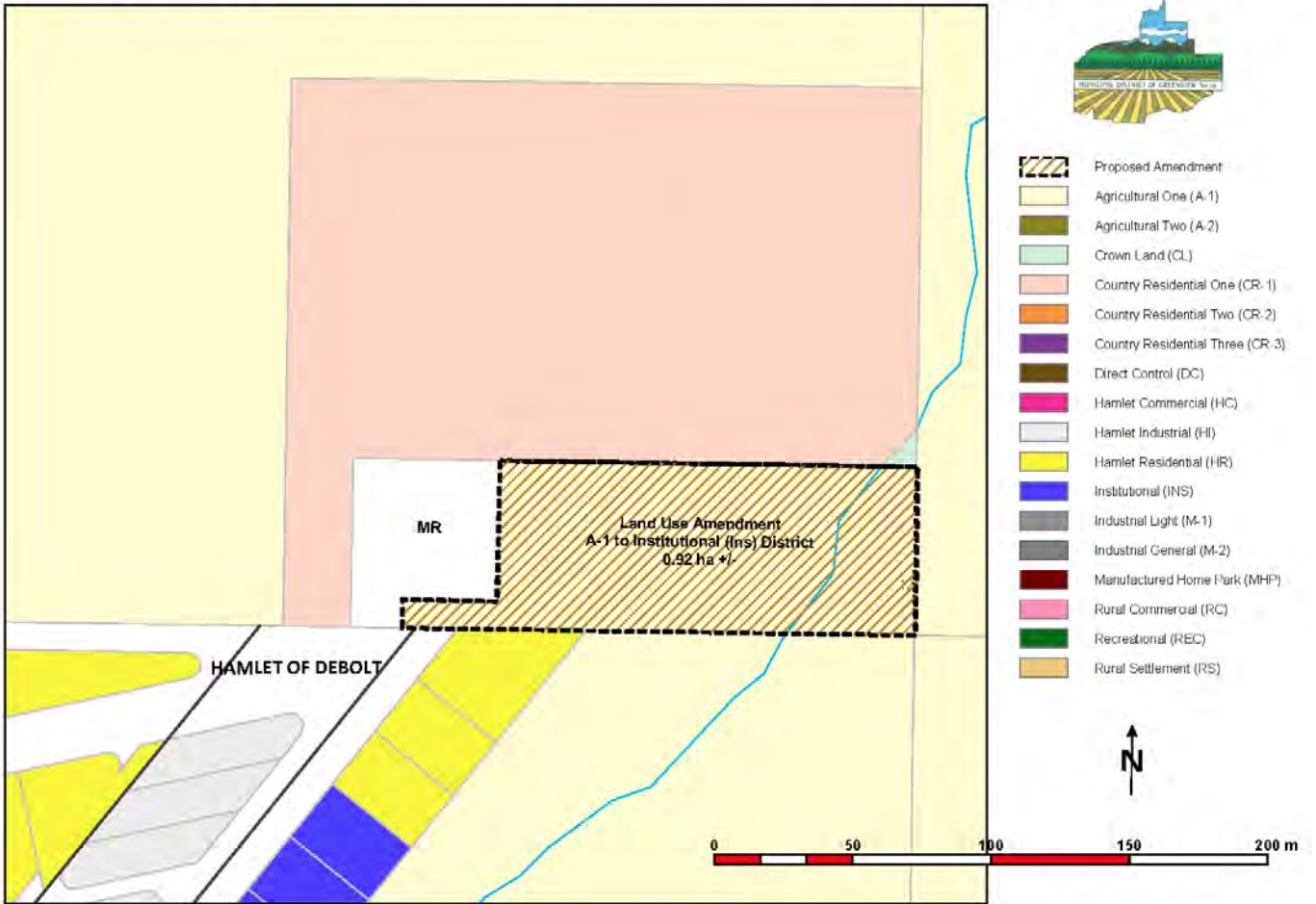
STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT:

On January 17, 2020, a copy of the application was circulated to Greenview's internal department. No concerns were received.

On January 17, 2020, a copy of the application was circulated to the following referral agencies: Alberta Culture and Tourism, Alberta Transportation, Alberta Energy Regulator, Alberta Environment and Parks – Water Approvals, Alberta Environment and Parks – Jack McNaughton, Alberta Environment and Parks – Marsha Trites-Russel, Alberta Municipal Affairs – David Dobson, ATCO Electric, East Smoky Gas Co-op, ESSO, Peace Wapiti School Division and Telus. No concerns were received.

On February 10, 2020, a copy of the application and notice of the Public Hearing was circulated to adjacent landowners within 804 metres of the property. No concerns were received. Referral agencies were also notified of the public hearing, as well as advertising published in the Daily Herald Tribune on February 14, 2020 and February 21, 2020, with no concerns received.

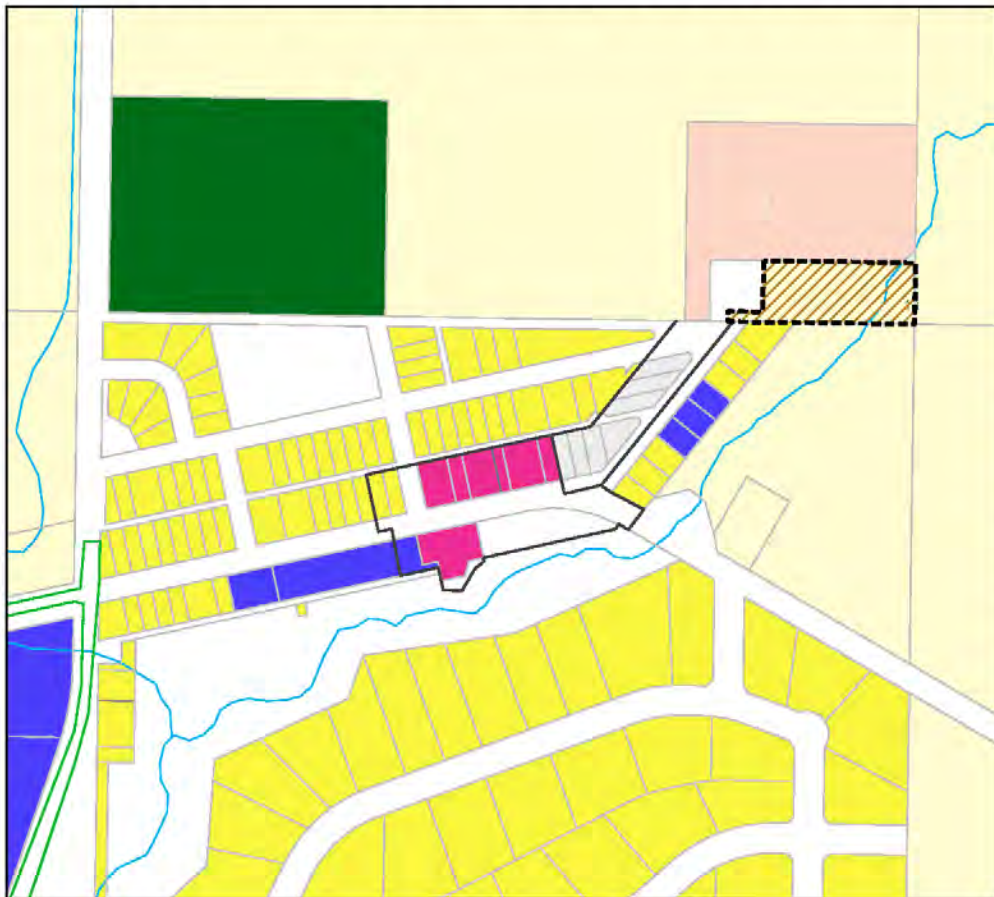
Proposed Land Use Amendment NW-12-72-1-W6 - 0.92 ha





















Proposed Land Use Amendment NW-12-72-1-W6 - 0.92 ha



Proposed Land Use Amendment NW-12-72-1-W6 - 0.92 ha



-  Proposed Amendment
-  Agricultural One (A-1)
-  Agricultural Two (A-2)
-  Crown Land (CL)
-  Country Residential One (CR-1)
-  Country Residential Two (CR-2)
-  Country Residential Three (CR-3)
-  Direct Control (DC)
-  Hamlet Commercial (HC)
-  Hamlet Industrial (HI)
-  Hamlet Residential (HR)
-  Institutional (INS)
-  Industrial Light (M-1)
-  Industrial General (M-2)
-  Manufactured Home Park (MHP)
-  Rural Commercial (RC)
-  Recreational (REC)
-  Rural Settlement (RS)





March 9, 2019
Bylaw No. 20-838 Public Hearing
Background Information

PROPOSAL:

The application for land use amendment A20-003 has been submitted by the Municipal District of Greenview No. 16 (Greenview) to re-designate a 1.30-hectare \pm (3.21-acre) area from Country Residential One (CR-1) District to Institutional (INS) District area within NW-33-69-06-W6 (Plan 0324934 Block 1 Lot 1A). The subject lands are located south of the Hamlet of Grovedale, Ward 8.

BACKGROUND AND DISCUSSION:

The proposed rezoning would allow for the subsequent development of the Grovedale Seniors' Housing, the use being Supportive Living Accommodation which is a permitted use in Institutional (INS) District.

There were no concerns received from referral agencies other than Greenview Environmental Services who confirmed that connection fees for a water and sewer service for the housing would be required. The fees would be payable at the development permit stage as per the Schedule of Fees, and more than one service would not be allowed without approval by Council.

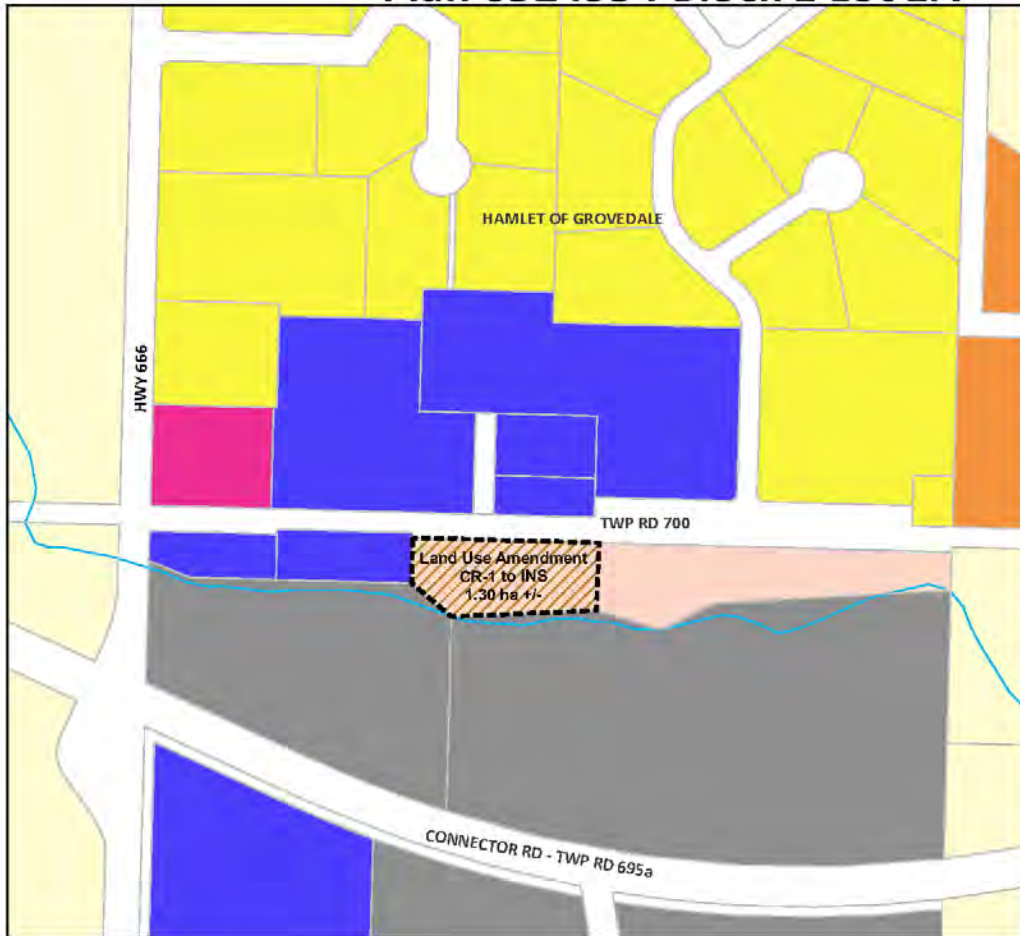
STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT:

On January 22, 2020, a copy of the application was circulated to Greenview's internal department. No concerns were received.

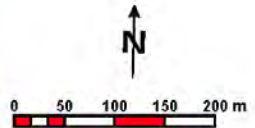
On January 22, 2020, a copy of the application was circulated to the following referral agencies: Alberta Culture and Tourism, Alberta Transportation, Alberta Energy Regulator, Alberta Environment and Parks – Water Approvals, Alberta Environment and Parks – Jack McNaughton, Alberta Environment and Parks – Marsha Trites-Russel, Alberta Municipal Affairs – David Dobson, ATCO Electric, Alberta Environment and Parks – Nils Anderson, Peace Wapiti School Division and Telus. No concerns were received.

On February 10, 2020, a copy of the application and notice of the Public Hearing was circulated to adjacent landowners within 804 metres of the property. No concerns were received. Referral agencies were also notified of the public hearing, as well as advertising published in the Daily Herald Tribune on February 14th, and 21st, 2020, with no concerns received.

Proposed Land Use Amendment NW-33-69-06-W6 Plan 0324934 Block 1 Lot 1A




- Proposed Amendment
- Agricultural One (A-1)
- Agricultural Two (A-2)
- Crown Land (CL)
- Country Residential One (CR-1)
- Country Residential Two (CR-2)
- Country Residential Three (CR-3)
- Direct Control (DC)
- Hamlet Commercial (HC)
- Hamlet Industrial (HI)
- Hamlet Residential (HR)
- Institutional (INS)
- Industrial Light (M-1)
- Industrial General (M-2)
- Manufactured Home Park (MHP)
- Rural Commercial (RC)
- Recreational (REC)
- Rural Settlement (RS)



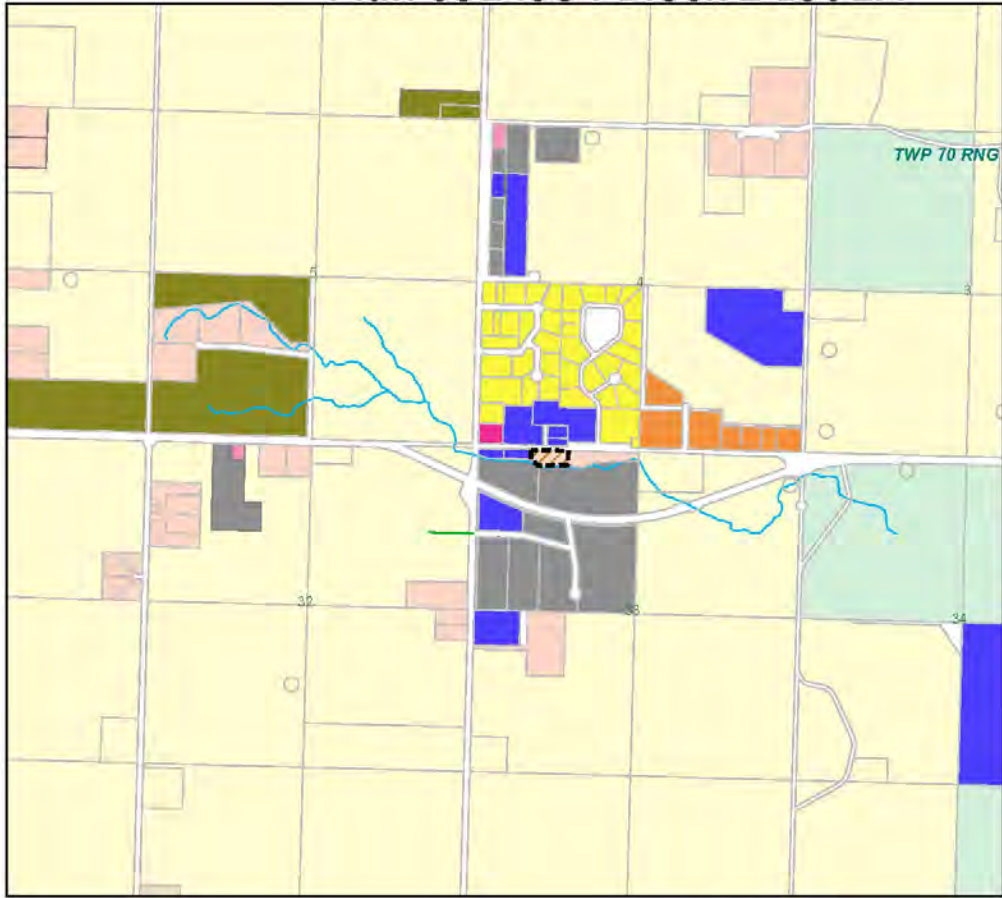
Proposed Land Use Amendment NW-33-69-06-W6 Plan 0324934 Block 1 Lot 1A



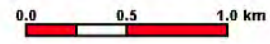
 Proposed Amendment



Proposed Land Use Amendment NW-33-69-06-W6 Plan 0324934 Block 1 Lot 1A



- Proposed Amendment
- Agricultural One (A-1)
- Agricultural Two (A-2)
- Crown Land (CL)
- Country Residential One (CR-1)
- Country Residential Two (CR-2)
- Country Residential Three (CR-3)
- Direct Control (DC)
- Hamlet Commercial (HC)
- Hamlet Industrial (HI)
- Hamlet Residential (HR)
- Institutional (INS)
- Industrial Light (M-1)
- Industrial General (M-2)
- Manufactured Home Park (MHP)
- Rural Commercial (RC)
- Recreational (REC)
- Rural Settlement (RS)





REQUEST FOR DECISION

SUBJECT: Bylaw No. 20-837 Re-designate from Agricultural One (A-1) District to Institutional (INS) District

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: March 9, 2020 CAO: MANAGER: SAR

DEPARTMENT: PLANNING & DEVELOPMENT GM: RA PRESENTER: LD

STRATEGIC PLAN: Development

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, RSA 2000

Council Bylaw/Policy (cite) – Municipal Development Plan No. 15-742 and Land Use Bylaw No. 18-800

RECOMMENDED ACTION:

MOTION: That Council give Second 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 (INS) District within NW-12-72-01-W6.

MOTION: That Council give Third 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 (INS) District within NW-12-72-01-W6

BACKGROUND/PROPOSAL:

The application for land use amendment A20-002 has been submitted by the Municipal District of Greenview No. 16 (Greenview) to re-designate a 0.92-hectare ± (2.28-acre) area from Agricultural One (A-1) District to Institutional (INS) District area within NW-12-72-01-W6, adjacent to the north boundary of the Hamlet of DeBolt, Ward 6.

The proposed rezoning would allow for the subsequent development of the Grande Spirit Senior Housing Project on the lands, the use being Supportive Living Accommodation.

There were no concerns received from referral agencies other than Greenview Environmental Services who confirmed that connection fees for a water and sewer service for the housing would be required. The fees would be payable at the development permit stage as per the Schedule of Fees, and more than one service would not be allowed without approval by Council.

The existing road located across the adjacent Lot 2MR was only built to a standard suitable for a private driveway to access Greenview’s water well located on the lot, and also provides physical access to Lot 1 Plan 072 1208, being the lot located immediately north of the proposal. Greenview administration is reviewing options to acquire physical access for all three lots, taking into account the fibre optic right-of-way that borders the south boundary of the proposal. Taking sufficient right-of-way to widen the existing

road would significantly reduce the parcel size for the intended development and expansion of the senior housing facility in the future, as the developable land on the lot is only about 1.0-acre in size.

Administration has reviewed the land use amendment application and it meets the fundamental land use criteria set out within the Institutional (INS) District. The application meets the requirements of the Municipal Government Act and the Municipal Development Plan. Administration does not anticipate any negative development or land use impacts from the proposal. As well, the proposed amendment will be compatible with existing surrounding residential developments. Administration is recommending that Council give Second and Third Reading to Bylaw No. 20-837.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that re-designation would allow development of senior housing units in the Hamlet of DeBolt.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of Council accepting the recommended motion is that development other than Institutional (INS) would no longer be possible on the lot.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to table Bylaw No. 20-837 for further discussion or information.

Alternative #2: Council has the alternative to deny the request completely and not allow the rezoning. The proposed amendment is contemplated by the existing legislation and does not, in and of itself, represent an issue from Administration's perspective.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Consult

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

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

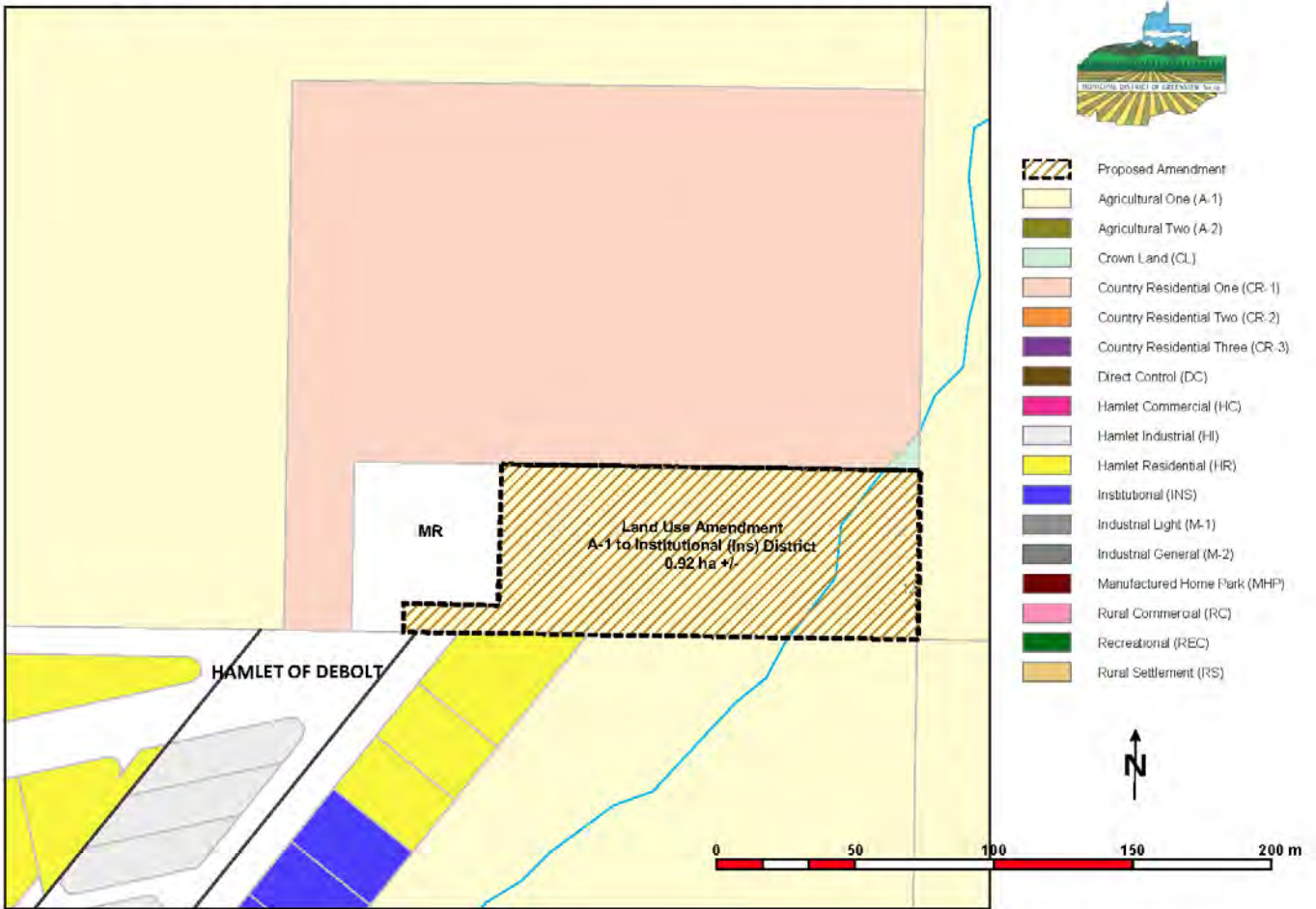
FOLLOW UP ACTIONS:

Once Council makes a decision, Grande Spirit can submit a permit to allow development of the proposed Supportive Living Accommodation.

ATTACHMENT(S):

- Schedule 'A' – Proposed Land Use Amendment
- Schedule 'B' – Bylaw No. 20-837
- Adjacent Landowner letter

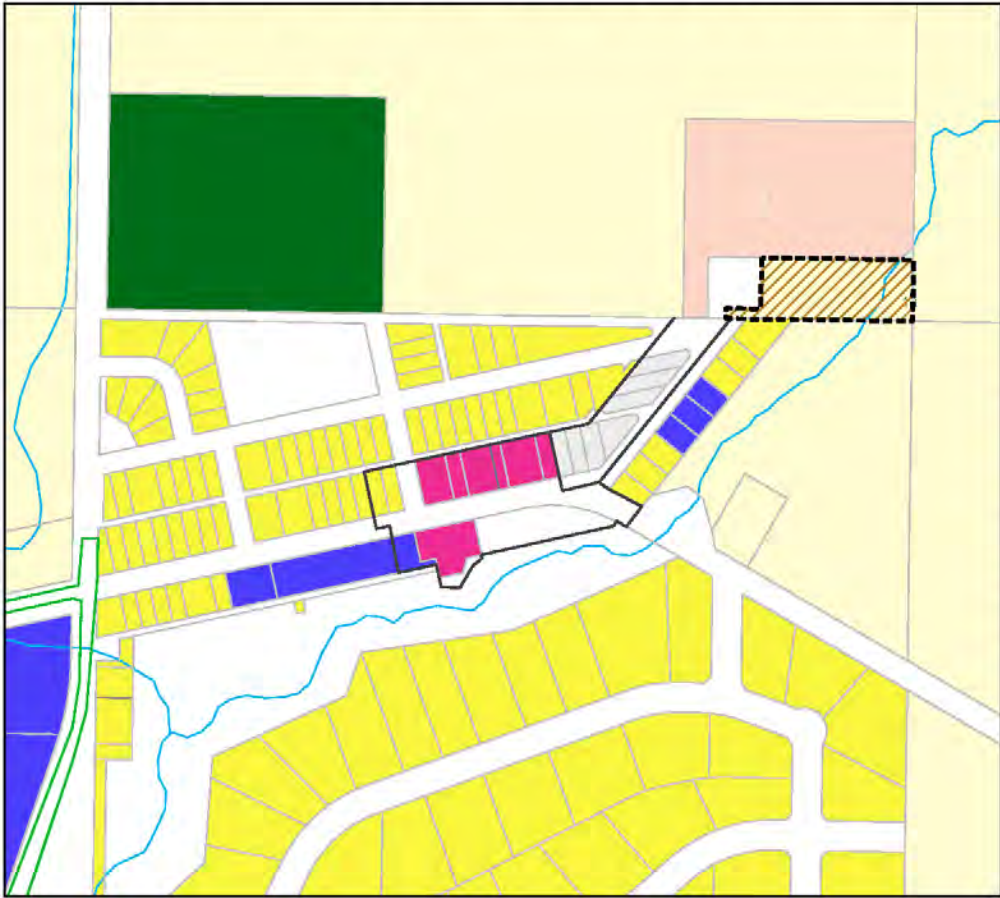
Proposed Land Use Amendment NW-12-72-1-W6 - 0.92 ha





















Proposed Land Use Amendment NW-12-72-1-W6 - 0.92 ha



Proposed Land Use Amendment NW-12-72-1-W6 - 0.92 ha



-  Proposed Amendment
-  Agricultural One (A-1)
-  Agricultural Two (A-2)
-  Crown Land (CL)
-  Country Residential One (CR-1)
-  Country Residential Two (CR-2)
-  Country Residential Three (CR-3)
-  Direct Control (DC)
-  Hamlet Commercial (HC)
-  Hamlet Industrial (HI)
-  Hamlet Residential (HR)
-  Institutional (INS)
-  Industrial Light (M-1)
-  Industrial General (M-2)
-  Manufactured Home Park (MHP)
-  Rural Commercial (RC)
-  Recreational (REC)
-  Rural Settlement (RS)



Feb 21 / 2020

RECEIVED

FEB 26 2020

To whom it may concern:

Senior Home property for DeBolt

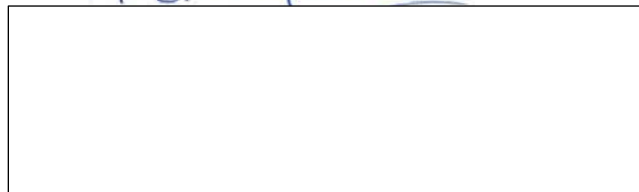
SCANNED

First of all I do not agree with this property for Senior Homes.

My concern's are this property is too small, no room for expansion for the future.

I would like to see the Senior homes over with the DeBolt Fire hall, where there is more room, nurses can be brought in, have it like Crooked Creek Senior home.

Thank you





BYLAW No. 18-837

OF THE MUNICIPAL DISTRICT OF GREENVIEW No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to amend Bylaw No. 18-800, being the Land Use Bylaw for the Municipal District of Greenview No. 16

PURSUANT TO Section 692 of the Municipal Government Act, being Chapter M-26, R.S.A. 2000, as Amended, the Council of the Municipal District of Greenview No. 16, duly assembled, enacts as follows:

1. That Map No. 2 in the Land Use Bylaw, being Bylaw No. 18-800, be amended to reclassify the following area:

All that Portion of the
Northwest (NW) Quarter of Section Twelve (12)
Within Township Seventy-Two (72)
Range One (1) West of the Sixth Meridian (W6M)

As identified on Schedule "A" attached.

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

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

Read a second time this ___ day of March , A.D., 2020.

Read a third time and passed this ___ day of March , A.D., 2020.

REEVE

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"

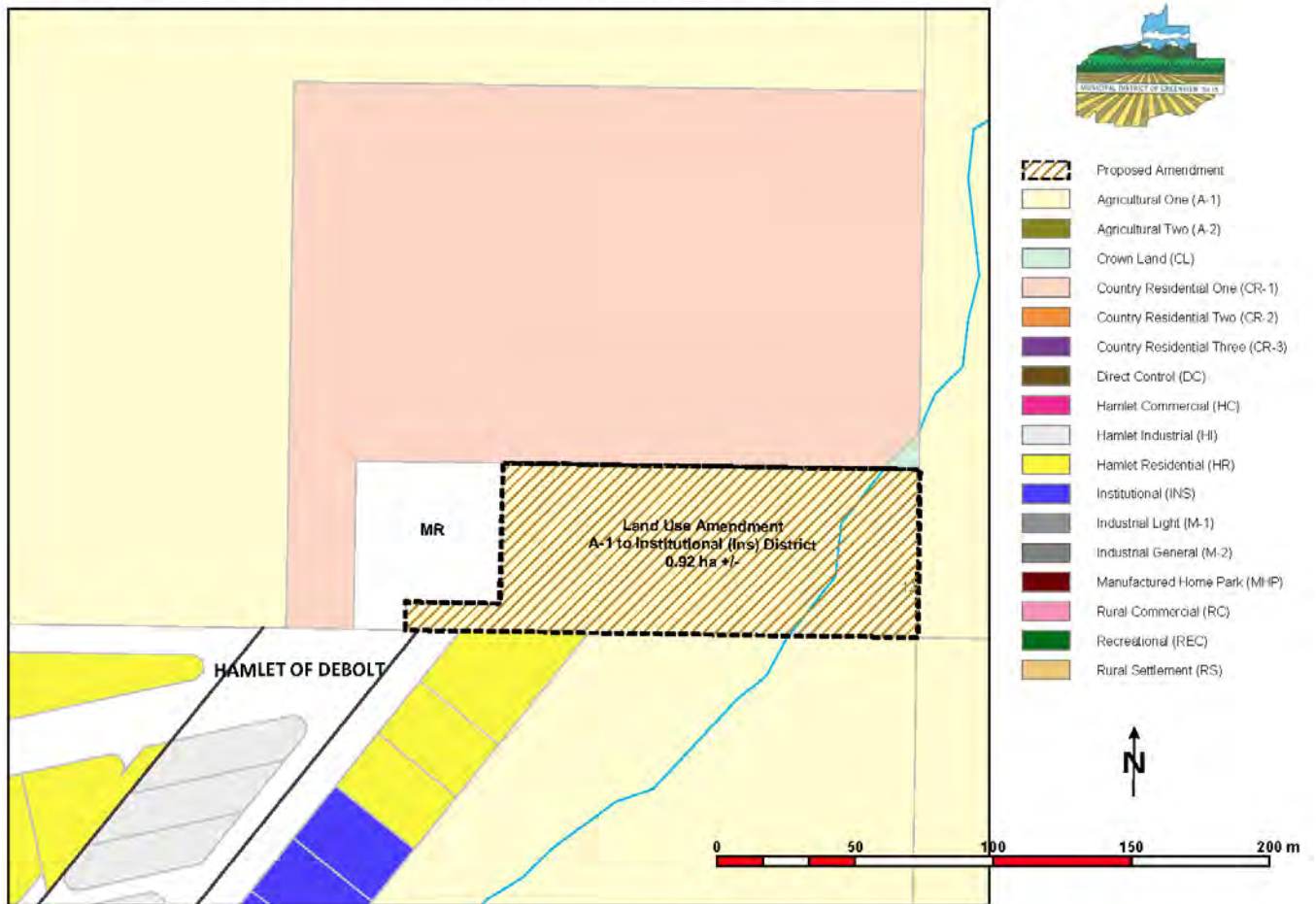
To Bylaw No. 20-837

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

All that Portion of the
Northwest (NW) Quarter of Section Twelve (12)
Within Township Seventy-Two (72)
Range One (1) West of the Sixth Meridian (W6M)

Is reclassified from District to District as identified below:

Proposed Land Use Amendment NW-12-72-1-W6 - 0.92 ha





REQUEST FOR DECISION

SUBJECT: Bylaw No.20-838 Re-designate from Country Residential One (CR-1) District to Institutional (INS) District

SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE:	March 9, 2020	CAO: MANAGER: SAR
DEPARTMENT:	PLANNING & DEVELOPMENT	GM: RA PRESENTER: CC
STRATEGIC PLAN:	Development	

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, RSA 2000

Council Bylaw/Policy (cite) – Municipal Development Plan No. 15-742, Grovedale Area Structure Plan 17-785 and Land Use Bylaw No. 18-800.

RECOMMENDED ACTION:

MOTION: That Council give Second 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 (INS) District within NW-33-69-06-W6 (Plan 0324934 Block 1 Lot 1A).

MOTION: That Council give Third 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 (INS) District within NW-33-69-06-W6 (Plan 0324934 Block 1 Lot 1A).

BACKGROUND/PROPOSAL:

The application for land use amendment A20-003 has been submitted by the Municipal District of Greenview No. 16 (Greenview) to re-designate a 1.30-hectare ± (3.21-acre) area from Country Residential One (CR-1) District to Institutional (INS) District area within NW-33-69-06-W6 (Plan 0324934 Block 1 Lot 1A), located south of the Hamlet of Grovedale, Ward 8.

The proposed rezoning would allow for the subsequent development of the Grovedale Seniors' Housing on the lands, the use being Supportive Living Accommodation.

There were no concerns received from referral agencies other than Greenview Environmental Services who confirmed that a connection fee for each of the water and sewer service for the housing was necessary, and this requirement would be placed as a condition of a development in accordance with the Schedule of Fees at the development permit stage.

Two approaches provide access to the lot from Township Road 700.

Administration has reviewed the land use amendment application and it meets the fundamental land use criteria set out within the Institutional (INS) District. The application meets the requirements of the Municipal Government Act and the Municipal Development Plan. An amendment to the Grovedale Area Structure Plan will be necessary in the future to change the area between Township Road 700 and the creek from Service Commercial to Village Centre, to accommodate the Institutional zoning and Supportive Living Accommodation use. The Administration does not anticipate any negative development or land use impacts from the proposal. As well, the proposed amendment will be compatible with existing surrounding developments. Administration is recommending that Council give Second and Third Reading to Bylaw No. 20-838.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that re-designation would allow development of senior housing units in the adjacent Hamlet of Grovedale.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of Council accepting the recommended motion is that development other than Institutional (INS) District would no longer be possible on the lot.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to table Bylaw No. 20-838 for further discussion or information.

Alternative #2: Council has the alternative to deny the request completely and not allow the rezoning. The proposed amendment is contemplated by the existing legislation and does not, in and of itself, represent an issue from Administration's perspective.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Consult

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

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

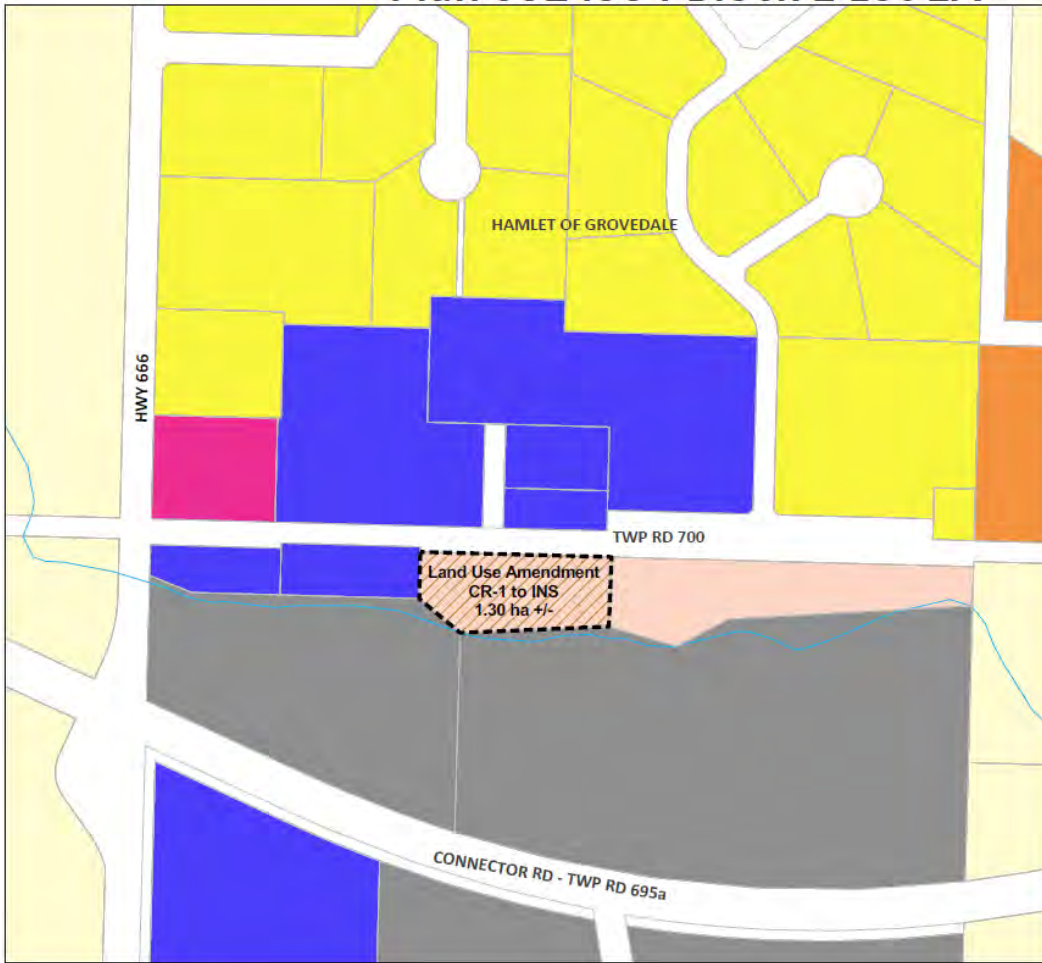
FOLLOW UP ACTIONS:



















Once Council makes a decision, Grande Spirit can submit a permit to allow development of the proposed Supportive Living Accommodation.

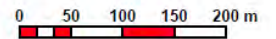
ATTACHMENT(S):

- Schedule 'A' – Proposed Land Use Amendment
- Schedule 'B' – Bylaw No. 20-838

Proposed Land Use Amendment NW-33-69-06-W6 Plan 0324934 Block 1 Lot 1A




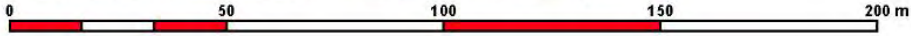
-  Proposed Amendment
-  Agricultural One (A-1)
-  Agricultural Two (A-2)
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-  Country Residential One (CR-1)
-  Country Residential Two (CR-2)
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-  Industrial Light (M-1)
-  Industrial General (M-2)
-  Manufactured Home Park (MHP)
-  Rural Commercial (RC)
-  Recreational (REC)
-  Rural Settlement (RS)



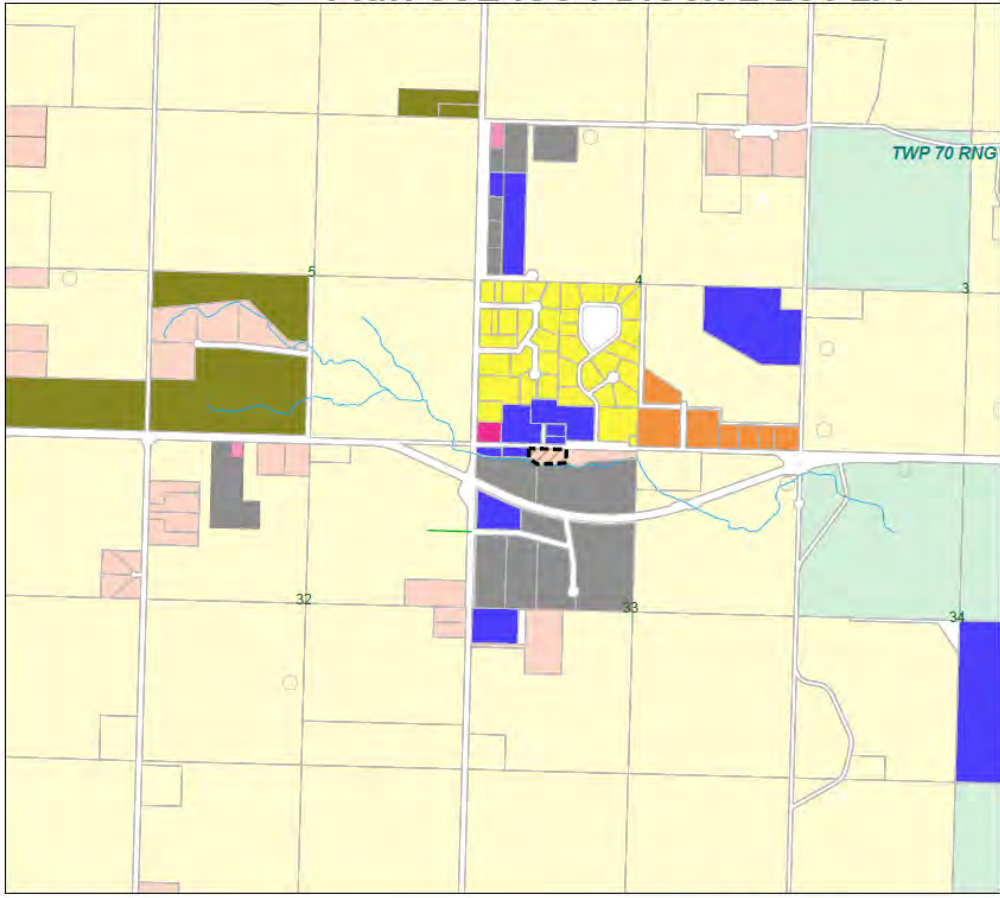
Proposed Land Use Amendment NW-33-69-06-W6 Plan 0324934 Block 1 Lot 1A



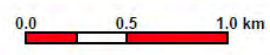
 Proposed Amendment



Proposed Land Use Amendment NW-33-69-06-W6 Plan 0324934 Block 1 Lot 1A



- Proposed Amendment
- Agricultural One (A-1)
- Agricultural Two (A-2)
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- Industrial General (M-2)
- Manufactured Home Park (MHP)
- Rural Commercial (RC)
- Recreational (REC)
- Rural Settlement (RS)





BYLAW No. 20-838

OF THE MUNICIPAL DISTRICT OF GREENVIEW No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to amend Bylaw No. 18-800, being the Land Use Bylaw for the Municipal District of Greenview No. 16

PURSUANT TO Section 692 of the Municipal Government Act, being Chapter M-26, R.S.A. 2000, as Amended, the Council of the Municipal District of Greenview No. 16, duly assembled, enacts as follows:

1. That Map No. 4 in the Land Use Bylaw, being Bylaw No. 18-800, be amended to reclassify the following area:

All that Portion of the
Northwest (NW) Quarter of Section Thirty-Three (33)
Within Township Sixty-Nine (69)
Range Six (6) West of the Sixth Meridian (W6M)

As identified on Schedule "A" attached.

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

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

Read a second time this ___ day of _____, A.D., 2020.

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

REEVE

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"

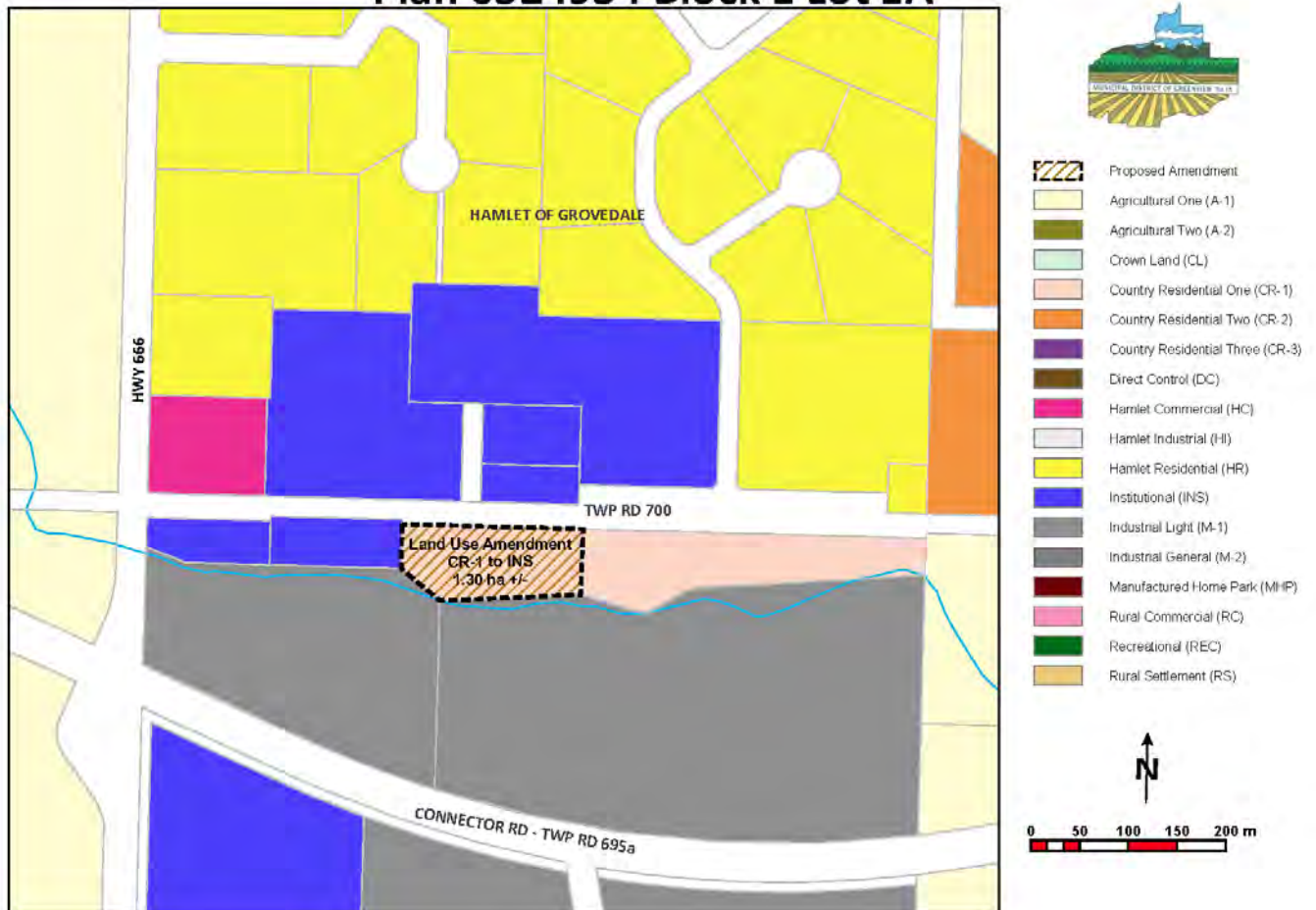
To Bylaw No. 20-838

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

All that Portion of the
Northwest (NW) Quarter of Section Thirty-Three (33)
Within Township Sixty-Nine (69)
Range Six (6) West of the Sixth Meridian (W6M)

Is reclassified from Country Residential One (CR-1) District to Institutional (INS) District as identified below:

Proposed Land Use Amendment NW-33-69-06-W6 Plan 0324934 Block 1 Lot 1A





REQUEST FOR DECISION

SUBJECT: **Bylaw 20-842 Bylaws for Repeal**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: March 9, 2020
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: ACAO SW
MANAGER:
PRESENTER: DL

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, R.S.A. 2000, Chapter M-26, Section 191.

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council give first reading to Bylaw 20-842 “a bylaw to repeal Bylaw 00-324 “Licensing of Businesses” and Grande Cache Bylaws No. 787 “Business License” and No. 803 “Records Management”.

MOTION: That Council give second reading to Bylaw 20-842 “a bylaw to repeal Bylaw 00-324 “Licensing of Businesses” and Grande Cache Bylaws No. 787 “Business License” and No. 803 “Records Management”.

BACKGROUND/PROPOSAL:

At the February 24 Council Meeting, Council defeated a revised business license bylaw that would have made business licenses mandatory for all businesses in Greenview. As it stands now, Greenview continues to have two bylaws relating to business licenses that are contradictory. Greenview Bylaw 00-324 provides for businesses to voluntarily get a business license, meanwhile Grande Cache Bylaw No. 787 provides for mandatory business licenses in the Hamlet. With the defeat of the bylaw to make business licenses mandatory for all, Administration is bringing forward a bylaw to repeal both business license bylaws.

With this repeal, business licenses will not be required for businesses in Greenview and will not be provided to businesses by administration. Businesses will still be required to have a valid development permit. In some cases, a business may require additional municipal approvals, for example liquor or cannabis establishments. Greenview administration will have a process in place for businesses to request a written notice of approval from the municipality to operate their business for these special circumstances.

The records management bylaw for Grande Cache is no longer required as Greenview Council adopted a new records management bylaw on February 24, 2020 that applies to all records in Greenview. Administration is requesting Council repeal this bylaw as well.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have bylaws that apply consistently over all of Greenview.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may decide to keep one or both of the business license bylaws in force. This is not recommended because both bylaws were drafted at a time where circumstances in Greenview were different. Whatever bylaw Council decided to keep, it would need to be updated. Keeping both would be contradictory in having volunteer participation everywhere in Greenview, and having it mandatory in Grande Cache.

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 and will bring a revision to the Schedule of Fees Bylaw if Council decides to remove business licenses entirely.

ATTACHMENT(S):

- Repealing Bylaw 20-842



BYLAW NO. 20- 842
of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta to repeal Bylaw 00-324 “Licensing of Businesses” and Grande Cache Bylaws No. 787 “Business License” and No. 803 “Records Management”.

WHEREAS, under the provisions of the Municipal Government Act, R.S.A 2000, Chapter M-26, Section 191(1) the power to pass a bylaw includes a power to amend or repeal a bylaw; and

WHEREAS, in accordance with Order in Council 361/2018 the Town of Grande Cache was dissolved and directed to become a hamlet in the M.D. of Greenview No. 16 effective January 1, 2019; and

WHEREAS, under the provisions of the Order in Council 361/2019, bylaws and resolutions of the town continue to apply in the former area of the town until the bylaws or resolutions are repealed, amended or replaced by the Council of the M.D. of Greenview;

NOW THEREFORE, the Council of the M.D. of Greenview No. 16, duly assembled in the Province of Alberta, hereby repeals the following:

1. Bylaw 00-324 – Licensing of Businesses
2. Bylaw No. 787 – Business License
3. Bylaw 803 – Records Management

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

Read a first time this ____ day of _____, 2020.

Read a second time this ____ day of _____, 2020.

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



REQUEST FOR DECISION

SUBJECT: **Signing Authority Changes**

SUBMISSION TO: REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: March 9, 2020	CAO: MANAGER: DD
DEPARTMENT: FINANCE	ACAO: PRESENTER:
STRATEGIC PLAN: Level of Service	

RELEVANT LEGISLATION:

Provincial (cite) –MGA, Section 213(4)
Council Bylaw/Policy (cite) – No. 1027 (16-20)

RECOMMENDED ACTION:

MOTION: That Council remove former General Manager, Corporate Services, Rosemary Offrey from the list of authorized signing authorities on Greenview bank account held at Servus Credit Union and add Stacey Wabick, Assistant Chief Administrative Officer as signing authority.

BACKGROUND/PROPOSAL:

The Greenview signing authorities for the Servus Credit Union account are: Councillor Dale Gervais and General Manager, Corporate Services, Rosemary Offrey.

All payments issued require two signatures, which currently are Councillor Dale Gervais and Rosemary Offrey.

As a result of Rosemary Offrey, General Manager, Corporate Services no longer being employed by Greenview, Administration recommends that Council remove her name from the list of authorized signing authorities for Greenview Bank accounts.

With the removal of Rosemary Offrey, Administration recommends that Council add Stacey Wabick, Assistant Chief Administrative Officer as signing authority on the Servus Credit Union account.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommend motion is to ensure that Greenview’s Servus Credit Union signing authority list is accurate and policy has been followed.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to choose an alternate person to have signing authority.

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 provide documentation to Servus Credit Union advising of the change and Stacey Wabick, Assistant Chief Administrative Officer will visit Servus Credit Union to sign required documentation.

ATTACHMENT(S):

- MGA, Section 213(4)

to the designated officer has not been assigned to any designated officer by council.

1994 cM-26 I s210

Revocation

211(1) A municipality may revoke with or without cause the appointment of a person to the position of a designated officer.

(2) A designated officer whose appointment is revoked without cause is, subject to any written agreement between the municipality and the officer, entitled to reasonable notice or to compensation instead of reasonable notice.

(3) A designated officer whose appointment is revoked with cause is, subject to any written agreement between the municipality and the officer, not entitled to reasonable notice or to compensation instead of reasonable notice.

1994 cM-26 I s211, 1995 c24 s25

Delegation by designated officer

212 A designated officer may delegate any of the officer's powers, duties or functions under this or any other enactment or bylaw to an employee of the municipality.

1994 cM-26 I s212

Fidelity bond

212.1(1) Starting with the 1998 financial year, the council of each municipality must annually obtain a fidelity bond, or equivalent insurance, in an amount the council considers appropriate.

(2) The fidelity bond or equivalent insurance must cover

- (a) the chief administrative officer of the municipality,
- (b) the designated officers of the municipality, and
- (c) other employees of the municipality

while carrying out duties relating to any money or security belonging to or held by the municipality.

1997 c19 s3

Signing or authorization of municipal documents

213(1) Minutes of council meetings must be signed by

- (a) the person presiding at the meeting, and
- (b) a designated officer.

(2) When council has delegated a power, duty or function to a council committee, the minutes of a council committee meeting that deal with the power, duty or function must be signed by

- (a) the person presiding at the meeting, and
- (b) a designated officer.

(3) Bylaws must be signed by

- (a) the chief elected official, and
- (b) a designated officer.

(4) Agreements and cheques and other negotiable instruments must be signed or authorized

- (a) by the chief elected official or by another person authorized by council to sign them, and
- (b) by a designated officer.

or by a designated officer acting alone if so authorized by council.

(5) A signature may be printed, lithographed or otherwise reproduced if so authorized by council.

1994 cM-26 1 s213

Destruction of records

214(1) 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 originals to be made.

(2) A council may pass a bylaw respecting the destruction of other records and documents of the municipality.

(3) A bylaw under subsection (2) must provide 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.

1994 cM-26 1 s214

Prohibition of certain agreements with employees

215(1) An agreement made on or after January 1, 1995 between a municipality and an employee of a municipality in which the municipality is to provide a service or commodity to the employee is void.



REQUEST FOR DECISION

SUBJECT: Road Request for Access
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: March 9, 2020
DEPARTMENT: CONSTRUCTION & ENGINEERING
STRATEGIC PLAN: Infrastructure

REVIEWED AND APPROVED FOR SUBMISSION
ACAO: SW
GM: RA

MANAGER:
PRESENTER: LT

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Greenview Development Guidelines & Municipal Servicing Standards.

RECOMMENDED ACTION:

MOTION: That Council accept the Range Road 242 Road Request project as a part of the 2020 Capital Block Funding program.

BACKGROUND/PROPOSAL:

Administration received 2 individual application for the same road request late in 2019 season. The request is to construct 1 km of road to access two quarters of land that currently do not have any access..

Currently Greenview maintains Range Road 242 north to NW 23-71-24 W5M, the road does continues but as an oilfield road.

Administration has visited the site and the preliminary estimate for this project is \$285,000.00.

The preliminary estimate includes land for a 30 meter right-of-way and a small turnaround. There is unnamed creek that will require a centreline pipe. Some advantages of the proposed access are it is free of wetlands, cleared of brush, and is surrounded by crownland. If this project is approved it would be completed using day labour forces.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is we would be providing landowners access to their lands for future development.

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 accept this application for access.

FINANCIAL IMPLICATION:

Direct Costs:

Approximately \$285,000.00

Ongoing / Future Costs:

Road maintenance costs for the future.

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:

Once the decision has been made administration will contact a day labour foreman to schedule a date and timeline for the project to be completed in a timely manner.

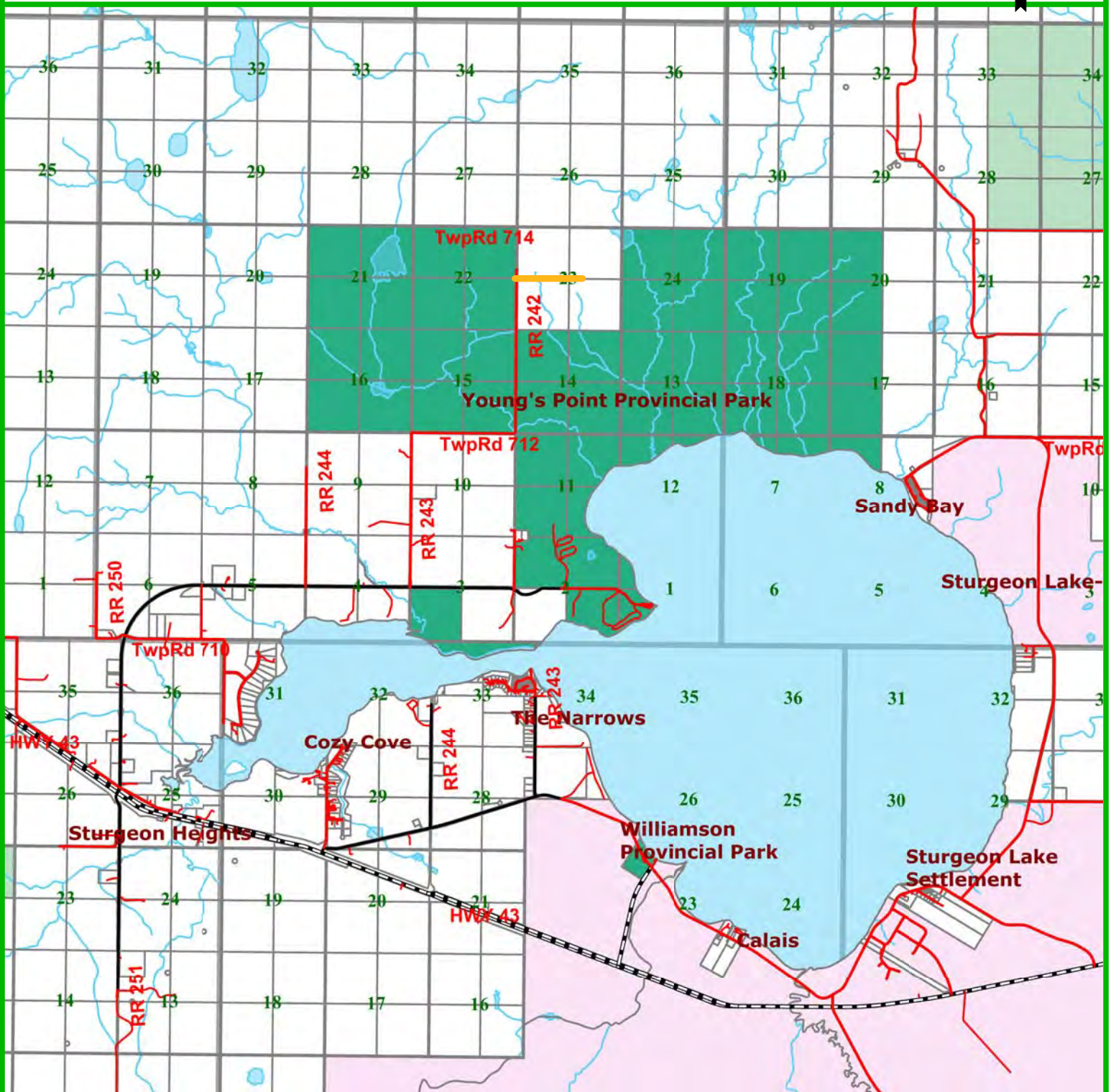
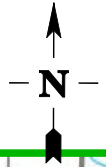
ATTACHMENT(S):

- Map of location



Municipal District of Greenview #16

Range Road 242 East - New Construction



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REQUEST FOR DECISION

SUBJECT: Community Police Officer Program – 2020 Capital Adjustment
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: February 24, 2020 CAO: MANAGER:
DEPARTMENT: PROTECTIVE SERVICES ACAO SW PRESENTER: SW
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve an additional \$19,600.00 to PO20001, PO20002, PO20003 and PO20004 respectively, a total of \$78,400.00 to the vehicles for the Community Police Officer Program, with funds to come from Protective Services.

MOTION: That Council authorize Administration to transfer \$78,400.00 from Contingency Reserve to the Protective Services Budget.

BACKGROUND/PROPOSAL:

The Community Police Officer Program is a new for Greenview and will commence in the 2020 calendar year. Administration researched the expenses extensively due to the unknowns regarding the requirements for administering a successful Community Police Officer Program. In some instances, estimates were included when costs were not available in a timely manner. The capital expenditures forecasted for the Community Police Officer Program were included in the 2020 Proposed Capital Plan Budget that was approved as presented on November 25, 2019.

The Fleet Coordinator, in preparation for the capital purchases, acquired accurate current costs of the specialty accessories required for the Community Peace Officer (CPO) vehicles through the tender process. In addition, it was determined during this purchase preparation that Community Peace Officers generally have specialty SUV vehicles rather than ½ ton vehicles. With that information, the estimate presented in the capital budget for the vehicles was determined to be too low.

The 2020 Capital Approved Budget included \$55,400.00 for each of the Community Peace Officer vehicles. The costs included the following estimates: \$47,500.00 for the ½ ton truck, \$3,000.00 for the AVL and \$4,900.00 for decals, lights and sirens. Administration’s new capital proposal is for Specialty Pursuit Vehicles (approved at an earlier Council meeting) with the associated costs of \$46,900.00 for the SUV, \$3,000.00 for the AVL and \$25,000.00 for the accessory package light/siren and decals for a total of \$74,900.00 per vehicle,

rounded up to \$75,000.00. This represents an increase of \$19,600.00 per vehicle for a total of \$78,400.00 for all the vehicles added to the CPO Capital Plan.

Administration is requesting that Council approve of the additional funds in order to have authority to pre-order the vehicles with the required light and sound signals in a timely manner for ensuring service availability to the Peace Officers.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that Administration will have the authority to properly up fit the CPO vehicles for their intended service.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is that the contingency reserve will be reduced by \$78,400.00.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to deny the recommended motion, however there will be insufficient funds to purchase the SPSUVs required.

FINANCIAL IMPLICATION:

Direct Costs: \$78,400.00 from Contingency Reserve

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:

If approved, Administration will proceed with the up fitting of the CPO vehicles.

ATTACHMENT(S):N/A



REQUEST FOR DECISION

SUBJECT:	Birch Hills-Greenview ICF	REVIEWED AND APPROVED FOR SUBMISSION
SUBMISSION TO:	REGULAR COUNCIL MEETING	CAO: MANAGER:
MEETING DATE:	March 9, 2020	ACAO SW PRESENTER: DL
DEPARTMENT:	CAO SERVICES	
STRATEGIC PLAN:	Intergovernmental Relations	

RELEVANT LEGISLATION:

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

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council approve the Birch Hills County – M.D of Greenview Intermunicipal Collaboration Framework.

BACKGROUND/PROPOSAL:

In accordance with Council direction, the ICF with Birch Hills County was completed administratively.

Bill 25: Red Tape Reduction Act, 2019 made some significant changes to the ICF process. Under this Bill, municipalities have the option to adopt an ICF by resolution rather than by bylaw. Birch Hills County has agreed to approve the ICF by resolution. Additionally, municipalities are only required to identify shared services rather than identifying all services provided by each municipality.

Birch Hills County approved the ICF at their February 27, 2020 Council meeting with no proposed changes.

Greenview and Birch Hills only share services for Mutual Aid Fire Services.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have a complete ICF with Birch Hills and an established framework for any future cooperation.

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 ICF.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

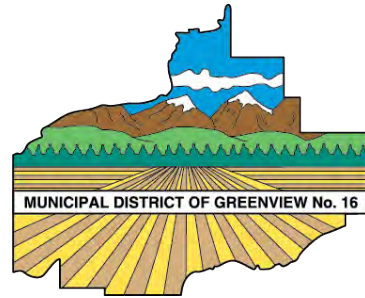
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will notify Birch Hills County and Municipal Affairs once the ICF is adopted.

ATTACHMENT(S):

- Birch Hills – Greenview ICF
- Mutual Aid Agreement



**Birch Hills County & Municipal District of Greenview No. 16
Intermunicipal Collaboration Framework
Agreement**

February 2020

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1. Introduction

- 1.1 It is recognized that Birch Hills County and Greenview share a common border, share common interests and are desirous of collaborating to provide services to their residents and ratepayers.
- 1.2 The MGA requires that municipalities that have a common boundary must create a framework with one another that identifies the services that the municipalities agree benefit more than one municipality that is party to the ICF and are provided on an intermunicipal basis, how they will be delivered, who will lead the delivery of the service(s), how the funding arrangements for these services will occur, and identify the timeframe for implementation of those services provided on an intermunicipal basis.
- 1.3 In this respect, the Parties agree as follows:

2. Definitions

In this Agreement:

- 2.1 "CAO" – means Chief Administrative Officer.
- 2.2 "Committee" – means ICF Committee as defined in Section 4 of the Agreement.
- 2.3 "Service Agreement" – means a legally binding agreement that is signed by both municipalities. E.g. an agreement, contract, memorandum of agreement or memorandum of understanding.
- 2.4 "Expiry Date" – means the date that this Agreement expires which is five years from the date of adoption of this agreement by resolution of both councils.
- 2.5 "Greenview" – means the MD of Greenview No. 16.
- 2.6 "Parties" – means the Birch Hills County and Greenview.
- 2.7 "Term of the Agreement" – means five year from adoption of this agreement.
- 2.8 "ICF" – means the Intermunicipal Collaboration Framework

3 Term of Review

- 3.1 In accordance with the *Municipal Government Act*, this ICF shall constitute an agreement between the parties and shall come into force and effect on the adoption of this agreement by resolution of both councils.
- 3.2 This ICF agreement may be amended by mutual consent of both Parties. Amendments to this Agreement shall come into force on the passing of matching resolutions by both Parties and shall be added as an Addendum to this Agreement.
- 3.3 It is agreed by the Parties they shall meet at least once during the Term of the Agreement commencing no later than 180 days before the Expiry date of this Agreement.
- 3.4 It is further agreed that upon request by either Party, the Committee shall also meet.

4 Intermunicipal Cooperation

- 4.1 The Parties agree to create a recommending body known as the ICF committee.
- 4.2 The Committee shall meet on an as required basis and will develop recommendations to the Councils on all matters of strategic direction and cooperation affecting the residents and ratepayers of both Parties.
- 4.3 The Committee shall consist of 4 elected officials, two from each Party.

- 4.4 The CAO's will be responsible to develop agendas and recommendations on all matters. CAO's will be responsible for forwarding all recommendations from the Committee to their respective councils.
- 4.5 Further to Article 3.4, either Party may trigger the requirement for the Committee to hold a meeting upon giving at least 30 days notice. Meeting request shall be directed by the CAO for the respective municipality.

5 Service Delivery

- 5.1 When one Party desires to enter into a new joint servicing arrangement, a Service Agreement shall be required to be developed on that specific service.
- 5.2 When developing Service Agreements for each Council's consideration, the Committee shall discuss and clearly identify which municipality will lead service delivery for the services(s) and determine the appropriate funding model for the service(s) being discussed.
- 5.3 All future Service Agreements shall set out a process for discontinuing the service provided if one or both Parties wish to discontinue in the service delivery.
- 5.4 All future Service Agreements shall set out a timeframe for the delivery of the service(s) being discussed including the start and end date for the agreement.

6 Services

- 6.1 The Parties will have collaborative agreements in place for all services that the Parties have determined are mutually beneficial to their citizens.
- 6.2 Both parties acknowledge and agree that they may from time to time provide financial assistance to not for profit organizations functioning outside their jurisdictional boundaries.
- 6.3 Both parties acknowledge they are members of agencies, boards, commissions and not for profit organizations delivering services for the benefit of their residents and ratepayers.

7 Intermunicipal Service Agreements

- 7.1 Birch Hills County and Greenview have agreed to provide emergency services assistance and resources when requested by the other Party as outlined in the Mutual Aid Fire Agreement, 2016. There is no term on this agreement.
- 7.2 The Mutual Aid Fire Agreement, 2016, is attached as Appendix B.

8 Land Use

- 8.1 Section 631 (1.1) of the Municipal Government Act, R.S.A. 2000, Chapter M-26, states "the Minister may, by order, exempt one or more councils from the requirement to adopt an Intermunicipal Development Plan". Pursuant to the provisions of Ministerial Order MSL:047/18 and a letter dated June 7, 2019 from the Deputy Minister stating that both parties have met the requirements for an IDP exemption, the Parties hereto are no longer required to complete an IDP.

8.2 Matters of a land use and development nature impacting either party shall be guided by policies set out in their respective Municipal Development Plans and/or other statutory plans.

9 Collaboration Process

- 9.1 Either Party may initiate the development of a new capital project and/or new service it deems to be critical or essential and that may be beneficial to both Parties. Prior to submitting a formal written notice for a new cost-sharing agreement, the initiating Party's CAO will consult and seek informal support from the other Party's CAO.
- 9.2 Once either municipality has received written notice of a new capital project or new service, an ICF Committee meeting must be held within 30 days of the date the written notice was received, unless both CAO's agree otherwise.
- 9.3 The ICF Committee will be the forum used to address and develop future Service Agreements and/or cost sharing arrangements.
- 9.4 Both Parties recognize that the decision to participate or not to participate in a project/arrangement ultimately lies with the respective municipal councils.

10 Indemnity

- 10.1 The Birch Hills County shall indemnify and hold harmless Greenview, its employees and agents from all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the Birch Hills County, its employees or agents in the performance of this Agreement.
- 10.2 Greenview shall indemnify and hold harmless Birch Hills County, its employees and agents from all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of Greenview, its employees or agents in the performance of this Agreement.

11 Binding Dispute Resolution Process

- 11.1 Both Parties agree to adopt the model dispute resolution provisions as set out in the schedule attached to the ICF Regulations (copy attached as Appendix "A" to this agreement).
- 11.2 Both Parties agree to abide by the Duty to Act in Good Faith provisions contained in the ICF Regulations.

12 General

- 12.1 Headings in this Agreement are for reference purposes only.
- 12.2 Words in the masculine gender will include the feminine gender whenever the context so requires and vice versa.
- 12.3 Words in the singular shall include the plural or vice versa whenever the content requires.
- 12.4 Should any provisions of this Agreement become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the agreement and the remainder shall remain in force and be binding as though such provisions had not been invalid.

13 Correspondence

12.1 Written notice under this agreement shall be addressed as follows:

a. In the case of Birch Hills County to:

Birch Hills County
c/o Chief Administrative Officer
Box 157
Wanham, AB T0H 3P0

b. In the case of Greenview to:

MD of Greenview No. 16
c/o Chief Administrative Officer
Box 1079
Valleyview, AB T0H 3N0

14 Authorizations

Signed and dated on:

Dale Smith, Reeve
MD of Greenview No. 16

Gerald Manzulenko, Reeve
Birch Hills County

Denise Thompson, CAO
MD of Greenview No. 16

Hermann Minderlein, CAO
Birch Hills County

Date

Date

Appendix “A” - Model Dispute Resolution Provisions Schedule

1. Definitions

1.1 In this Schedule.

- a. “initiating Party” means a party who gives notice under section 2 of this Schedule;
- b. “Mediation” means a process involving a neutral person as a mediator who assists the parties to a matter and any other person brought in with the agreement of the parties to reach their own mutually acceptable settlement of the matter by structuring negotiations, facilitating communication and identifying the issues and interests of the parties;
- c. “Mediator” means the person or persons appointed to facilitate by mediation the resolution of a dispute between the parties

2. Notice of Dispute

2.1 When a party believes there is a dispute under a framework and wishes to engage in dispute resolution, the party must give written notice of the matters under dispute to the other parties.

3. Negotiation

3.1 Within 14 days after the notice is given under section 2 of this schedule, each party must appoint a representative to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.

4. Mediation

- 4.1 If the dispute cannot be resolved through negotiations, the representatives must appoint a mediator to attempt to resolve the dispute by mediation.
- 4.2 The initiating party must provide the mediator with an outline of the dispute and any agreed statement of facts.
- 4.3 The parties must give the mediator access to all records, documents and information that the mediator may reasonably request.
- 4.4 The parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute.
- 4.5 All proceedings involving a mediator are without prejudice, and, unless the parties agree otherwise, the cost of the mediator must be shared equally between the parties.

5. Report

- 5.1 If the dispute has not been resolved within 6 months after the notice is given under section 2 of this Schedule, the initiating party must, within 21 days, prepare and provide to the other parties a report.
- 5.2 Without limiting the generality of subsection 5.1, the report must contain a list of the matters agreed on and those on which there is no agreement between the parties.

- 5.3 Despite subsection 5.1, the initiating party may prepare a report under subsection 5.1 before the 6 months have elapsed if;
- a. The parties agree or
 - b. The parties are not able to appoint a mediator under section 4 of this schedule.

6. Appointment of arbitrator

- 6.1 Within 14 days of a report being provided under section 5 of this Schedule, the representatives must appoint an arbitrator and the initiating party must provide the arbitrator with a copy of the report.
- 6.2 If the representatives cannot agree on an arbitrator, the initiating party must forward a copy of the report referred to in section 5 of this Schedule to the Minister with a request to the Minister to appoint an arbitrator.
- 6.3 In appointing an arbitrator under subsection 6.2, the Minister may place any conditions on the arbitration process as the Minister deems necessary.

7. Arbitration Process

- 7.1 Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices and procedures shall be the same as those in Division 3 of Part 17.2 of the Municipal Government Act and Part 1 of the Intermunicipal Collaboration Framework Regulation (AR 191/2017).
- 7.2 In addition to the arbitrator's powers under subsection 7.1, the arbitrator may do the following:
- a. Require an amendment to a framework;
 - b. Require a party to cease any activity that is inconsistent with the framework;
 - c. Provide for how a party's bylaws must be amended to be consistent with the framework;
 - d. Award any costs, fees and disbursements incurred in respect of the dispute resolution process and who bears those costs.

8. Deadline for resolving dispute

- 8.1 The arbitrator must resolve the dispute within one year from the date the notice of dispute is given under section 2 of this Schedule.
- 8.2 If an arbitrator does not resolve the dispute within the time described in subsection 8.1, the Minister may grant an extension of time or appoint a replacement arbitrator on such terms and conditions that the Minister considers appropriate.

9. Arbitrator's order

- 9.1 Unless the parties resolve the disputed issues during the arbitration, the arbitrator must make an order as soon as possible after the conclusion of the arbitration proceedings.
- 9.2 The arbitrator's order must:
- a. Be in writing,
 - b. Be signed and dated,
 - c. State the reasons on which it is based,
 - d. Include the timelines for the implementation of the order, and

e. Specify all expenditures incurred in the arbitration process for payment under MGA s.708.41.

9.3 The arbitrator must provide a copy of the order to each party.

9.4 If an order of the arbitrator under section 9.2 is silent as to costs, a party may apply to the arbitrator within 30 days of receiving the order for a separate order respecting costs.

10. Cost of arbitrator

10.1 Subject to an order of the arbitrator or an agreement by the parties, the costs of an arbitrator under this Schedule must be equally shared by the municipalities.

MUTUAL AID FIRE AGREEMENT

THIS AGREEMENT made this 28 day of April A.D. 20 14

BETWEEN:

MD of Greenview No. 16
4806 36th Avenue
Valleyview, AB T0H 3N0 OF THE FIRST PART

Birch Hills County
4601 50th Avenue
Wanham, AB T0H 3P0 OF THE SECOND PART

WHEREAS the parties to this Agreement are both Municipal Corporations within the Province of Alberta, incorporated pursuant to the *Municipal Government Act RSA 2000, M-26*, as amended;

AND WHEREAS each party to this Agreement provides fire protection services within their respective boundaries;

AND WHEREAS each of the parties hereto acknowledges and agrees that it is desirable and to the parties mutual benefit that from time to time, each be able to provide fire protection assistance to any or all of the other parties to this Agreement;

AND WHEREAS the parties hereto wish to enter into this Agreement to formalize the systems and procedures which can be utilized in order for the parties to request mutual aid and assistance from the other party to this Agreement and to respond to such requests;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the mutual covenants, agreements and premises set out herein, the parties hereto hereby agree as follows:

- 1. In this Agreement, the following words and terms shall have the following meanings:
 - a) "Assistance" shall mean firefighting or fire protection services available pursuant to this Agreement. Assistance may relate to incidents which the Requesting Party does not attend or does not believe it will attend, or incidents which the Requesting Party does attend, but believes it would be prudent to require further or other forces for firefighting/protection purposes.

- b) "Claims" shall mean any and all manner of action or actions, cause or cause of action, suits, proceedings, demands, debts, dues, sums of money, costs, expenses and damages of every nature and kind arising at law, equity, statute or otherwise which any party has, had, or may have.
 - c) "Dispatch Centre" shall mean the dispatch centre taking and transferring 911 emergency fire calls related to fires within the geographic boundaries of the parties to this Agreement.
 - d) "Effective Date" shall mean _____, 2016.
 - e) "Equipment" shall mean firefighting vehicles, apparatus and equipment.
 - f) "Requesting Party" shall mean a party to this Agreement which requests Assistance from another party to this Agreement.
 - g) "Responding Party" shall mean a party to this Agreement which responds to the request for Assistance made by a Requesting Party.
2. Subject to the terms and conditions of this Agreement, any party to this Agreement may request the Assistance of another party to this Agreement.
 3. Subject to the terms and conditions of this Agreement, the parties to this Agreement agree that they will endeavor to provide Assistance to the other party to this Agreement, upon request. However, the parties hereto acknowledge and agree that there are and will be times and circumstances in which Assistance cannot be provided. Without restricting the generality of the forgoing, Assistance may be refused when the Responding Party or its designate or fire chief, or his or her designate, deems it imprudent or unsafe to provide such Assistance. At all times, whether or not Assistance will be provided, and the nature of the Assistance to be provided, if any, will be in the unfettered discretion of the Responding Party.
 4. This Agreement shall come into force and effect upon the Effective Date, and shall remain in full force and effect until each of the parties hereto withdraws from this Agreement in accordance with the provisions of this Agreement.
 5. Any one of the parties to this Agreement may withdraw from this Agreement by providing the other party with six (6) months written notice of their intention to withdraw.
 6. All requests for Assistance pursuant to this Agreement, unless dispatched by or through the Dispatch Centre, shall be directed to the authorized representative of the Responding Party. In the event that the authorized representative of the Responding Party is someone other than the Responding Party's fire chief, the authorized representative will confirm the request with the Responding Party's fire chief, or his or her designate as soon as reasonably possible. If the Responding Party's fire chief or designate cannot be contacted, the Responding Party may, but will not be required to, respond.

7. A Responding Party may, after responding to a request for Assistance, withdraw their Assistance in the event that the Responding Party, the Responding Party's fire chief, or the designate of either of them, deems it prudent or desirable to withdraw Assistance. Without restricting the generality of the forgoing, Assistance may be withdrawn if the Responding Party's Equipment or services are required elsewhere, or it is deemed to be unsafe to provide or continue providing Assistance.
8. When providing Assistance, the following command and control structure will apply:
 - a. The first fire department of a Party to arrive at the scene of an incident shall assume incident command;
 - b. In the event that a Responding Party is the first fire department to arrive at the scene of an incident, the Responding Party will assume incident command until such time as the Requesting Party's fire department arrives and is ready to assume incident command;
 - c. The Requesting Party shall have incident command over all incidents which occur within its geographic boundaries, provided that the Requesting Party's fire department is in attendance and does not relinquish incident command;
 - d. Commands and requests of an incident commander shall be communicated in accordance with the command structure of the department to whom the commands or requests are directed;
9. In providing Assistance, a Responding Party shall not be required to provide Equipment which is not owned by the Responding Party, or employees or volunteers who are not employed or usually utilized by the Responding Party.
10. It is acknowledged and agreed by the parties hereto that a Responding Party providing Assistance pursuant to this Agreement shall not be entitled to bill or charge the Requesting Party for Equipment or services, or for the Assistance, being provided. However, each party to this Agreement agrees that they will, and hereby does, indemnify and save harmless any Responding Party from which they request Assistance, in accordance with the terms and provisions of this Agreement.
11. The responding party reserves the privilege to bill the requesting party for staff costs incurred and consumables used at any event on a cost recovery basis.
12. A Requesting Party to this Agreement shall and hereby does indemnify and save harmless a Responding Party who provides Assistance to that Requesting Party from and against all Claims, of every nature and kind whatsoever including Claims arising from damaged property, or injury to persons, which arise out of, or are in anyway attributable to the provision of Assistance, except those Claims which are due to the gross negligence of any employee, volunteer or representative of the Responding Party.

13. A Requesting Party shall, and hereby does, indemnify and save harmless a Responding Party from and against all Claims relating to the injury or death to persons responding to a request for Assistance from that Requesting Party, except where caused by the gross negligence of the Responding Party.
14. Notwithstanding paragraph 10, 11 and 12 of this Agreement, the parties to this Agreement covenant and agree that a Responding Party will not in any way be liable to a Requesting Party for:
 - a. Failure to respond to a request for Assistance, or failure to provide Assistance;
 - b. Failure to respond to a request for Assistance within a certain period of time, or in a timely fashion;
 - c. Consequential, indirect, exemplary or punitive damages;
 - d. Economic loss;
 - e. Any Claims that arise as a result of a party's refusal or inability to provide Assistance;
 - f. Any Claim that arises or results from the manner in which a Responding Party provides or does not provide Assistance, save and except Claims directly arising from the gross negligence of the Responding Party while providing Assistance.
15. The Parties hereto shall, at their own respective cost and expense, maintain in full force and effect during the term of this Agreement, general liability insurance in an amount not less than \$5,000,000.00 per occurrence for personal injury and/or property damage, together with such other insurance that may be agreed to in writing by the parties hereto as being reasonable and obtainable.
16. Nothing in this Agreement, nor any of the acts of any party hereto shall be construed, implied or deemed to create a relationship of agency, partnership, joint venture, or employment as between the parties hereto, or any of them, and none of the parties have the authority to bind any other party to this Agreement to any obligation of any kind.
17. No party may assign this Agreement without the written consent of the other parties hereto.
18. The terms and conditions contained in this Agreement shall extend to and be binding upon the respective successors and permitted assigns of the parties to this Agreement.
19. In this Agreement, the singular shall mean the plural, and the masculine the feminine, and vice versa, as the context of this Agreement may require.
20. This Agreement may be executed in counterparts each of which when so executed shall be deemed to be an original and such counterparts shall constitute one in the same instrument, notwithstanding their date of execution.

21. In the event that any dispute arises pursuant to the terms of this Agreement, or the interpretation thereof, the parties hereto agree that, in the event that such a dispute cannot be resolved by mutual negotiations, they will submit the dispute to a third party arbitrator for a determination of the dispute pursuant to the *Arbitration Act of Alberta*. The costs of the arbitrator will be shared equally between the parties to any such dispute.
22. The parties hereto will notify their fire department officers of this Agreement so that they may become familiar with this Agreement, and its terms.
23. The parties hereto further acknowledge and agree that they will comply with all laws, rules, regulations, and codes applicable to the provision of firefighting services within the Province of Alberta.

IN WITNESS WHEREOF the parties hereto have set their seals and hand of their proper officials in that behalf on the day herein first above written.

MD of GREENVIEW

Per: _____

Per: _____

BIRCH HILLS COUNTY

Per: _____

Per: _____



REQUEST FOR DECISION

SUBJECT: Policy 1026 – Greenview Sponsorships
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: March 9, 2020 ACAO SW MANAGER: KK
DEPARTMENT: COMMUNITY SERVICES GM: GM PRESENTER: LD
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 1026 – Greenview Sponsorships

RECOMMENDED ACTION:

MOTION: That Council approve Policy 1026 “Greenview Sponsorships”, as presented.

BACKGROUND/PROPOSAL:

Administration reviewed Policy 1026 – Greenview Sponsorships and brought the changes forward to Policy Review Committee on February 11, 2020. At the February 11th meeting, Administration reviewed the changes alongside the committee and explained the reasoning for them.

Revisions to Policy 1026 include changing the policy title to ensure differentiation from Policy 8002 – Community Grants and 8004 – Community Events and Charitable Donations. Policy 1026 is for grant recognition and what Greenview requires for recognition from approved grant applicants. A copy of the policy will be sent out to the approved applicants with their approval letters and cheques so they are aware of recognition requirements.

Administration has also updated how Greenview administers grant recognition according to funding levels. The Community Services Coordinator will administer all levels of grants, however, how Greenview is recognized will have input from the Community Services Coordinator for Grants of \$2,500.00 and under, while Greenview recognition for grants \$2,500.00 and over will be facilitated by the Communications department. This will assist in ensuring that Greenview capitalizes on recognition opportunities accordingly.

Administration will be coordinating permanent signage for annual grant recipients.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Greenview Administration, Council and residents will be able to clearly identify the difference between grants and sponsorships and what Greenview requires of grant recipients.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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 make further revisions to Policy 1026.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications.

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 decision, Administration will inform records management and update the corporate website with links to the revised policies.

ATTACHMENT(S):

- Original Copy of Policy 1026
- Revised Copy of Policy 1026

Title: GREENVIEW SPONSORSHIPS

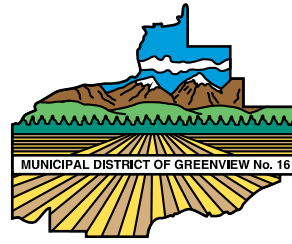
Policy No: 1026

Effective Date: July 23, 2018

Motion Number: 18.07.420

Supersedes Policy No: (None)

Review Date: July 23, 2018



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

Purpose: The purpose of this policy is to establish guidelines for recognition of grant funding received from Greenview for community events, initiatives and projects. Greenview Council is committed to building strong, vibrant communities that meet the needs of Greenview ratepayers.

DEFINITIONS

Communications Materials means materials which are developed to support the communication and general awareness of a project, product or service such as, newsletters, literature, publications, websites, social media postings, press releases, public service announcements, or fact sheets.

Promotional Materials (Promo) means articles of merchandise that are branded with a logo used in marketing and communication programs. These items are donated to charitable groups or given away to the public to promote an organization.

Marketing Collateral (Collateral) means the collection of media used to support marketing campaigns to promote a program or service. The goal is to sell target audiences and includes, brochures, rack cards, posters, print and web ads.

POLICY

1. Grant recipients should acknowledge funding support from Greenview in all communications materials, media coverage, and verbal promotion pertaining to the event, program, or project being supported by the grant.
2. Grant recipients agree that all related communications materials and marketing collateral, including signs, websites, posters, etc. will contain a visible, current and official Greenview logo. Official logo files are available through the Communications Department and must be used in accordance with Greenview’s visual standards guidelines. The Greenview logo should only be used in reference to the event/program/project.
3. If grant funding is supporting an event, the recipient shall obtain from Greenview, a Greenview banner for prominent display during the event and to recognize the support of Greenview through verbal acknowledgement during the event. Recognition of funding shall be in accordance with Procedure 1.
4. Grant recipients are encouraged to tag the M.D of Greenview in social media posts (Facebook, Instagram, Twitter) in recognition of grant support.
5. Unless the event or program has an established tiered sponsorship, the tiered guidelines for recognition in Procedure 1 shall apply, contingent on the level of Greenview funding.

6. If grant funding is supporting an event or program that involves tiered sponsorship, organizations should contact Greenview’s Communications Department to outline the deliverables within their sponsorship recognition framework.
7. All costs of printing, advertising, signage and other promotional activities related to grant recognition are the responsibility of the recipient.
8. A presentation to Council and a Cheque photo are required for grants over \$5,000 and should be coordinated through Greenview Administration.
9. Grant recipients may not identify as agents of the M.D of Greenview in any way.
10. Greenview reserves the right to use any information related to the organization and the grant assistance provided in its promotions and advertising. The use of such information will be at the discretion of Greenview and may be done so upon notification to the organization by Greenview Administration.
11. This Policy does not apply to operational grants.

PROCEDURE

1. Greenview shall apply the following tiered sponsorship to program, event and project grants:

Tier	Sponsorship Amount	Recognition Required
3	Under \$5,000	<ul style="list-style-type: none"> • Recognition in any print material • Recognition in media advertising (Optional) • Verbal recognition at event • Greenview Banner (may be supplied by Greenview)
2	\$5,000-25,000	<ul style="list-style-type: none"> • Recognition in print material and media advertising • Verbal recognition at event • Greenview Banner (printed by the event organizer at their own cost) • Delegate attendance (Optional) • Presentation to Council and Cheque photo
1	Greater than \$25,000	<ul style="list-style-type: none"> • Recognition in print material and media advertising • Verbal recognition • Greenview Banner (printed by the event organizers at their own cost) • Permanent signage paid for by the recipient • Delegate attendance • Presentation to Council and Cheque photo

2. For all promotion, communications and acknowledgement of Greenview, the primary contact is the Communications Officer.
3. Council Meeting delegations must be arranged by contacting Greenview one month prior to the scheduled meeting date.
4. Promotional recognition must be coordinated at least one month prior to the scheduled event or as soon as funding has been awarded.

Title: Greenview Grant Recognition

Policy No: 1026

Effective Date:

Motion Number:

Supersedes Policy No: (None)

Review Date:



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

Purpose: The purpose of this policy is to establish guidelines for recognition of grant funding received from Greenview for community events, initiatives and projects. Greenview Council is committed to building strong, vibrant communities that meet the needs of Greenview residents.

DEFINITIONS

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

Communications Materials means materials which are developed to support the communication and general awareness of a project, product or service such as, newsletters, literature, publications, websites, social media postings, press releases, public service announcements, or fact sheets.

Promotional Materials (Promo) means articles of merchandise that are branded with a logo used in marketing and communication programs. These items are donated to charitable groups or given away to the public to promote an organization.

Marketing Collateral (Collateral) means the collection of media used to support marketing campaigns to promote a program or service. The goal is to sell target audiences and includes, brochures, rack cards, posters, print and web ads.

POLICY

1. Grant recipients should acknowledge funding support from Greenview in all communications materials, media coverage, and verbal promotion pertaining to the event, program, or project being supported by the grant.
2. Grant recipients agree that all related communications materials and marketing collateral, including signs, websites, posters, etc. will contain a visible, current and official Greenview logo. Official logo files are available through the Communications Department and must be used in accordance with Greenview’s visual standards guidelines. The Greenview logo should only be used in reference to the event/program/project.
3. If grant funding is supporting an event, the recipient shall obtain from Greenview, a municipal banner for prominent display during the event and to recognize the support of the municipality through verbal acknowledgement during the event. Recognition of funding shall be in accordance with Procedure 1.
4. Grant recipients are encouraged to tag the M.D of Greenview in social media posts (Facebook, Instagram, Twitter) in recognition of grant support.

5. Unless the event or program has an established tiered sponsorship, the tiered guidelines for recognition in Procedure 1 shall apply, contingent on the level of municipal funding.
6. If grant funding is supporting an event or program that involves tiered sponsorship, organizations should contact Greenview’s Communications Department to outline the deliverables within their sponsorship recognition framework.
7. All costs of printing, advertising, signage and other promotional activities related to grant recognition are the responsibility of the recipient.
8. A presentation to Council and a Cheque photo are required for grants over \$5,000 and should be coordinated through Greenview Administration.
9. Grant recipients may not identify as agents of the M.D of Greenview in any way.
10. Greenview reserves the right to use any information related to the organization and the grant assistance to the organization in its promotions and advertising. The use of such information will be at the discretion of the municipality and may be done so upon notification to the organization by the municipality.
11. This Policy does not apply to operational grants.

PROCEDURE

1. Greenview shall apply the following grant recognition tiers for event and project grants:

Tier	Grant Amount	Recognition Required
Premier	\$10,000.00 +	<ul style="list-style-type: none"> • Regional, Provincial and/or National Reach • Recognition in print material and media advertising • Verbal recognition • Permanent Greenview signage paid for by the recipient to be placed within/outside of building or structure for annual grant recipients • Delegate attendance • Presentation to Council and Cheque photo-op. • Provide promotional items/passes for Greenview to disseminate. Full event attendance (Ex. VIP Passes)
Partner	\$2,500-10,000.00	<ul style="list-style-type: none"> • Regional Recognition • Recognition in print material and media advertising • Verbal recognition at event • Permanent Greenview signage will be provided for placement within/outside of building or structure. • Delegate attendance (min. 2) • Presentation to Council and Cheque photo-op.

<p>Community Support</p>	<p>\$100.00 - \$2,500.00</p>	<ul style="list-style-type: none"> • Administration may request Greenview signage be placed at event • Recognition in any print material • Recognition in social media advertising • Verbal recognition at event • Greenview Signage will be provided. • Greenview may request signage be placed within/outside of building or structure for annual grant recipients • Possible cheque presentation and photo-op with Councillor(s).
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2. For all promotion, communications and acknowledgement of Greenview, the primary contact is the Communications Manager.
3. Council Meeting delegations must be arranged by contacting Greenview one month prior to the scheduled meeting date.
4. Promotional recognition must be coordinated at least one month prior to the scheduled event or as soon as funding has been awarded.



REQUEST FOR DECISION

SUBJECT: **Policy 1034 “Asset Management”**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: March 9, 2020
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: ACAO SW
MANAGER:
PRESENTER: DL

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 1034 “Asset Management” as presented.

BACKGROUND/PROPOSAL:

Asset Management is a process that allows administration to track and budget Greenview assets. This policy focuses on the general principles and responsibilities of asset management in Greenview. Specific programs and procedures are being developed that compliment this policy. This policy is consistent with many asset management policies of other municipalities across the province and was drafted in accordance with best practices.

This policy was reviewed and approved by the PRC on February 11, 2020.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Greenview will have a policy in place to guide asset management.

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:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will update the policy registry.

ATTACHMENT(S):

- Policy 1034

Title: Asset Management

Policy No: 1034

Effective Date:

Motion Number:

Supersedes Policy No: NONE

Review Date:



Purpose: The purpose of this policy is to guide Greenview’s implementation of the asset management practices that enable a coordinated, cost effective and organizationally sustainable approach across Greenview.

This policy will:

- a) Define over-arching principles that guide the Greenview’s asset management initiatives to ensure the provision of required services to the community that meet the community’s current needs without compromising the future, at a level that is cost effective and sustainable;
- b) Outline decision making processes that demonstrate Environmental and Fiscal stewardship;
- c) Achieve Council’s vision as stated in approved Council’s Strategic Plan

DEFINITIONS

Asset means a physical object that is a significant economic resource and provides the delivery of a program or service.

Asset Management means the process of making decisions about the use and care of infrastructure to deliver services in a way that considers current and future needs, manages risks and opportunities, and makes the best use of resources.

Asset Risk means events where an asset fails to perform as it was designed/needed to.

CAO means Chief Administrative Officer.

Level of Service means a measure of the quality, quantity, and/or reliability of a service from the perspective of residents, businesses, and customers in Greenview.

Life-cycle means the time interval that commences with the identification of the need for an asset and terminates with the disposal of the asset.

Long-term cost (Life-cycle cost) means the financial and human resources required throughout the life cycle of the asset

Long-term financial Plan means a plan that documents the process of aligning financial capacity with long-term service objectives.

Risk means events or occurrences that will have undesired impacts on services.

Strategic Risk means events or occurrences that impact the ability to achieve strategic and service objectives.

POLICY

1. Asset Management is an integrated and adaptive approach, involving the Council and all departments of Greenview, to deliver sustainable services to the community by effective management of existing and new infrastructure.
2. This policy outlines principles that shape the asset management approaches and initiatives across the organization.
3. Greenview delivers services to the community through a wide range of assets owned and managed by Greenview.
4. This Policy applies to:
 - a) All existing and new assets or asset systems (including natural assets) owned by Greenview and used to deliver services to the community;
 - b) Assets owned by Greenview, but managed or co-managed by others to deliver services to the community, subject to the terms of any agreement already in place;
 - c) Assets owned by others but managed or co-managed by Greenview to deliver services to the community, subject to the terms of any agreements already in place.

PROCEDURE

5. **Service Delivery:**

- a) Greenview shall define the levels of service to meet the community's needs and regulatory requirements, in a manner that considers quality of life, minimizes long-term costs to the community and balances risks and opportunities.
- b) Greenview shall operate and manage all assets effectively and efficiently to deliver the defined levels of service to the community.
- c) Greenview will share defined levels of service and service performances with the community to demonstrate accountability and transparency in decision-making.
- d) Greenview shall monitor and periodically review the defined levels of service to ensure they are compliant with the community's needs, Council's strategic objectives and any applicable regulatory requirements.
- e) Greenview will comply with all relevant legislative, statutory and regulatory requirements.

6. **Sustainability and Environmental Adaptability**

- a) Greenview shall develop business cases that consider risks and long-term costs of delivering defined levels of service when investing in infrastructure assets.
- b) Greenview's infrastructure investment shall consider the current and future generation's needs (considering changing demographics), by incorporating strategic risk assessments in the asset management decision making.

- c) Greenview's asset management decision making shall incorporate a triple bottom line approach, considering the socio-cultural, environmental and economic outcomes.
- d) Greenview will consider the potential effects of climate change and other environmental impacts, and how the increased severity and frequency of climatic events may directly affect levels of service. Where appropriate, a proactive approach to mitigating the potential impacts of climate change will be adopted.

7. Holistic and Integrated Decision Making

- a) Greenview shall connect and integrate the appropriate departments, business units, and functions in the asset management decision making process in order to build effective working relationships and recognize maximum value in infrastructure investments.
 - i. These departments and functions include planning, engineering, operations and maintenance, finance and other strategic and long-term community planning and budgetary functions.

8. Fiscal Responsibility

- a) Greenview shall develop and maintain a long-term financial plan that identifies investment needs, funding requirements and revenue projections to achieve long-term financial sustainability.
- b) Greenview's infrastructure investment shall consider the financial impacts on current and future generations and promote social and inter-generational equity.
- c) Greenview shall implement processes that ensure the proposed investment needs are addressed efficiently and effectively.
- d) The decision to build, renew and/or replace an asset shall aim to minimize the long-term cost of asset ownership while balancing risks and meeting the defined levels of service.
- e) Greenview shall implement efficient maintenance strategies that consider sustaining the defined levels of service while seeking to mitigate risk and maximize value of asset ownership.
- f) Greenview shall comply with all the regulatory and statutory financial tracking and reporting requirements.

9. Continuous Improvement

- a) Greenview shall monitor and periodically review the asset management processes (including this policy) to measure their applicability and effectiveness in achieving the Greenview's strategic objectives, where applicable the required revisions shall be made.
- b) Greenview shall seek continuous improvement of the asset management processes by focusing on incorporating innovative tools, techniques and solutions that promote long-term efficiency and effectiveness in service delivery and asset management decision making.
- c) Greenview shall assess the asset management competencies required to implement the asset management processes and provide the necessary support, education and training to relevant staff.

Responsibilities**10. Council**

- a) Approves Asset Management policy.
- b) Supports strategies and plans that are developed to implement the Asset Management Policy.
- c) Approves the defined levels of service.
- d) Approves asset funding through multi-year plans and annual budgets.
- e) Supports asset management system by approving funding to implement the asset management processes.
- f) Authorizes the CAO to form a corporate asset management steering committee to implement asset management system across the organization.

11. CAO

- a) Ensures and oversees corporate adoption of asset management policy, processes and strategies.
- b) Establishes an asset management steering committee.
- c) Appoints the cross-functional representatives from relevant departments to serve on the steering committee as well as chair of the steering committee.
- d) Reviews all asset management information prior to presentation to Council.

12. Asset Management Steering Committee

- a) Provides a forum for discussion and development of asset management policy, strategy, plans and processes.
- b) Encourages the collaboration and integration between different business areas to achieve efficiency and effectiveness in service delivery.
- c) Provides a forum for learning, information sharing and co-education opportunities.
- d) Leads the development of corporate asset management tools and practices and monitors their application across the organization.

13. Department Managers

- a) Lead the adoption of the asset management policy within their departments.
- b) Allocate appropriate resources for implementation of the policy and associated processes.
- c) Liaise with Asset Management Steering Committee.

14. Corporate Finance

- a) Provides financial direction and support to the departments and Asset Management Steering Committee.
- b) Develops and maintains the required financial plans and records in accordance to the asset management policy and regulatory and statutory requirements.



REQUEST FOR DECISION

SUBJECT: **Policy 8002 – Community Grants**

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: March 9, 2020 ACAO SW MANAGER: KK

DEPARTMENT: COMMUNITY SERVICES GM: GM PRESENTER: LD

STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

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

RECOMMENDED ACTION:

MOTION: That Council approve Policy 8002 “Community Grants”, as presented.

BACKGROUND/PROPOSAL:

Administration reviewed Policy 1026 – Greenview Sponsorships and brought the proposed changes forward to Policy Review Committee on February 11, 2020. At this time, Administration explained the reasoning for the proposed changes.

Policy 8002 – Community Grants focuses on the Annual and Semi-Annual grants given out to not-for-profit organizations and registered societies.

Updates include:

- Requirement for return of un-deposited funds after 90 days
- Unutilized funds at end of term to be returned to Greenview
- Requirements for extensions of fund utilization
- Consequences of failure in providing annual and final financial reports
- Applicants are required to provide prior year financial statements to be eligible for subsequent years grant funding

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Greenview Administration, Council and residents will be able to clearly differentiate between grants and sponsorships.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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 make further revisions to Policy 8002.

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:

Following Council's decision, Administration will inform records management and update the corporate website with links to the revised policies.

ATTACHMENT(S):

- Original copy of Policy 8002
- Revised copy of Policy 8002

Title: Community Grants

Policy No: 8002

Effective Date: June 10, 2019

Motion Number: 19.06.443

Supersedes Policy No: Co 20

Review Date: June 10, 2022



Purpose: The purpose of the Community Grants Policy is to provide a framework that ensures grant applications are assessed and awarded in a consistent and equitable manner to support sustainable activities that positively impact the economic and social wellbeing of the Greenview community.

DEFINITIONS

Community Grant Application form means the application form available through Greenview Administration and on Greenview’s website.

Grant Cycle means the period covering one full calendar year in which there are two opportunities for grant applications.

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

POLICY

1. Greenview is committed to supporting sustainable activities that positively impact the social/economic development of the Greenview community, and is faced with allocating a limited amount of resources among an ever growing list of applicants. This process is intended to help make the best use of limited funds.
2. Greenview will establish guidelines for responding to requests for community grants for non-profit organizations or registered societies in a manner that will maximize the benefits for the Greenview community.
3. **Principles**
 - 3.1 **Accountability:** Greenview requires all Community Grant recipients to be accountable for the Community Grant funds awarded to their not-for-profit organization or society.
 - 3.2 **Recognition:** Greenview requires successful Community Grant applicants to provide recognition of the Community Grant funding in an acceptable manner.
 - 3.3 **Social and Economic Viability:** Greenview may award Community Grant funding to projects or programs that provide a social / economic benefit to the community.
 - 3.4 **Application Submissions:** Greenview Community Grant funding will be awarded within 90 days of the application deadline for submission.

3.5 **Other Revenue Sources:** Greenview Community Grant applicants are encouraged to seek other revenue opportunities. Greenview may provide not-for-profit organizations or registered societies with a letter of support.

4. Community Grant requests directed to Greenview must meet a number of criteria in order to be accepted. Each application must contain all required information, include all applicable supporting documentation and be submitted on or prior to the specified deadline.

4.1 You are **ineligible** to receive a grant if any of the following conditions exist:

- The grant application is not complete.
- A current financial statement is not included.
- A detailed budget for the grant expenditure is not included.
- A final report remains outstanding from a previous grant application.

5. **Program Parameters**

5.1 Applicants must be registered under the Ag Societies Act, the Societies Act or the Canadian Corporations Act (non-profit sector).

6. **Discretionary Considerations**

6.1 In consideration of public interest, Greenview may exercise discretion in approving applications which fall outside the general intent of the program, based on the extent to which the applicant can demonstrate the project's potential and vital contributions to the community.

6.2 Greenview may approve multi-year funding commitments pending annual approval of program funding and satisfaction of annual grant conditions.

7. **Funding Conditions**

7.1 Generally, funding should not be used to fund private or commercial sector facilities.

7.2 The applicant must ensure through land ownership, long-term lease or another instrument of occupation that the area of facility is under its jurisdiction.

7.3 The applicant bears ultimate development and operational responsibility for the project. All permits and contracts are the responsibility of the applicant.

7.4 The Community Grant recipient may be required to repay Greenview a portion or all of the grant amount if the facility is sold (if owned by the applicant) or the lease/other instrument of occupation is terminated within five years of cheque date. The applicant is responsible for notifying Greenview if either of these circumstances occurs.

7.5 Applicants must provide recognition of Greenview's contribution to the project.

7.6 The grant recipient must establish and maintain proper accounting records of the project.

7.7 The applicant must request approval in writing if the nature of the approved project in the original application changes.

8. **Application Deadlines**

8.1 Greenview will review Community Grant applications twice annually.

8.2 The first application deadline is October 15th.

8.3 The second application deadline will be April 15th.

9. **Greenview Notification Requirement**

9.1 Greenview Administration will notify applicants of their status within 90 days of the application deadline.

10. Council Approval

10.1 Community Grants are subject to Council Approval.

10.2 Once Council has made the decision to approve, deny or vary a community grant that decision is final.

10.3 Applicants may only submit one application each year. Should the applicant desire additional grant funding, or wish to re-apply for grant funding that was denied, they must wait a full grant cycle before resubmitting an application.

10.3.1 Applicants that submitted an application for the October 15 deadline must wait to resubmit an application for the following October 15 deadline.

10.3.2 Applicants that submitted an application for the April 15 deadline must wait to resubmit an application for the following April 15 deadline.

11. Freedom of Information and Protection of Privacy Act

11.1 The information that you provide for on the grant application form is collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 33 (c). It will be used to assess your application. Your personal information is protected by *Alberta's Freedom of Information and Protection of Privacy Act*.

12. Accounting of Funds

12.1 Recipients of funds must file a statement of grant fund expenditures with Greenview upon completion one year from the date of grant approval. If the project is not completed within the required one year time frame the applicant may request an extension. All extension requests must be submitted by the applicant in writing to the Greenview Administration Office and the decision on these requests will be communicated in writing to the applicant.

12.2 The accounting must be signed by two authorized representatives having legal and /or financial signing authority for the organization and must show that the Community Grant was expended.

12.3 If the actual costs are less than the approved budget, the applicant has two choices. They can submit a written request to change the scope of the project, and if approved, could apply the unexpended funds to this purpose or sent in to the Greenview Administration Office a cheque payable to Greenview for the remaining unexpended funds once the final amount has been confirmed by the Greenview Administration Office.

13. Recognition

13.1 Greenview requires successful Community Events and Charitable Donation applicants to provide recognition of the grant funding from Greenview in their event promotion and/or advertising, including the use of Greenview branding where appropriate and in accordance with Greenview's Sponsorships Policy.

Procedure

1. Instructions

- 1.1 All grant applicants will be required to file a Grant Application Form, which is available through Greenview's website: <http://mdgreenview.ab.ca/programs-services/departments/community-services/community-grants-program/> or at any Greenview Administration Office.
- 1.2 The applicant shall retain a complete copy of the grant application for your records.
- 1.3 The applicant shall ensure that any attachments you mail are clearly marked with your organization's legal name to facilitate matching your backup documents with your application.

2. Application Requirements

2.1 Name of Organization

- 2.1.1 Full legal name of the organization as registered under Corporate Registries or the Societies Act.

2.2 Mailing Address of Organization

- 2.2.1 This should include full address and postal code.

2.3 Contact Name(s)

- 2.3.1 First and last name of contact(s). This should be a person who has worked on the application and is readily available to answer questions.

2.4 Contact Telephone Number(s)

- 2.4.1 Please include a phone number with message capabilities, cell phone or work number if possible since most calls from Greenview will come during the day.

2.5 Position Held

- 2.5.1 The person making the application should normally be a member of the executive of the organization or be specifically appointed by way of motion.

2.6 Purpose of the Organization

- 2.6.1 Outline in a few sentences the purpose of the organization, including how long it has been in operation and its overall objective(s). Include an overall budget for the next year of operations.

2.7 Purpose of the Application

- 2.7.1 Outline in a few sentences the intended use of the funds and attach a detailed budget for the proposal. The outline should include the estimated number of participants/users impacted, other social or economic impacts of the application, cooperation with or funding from other groups and the impact on the organization/users if the grant is denied. If your organization is not the registered titleholder, you must include a letter of support from the registered titleholder of the facility.

2.8 Project Budget

- 2.8.1 If there is an existing operating surplus or other funding sources available, explain why they are not being allocated to this project. All revenues must be supported by your financial statements and letters from funders. No retroactive funding is permitted for costs that have already been incurred prior to application submission deadline. All anticipated expenses must be supported through quotes and/or sources of estimates. Be sure to provide details regarding any donated labour/services including a description of the work being provided and how it directly relates to the project.

2.9 Mandatory Attachments

- 2.9.1 Quotes, estimates. If these are not available, provide sources of estimates.
- 2.9.2 You must include a most recent financial statement for your organization. If statements are not audited, they must be signed by two Board Members and include a copy of your most recent bank statement.
- 2.9.3 You must include a signed Community Grant agreement.

2.10 Social and Economic Viability

- 2.10.1 Outline in a few sentences the social and economic benefit the grant will provide to the Greenview community.

2.11 Recognition

- 2.11.1 Outline in a few sentences the manner Greenview will be recognized for their contribution in accordance with Greenview's Sponsorships Policy.

2.12 Past Financial Statements

- 2.12.1 Provide a current approved copy of your most recent financial statements.

2.13 Funding Sources that Denied this Application

- 2.13.1 List other funding sources applied to that denied this application. Greenview encourages applicants to seek other revenue opportunities. Greenview may provide not-for-profit organizations or registered societies with a letter of support.

2.14 Previous Grant and Reporting History (if applicable)

- 2.14.1 List all grants received from Greenview within the last five (5) years, including purpose and amount. Final reports must be filed with Greenview within one (1) year of completion of the grant expenditure. Failure to provide a final report will result in rejection of all future applications until applicable report(s) are filed.

3. Final Report Content

- 3.1 Within one (1) year of the completion of the grant expenditure, a report must be filed with Greenview verifying expenditure of the grant. This report should include:
 - 3.1.1 Name of the organization.
 - 3.1.2 A summary of actual expenditures of grant funds compared to submitted budget.
 - 3.1.3 Include the method Greenview was recognized for their contribution.
 - 3.1.4 A short written description of activities, number of participants, successes etc.
 - 3.1.5 Signatures of two members of the organization's executive.

Title: Community Grants

Policy No: 8002

Effective Date: June 10, 2019

Motion Number: 19.06.443

Supersedes Policy No: Co 20

Review Date: June 10, 2022



Purpose: The purpose of the Community Grants Policy is to provide a framework that ensures grant applications are assessed and awarded in a consistent and equitable manner to support sustainable activities that positively impact the economic and social wellbeing of the Greenview community.

DEFINITIONS

Community Grant Application form means the application form available through Greenview Administration and on Greenview’s website.

Grant Cycle means the period covering one full calendar year in which there are two opportunities for grant applications.

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

POLICY

1. Greenview is committed to supporting sustainable activities that positively impact the social/economic development of the Greenview community, and is faced with allocating a limited amount of resources. This process is intended to help make the best use of limited funds.

2. Greenview will establish guidelines for responding to requests for community grants for non-profit organizations or registered societies in a manner that will maximize the benefits for the Greenview community.

3. **Principles**

3.1 **Accountability:** Greenview requires all Community Grant recipients to be accountable for the Community Grant funds awarded to their not-for-profit organization or society.

3.2 **Recognition:** Greenview requires successful Community Grant applicants to provide recognition of the Community Grant funding in an acceptable manner, as per the tier on Schedule A.

3.3 **Social and Economic Viability:** Greenview may award Community Grant funding to projects or programs that provide a social / economic benefit to the community.

3.4 **Application Submissions:** Greenview Community Grant funding will be awarded

within 90 days of the application deadline for submission.

3.5 **Other Revenue Sources:** Greenview Community Grant applicants are encouraged to seek other revenue opportunities. Greenview may provide not-for-profit organizations or registered societies with a letter of support.

4. Community Grant requests directed to Greenview must meet a number of criteria in order to be accepted. Each application must contain all required information, include all applicable supporting documentation and be submitted on or prior to the specified deadline.

4.1 The applicant is **ineligible** to receive a grant if any of the following conditions exist:

- The grant application is not complete.
- A current financial statement is not included.
- A detailed budget for the grant expenditure is not included.
- A final report remains outstanding from a previous grant application.

5. Program Parameters

5.1 Applicants must be registered under the Ag Societies Act, the Societies Act or the Canadian Corporations Act (non-profit sector).

6. Discretionary Considerations

6.1 In consideration of public interest, Greenview may exercise discretion in approving applications which fall outside the general intent of the program, based on the extent to which the applicant can demonstrate the project's potential and vital contributions to the community.

6.2 Greenview may approve multi-year funding commitments pending annual approval of program funding and satisfaction of annual grant conditions.

7. Funding Conditions

7.1 Generally, funding should not be used to fund private or commercial sector facilities.

7.2 The applicant must ensure through land ownership, long-term lease or another instrument of occupation that the area of facility is under its jurisdiction.

7.3 The applicant bears ultimate development and operational responsibility for the project. All permits and contracts are the responsibility of the applicant.

7.4 The Community Grant recipient may be required to repay Greenview a portion or all of the grant amount if the facility is sold (if owned by the applicant) or the lease/other instrument of occupation is terminated within five years of cheque date. The applicant is responsible for notifying Greenview if either of these circumstances occurs.

7.5 Applicants must provide recognition of Greenview's contribution to the project.

7.6 The grant recipient must establish and maintain proper accounting records of the project.

7.7 The applicant must request approval in writing if the nature of the approved project in the original application changes.

8. Application Deadlines

8.1 Greenview will review Community Grant applications semi-annually.

8.2 The first application deadline is October 15th.

8.3 The second application deadline will be April 15th.

9. Greenview Notification Requirement

- 9.1 Greenview Administration will notify applicants of their status within 90 days of the application deadline.

10. Council Approval

- 10.1 Community Grants are subject to Council Approval.
- 10.2 Once Council has made the decision to approve, deny or vary a community grant that decision is final.
- 10.3 Applicants may only submit one application each year. Should the applicant desire additional grant funding, or wish to re-apply for grant funding that was denied, they must wait a full grant cycle before resubmitting an application.
 - 10.3.1 Applicants that submitted an application for the October 15 deadline must wait to resubmit an application for the following October 15 deadline.
 - 10.3.2 Applicants that submitted an application for the April 15 deadline must wait to resubmit an application for the following April 15 deadline.

11. Freedom of Information and Protection of Privacy Act

- 11.1 The information that you provide for the grant application form is collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 33 (c). It will be used to assess your application. The applicant's personal information is protected by *Alberta's Freedom of Information and Protection of Privacy Act*.

12. Depositing of funds

- 12.1 Applicants who do not deposit awarded funds within 90 days will have funds frozen.
- 12.2 If grant funds are unutilized or unaccounted for or an application for extension was not received, funds will be requested to be returned and a new application will be required.

13. Accounting of Funds

- 13.1 Recipients of funds must file a statement of grant fund expenditures with Greenview upon completion one year from the date of grant approval. If the project is not completed within the required one year time frame the applicant may request an extension. All extension requests must be submitted by the applicant in writing to the Greenview Administration Office and the decision on these requests will be communicated in writing to the applicant.
- 13.2 The accounting must be signed by two authorized representatives having legal and /or financial signing authority for the organization and must show how the Community Grant was expended.
- 13.3 If the actual costs are less than the approved budget, the applicant has two choices. They can submit a written request to change the scope of the project, and if approved, could apply the unexpended funds to this purpose or sent in to the Greenview Administration Office a cheque payable to Greenview for the remaining unexpended funds once the final amount has been confirmed by the Greenview Administration Office.
- 13.4 Future year applications will require all prior grant requirements to be completed.

14. Recognition

- 14.1 Greenview requires successful Grant applicants to provide recognition of the grant funding from Greenview in their event promotion and/or advertising, including the use of Greenview branding where appropriate and in accordance with Greenview's Sponsorships Policy 1026.

Procedure

1. Instructions

- 1.1 All grant applicants will be required to file a Grant Application Form, which is available through Greenview's website: <http://mdgreenview.ab.ca/programs-services/departments/community-services/community-grants-program/> or at any Greenview Administration Office.
- 1.2 The applicant shall retain a complete copy of the grant application for their records.
- 1.3 The applicant shall ensure that any attachments provided are clearly marked with the organization's legal name to facilitate matching their backup documents with the application.

2. Application Requirements

2.1 Name of Organization

- 2.1.1 Full legal name of the organization as registered under Corporate Registries or the Societies Act.

2.2 Mailing Address of Organization

- 2.2.1 This should include full address and postal code.

2.3 Contact Name(s)

- 2.3.1 First and last name of contact(s). This should be a person who has worked on the application and is readily available to answer questions.

2.4 Contact Telephone Number(s)

- 2.4.1 Please include a phone number with message capabilities, cell phone or work number if possible since most calls from Greenview will come during the day.

2.5 Position Held

- 2.5.1 The person making the application should normally be a member of the executive of the organization or be specifically appointed by way of motion.

2.6 Purpose of the Organization

- 2.6.1 Outline in a few sentences the purpose of the organization, including how long it has been in operation and its overall objective(s). Include an overall budget for the next year of operations.

2.7 Purpose of the Application

- 2.7.1 Outline in a few sentences the intended use of the funds and attach a detailed budget for the proposal. The outline should include the estimated number of participants/users impacted, other social or economic impacts of the application, cooperation with or funding from other groups and the impact on the organization/users if the grant is denied. If your organization is not the registered titleholder, you must include a letter of support from the registered titleholder of the facility.

2.8 Project Budget

2.8.1 If there is an existing operating surplus or other funding sources available, explain why they are not being allocated to this project. All revenues must be supported by your financial statements and letters from funders. No retroactive funding is permitted for costs that have already been incurred prior to application submission deadline. All anticipated expenses must be supported through quotes and/or sources of estimates. Be sure to provide details regarding any donated labour/services including a description of the work being provided and how it directly relates to the project.

2.9 Mandatory Attachments

2.9.1 Quotes, estimates. If these are not available, provide sources of estimates.

2.9.2 You must include a signed Community Grant agreement.

2.10 Social and Economic Viability

2.10.1 Outline in a few sentences the social and economic benefit the grant will provide to the Greenview community.

2.11 Recognition

2.11.1 Outline in a few sentences the manner Greenview will be recognized for their contribution in accordance with Greenview’s Sponsorships Policy 1026.

2.11.2 Recipients of community grants will provide Greenview a vector or print ready copy of their logo, if available.

2.12 Past Financial Statements

2.12.1 Provide a current approved copy of your most recent financial statements. If statements are not audited, they must be signed by two Board Members and include a copy of your most recent bank statement

2.13 Funding Sources that Denied this Application

2.13.1 List other funding sources applied to that denied this application. Greenview encourages applicants to seek other revenue opportunities. Greenview may provide not-for-profit organizations or registered societies with a letter of support.

2.14 Previous Grant and Reporting History (if applicable)

2.14.1 List all grants received from Greenview within the last two (2) years, including purpose and amount. Final reports must be filed with Greenview within one (1) year of completion of the grant expenditure. Failure to provide a final report will result in rejection of all future applications until applicable report(s) are filed.

3. Final Report Content

3.1 Within one (1) year of the completion of the grant expenditure, a report must be filed with Greenview verifying expenditure of the grant. This report should include:

3.1.1 Name of the organization.

3.1.2 A summary of actual expenditures of grant funds compared to submitted budget.

3.1.3 Include the method Greenview was recognized for their contribution.

- 3.1.4 A short written description of activities, number of participants, successes etc.
- 3.1.5 Signatures of two members of the organization's executive.
- 3.1.6 Failure to provide final report requirements will require repayment of funds to Greenview 3 months after award anniversary date (or 15 months following award).



REQUEST FOR DECISION

SUBJECT: Policy 8004- Community Events and Charitable Donations
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: March 9, 2020 ACAO: SW MANAGER: KK
DEPARTMENT: COMMUNITY SERVICES GM: GM PRESENTER: LD
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 8004- Community Events and Charitable Donations

RECOMMENDED ACTION:

MOTION: That Council approve Policy 8004 “Community Events and Charitable Donations”, as presented.

BACKGROUND/PROPOSAL:

Administration reviewed Policy 8004 – Greenview Sponsorships and brought the proposed changes forward to Policy Review Committee on February 11, 2020. At this meeting, Administration explained the reasoning for the proposed changes.

Policy 8004- Administration recommends a policy title change to differentiate policy 8004 from policy 1026. The change would have Community Events and Charitable Donations altered to Greenview Sponsorships and Donations.

An additional requirement was added to the procedures indicating a completed sponsorship application must be submitted with a formal funding request. A sponsorship and donation application was created and will be available online and at Greenview administration buildings.

Administration developed a new tiered sponsorship table, as grant recognition will be slightly different from sponsorships and will be sent out to all successful sponsorship applicants along with the policy. Similar to policy 1026, sponsorship recognition events in excess of \$2,500.00 will be facilitated by the Communications Department to maximize recognition.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Greenview Administration, Council and residents will be able to clearly differentiate between a grant and sponsorship and the proper recognition requested by Greenview for successful sponsorship applicants.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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 make further revisions to Policy 8004.

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:

Following Council's decision, Administration will inform records management and update the corporate website with links to the revised policies.

ATTACHMENT(S):

- Original Copy of Policy 8004 – Community Events and Charitable Donations
- Revised copy of Policy 8004 – Greenview Sponsorships and Donations
- Schedule A – Sponsorship Tiers
- Sponsorship and Donations Application

Title: Community Events and Charitable Donations

Policy No: 8004

Effective Date: June 10, 2019

Motion Number: 19.06.442

Supersedes Policy No: N/A

Review Date: June 10, 2022



Purpose: To establish guidelines for responding to donation requests to not-for-profit organizations and registered societies.

DEFINITIONS

Greenview means the municipal Corporation of the Municipal District of Greenview No. 16.

Community Events and Charitable Donations means a funding program designed to support single events and functions.

Community Grants means a funding program designed to assist not-for-profit organizations and societies with capital and operational costs for programs or projects that provide social or economic benefits to Greenview and its ratepayers.

POLICY

1. The organization should be a not-for-profit organization or a registered society to qualify for the Community Events and Charitable Donations funding.
2. The event or donation must be beneficial to Greenview residents.
3. The event must be secular and non-political in nature.
4. Organizations shall be limited to one Community Events and Charitable Donations funding request per calendar year.
5. Greenview requires successful Community Events and Charitable Donation applicants to provide recognition of the grant funding from Greenview in their event promotion and/or advertising, including the use of Greenview branding where appropriate and in accordance with Greenview’s Sponsorships Policy.
6. Greenview Community Events and Charitable Donation applicants are encouraged to seek other revenue opportunities. Greenview may provide not-for-profit organizations or registered societies with a letter of support.
7. Community Events and Charitable Donations are subject to Council Approval.

8. This Policy does not apply to Community Grants, which must follow the requirements of the Community Grants Policy 8002.

PROCEDURE

1. Community Events and Charitable Donation Grant applicants must provide a formal funding request addressed to Greenview Council or to Greenview Administration.
2. Community Events and Charitable Donations Grant requests should be provided to Greenview Administration no fewer than 60 days preceding the event.
3. Greenview Administration will notify successful recipients within 14 days of their request being approved by Greenview Council.

Title: Greenview Sponsorships and Donations

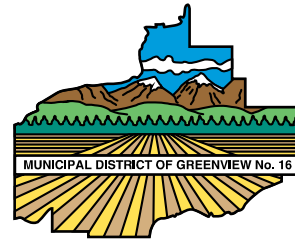
Policy No: 8004

Effective Date: June 10, 2019

Motion Number: 19.06.442

Supersedes Policy No: N/A

Review Date: June 10, 2022



Purpose: To establish guidelines for responding to donation requests to not-for-profit organizations, registered societies and one-time annual events.

DEFINITIONS

Greenview means the municipal Corporation of the Municipal District of Greenview No. 16.

Sponsorship means a funding program designed to support single events and functions and that has sponsorship recognition requirements.

Community Grants means a funding program designed to assist not-for-profit organizations and societies with capital and operational costs for programs or projects that provide social or economic benefits to Greenview and its residents.

Donations under \$2,000.00 do not require any further sponsorship recognition. Promotion may be requested at the discretion of Administration.

POLICY

1. The organization should be a not-for-profit organization or a registered society to qualify for the Greenview Sponsorships and Donations funding.
2. The event or donation must be beneficial to Greenview residents.
3. The event must be non-political in nature.
4. Organizations shall be limited to one Community Events and Charitable Donations funding request per calendar year.
5. Greenview requires successful Greenview Sponsorships and Donations applicants to provide recognition of the funding from Greenview in their event promotion and/or advertising, including the use of Greenview branding where appropriate and in accordance with Greenview’s Sponsorships Policy.

6. Greenview Sponsorships and Donations applicants are encouraged to seek other revenue opportunities. Greenview may provide not-for-profit organizations or registered societies with a letter of support.
7. Greenview Sponsorships and Donations are subject to Council Approval.
8. This Policy does not apply to Community Grants, which must follow the requirements of the Community Grants Policy 8002.

PROCEDURE

1. All grant applicants will be required to file a Sponsorship & Donation Application Form, which is available through Greenview's website: <http://mdgreenview.ab.ca/programs-services/departments/community-services/community-grants-program/> or at any Greenview Administration Office.
2. The applicant shall ensure that any attachments provided are clearly marked with the organization's legal name to facilitate matching your backup documents with the application.
3. Greenview Sponsorships and Donations requests should be provided to Greenview Administration no fewer than 60 days preceding the event.
4. Greenview Administration will notify applicants within 14 days of their request being approved or denied by Greenview Council.
5. Sponsorships requests in excess of \$2,500.00 will be received by the Community Services Coordinator for proper Council approval. Communications department will assist successful applicants in coordinating recognition and advertising for the event.

Schedule A

Greenview Sponsorships <small>*Policy 8004</small>		
PREMIER	\$10,000 +	<ul style="list-style-type: none"> • Regional, Provincial and/or National Reach • Council photo op and cheque presentation • Delegate tickets to event • Greenview banner • Publications • Verbal mentions
PARTNER Advocate Promoter Contributing Presenting	\$2,500 - \$10,000.00	<ul style="list-style-type: none"> • Regional Recognition • Greenview banner • Publications • Verbal mentions • Possible cheque presentation and photo-op with Councillor(s).
COMMUNITY SUPPORT	\$100 - \$2,500	<ul style="list-style-type: none"> • Greenview banner to be displayed • Incorporate Greenview in publications/media • Possible cheque presentation and photo-op with Councillor(s)



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Greenview Sponsorship and Donation Request Form

Sponsorship request form must be submitted no fewer than 60 days preceding the event

Organization or Person Requesting Funds: _____

Date of Application: _____ Date of Event: _____

Contact Name and Phone Number: _____

Email Address: _____

Mailing Address: _____

Total Funding Request: _____

Type of Sponsorship Requested (check all that apply):

- Event
- Table
- Conference
- Gifts-in-kind (e.g. silent auction items), usage of Greenview Equipment or facilities

Briefly describe your organization (non-profit, for profit):

What are the funds to be used for?

What are the direct goals/objectives of the project/event?

Where and when is the project/event taking place?

How many people will benefit from the project/event you require funding for?

What do you estimate the economic impact of your project to be?

Please describe how the project/event will benefit the community and/or its residents of Greenview?

Please specify the amount of funding requested/anticipated from other organizations or government.

Please provide any other information that will assist in making the decision for funding.

Benefits the M.D. of Greenview will receive as a sponsor? (e.g. media exposure, complimentary tickets)

Has Greenview provided Donation or sponsorship to past events? How was Greenview recognized at the event?

You may attach a separate piece of paper if additional room is required.

Greenview will provide banners for events, please contact Community Services Coordinator at 780.524.7612 or lissa.dunn@mdgreenview.ab.ca

Policy 8004 – Community Events and Charitable Donations
Policy 1026 – Greenview Sponsorships



REQUEST FOR DECISION

SUBJECT:	Ridgevalley Seniors Assistance Society	REVIEWED AND APPROVED FOR SUBMISSION			
SUBMISSION TO:	REGULAR COUNCIL MEETING	CAO:	MANAGER:		
MEETING DATE:	March 9, 2020	ACAO	SW	PRESENTER:	SW
DEPARTMENT:	CAO SERVICES				
STRATEGIC PLAN:	Level of Service				

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council take no action on the funding request from the Ridgevalley Seniors Assistance Society for the development of independent living duplexes adjacent to Ridgevalley Alberta.

BACKGROUND/PROPOSAL:

The Ridgevalley Seniors Assistance Society owns and operates an assisted living facility located just outside the southwest edge of the Hamlet of Ridgevalley. Within the main building, the facility offers 4 independent living suites and 11 supportive-living rooms. Services include meals, snacks and beverages, personal laundry and 24 hour health care.

In 2014, the society hired a consultant to study seniors housing needs. A key recommendation of the study was to develop independent condo-style seniors housing adjacent to the current facility. The intent is to facilitate the need for non-assisted living which is projected to increase over the next couple of decades.

On January 20, 2020, the society presented their plan to Committee of the Whole to build 7 duplexes (14 units) with attached garages. The ask of Greenview was to fund 50% of the first duplex at a cost of \$260,000.00 plus replace shingles on an existing building at a cost of \$39,900.00 for a total ask of \$299,900.

In an effort to better understand the request as it compares to current funding practices related to seniors housing, Administration reviewed how the society is currently funded and common municipal practices for funding seniors facilities.

Ridgevalley Seniors Home funding:

- The society is funded by the Mennonite community, Alberta Health Services, Heart River Housing and the MD of Greenview.
- The society's partnership with Heart River Housing creates a link with a management body that is established through a Ministerial Order under the Alberta Housing Act. This in turn provides the ability to access funding in the form of grants and requisitioned dollars from municipalities. As a result, the

society is provided approximately \$100,000.00 annually from municipally requisitioned dollars of which approximately 53% is from Greenview.

- In addition to Greenview dollars provided through Heart River Housing requisitions, Greenview has provided the society with \$786,933.34 of grants since 2010.

Common Municipal practices for seniors facility funding:

- Generally, funds are provided through a management body established by Ministerial Order under the Alberta Housing Act and are in the form of requisition dollars and grants. In 2019, Greenview has provided a total amount of requisitioned dollars and grants of \$1,352,000.00 and \$2,000,000.00 respectively. This money went to Heart River Housing, the Grande Spirit Foundation and the Evergreen Foundation.
- Most often, municipal support for projects is provided for infrastructure such as land and related services and communal components such as gathering places or facility common areas. This is often done by design so municipalities can avoid getting into the *'housing business'* and therefore the perception of providing a conduit for supplying affordable housing especially in more urban settings.
- Many seniors' housing development projects account for a government standard which in turn allows management bodies the ability to leverage the government for additional funding.

As a result of Administrations review, its recommendation is that no action be taken on this proposal and future or ongoing funding of this society occurs through the management body Heart River Housing, with exceptions being considered through Greenview's grant process when appropriate.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will support common municipal funding practices for the development of seniors' facilities. It is projected that this will result in less exposure to funding requests that occur outside of traditional municipal responsibilities.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The potential disadvantage to the recommended motion is that the additional seniors housing provided by the Ridgevalley Seniors Society may be delayed and therefore delay the timing of those residents planning to move to one of the proposed duplexes.

ALTERNATIVES CONSIDERED:

1. Council has the alternative to fully fund or partially fund the development of the duplex.

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

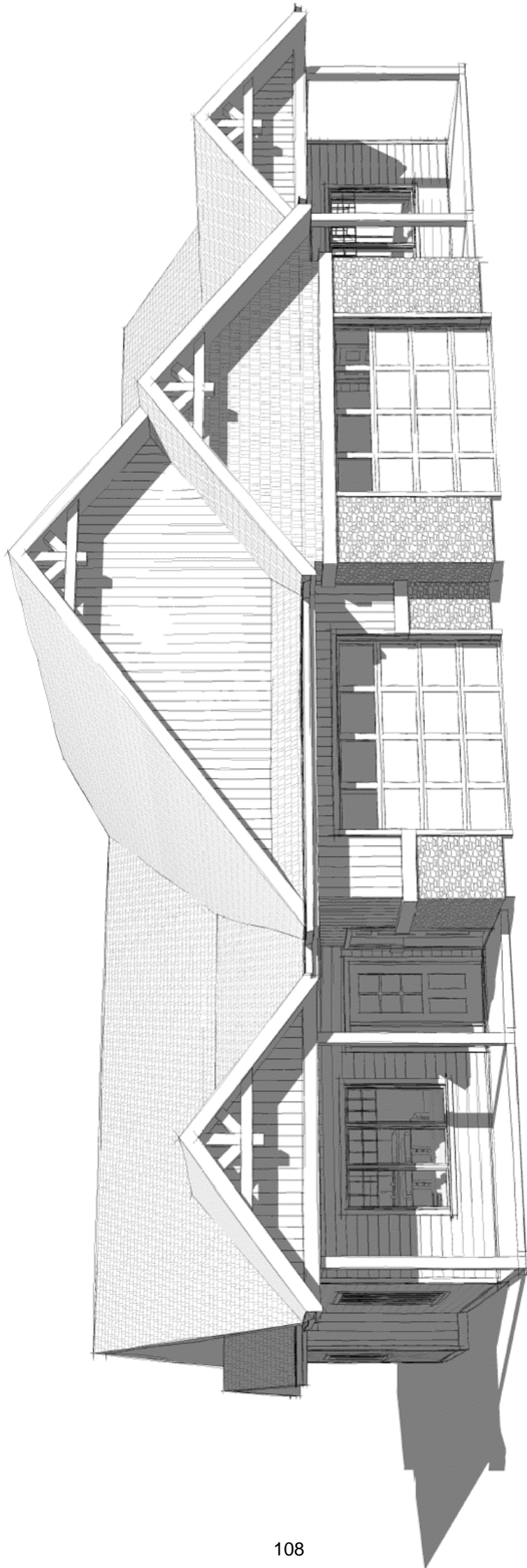
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will follow up with the society as per Councils direction.

ATTACHMENT(S):

- Sketch of proposed duplex (excerpt from pervious presentation)





REQUEST FOR DECISION

SUBJECT: **7th Annual Big Lakes County Charity Golf Tournament – Sponsorship Request**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: March 9, 2020 ACAO SW MANAGER: KK
DEPARTMENT: COMMUNITY SERVICES GM: GM PRESENTER: LD
STRATEGIC PLAN: Quality of Life

RELEVANT LEGISLATION:

Provincial (cite) - N/A

Council Bylaw/Policy (cite) –Policy 1026 – Greenview Sponsorships

RECOMMENDED ACTION:

MOTION: That Council approve a Bronze Sponsorship of \$1,000.00 to Big Lakes County for the 7th Annual Big Lakes County Charity Golf Tournament, with funds to come from the Community Services Miscellaneous Grants.

BACKGROUND/PROPOSAL:

The Big Lakes County 7th Annual Big Lakes Invitational Charity Golf Tournament will take place on Thursday, August 6, 2020 at the High Prairie & District Golf Course. Funds raised will be donated to the Heart and Stroke Foundation, the Stollery Children’s Hospital Foundation, High Prairie Health Foundation and Swan Hill’s Hospital Foundation.

Greenview has an ongoing reciprocal relationship with Big Lakes County, regarding sponsorships for charitable events. Greenview has sponsored events in Big Lakes County in 2019, and Big Lakes County has sponsored Greenview events in 2018-2019.

The Community Service Miscellaneous Grant fund has a balance of \$1,258,635.18 as of March 8, 2020.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will be supporting a neighbouring municipality in a public event that is dedicated to supporting others in need.
2. The benefit of Council accepting the recommended motion is that Greenview will be publicly recognized as an event sponsor.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to alter the sponsorship amount or take no action in the recommended motion.

Alternative #2: Council has the alternative to support the event with a donation of Greenview promotional items, however, this will not qualify as a sponsorship package.

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:

Administration will advise Big Lakes County of Council's decision.

ATTACHMENT(S):

- Big Lakes County Sponsorship Request Letter and Invitation



BIG LAKES COUNTY

5305-56 Street Box 239, High Prairie, AB T0G 1E0
T / (780) 523-5955 F / (780) 523-4227

February 12, 2020

M.D. of Greenview
Box 1079
Valleyview AB T0H 3N0

Dear Reeve Smith,

Re: 7th Annual Big Lakes Invitational Charity Golf Tournament

Our 7th Annual Big Lakes Invitational Charity Golf Tournament will take place on Thursday, August 6, 2020 at the High Prairie & District Golf Course. Our goal is to raise funding that will be donated to the Heart & Stroke Foundation, the Stollery Children's Hospital Foundation, the High Prairie Health Foundation, and the Swan Hills Hospital Foundation. In order to meet our goal, we are asking for sponsorship and participation from businesses and individuals.

By supporting this annual event you'll be supporting very worthy charities and helping us provide assistance to local organizations within our community. We ask that you consider sponsoring or registering a team. A copy of our registration/sponsorship form has been attached. As a sponsor, your name will be placed on signage that is posted at the event.

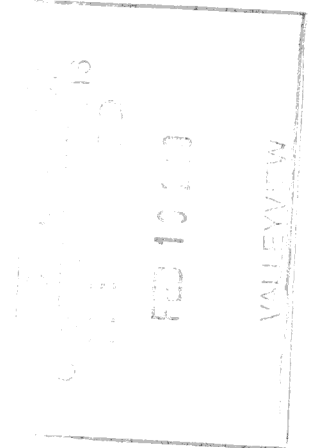
We hope that we can count on you to help support our charities. If you have any questions, please feel free to contact Jessica Martinson at 780-523-5955 or jmartinson@biglakescounty.ca.

Thanks in advance for your consideration!

Sincerely,


Richard Simard
Reeve

Enclosure





7TH ANNUAL BIG LAKES CHARITY GOLF TOURNAMENT

Thursday, August 6, 2020
High Prairie & District Golf Course

**TITLE SPONSOR AVAILABLE
CONTACT FOR MORE INFORMATION**

PROUDLY SUPPORTING:
*High Prairie Health Foundation
& Swan Hills Hospital Foundation*



™The heart and / Icon and the Heart&Stroke word mark are trademarks of the Heart and Stroke Foundation of Canada used under license.



In Support of the Stollery Children's Hospital Foundation

SPONSORSHIP PACKAGES:
(includes one complimentary entry)

- *PLATINUM — \$5000
- **GOLD — \$3000
- SILVER — \$2000
- BRONZE — \$1000
- HOLE #1 — \$2500
- HOLE IN ONE — \$1500
- GOLF CARTS — \$2000
- REGULAR HOLE — \$1500
- *BBQ — \$3000
- BREAKFAST — \$2000
- PEROGIES & SAUSAGE — \$1500
- WINGS & BEER — \$1500
- SHRIMP & CAESARS — \$1500
- BEVERAGE CART — \$1500
- SHOOTER HOLE — \$1500

*four complimentary entries
**two complimentary entries

REGISTRATION FORM

Deadline: July 10, 2020

ENTRY FEE \$150 PER PERSON

Includes green fee for 18 holes, cart, continental breakfast, food holes & BBQ

Contact Name: _____

Company Name: _____

Mailing Address: _____

Phone #: () - - Fax #: () - -

Email: _____

Please check one: All Players on the same team All Players on different teams

Players: _____

Registration Fee: _____ x \$150 = _____

Complimentary Golfer(s): _____

Sponsorship Amount: \$ _____

Total: \$ _____

METHOD OF PAYMENT *(please make cheques payable to: Big Lakes Charity Golf)*

Visa

Mastercard

Cheque

Cash

Invoice

Cardholder Name: _____

Credit Card #: _____

Expiry Date: ____ / ____ (MM/YYYY)

Authorized Signature: _____

SCHEDULE:

7:30 a.m. Breakfast & Registration
8:45 a.m. Welcome & Group Photo
9:00 a.m. Texas Scramble Shotgun start
3:30 p.m. BBQ & Live / Silent Auction



REQUEST FOR DECISION

SUBJECT: Junior Rodeo D3 - Sponsorship Request

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: March 9, 2020 ACO SW MANAGER: KK

DEPARTMENT: COMMUNITY SERVICES GM: GM PRESENTER: LD

STRATEGIC PLAN: Quality of Life

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 1026 – Greenview Sponsorships

RECOMMENDED ACTION:

MOTION: That Council approve Single Event Sponsorship in the amount of \$500.00 to the Alberta Junior High School Rodeo Association, with funds to come from Community Services Miscellaneous Grants.

BACKGROUND/PROPOSAL:

The Alberta Junior High School Rodeo is made up of three districts and the District 3 Rodeos are held in Northern Alberta which includes a vast area that stretches from Barrhead to Hinton and north to High Level.

The Alberta Junior High School Rodeo Association (AJHSRA) facilitates family bonding and emphasizes the importance of education and school work. Each student must present a satisfactory report card including attendance in school prior to competing at all rodeos. In addition, the youth must present a letter from their principal confirming they are a student in good standing.

The Alberta Junior High School Rodeo Association members are extending Greenview an invitation to sponsor and present one of the awards at the Season Leader Awards for District #3.

Greenview has previously sponsored the Alberta Junior High School Rodeo Association District 3 Rodeo in the amount of \$500.00 for the Single Event Sponsorship in 2018 and 2017.

The Community Service Miscellaneous Grant Fund has a balance of \$1,258,635.18 as of March 8, 2020.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will be supporting the Alberta Junior High School Rodeo Association with recognizing season leaders.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

Direct Costs: \$500.00

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Following Council's decision, Administration will follow up with the Alberta High School Rodeo Association.

ATTACHMENT(S):

- D3 Junior High School Rodeo Sponsorship Request Letter

JUNIOR RODEO District 3

ADVERTISING / SPONSORSHIP OPPORTUNITY for Kids in your Community

The Alberta Junior High School Rodeo is made up of 3 districts and our District 3 rodeos are held here in Northern Alberta which is a vast area that stretches from Barrhead to Hinton and up North further to High Level. Our members would like to offer you an opportunity to participate in the upcoming years Season Leader Awards for District #3. Single Event Sponsorship is \$500.00. Also available is All Around Cowboy & Cowgirl as well as Rookie Cowboy & Cowgirl, these are a \$250.00 sponsorship opportunity each. But as we offer you these great opportunities, we would appreciate any contribution amount for our young athletes.

For your sponsorship, you will receive;

- Advertising at all District #3 Rodeos which are held in. We conduct 10 rodeos in our season; 5 rodeos in the fall and 5 rodeos in the spring.
- Sponsorship Flag or Banner (supplied by sponsor) which will be flown or displayed at all District #3 rodeos.
- We would like you to attend (if possible) to our year end Awards night to present the awards you have donated where we can get pictures with the winners that we can supply you as a thank-you.

For new potential sponsors that are not familiar with Alberta Junior High School Rodeo, this is what its all about.

AJHSRA facilitates family bonding, and in Junior High School Rodeo there is emphasis on education and school work. Each student must present a satisfactory report card including attendance in school before competing at ALL rodeos. The kids must also present a letter from their principal confirming they are a student in good standing.

The Western Heritage teaches children the values of hard work, responsibility for their animals, and respect for their fellow competitors.

Your sponsorship is Greatly Appreciated.

Thank you for taking the time to review, and if you have any further questions or would like to contribute, please contact anyone of us, we can arrange money pick up send mailing information.

Wendy Mulligan @ (780) 524-7446, barmkranch@gmail.com

Tanya Leslie @ (780) 897-9207

Please make cheque out to: D3 Junior High School Rodeo



REQUEST FOR DECISION

SUBJECT: PARTY Program – Sponsorship Request
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: March 9, 2020 ACAO SW MANAGER: KK
DEPARTMENT: COMMUNITY SERVICES GM: GM PRESENTER: LD
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 1026 – Greenview Sponsorships

RECOMMENDED ACTION:

MOTION: That Council approve a \$500.00 sponsorship to the Town of Valleyview for the Prevent Alcohol and Risk Related Trauma in Youth Program, to be hosted on May 22, 2020 in Valleyview, AB., with funds to come from Community Services Miscellaneous grants.

BACKGROUND/PROPOSAL:

A local Peace Officer for the Town of Valleyview approached Administration requesting a small donation to assist with hosting the Prevent Alcohol & Risk-Related Trauma in Youth program (PARTY) on May 22, 2020 in Valleyview.

This event will be attended by grade 9 students from Hillside Junior High and High school, St. Stephen's, Ridgevalley and Sturgeon Lake School. There will be a live simulated accident attended by the fire department, EMS, RCMP and ATCO to give students a live version of what happens when they drink, smoke cannabis or text while driving.

Last years' event totaled approximately \$2,700.00 to run the program; they are looking for a small monetary donation to aid in covering costs for presenters and food. It is the hope that this program will run annually for every grade 9 student in the area, making it a mandatory program before grade 9 graduation.

If Greenview sponsors this program, Administration will place a banner at the event, showing our support for the community's youth.

The Community Services Miscellaneous Grants fund as of March 8, 2020 totals \$1,258,635.18.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Greenview would be supporting a program for Greenview's Youth in hopes of preventing trauma related to the use of alcohol, cannabis and texting while driving.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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 suggest an alternate sponsorship amount.

FINANCIAL IMPLICATION:

Direct Costs: \$500.00

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

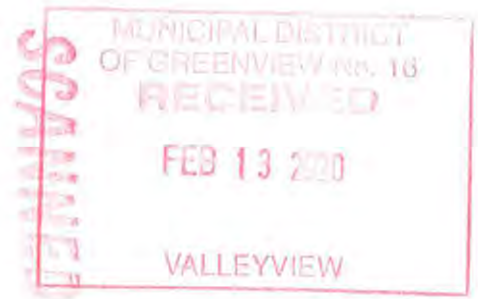
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Following Council's direction, Administration will advise Officer Daniel Cress of Council's decision.

ATTACHMENT(S):

- PARTY Program Sponsorship Request Letter




February 10, 2020

MD Of Greenview
PO Box 1079
Valleyview AB
T0H 3N0

To whom it may concern,

My name is Officer Daniel Cress and I am a Community Peace Officer with the Town of Valleyview. I am currently planning a PARTY Program (Prevent Alcohol & risk-Related Trauma in Youth) for May 22, 2020. This event will be attended by Grade 9 students from Hillside Junior/High School, St. Stephan, Ridge Valley and Sturgeon Lake. I am approaching Pembina Pipelines for a donation request to help cover cost of presenters and food. There will be a live simulated accident attended by the Fire department, EMS, RCMP and ATCO to give the students a live version of what happens when they drink or smoke cannabis or Text while driving. You may hang your banner at the event. If you have any questions you can email me at dcress@valleyview.ca or phone me at (780) 552-3374

Thank you for considering my request and for your continued support in this community,


Officer Daniel Cress
Community Peace Officer
Town of Valleyview



REQUEST FOR DECISION

SUBJECT: **Ward Boundary Review**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: March 9, 2020
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: ACAO SW
MANAGER:
PRESENTER: DL

RELEVANT LEGISLATION:
Provincial (cite) – O.C. 361/2018.

RECOMMENDED ACTION:

MOTION: That the current boundaries of Ward 1 remain the same in the Ward Boundary Bylaw and that one elected representative be elected from Ward 1.

MOTION: That the Ward Boundary Review reflect an 11 Member Council.

MOTION: That Council direct Administration to bring forward a bylaw adding a second elected representative to Ward 8 (Grovedale) and leaving the remaining wards as is.

BACKGROUND/PROPOSAL:

Motion 1 background:

Council passed the following Motion in 2018:

MOTION: 18.07.448. Moved by: COUNCILLOR BILL SMITH

That Council desires to generally maintain the current Greenview Ward 1 should a ward boundary review take place.

CARRIED

The motion is presented in this way because it was the latest direction of Council on the issue. Council may decide to change this given the information from the 2018 Census which was not available when Motion 18.07.448 was first made.

A decision to adhere to this motion would mean that the Coops and Enterprises would continue to be represented on Council. It would reflect a change in philosophy from representation by population, to regional representation.

Motion 2 background:

This recommendation is predicated on Council passing the first motion. If Council decides to continue having an elected official from the Coops and Enterprises, Administration recommends going to an 11 person Council because it is easier to justify to ratepayers the addition of a seat, than the removal of an existing seat.

Motion 3 background:

This motion was deferred at the January 27th, 2020 Regular Council Meeting.

General Info:

Administration discussed the Ward Boundary review with Municipal Affairs. Administration was misinformed that the Ward Boundary Review required Ministerial ratification. Greenview is simply required to pass a bylaw in accordance with section 148 and 149 of the MGA. Among other things, this Bylaw has to stipulate the number of wards and the number of councillors in each ward, and have an established name or number for each ward.

This means we have to have the bylaw passed by July in order to be in place for the 2021 election. It is a bylaw that must be advertised. Public Engagement is not required, but it is still advisable given that this bylaw could affect a number of electors. Administration is hoping to have a decision from Council to proceed with public engagement by March 23, 2020.

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

The principles of the ward boundary review are as follows:

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

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview wards will more accurately reflect the population.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may decide to join the Coops with the Grande Cache Hamlet as a single ward with 3 representatives. If this is the case, Administration recommends focusing on representation by population and the options that fit within those parameters.

Alternative #2: Council may decide to go with 9 seats and maintain the Co-ops as a separate seat. This is not recommended because it will be more difficult to justify to the public why the Co-ops maintain a seat and another area loses a seat.

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 begin public engagement.

ATTACHMENT(S):

- Options listing
- OC 361/2018



Province of Alberta
Order in Council

O.C. 361/2018
NOV 27 2018

ORDER IN COUNCIL

Approved and ordered:

Lieutenant Governor
or
Administrator

The Lieutenant Governor in Council makes the Order Dissolving the Town of Grande Cache set out in the attached Appendix.

CHAIR

For Information only

Recommended by:
Authority:

Minister of Municipal Affairs
Municipal Government Act (sections 133, 134, 135 and 137)
Foreign Ownership of Land Regulations (section 14)

APPENDIX

Municipal Government Act

ORDER DISSOLVING THE TOWN OF GRANDE CACHE

1 In this Order,

- (a) “Act” means the *Municipal Government Act*;
- (b) “dissolution date” means January 1, 2019;
- (c) “former area of the town” means the land in the Town of Grande Cache before the dissolution date as described in the Schedule;
- (d) “receiving municipality” means The Municipal District of Greenview No. 16;
- (e) “town” means the Town of Grande Cache.

2 Effective January 1, 2019,

- (a) the Town of Grande Cache is dissolved,
- (b) the former area of the town becomes part of The Municipal District of Greenview No. 16,
- (c) the former area of the town is designated as a hamlet to be known as the Hamlet of Grande Cache until the council of the receiving municipality changes the designation in accordance with section 59 of the Act,
- (d) until the receiving municipality passes a bylaw pursuant to section 148 of the Act that provides otherwise, the former area of the town is established as an electoral ward of the receiving municipality known as Division 9 and having the boundaries described in the Schedule,
- (e) all liabilities of the town, whether arising under debenture or otherwise, and all assets, rights, duties, functions and obligations of the town are vested in the receiving municipality and may be dealt with in the name of the receiving municipality,

- (f) bylaws and resolutions of the town continue to apply in the former area of the town until the bylaws or resolutions are repealed, amended or replaced by the council of the receiving municipality,
- (g) the receiving municipality may impose an additional tax under Part 10 of the Act on property located in the former area of the town, including designated industrial property as defined in section 284(1)(f.01) of the Act, to pay for any liabilities referred to in clause (e) that exceed the assets referred to in clause (e),
- (h) the receiving municipality may, by bylaw, impose an additional tax under Part 10 of the Act on property located in the former area of the town to meet obligations under a borrowing that was made
 - (i) by the town prior to its dissolution, and
 - (ii) in respect of the former area of the town,
- (i) a bylaw referred to in clause (h) may be passed each year until the borrowing is fully repaid,
- (j) a reference to the town in any order, regulation, bylaw, certificate of title, agreement or any other instrument is deemed to be a reference to the receiving municipality,
- (k) the employees of the town at its dissolution are deemed to be employees of the receiving municipality,
- (l) all employment records related to past and current employees of the town are transferred to the receiving municipality, and
- (m) all liabilities related to past and current employees of the town are transferred to the receiving municipality.

3(1) On the dissolution of the town,

- (a) until the receiving municipality passes a bylaw in accordance with section 148 of the Act, the council of the receiving municipality consists of, unless provided otherwise under subsection (3),

- (i) the 8 councillors for the receiving municipality as it stood immediately before the dissolution date, and
- (ii) 2 councillors for Division 9,

and

- (b) as a transitional measure, the following individuals are appointed as the councillors for Division 9:

- (i) Duane Didow;
- (ii) Tyler Olsen.

(2) If, on or after the dissolution of the town, a vacancy on council occurs for Division 9 on or before April 17, 2021, the receiving municipality must hold a by-election to fill the vacancy within 90 days of the vacancy occurring.

(3) The receiving municipality must,

- (a) before the 2021 general election, review the number of councillors that the council consists of, and
- (b) pass a bylaw in accordance with sections 143 and 144 of the Act that is to take effect at the 2021 general election to specify a higher or lower odd number of councillors.

(4) The receiving municipality must,

- (a) before the 2021 general election, review the number of wards and the boundaries of the wards within the receiving municipality, and
- (b) pass a bylaw in accordance with sections 148 and 149 of the Act that is to take effect at the 2021 general election to establish the number of wards and the boundaries of those wards.

4(1) The receiving municipality shall use

- (a) money received from the town on its dissolution, and
- (b) money received from the sale of any assets of the town vested in the receiving municipality under section 2(e)

and sold by the receiving municipality before December 31, 2023,

only for the purposes of paying or reducing a liability vested in the receiving municipality under section 2(e) or for purposes for which the town could have used it.

(2) All money referred to in subsection (1) must be accounted for separately by the receiving municipality.

(3) The receiving municipality shall prepare the town's 2018 annual financial statements under section 276 of the Act and the town's 2018 financial information return under section 277 of the Act.

(4) The auditor for the receiving municipality shall report to the council on the town's 2018 annual financial statements and the town's 2018 financial information return in the same manner as is required under section 281 of the Act for the receiving municipality.

(5) The receiving municipality is responsible for submitting the town's 2018 financial information return, the auditor's report on the financial information return, the town's 2018 annual financial statements and the auditor's report on the annual financial statements to the Minister in the same manner as is required under section 278 of the Act for the receiving municipality.

(6) The receiving municipality may appoint an auditor for the purpose of subsection (4).

5 If a complaint is made under section 460 of the Act in respect of property located in the former area of the town and is properly filed in accordance with the Act and regulations before the dissolution date, the complaint

- (a) shall be heard and decided by the assessment review board established by the town, if that board began hearing the matter before the dissolution date, or
- (b) shall be heard and decided by the assessment review board established by the receiving municipality, in any other case.

6 The Minister may decide any other matter relating to the rights, obligations, liabilities, assets or any other thing in respect of the town resulting from the dissolution of the town.

7 Pursuant to section 14(1)(e) of the *Foreign Ownership of Land Regulations* (AR 160/79), the land within the boundaries of the Hamlet of Grande Cache is excluded from the operation of those regulations.

Schedule

Land Description

In unsurveyed township 56, range 8, west of the sixth meridian:

All of sections 20, 29, 33, 34, 35 and those portions of sections 21, 23, 26, 27 and 28 lying northerly of the centre line of the Sulphur River, and that portion of section 19 lying north of the center line of the Sulphur River east of the centre line of the Smoky River and those portions of sections 30, 31, 32 lying east of the centre line of the Smoky River; and all south and west road allowances adjoining the above mentioned sections and portions of sections, and all road allowance intersections;

In unsurveyed township 57, range 8, west of the sixth meridian:

All of sections 2, 3, 4 and those portions of sections 5 and 6 lying east of the centre line of the Smoky River, and all south and west road allowances adjoining the above mentioned sections and portions of sections, and all road allowance intersections.

GREENVIEW WARD BOUNDARY REVIEW

Should the current WARD 1 continue to have its own Elected Official?? (EO)

YES

NO

9 COUNCILLORS
(Not Recommended)

11 COUNCILLORS

9 COUNCILLORS

11 COUNCILLORS

OPTION 1

OPTION 2

OPTION 6

OPTION 3

OPTION 4

Option 5

Option 1B

Option 2B

Option 6B

OPTION 3B

OPTION 4B

Option 5B

New Fish Creek + Sunset House & Sweat House
699 + 476 = 1175 (1 EO)
Valleyview + Little Smoky 752 + 594 = 1346 (1 EO)
Crooked Creek & Ridgevalley 882 (1 EO)
DeBolt & Puskwaskau 868 (1 EO)
Grovedale 1463 (2 EO)
Grande Cache Hamlet 3571 (official) (2 EO)
Grande Cache Coops 310 (1 EO)

Little Smoky + Sunset House & Sweat House + Valleyview +
New Fish Creek 594 + 476 + 752 + 699 = 2245 (2 EO)
Crooked Creek & Ridgevalley + DeBolt & Puskwaskau
882 + 868 = 1750 (2EO)
Grovedale 1463 (2 EO)
Grande Cache Hamlet 3571 (official) (2 EO)
Grande Cache Coops 310 (1 EO)

Little Smoky + $\frac{1}{3}$ Valleyview 594 + 250 = 844 (1 EO)
Sunset House & Sweat House + $\frac{1}{3}$ Valleyview
476 + 250 = 726 (1 EO)
New Fish Creek + $\frac{1}{3}$ Valleyview
699 + 250 = 949 (1 EO)
Crooked Creek & Ridgevalley 882 (1 EO)
DeBolt & Puskwaskau 868 (1 EO)
Grovedale 1463 (1EO)
Grande Cache Hamlet 3571 (official) (2 EO)
Grande Cache Coops 310 (1 EO)

Sunset House & Sweat House 476 (1 EO)
Little Smoky 594 (1 EO)
Valleyview 752 (1 EO)
New Fish Creek 699 (1 EO)
Crooked Creek & Ridgevalley 882 (1 EO)
DeBolt & Puskwaskau 868 (1 EO)
Grovedale 1463 (2 EO)
Grande Cache Hamlet 3571 (official) (2 EO)
Grande Cache Coops 310 (1 EO)

Little Smoky + Sunset House & Sweat House
594 + 476 = 1070 (1 EO)
Valleyview 752 (1 EO)
New Fish Creek 699 (1 EO)
Crooked Creek & Ridgevalley 882 (1 EO)
DeBolt & Puskwaskau 868 (1 EO)
Grovedale 1463 (2 EO)
Grande Cache Hamlet 3571 (official) (3 EO)
Grande Cache Coops 310 (1 EO)

Little Smoky + $\frac{1}{2}$ Valleyview 594 + 376 = 970 (1 EO)
Sunset House & Sweat House + $\frac{1}{2}$ Valleyview
476 + 376 = 852 (1EO)
New Fish Creek 699 (1 EO)
Crooked Creek & Ridgevalley 882 (1 EO)
DeBolt & Puskwaskau 868 (1 EO)
Grovedale 1463 (2 EO)
Grande Cache Hamlet 3571 (official) (3 EO)
Grande Cache Coops 310 (1 EO)

New Fish Creek + Sunset House & Sweat House
699 + 476 = 1175 (1 EO)
Valleyview + Little Smoky 752 + 594 = 1346 (1 EO)
Crooked Creek & Ridgevalley 882 (1 EO)
DeBolt & Puskwaskau 868 (1 EO)
Grovedale 1463 (2 EO)
Grande Cache / Coops/Enterprises
3571 + 310 (official) (3 EO)

Little Smoky + Sunset House & Sweat House + Valleyview +
New Fish Creek 594 + 476 + 752 + 699 = 2245 (2 EO)
Crooked Creek & Ridgevalley + DeBolt & Puskwaskau
882 + 868 = 1750 (2EO)
Grovedale 1463 (2 EO)
Grande Cache/Coops/Enterprises 3571 + 310 (official) (3 EO)

Little Smoky + $\frac{1}{3}$ Valleyview 594 + 250 = 844 (1 EO)
Sunset House & Sweat House + $\frac{1}{3}$ Valleyview
476 + 250 = 726 (1 EO)
New Fish Creek + $\frac{1}{3}$ Valleyview
699 + 250 = 949 (1 EO)
Crooked Creek & Ridgevalley 882 (1 EO)
DeBolt & Puskwaskau 868 (1 EO)
Grovedale 1463 (1EO)
Grande Cache /Coops/Enterprises 3571 + 310 (official) (3 EO)

Sunset House & Sweat House 476 (1 EO)
Little Smoky 594 (1 EO)
Valleyview 752 (1 EO)
New Fish Creek 699 (1 EO)
Crooked Creek & Ridgevalley 882 (1 EO)
DeBolt & Puskwaskau 868 (1 EO)
Grovedale 1463 (2 EO)
Grande Cache/Coops/Enterprises 3571 + 310 (official) (3 EO)

Little Smoky + Sunset House & Sweat House
594 + 476 = 1070 (1 EO)
Valleyview 752 (1 EO)
New Fish Creek 699 (1 EO)
Crooked Creek & Ridgevalley 882 (1 EO)
DeBolt & Puskwaskau 868 (1 EO)
Grovedale 1463 (2 EO)
Grande Cache/Coops/Enterprises 3571 + 310 (official) (4 EO)

Little Smoky + $\frac{1}{2}$ Valleyview 594 + 376 = 970 (1 EO)
Sunset House & Sweat House + $\frac{1}{2}$ Valleyview
476 + 376 = 852 (1 EO)
New Fish Creek 699 (1 EO)
Crooked Creek & Ridgevalley 882 (1 EO)
DeBolt & Puskwaskau 868 (1 EO)
Grovedale 1463 (2 EO)
Grande Cache/Coops/Enterprises 3571 + 310 (official) (4 EO)



Manager's Report

Function: CAO Services

Submitted by: Stacey Wabick, ACAO

Date: 3/9/2020

Grovedale Seniors Housing

Discussions with have begun with both the Evergreen Foundation and Grande Spirit Foundation to determine the next steps for assisting the facilitation of seniors housing in the Hamlet of Grovedale. Much work remains with aligning the hamlets needs with a framework recognized by the province or a housing authority; however, these discussions are an important step forward.

Community Peace Officer Program

The Community Peace Officer Program (CPO) continues to move forward. Administration has purchased the vehicles and has begun the process of gathering other necessary equipment such as identifying appropriate computers, body and vehicle camera's and other safety gear. The program also seems to be gathering interest from the public, resulting in some inquiries as to when it will take effect. Administrations goal remains to build and implement it throughout the 2020 operating year.

Growing the North Conference

The CAO and ACAO attended the Growing the North Conference on February 19 and 20. As usual, the conference offered some good speakers and a great opportunity to network, especially with other municipal staff.

Grande Cache Public Service Building and Fire Station

The Grande Cache Public Service Building and Fire Station is officially open for business. Through a collaborative effort of numerous departments lead by Facilities and Maintenance, Grande Cache administration staff formerly in the provincial building (not including FCSS staff) and Grande Cache Fire and Rescue is in their new home. Site paving and landscaping will take place in the spring/summer.

Communications & Marketing Manager, Stacey Sevilla

General Communications

The communications department is still working with the Regional Fire Chief and SLT to acquire finalized samples of the new Fire Rescue Services crest (logo) which will unify the DeBolt, Grovedale, and Grande Cache Fire Station emergency response vehicles, uniforms, etc. In addition, Protective Services have received the new CPO Patrol Unit crests (logo).

Communications continues to follow best practices for social media engagement, advertising design and website posting. These media options continue to generate activity and visibility for various recent MD initiatives; including the Greenview Gives Back Campaign, upcoming Council meetings, events, and more.

Council recently awarded the website refresh project to Sitewyze Solutions. This project will address user-identified issues and shortfalls with the current website layout and structure as well as create a new site organizational model to make it easier for visitors and ratepayers to find information. A project kickoff meeting will be scheduled during the week of March 9-13.

Work continues for the 2019 Greenview Annual Report which we hope to have to printers for late April 2020. The team has also with the compilation and update of the EOIP Contractor's Package.

Work continues to assist Ag Services with social media posting, poster creation, and proofing for workshop and marketing initiatives. The communications team will also endeavour to assist manager and staff at the Greenview Regional Multiplex with their social posting and promotion of events.

Projects completed or underway:

- Greenview Annual Photo Contest 2020 launched – print, web, social, and external website advertising campaign
- Invasive Species Awareness Campaign created and scheduled for Ag Services
- Ag Safety Week social campaign prep underway
- EOI information nights planning assistance and advertising campaign created
- Developed layout for the 2020-2023 Greenview Administration Strategic Plan and received from printers
- Regular review and proofing of Monthly Safety Bulletins (ongoing)
- Greenview Store order fulfillment and organizing (ongoing)
- Working on development of a printed Greenview Catalog
- Gathering inventory of all Greenview brochures, printed collateral for updating – in process
- February Staff Newsletter in process
- Designed new pop-up banners for upcoming sponsored events
- Working on new table cloth runners for each Greenview department along with a foam board departmental informational table topper in preparation for upcoming Ratepayer BBQ's
- Working with SMB Apps to get data in order to begin app development process. Awaiting service contract from SMB early March. It is anticipated that the app will launch around same time as new website.

General HR Update

A contractor has been engaged to complete a new, user-friendly organizational chart. We anticipate the first draft will be completed by the first week of March.

Temporary HR Support will arrive on March 2, 2020. Tasks will included additional Recruitment support and general administration in the HR department.

A contractor was also hired to review all HR job descriptions and we will be posting very soon for the following positions:

- HR Generalist (Grovedale)

- HR Officer, Recruitment (Valleyview)
- Safety Advisor (Valleyview)

HR Officer, Pay and Benefits

Administration

Year end activities and audit preparation are in full force for payroll, including the released of T4's on February 27th.

HR Consultant, Recruitment

Greenview's dedicated HR Consultant for recruitment has been actively work through the processes for Seasonal Staff, Greenview Regional Multiplex staffing and general replacement of vacant position following the reorganization.

Health and Safety

The safety department has been working through the following projects:

- EOI Contractor Handbook training for the upcoming season
- New safety software (e-Compliance) roll out.
- Providing support to neighbours and stakeholders:
 - Birch Hills County
 - Nitehawk Adventure Park
 - Little Smoky Ski Hill

In addition, Administration has engaged a safety contractor to develop new Workplace Substance Abuse Policies.

Media Releases

Along with media releases for regular Council meetings and highlights, Communications has issued media releases for the Highway 40 Twinning Funding Partnership, the Keyera Fire Mutual Aid Response, as well as the TMIP MOU Signing Press Event.

Events

- Assisted the Growing the North Committee members with preparations for the Growing the North Conference. Created and provided social media copy and imaging for social posting, and the slideshow for the hospitality suite nights
- Planned and organized RMA District 4 meeting, provided members with an update for FCM event
- All Staff Day 2020 preparation in process
- Administrative Professionals Day planning
- FCM Hospitality Suite preparation and planning

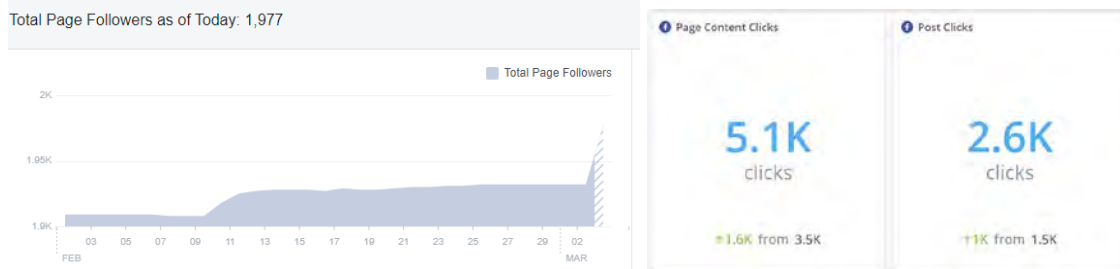
Digital presence statistics

Website (Feb 1-Feb 29, 2020)

Greenview's website has seen an increase of approximately 32% in pageviews on the website for the month of February. Website access from mobile devices continues to be more than 50% of users.



Facebook (July 15 – Jan 28)



Work continues to build our Twitter and Instagram presence. Twitter followers as of February 28, 2020 = 1,700. Instagram followers as of February 28, 2020 = 387.

We now have access to the two existing LinkedIn Pages and must complete customization to one or both. Will be meeting with Economic Development team in March to discuss developing a plan to amalgamate the two pages and delete one of them.



Manager's Report

Function: Community Services

Submitted by: Gerry Murphy, General Manager

Date: 3/9/2020

General Manager Community Services, Gerry Murphy

Getting Oriented

It's great to be working with this Community Services Team. The Managers and Staff I've met are genuinely excited to be implementing Council's 2020 Vision & Beyond. This guiding document along with the Administration Strategic Plan will be invaluable moving forward. I really appreciate the mentoring I receive from Mr. Wabick. It's not often that a General Manager has the benefit of their predecessor's experience. This combined with Ms. Thompson's strong leadership sets myself and the Community Services Team up for success and I look forward to bringing some of those successes to the next Managers Report.

Assistant Agricultural Services Manager, Dave Berry

Administration

The Agricultural Department has moved into the new location. There are still some renovation projects that need to be completed to permit placing the many currently packed items. We are currently working with the new General Manager and Facility Maintenance staff to move on the completion of this project.

We are scheduling interviews (through the HR department) for the seasonal staffing positions.

Training/Conference/Seminars

Staff attended the Peace Region Association of Alberta Agricultural Fieldsmen (AAAF) meeting on February 3rd in Worsley. Staff, also attended the Clubroot meeting in Grande Prairie February 5th. The Assistant Agricultural Services Manager, facilitated and attended the Valleyview Seed Cleaners Coop Directors meeting February 6th.

Upcoming Workshops/Seminars:

The Coyote Skinning and Agsafe workshops scheduled February 1st and February 25th respectively, were cancelled.

- Deadstock Disposal and Predation Management
 - March 25th, 2020 DeBolt
- Stock Dog Training Workshop
 - May 2nd- 3rd Valleyview Ag Plex
- Grande Cache Hamlet and Coop Weed Control meetings
 - April 7th- 8th Grande Cache
- Buttercup/Burdock Control meeting
 - April 9th, 2020 Valleyview or Little Smoky
- Canning Workshop
 - September 14th and 21st Grande Cache and Valleyview

Rental Program

Rentals have been quite slow as usual for this time of year.

Pest Control Program

The total number submitted for 2019 was 56 for the Wolf Program.

Running total for 2020 is currently 54.

Beautification

Currently, finishing removal of Christmas lights and decorations, as weather and equipment availability allows. Planning and preparing for the 2020 summer season.

Agriculture Service Board

The next scheduled Agriculture Service Board (ASB) meeting will be March 25th, 2020. We are expecting a delegation from Fish and Wildlife and Beef Specialist from Alberta Agriculture and Forestry.

Vegetation Management

Nothing to report at this time.

Wetlands/Alus/watersheds

Nothing to report at this time.

Economic Development Manager, Kevin Keller

Greenview Economic Development Update

The Memorandum of Understanding with the Province of Alberta has been signed for the Tri-Municipal Industrial Partnership (TMIP).

A meeting was held with the Deputy Minister of Western Economic Development to discuss initiatives and areas of concerns within Greenview and to learn about new programs and grants managed by the Federal Government.

Conversations were held with the Project Manager of Peaks to Prairie Project in regards to charging stations. It was discussed that Greenview could be the key to creating a loop for western Alberta and up to Alaska.

There appears to be considerable interest in this initiative from communities along Highway 16 and Grande Prairie.

The TMIP Stakeholder Working Group Meeting with industry, business and First Nation's economic development professionals was the first meeting of this round to provide input for developing future directions of the TMIP.

Economic Development and Tourism met with the Manager of the Greenview Regional Multiplex to discuss methods of promoting the facility. Options include looking beyond recreation with showcasing the venue for weddings, tradeshows and events.

Growing the North Conference

Grant approval of the Regional Collaborative Labour Market Study was announced at the Growing the North Conference.

Council met with Economic Development, Trade and Tourism Minister Fir, at the Growing the North Conference.

Economic Development Administration did a spectacular job in the absence of their Manager in representing Greenview at this year's Growing the North event.

Wayfinding Signage Project

The wayfinding signage project for Highway 40 and towards the campground, ball diamonds and golf course is in progress.

EDA (Economic Developers Alberta) Award

Submitted an application for an EDA Award in recognition of the Grande Cache Business Retention and Expansion Survey conducted in 2019.

Meetings

Initial meeting with Canadian Fiber Optics was conducted to kick off the Fiber Optics Internet Connectivity Strategy.

In order to better support businesses in the hamlet of Grande Cache, Administration, has partnered with Community Futures West Yellowhead and Alberta Labour to establish a business support network. The first Grande Cache Business Support Network event is scheduled for February 27th, 2020. Greenview is already a partner in the Fox Creek Business Support Network.

Grants/Sponsorships

Completed approved grant funding paperwork for semi-annual applicants.

Mailing out cheques to annual grant recipients as we receive their required 2019 financial statements.

Presented three revised policies to the Policy Review Committee on February 11th and the policies are scheduled to be presented to Council on March 9th.

Grande Cache Tourism & Interpretive Centre

Upgrades at the Tourism and Interpretive Centre (TIC) have been slow as the Facility Department personnel have been focused on completing work at the Grande Cache Public Services Building, a revised timeline is being established.

The Historical Society is considering building a replica of Kvass Flats Lookout for the Bird's Eye Interpretive Park in the next couple of years.

Palette Pals is continuing to vacate from the Art Studio located in the Intrepretive Centre.

The Easter Egg Hunt event will take place on Sunday, March 29th, 2020. The event is generally held the week prior to Easter Sunday, however, the Icebreakers Tournament falls that weekend and so it was rescheduled to avoid competing with such an important event to the community.

Green View Family and Community Support Services (FCSS) Manager, Lisa Hannaford

Administration

2019 statistics from the Grande Cache office show that over 3,200 people accessed services directly out of the Community Resource Centre. The total number of people receiving services (including home support, school programs, direct delivery from the Outreach Coordinator), totalled 3,649.

Northern Lakes College has once again asked Green View FCSS to take on a social work practicum student. This first year student will be mentored out of the Community Resource Centre in Valleyview from April 27th - June 15th.

The Community Volunteer Income Tax Program will be available March and April by appointment. Through this program low income residents are able to file their taxes at no charge. In 2019 over 700 residents utilized this service, bringing back over \$3,265,000.00 into the community through benefits such as GST, guaranteed income supplement, Alberta Senior benefits, working income tax benefit, and tax returns. In 2019, five volunteers contributed 142 hours of time towards this program.

Administration has been successful in engaging a volunteer to facilitate a Men's Group called Connected Men. This organization is committed to creating a supportive space for men to practice emotional mastery. The program will begin the evening of April 1st at the Community Resource Centre.

The Home Support program, now offered to all residents in and around Grande Cache, has 22 people accessing services. There are currently 11 clients in the Co-ops and 11 in the hamlet.

Green View FCSS is partnering with Oliver's Funeral Home to deliver an estate and funeral planning workshop titled, "Living Well, Leaving Well." Workshops are scheduled in Grovedale February 24th, Valleyview March 11th, DeBolt March 16th and Grande Cache May 20th.

Workshops, Conferences, and Events

Green View FCSS hosted a cyber-safety parent information night on February 26th in Valleyview. This workshop covered various on-line apps, age of consent, and on line safety information for parents. Eight (8)

people attended the workshop, with 100% stating that they are better equipped to manage their children's online safety.

A Mental Health First Aid course will be hosted at the Community Resource Centre in Valleyview March 5th and 6th. This course focuses on the four most common mental health disorders including substance related, mood related, anxiety and trauma related, and psychotic disorders. The fee is \$125.00 per person and is open to all front line staff and community members.

A poverty simulation is set to take place March 19th at the Memorial Hall from 1-3 p.m. All Council is invited to participate in this community learning opportunity, which will increase awareness of the challenges faced by vulnerable populations.

The 3rd Annual Kids Conference is taking place March 23rd - 25th in Grande Cache. Children aged 5 - 12 will be able to choose workshops from three streams of learning including: life skills, unique expressionism, and physical activity. The conference has sold out at 50 kids the previous two years and this year the number of registrants has increased to 60.

The Heart Committee (Health, Education and Action in Relationships Team) is applying for a Family Violence Initiative Fund grant in collaboration with Victims Assistance and the RCMP. If successful, HEART will host the 4th Annual Domestic Violence conference in Valleyview on October 6th & 7th.

On January 24th, the Just in Case Workshop was held at the DeBolt Centre. This workshop provides information on what paperwork residents should gather in case of an emergency (sudden death, hospitalization or evacuation) so family members can continue tasks such as banking, paying bills, accessing insurance etc. Ten participants attended the two hour workshop in DeBolt and 100% of the respondents stated, "because of the workshop I feel better about my ability to plan ahead". A second workshop is booked in DeBolt on February 27th and in Grande Cache February 27th. Planning is underway to host this workshop in Grovedale in May.

Finding Our Voices, a six week self-esteem group for women, will begin out of the Community Resource Centre in Valleyview March 20th. A minimum of four participants is required for this group to run. The program is currently running in Grande Cache in partnership with the Transition House (women's shelter), there are six participants currently enrolled.

Recreation Services Assistant Manager, Deborah Wood

Skid Steer

The purchase of the recreation skid steer has been completed, excluding delivery. Delivery was estimated for the last week of February but a date and time has still not been confirmed at this time. The rental skid steer is still in place for the snow removal at the Greenview Regional Multiplex. Additionally, a shed has been purchased to store the skid steer and the attachments at the Greenview Regional Multiplex. The shed is anticipated to be delivered by the first week of March.

Shuttler Flats Provincial Recreation Area

The lease for Shuttler Flats Provincial Recreation Area (PRA) has been signed and is pending the submission of additionally required documents including a safety plan and proof of insurance. The lease will commence

April 1st, 2020 and continue for a five year period. It is Administration's goal to have divestment complete prior to the expiry of the lease, pending Council and Province approval. Administration will be bringing a presentation for Council's review with regard to establishing the level of service expectations for the site.

The Narrows

Administration has established a preliminary plan for the proposed recreational development within the Narrows. Public consultation will be occurring on March 25th during the public engagement session at Sturgeon Heights Hall. A presentation on the development options, as well as public feedback, will come to Council in the following weeks.

Snipe Lake Parking Lot

The Snipe Lake Parking Lot project is at a standstill waiting for further information/commitment from Big Lakes County.

Grande Cache Recreation Services Manager, Kevin Gramm

Grande Cache Recreation Centre – Fitness Centre: RE19009

RPC Group has commenced demolition of the existing space that will need modifications or changing based on the tender. Colliers has presented Recreation Services with an updated project update and remains in line with the previous timelines established. On site, monthly meetings are continuing, no change orders to report at this time.

Grande Cache Recreation & Trails Masterplan: RE19010

EDS Group launched an online survey which was posted on the Grande Cache Hamlet website as well as the Greenview website, with almost 300 responses received. The responses have been compiled and the results added to the Recreation & Trails Masterplan. This data will be used to ensure we have an accurate assessment of public information. We will be releasing a final report required by the Tourism and Innovation Grant guidelines to ensure we meet the established requirements. The final report is scheduled to be presented at the April 20th Committee of the Whole meeting in Grande Cache.

Grande Cache Curling Rink Retaining Wall

The Grande Cache Curling Rink retaining wall is 75% complete, the project will continue to proceed in 2020. Precision Engineering completed geosampling of the current retaining wall as well as the lower parking lot at the Recreation Centre. Preliminary engineering and design is complete and reviewed for presenting design recommendations. Precision engineering has released 75% design and feedback proposal. Recreation Services will be reviewing the design and engineering report early in March.

Grande Cache Arena Dressing Room Design

Beairsto & Associates has completed three (3) conceptual drawings for review. A review and design meeting was held in Grande Cache on January 23rd, 2020 to discuss additional requests and to assess the project to-date. The project will continue as intended and a review will be conducted on the latest design drawings in early March.

Grande Cache Ball Diamonds: RE19007

The Grande Cache Ball Diamonds are 70% complete and the project will continue to proceed in 2020.

Grande Cache Municipal Campground: RE19008

The Grande Cache Municipal Campground 2019 project objectives are complete. The campground superintendent is working with Camp Reservations to schedule the opening dates and any updates required for the website online registration system.

RE20002 Phase 5 Park:

The preliminary scheduling for May 2020 of this project is underway. Completing a review of the proposed equipment as well as the current equipment at the location.

RE20004 Genie Ariel Boom Scissor Lift Replacement

Spyder crane review complete and equipment purchase has commenced. The design specifications for reinforced trailer are complete and the scheduled delivery is assigned for late March 2020.

RE20006 Recreation Centre Chemical Feed Systems

The Recreation Centre chemical feed systems is scheduled for install March 29th – April 3rd, 2020. This will require a brief shutdown of the Aquatics Department while the installation is conducted. This time was chosen to be conducted during the annual shutdown so that if any problems with the feed system occurred it would not prolong the shutdown past four weeks which would not be in the best interest of Greenview. Automated Aquatics will be onsite in early March to assist with preplanning which includes concrete coring and piping.

Assitant Recreation Services Manager, Michelle Richardson

General Administration – Greenview Regional Multiplex (GRM)

Greenview Regional Multiplex (GRM) currently has 1518 active memberships.

On average 181 members are checking in on a daily basis and 46 daily drop-in passes are purchased.

The Assistant Manager and multiple staff members participated in the ICS 100 online course. This course provided information on Incident Command Systems which is a standardized management system to organize and manage a response to any emergency incidents.

The GRM experienced two separate vandalism events in the month of February:

- The first incident has been handed over to the RCMP and administration is working closely with them to close the case as soon as possible. Twenty six (26) lockers were tampered with in the men's aquatics change rooms, the total cost of repair is still being researched.
- The second incident happened in the Fieldhouse where a group of men were kicking a basketball into the roof. The ball hit a light and knocked the cover open, leaving it hanging and becoming an overhead danger. To bring a scissor lift into the facility equates in a cost of \$1,500 plus the cost of eliminating one of the gymnasiums to the public for two days.

The GRM will be closed on March 20th at 5:00 p.m. for a staff safety training session. This training will review emergency evacuation procedures and will allow the lifeguards to have a real time scenario training.

The Assistant Manager and the maintenance team have been working on creating a preventative maintenance plan with a goal to prevent any future damage during extreme cold weather.

Aquatics

The aquatics leadership team have worked with the schools in the region to provide discounted swimming lessons. The schools included are: Ridgevalley, Sturgeon Lake, OAP, Harry Gray, and St. Stephens.

Public swimming lessons will continue moving to after school and mid morning during the week for March and April.

The Junior Lifeguard Club has been working hard all month and will be competing in a Mock Meet on March 8th with other clubs from Northern Alberta.

The GRM has a daily average of 58 people visiting to use the Aquatics Centre.

On February 19th Automated Aquatics provided a one day training session for the Assisant Manager, Senior Guards and Maintenance team. The training was focused around proper maintenance of the pool chemical controllers and pumps. This has provided a solid foundation of training for the staff to confidently operate the pool mechanical system.

Facility Programming

Teh temporary Senior Programmer position has been filled and the employee commenced on February 17th. The employee has been very busy learning her new role and working on bringing in new community events to the GRM.

Fitness

The fitness staff currently have 19 personal training clients and are offering a total of 15 fitness classes.

The fitness staff have been busy preparing for the third annual GRM Indoor Triathlon on March 14th. This event has been a huge success since the facility opened and provides athletes from all over the Northern Alberta Region with an opportunity to compete in a triathlon before the triathlon season begins. This year we have 30 athletes competing.



Manager's Report

Function: Corporate Services

Submitted by: Corporate Services

Date: 3/2/2020

Finance & Administration Manager, Donna Ducharme

Donna continues to work on Audit information as well as a number of others from the Finance team. With the year just beginning there's new pieces equipment being purchased and Donna insures they are all insured properly.

Time has been spent on insurance claims as well, sewer back ups in Grande Cache and vehicle incidents.

The Grande Cache staff moved to their new office in the Grande Cache Public Service Building.

A huge thanks to Peter & Shane and Alfred and his team. It went well just working out the usual kinks that come along with a move.

Wanda has been entering all the operational budget adjustments that were sent in from the departments.

Information Systems, Shane Goalder

Install Wifi Network at Grande Cache Public Service Building that will allow for phone system and other network services. Attended Committee of the Whole Meeting in Grovedale, February 18th, 2020.

RFT for Desktop and Network Support released and proposals received. Decision on vendor to be made mid-March 2020.

Travel to Grande Cache with Peter Stoodley to setup phone system, printers and computer equipment for Administration staff moving into the Grande Cache Public Service Building. Full weekend spent on site to complete task. Peter was on hand on February 24th to assist staff with any issues.

Setup of new computer equipment and cell phone devices for staff. Retire old equipment.

Quoting and Purchasing of IT Equipment as per 2020 Interim Operational Budget.

All other IT support tasks as required.



Manager's Report

Function: Infrastructure & Planning

Submitted by: Roger Autio, General Manager Infrastructure & Planning

Date: 3/9/2020

Manager, Facility Maintenance, Alfred Lindl

- Agriculture Services Building – Starting the construction of the mezzanine, storage room, welding and work station. When the weather accommodates we will install a light pole, move the chemical shed and install a fill station for the spray crew.
- Grande Cache Public Service Building - Completed the deficiencies with RPC Contractors, they will return in the spring to complete the paving and landscaping.
- Grande Cache Public Service Building –Organized and moved Grande Cache Admin to the Public Service Building. On February 20th the final inspection was held on the Public Service Building with the contractors, they are still working on deficiencies. Facilities staff continues working on minor details and small items to accomodate in the new building.
- Grande Cache Tourism Centre – Upgrades and renovations continue. The next project will be to replace the furnaces, install AC and humidifier.
- Annual checks will begin on Fire Extinguisher, First Aid, AED's, Generators, Sprinkler systems, back flow preventer valves, Fire pumps at Water Treatment Plants, fire pumps and fire pump trailer for the public and HVAC systems
- Through the month, normal ongoing Maintenance on all Facilities, focus is snow removal and Ice care.

Assistant Manager, Construction & Engineering, Leah Thompson

- Administration received a payment of \$300,000 under the Strategic Transportation Infrastructure Program – Resource Road Program to help assist with costs for the Forestry Trunk Road Phase IV upgrading project.
- Township Road 670 has been posted and will close on March 9th, 2020. Recommendation to follow at March 23rd Council.

- Meeting with landowner regarding some issues he has with the work that was completed in the drainage ditch on his property.
- Meeting with Telus and their subcontractor Telecom. They have informed Administration that they want to be part of our projects so they have no temporary lines being run. Their objective for 2020 is to have these finalized without having to come back after the project is completed.
- Going through the approach requests to have them inspected and scheduled into the 2020 construction season.
- Received disposition approval document for the Jason Delorme Memorial Site in Grande Cache.
- Traffic counters will be installed on the Victor Lake road for informational purposes in the next coming days.

Assistant Manager, Operations, Josh Friesen

Operations East

- Snow clearing, drifting snow, ongoing winter maintenance grading and plowing.
- Opening up / monitoring of various culverts & drainage areas blocked with ice or snow to promote good spring run-off.
- Ongoing monitoring of activities and cooperation with Pembina and contractors during pipeline project in area.
- Gravel stockpiling program has continued. Presently hauling from Glacier Rock Resources pit south of Ridge Valley to the Valleyview Stockpile. The Little Smoky Stockpile haul is expected to begin early in March with material being hauled from the Athabasca area south of Fox Creek.
- Landowners are being contacted re: how we can better anticipate upcoming drainage concerns in regards to land levelling and clearing so that ditching, culvert upgrades, etc... can be proactively focused.

Operations West

- Snow clearing, drifting snow, ongoing winter maintenance grading and plowing.
- Gravel stockpiling program from Murtron Pit to KM 27 on the Forestry Trunk Road completed.
- Spot gravelling on Forestry Trunk Road.
- Cleaning ice dams from river hill runoff along roadway into Moody's Crossing.
- Brushing drainage ditch north of TWP RD 734 and HWY 736 completed.
- Operations South.
- Crosswalk, catch basins and sidewalk snow removal, clear build up and ongoing winter road maintenance.
- Flood outdoor skating pad in Phase 5.
- Clean ice from ditch at Wanyandie East to allow for better drainage.
- Had D6 dozer on Forestry Trunk Road pushing snow drifts off the west side of the road. Cleared 2.5 KM of drifting snow between KM 152 – 158.
- Put second grader on FTR Beat #3 to work on rough road between KM 80-120 and put 21 loads of gravel to patch dips in the FTR between KM 97 – 111.

Fleet Coordinator

- Tender for CPO police SUV's closed and awarded by Council.

- Track loader procurement for Regional Landfill approved by GRWMC and order placed.
- AVL system list complete, finishing formatting for RFQ of AVL update.

Manager, Environmental Services, Gary Couch

- Grande Cache Water Plant - deficiencies are being corrected by contractors.
- Capital projects are on schedule as planned.
- Enviro Services and Ag Services are developing a Deadstock landfill power point presentation.
- Greenview will be hosting a Lead compliance workshop which other surrounding operators to attend. The workshop is set for the end of March. Date will be determined

Water

- Alberta Environment & Parks annual reports for water and wastewater systems have been submitted.
- Grande Cache- Water meter audit- repairing and replacing non operable water meters.
- Valleyview Rural South Water Line - Water leak was fixed, replaced the bolts on valves.
- Greenview has been given the licensed approval from Alberta Environment & Parks for the Valleyview waterline.
- Grande Cache Utilities Operators assisted Facility Maintenance with the move to the Public service building.

Wastewater

- Grande Cache Sewer Plant- Due to the structural issues the operators are implementing a plan to dewater the lagoons.

Solid Waste

- Grande Cache Landfill - Administration has developed a clean up and organization plan for the landfill that will commence on March 1st.
- Greenview Regional Landfill - Waiting on equipment repair and replacement. Presently a contractor is being used to compact the garbage
- Alberta Care Recycling Conference: 2 Solid waste employees will be attending the conference on Feb 26-28th.

Manager, Planning & Development, Sally Ann Rosson

- Responded to contractor on some recommended changes to the Land Use Bylaw updates that would incorporate Hamlet of Grande Cache Bylaw into Greenview's Bylaw.
- Incorporated the three road closure files into the MuniSight PD with template letters being input into the program as part of the Road Closure Bylaw process.
- Grovedale Area Structure Plan and Tri-Municipal Area Structure Plan boundaries were input into MuniSight (Webmap).

- Met with MuniSight to advise them of our future needs requesting updates be provided for any changes or releases to the program in advance. Departments are able to meet with MuniSight for additional training as required.
- QGIS training will replace Geomedia Professional. Training is scheduled for March 17, 2020 for Planning & Development Staff.
- Business License process was review with staff and awaiting the final decision from Council before licenses are input.
- Future Telus Communication Tower for the Hamlet of Grande Cache with two site locations being considered.

The following information provides a breakdown of the new applications received in the various development categories:

Monthly Summary of Activity in February 2020	
Type of Planning & Development Activity	Number of Applications
BUSINESS LICENSES:	29
DEVELOPMENT PERMIT APPLICATIONS:	10
LEASE REFERRALS:	1
LAND USE AMENDMENTS (RE-DESIGNATION):	1
SUBDIVISION APPLICATIONS:	3
APPROACH APPLICATIONS:	2
	Gravel/Asphalt

Breakdown of the applications are outlined as follows:

BUSINESS LICENSES: 29

- B20-033 / NW-5-69-22-W5 SHOT SHELL SPORTING CLAYS / 3 - VALLEYVIEW
- B20-034 / SE-25-70-23-W5 LOT 1, PLAN 0024004 / 1470468 AB LTD / 3 - VALLEYVIEW
- B20-035 / SW-16-70-22-W5 LOT 3, PLAN 9522787 / DNA TRUCK ANALYSIS / 3 - VALLEYVIEW
- B20-036 / NE-33-69-22-W5 / ARDY RIGGING LTD / 3 - VALLEYVIEW
- B20-037 / SW-16-70-22-W5 LOT 1, PLAN 9522787 / SHERK'S RV PARK LTD / 3 - VALLEYVIEW
- B20-039 / NW-26-71-26-W5 LOT 1, PLAN 1824KS / CROOKED CREEK GENERAL STORE / 7 - CROOKED CREEK
- B20-042 / NW-22-70-22-W5 LOT 1, BLOCK 1, PLAN 0424596 / THE CRABBIE GOAT / 3 - VALLEYVIEW
- B20-043 / SW-15-71-26-W5 LOT 1, PLAN 9520424 / MARVS AUTO SERVICE / 7 - CROOKED CREEK
- B20-045 / LOT 80, BLOCK 26, PLAN 4355RS ABRAHAM, M / 9 - GRANDE CACHE
- B20-048 / NW-13-69-7-W6 ENERGY 44 SERVICES INC / 8 - GROVEDALE
- B20-049 / LOT 4, BLOCK 1, PLAN 0823266 / STOLEN HARVEST MEADERY / 8 - GROVEDALE
- B20-052 / NE-17-70-22-W5 LOW IMPACT INC / 3 - VALLEYVIEW
- B20-053 / LOT 1A, BLOCK 1, PLAN 1121859 / KELORE KENNELS / 8 - GROVEDALE
- B20-054 / LOT 1, BLOCK 1, PLAN 1322090 / HARPER CREEK MECHANICS LTD. / 7 - CROOKED CREEK
- B20-056 / LOT 2, BLOCK 1, PLAN 1224802 / GROVEDALE GOLF AND COUNTRY CLUB / 8 - GROVEDALE
- B20-057 / LOT 1, BLOCK 1, PLAN 1621352/ DEBOLT AG LTD. 6 / DEBOLT/PUSKWASKAU
- B20-058 / SE-3-71-25-W5 / SANDERSON MEATS / 7 - CROOKED CREEK
- B20-059 / LOT 1, PLAN 9421685 / WILLOW WORKS RUSTIC FURNITURE / 2 - LITTLE SMOKY
- B20-060 / LOT 1, BLOCK 1, PLAN 0828020 KITTIES HOME AWAY FROM HOME / 6 - DEBOLT/PUSKWASKAU
- B20-061 / SW-14-65-21-W5 / FOR-SITE ENVINONMENTAL SERVICE LTD. / 2 - LITTLE SMOKY
- B20-062 / LOT 1, PLAN 9524317 / 1257766 ALBERTA CORPORATION / 7 - CROOKED CREEK
- B20-063 / LOT 1, BLOCK 1, PLAN 1322647 / ABOVE & BEYOND OILFIELD SERVICE INC / 3 - VALLEYVIEW

B20-064 / SW-35-70-22-W5 / BETSYS ROD & CUSTOM LTD / 3 - VALLEYVIEW
B20-065 / LOT 4, BLOCK 1, PLAN 0320759 / TORQUE TECH MECHANICAL LTD / 8 - GROVEDALE
B20-066 / SW-16-71-26-W5 / HOLLYHOCK HAVEN BED & BREAKFAST / 7 - CROOKED CREEK
B20-067 / LOT 5, BLOCK 7, PLAN 822050 / 1399311 AB LTD. DEBOLT HOTEL / 6 - DEBOLT/PUSKWASKAU
B20-068 / SW-12-68-23-W5 / DIRECT PRESSURE / 2 - LITTLE SMOKY
B20-069 / BLOCK 1, PLAN 8321815 /GALLIVAN CONSTRUCTION LTD / 3 - VALLEYVIEW

DEVELOPMENT PERMITS: 10

D20-010 / SE 7-69-8-W6 / ADDITIONAL PUMP - \$350,465 / PEMBINA / WARD 8
D20-038 / SE 7-69-8-W6 / ELECTRICAL BUIDING - \$650,000 / PEMBINA / WARD 8
D20-040 / 3-26-69-6-W6 / GAS COMPRESSOR - \$38,720 / ECLIPSE REGULATORY / WARD 8
D20-041 / SW-22-73-1-W6 / ADDITION - \$280,000 / HILL, T & K / WARD 6
D20-044 / LOT 80, BLOCK 26, PLAN 4355RS / HC PHOTOGRAPHY & FRAMING -\$5,000 / DIVISION 9
D20-046 / LOT 1, BLOCK 1, PLAN 0821288 / DWELLING UNIT - \$10,000 / FINLEY, R / WARD 8
D20-050 / SW 1-66-4-W6 / BURROW PIT - \$150,000 / PROSPECT LAND SERVICES / WARD 7
D20-051 / NE 29-66-8-W6 / BURROW PIT - \$150,000 / PROSPECT LAND SERVICES / WARD 8
D20-055 / SW 16-67-7-W6 / REPLACEMENT CAMP KITCHEN - \$500,000 / HORIZON NORTH / WARD 8
D20-070 / LOT 13A, BLOCK 9, PLAN 858TR / OFFICE / WARNER, D / DIVISION 9

LEASE REFERRALS: 1

L20-047 / NE 33-67-6-W6 / FRONTIER RESOURCE SERVICES / STOCK PILE EXPANSION / 8 - GROVEDALE

LAND USE AMENDMENTS: TOTAL 1

A20-004 / NW-34-72-22-W5 / (A-1) TO COUNTRY RESIDENTIAL (CR-1) / MADER / WARD 5

SUBDIVISIONS: TOTAL 3

S20-001 / SW-10-68-22-W5 / PHYSICAL SEVERANCE / NEUFELD & SHAW / WARD 2
S20-002 / SE-9-69-7-W6 / FIRST PARCEL OUT / WIEBE / WARD 8
S20-003 / NW-24-71-26-W5 / SUBDIVISION / FROESE / WARD 7

GRAVEL APPROACH APPLICATIONS: SENT TO CONSTRUCTION AND ENGINEERING: TOTAL 1

20_002 G / SE-18-73-26-W5 / FARMLAND-NEW / GERWATOSKI / WARD 6

ASPHALT APPROACH APPLICATIONS: SENT TO CONSTRUCTION AND ENGINEERING: TOTAL 0



Municipal District of Greenview No. 16

NAME: Winston Delorme Employee #: _____ Council
 ADDRESS: _____ Department: _____

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS			LODGING EXPENSES	PER DIEM
						B	L	D		
05-Feb			C	Travel Health & Safety Confernce via Ed	860	1	1		40.00	398.00
06-Feb			C	Health & Safety Confernce		1		1	50.00	398.00
07-Feb			C	Health & Safety Confernce/TMIP Meeting(Conference Call)				1	30.00	398.00
08-Feb			C	Travel to Edmonton from Banff	430	1	1		40.00	398.00
09-Feb	17:00	21:00	M	Travel to Valleyview From Edmonton	350			1	30.00	200.00
10-Feb	8:00	13:00	M	Council Meeting		1			20.00	300.00
10-Feb	13:00	19:00	M	SLT Meeting/ Travel	350					300.00
17-Feb	15:00	17:30	M	Travel to GP	200			1	30.00	200.00
18-Feb	8:00	16:30	M	COW in Grovedale						398.00
NOTES:										
				KILOMETER CLAIM						
				RATE		TOTAL				
				\$0.59 per km	2190	1292.10				
				\$0.15 per km	2190	328.50				
				SUBTOTAL		1620.60		TOTAL CLAIM		4850.60
				LESS G.S.T.				LESS ADVANCES		
				TOTAL		1620.6		AMOUNT DUE (OWING)		\$4,850.60

Meeting Code : M for Meetings
 C for Conferences

Claimant _____ Date _____ Approved _____ Date _____



Municipal District of Greenview No. 16

NAME: Winston Delorme Employee #: _____
 ADDRESS: _____ Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS			LODGING EXPENSES	PER DIEM
						B	L	D		
18-Feb			C	Growing the North Reception		1		20.00		398.00
19-Feb			C	Growing the North						398.00
20-Feb			C	Growing the North						398.00
21-Feb			C	Growing The North/Travel	200		1	20.00		398.00
23-Feb	17:00	21:00	M	Travel to Valleyview for Council Meeting	350		1	30.00		200.00
24-Feb	8:00	13:00	M	Council Meeting/ Travel	350	1		20.00		300.00
NOTES:						TOTAL			90.00	2092.00
KILOMETER CLAIM						TOTAL		LESS GST		
RATE						KM's		TOTAL	531.00	90.00
\$0.59 per km						900		NET CLAIM	90.00	2092.00
\$0.15 per km						900				
SUBTOTAL						666.00		TOTAL CLAIM		2848.00
LESS G.S.T.								LESS ADVANCES		
TOTAL						666		AMOUNT DUE (OWING)		\$2,848.00

Meeting Code : M for Meetings
 C for Conferences

 Claimant

 Approved

 Date

 Date



Municipal District of Greenview No. 16

NAME: Dale Gervais Employee #: _____ Council
 ADDRESS: _____ Department: _____

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS			LODGING EXPENSES	PER DIEM
						B	L	D		
10-Feb	8:00	17:00	m	council meeting SLT	60					398.00
11-Feb	8:00	13:00	m	MPC	60					300.00
14-Feb	8:00	18:00	m	RMRF law seminar	300					463.00
18-Feb	7:30	18:00	m	COW Grovedale	350					495.50
19-Feb	8:00	18:00	c	growing the north confrence	20					398.00
20-Feb	8:00	18:00	c	growing the north confrence						398.00
21-Feb	8:00	17:00	m	zone 4 meeting						398.00
24-Feb	8:00	17:00	m	council meeting SLT	60					398.00
27-Feb	18:00	21:00	m	multiplex	60					200.00
NOTES:										
KILOMETER CLAIM										
						TOTAL				3448.50
						RATE	TOTAL	LESS GST		
						\$0.59 per km	910	536.90	NET CLAIM	3448.50
						\$0.15 per km	910	136.50		
						SUBTOTAL	673.40	TOTAL CLAIM	4121.90	
						LESS G.S.T.		LESS ADVANCES		
						TOTAL	673.4	AMOUNT DUE (OWING)	\$4,121.90	

Meeting Code : M for Meetings
 C for Conferences

 Claimant

 Date

 Approved

 Date



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 3 Councillor Les Urness		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
2/24/2020	Regular Council Meeting	
2/27/2020	Other	Little Smoky ski hill governance board meeting
2/27/2020	Greenview Regional Multiplex Board	



Municipal District of Greenview No. 16

NAME: Les Urness
ADDRESS : _____
Employee # : _____
Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS			LODGING EXPENSES	PER DIEM
						B	L	D		
06-Feb	9:30	13:00	m	GRWMC	22					196.00
18-Feb	8:00	19:00	m	COW in Grovedale & hospitality suite	145					518.00
19-Feb	8:00	17:00	m	Growing the North	35	b		20.00		390.00
20-Feb	8:00	17:00	m	Growing the North	35		d	30.00		390.00
21-Feb	8:30	18:00	m	RMA district meeting	145					422.00
24-Feb	8:30	14:00	m	council	22					294.00
27-Feb	9:00	14:00	m	Little Smoky ski hill assoc. meeting	120					294.00
27-Feb	18:30	21:00	m	Greenview multiplex meeting	22					196.00
NOTES:										
KILOMETER CLAIM										
						TOTAL		50.00		2700.00
						KM's	TOTAL	LESS GST		
						546	316.68	NET CLAIM	50.00	2700.00
						546	81.90			
						398.58	TOTAL CLAIM			3148.58
							LESS ADVANCES			
						398.58	AMOUNT DUE (OWING)			\$3,148.58

Meeting Code : M for Meetings
 C for Conferences

_____ Claimant
 _____ Date
 _____ Approved
 _____ Date



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 4 Councillor Shawn Acton		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
02/24/2020	Regular Council Meeting	
02/26/2020	Alberta Care Conference	
03/03/2020	Emergency Management ICS 200	



Municipal District of Greenview No. 16

NAME: shawn acton Employee # : _____
 ADDRESS : _____ Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS			LODGING EXPENSES	PER DIEM			
						B	L	D					
11-Feb	9:00	13:00	m	mpc	94					200.00			
NOTES:						TOTAL					200.00		
KILOMETER CLAIM						TOTAL		TOTAL		200.00			
						RATE		KM's		LESS GST		200.00	
						\$0.59 per km		94		NET CLAIM		200.00	
						\$0.15 per km		94		TOTAL CLAIM		269.56	
SUBTOTAL						69.56		TOTAL CLAIM		269.56			
LESS G.S.T.								LESS ADVANCES					
TOTAL						69.56		AMOUNT DUE (OWING)		\$269.56			

Meeting Code : M for Meetings
 C for Conferences

 Claimant

 Date

 Approved

 Date



Municipal District of Greenview No. 16

NAME: shawn acton Employee # : _____
 ADDRESS : _____ Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS			LODGING EXPENSES	PER DIEM	
						B	L	D			
06-Feb	9:00	12:30	m	grwmc	94					200.00	
10-Feb	8:00	15:00	m	council/sit meeting	94					300.00	
11-Feb	18:00	20:30	m	wv rec	88					200.00	
12-Feb	16:30	19:30	m	wv library	88					200.00	
13-Feb	9:30	15:00	m	ics 100 coarse	94					300.00	
14-Feb	7:30	17:00	m	law seminar	306					430.50	
NOTES:											
KILOMETER CLAIM						TOTAL					1630.50
						KM's	TOTAL				
							450.76	LESS GST			
							764	NET CLAIM			1630.50
						764	114.60				
						565.36		TOTAL CLAIM		2195.86	
								LESS ADVANCES			
						565.36		AMOUNT DUE (OWING)		\$2,195.86	
Meeting Code : M for Meetings											
C for Conferences											

Claimant _____ Date _____
 Approved _____ Date _____



Municipal District of Greenview No. 16

NAME: shawn acton Employee # : _____
 ADDRESS : _____ Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS			LODGING EXPENSES	PER DIEM	
						B	L	D			AMOUNT
18-Feb	7:00	16:00	m	cow grovedale	354	x			20.00	398.00	
18-Feb	17:30	22:00	m	fox creek library	266		x		30.00	300.00	
19-Feb	6:30	18:00	c	growing the north	326	x			20.00	398.00	
20-Feb	6:30	18:00	c	growing the north	326	x			20.00	398.00	
21-Feb	8:00	14:00	m	south peace archives	317		x		20.00	300.00	
24-Feb	8:00	13:30	m	council	94					300.00	
26-Feb	7:00	17:00	c	alberta care	361	x			20.00	398.00	
27-Feb			c	alberta care						398.00	
28-Feb	7:00	13:30	c	alberta care	361	x			20.00	398.00	
NOTES:											
KILOMETER CLAIM									TOTAL	150.00	3288.00
RATE									TOTAL		
\$0.59 per km									1418.95		
\$0.15 per km									360.75		
SUBTOTAL									1779.70	TOTAL CLAIM	5217.70
LESS G.S.T.										LESS ADVANCES	
TOTAL									1779.7	AMOUNT DUE (OWING)	\$5,217.70

Meeting Code : M for Meetings
 C for Conferences

 Claimant

 Date

 Approved

 Date

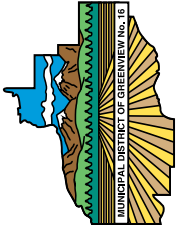


MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 6 Councillor Tom Burton

DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
2/24/2020	Regular Council Meeting	
2/26/2020	Weyerhaeuser International Paper	



Municipal District of Greenview No. 16

NAME: Tom Burton Employee #: _____
 ADDRESS: _____ Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS			LODGING EXPENSES	PER DIEM	
						B	L	D			
February 7 2020	17:00	21:00	M	MD of Greenview Library Board ADMIN						200.00	
February 8 2020	9:00	13:00	M	MD of Greenview Library Board DeBolt						200.00	
NOTES:						TOTAL				400.00	
KILOMETER CLAIM						KM's	TOTAL				
RATE								LESS GST			
\$0.15 per km								NET CLAIM		400.00	
SUBTOTAL										TOTAL CLAIM 400.00	
LESS G.S.T.										LESS ADVANCES	
TOTAL										AMOUNT DUE (OWING) \$400.00	

Meeting Code : M for Meetings
 C for Conferences

 Claimant

 Approved

 Date



Municipal District of Greenview No. 16

NAME: Tom Burton Employee #: _____
 ADDRESS: _____ Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS			LODGING EXPENSES	PER DIEM
						B	L	D		
February 17 2020	19:15	20:00	M	East Smoky Recreation Board						200.00
February 18 2020	8:30	15:00	M	Committee of the Whole	150					300.00
February 18 2020			C	Growing the North Conference	120					398.00
February 19 2020			C	Growing the North Conference	120					398.00
February 20 2020			C	Growing the North Conference	120					398.00
February 21 2020			C	Provincial Rural Crime Watch Symposium	120					398.00
February 22 2020			C	Provincial Rural Crime Watch Symposium	120					398.00
February 24 2020	9:00	11:00	M	Council						200.00
February 26 2020	17:00	21:30	M	International Paper/Weyerhaeuser	120					300.00
NOTES:						TOTAL				
						KILOMETER CLAIM				
						TOTAL		LESS GST		
						870		513.30		NET CLAIM
						870		130.50		
						643.80		TOTAL CLAIM		3633.80
								LESS ADVANCES		
						643.8		AMOUNT DUE (OWING)		\$3,633.80

Meeting Code : M for Meetings
C for Conferences

Date

Approved

Date

Claimant



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 7 Councillor Roxie Rutt		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
2/24/2020	Regular Council Meeting	Minutes posted on the MD Website
2/24/2020	Other	Attended the EIOP Information Session in Valleyview
3/4/2020	P.A.C.E. Board of Directors	Will give a verbal report in Council as the written report is due beforehand
3/6/2020	Grande Spirit Foundation	New Spirit River Facility Announcement



Municipal District of Greenview No. 16

NAME: Roxie Rutt
 ADDRESS: _____

Employee #: _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS			LODGING EXPENSES	PER DIEM
						B	L	D		
18-Feb	8:00	14:30	M	C.O.W. in Grovedale	125					300.00
18-Feb	17:50	20:50	M	Greenview Hospitality						200.00
19-Feb			C	Growing The North Conference						398.00
20-Feb			C	Growing The North Conference						398.00
21-Feb	9:00	15:00	M	RMA Regional Meeting	115					300.00
22-Feb	9:00	14:30	M	Peace Library Systems Meeting	150					300.00
24-Feb	8:00	14:30	M	Regular Council Meeting	90					300.00
24-Feb	17:30	21:30	M	EOIP Information Session	90					200.00
NOTES:						TOTAL				
KILOMETER CLAIM						TOTAL				
				RATE	KM's	TOTAL	LESS GST			
				\$0.59 per km	570	336.30	NET CLAIM		2396.00	
				\$0.15 per km	570	85.50				
				SUBTOTAL		421.80	TOTAL CLAIM		2817.80	
				LESS G.S.T.			LESS ADVANCES			
				TOTAL		421.8	AMOUNT DUE (OWING)		\$2,817.80	

Meeting Code : M for Meetings
 C for Conferences

 Claimant

 Date

 Approved

 Date



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Division 9 Councillor Duane Didow		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
2/24/2020	Regular Council Meeting	Highlights on website
2/27/2020	Other	EOIP Information Session – Grande Cache
2/28/2020	Other	RMA Analysis: Budget 2020 - Teleconference
3/6/2020	Other	Northwest Alberta Sport Excellence Awards – Greenview Representative



Municipal District of Greenview No. 16

NAME: Duane Didow Employee #: _____
 ADDRESS: _____ Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS			LODGING EXPENSES	PER DIEM
						B	L	D		
30-Jan	9:00	15:30	M	FCSSAA - Board Orientation						300.00
31-Jan	9:00	17:00	M	FCSSAA - Board Meeting						300.00
09-Feb	16:00	19:00	M	Travel to VV	350		X	30.00		200.00
10-Feb	8:30	15:00	M	Regular Council mtg/ SLT meeting		X		20.00		300.00
11-Feb	7:00	8:30	M	Breakfast w/GoA Caucus in GP	200					200.00
11-Feb	10:00	16:00	M	MPC and PRC - travel to GC	350	X		20.00		300.00
18-Feb	7:00	20:00	M	COTW - Grovedale/GTN Hospitality room	200	X		20.00		656.00
19-Feb	9:00	17:00	C	GTN Conference						398.00
20-Feb	8:00	18:00	C	GTN Conference	200					398.00
23-Feb	16:00	19:00	M	Travel to VV	350		X	30.00		200.00
24-Feb	8:30	13:00	M	Regular Council mtg	350	X		20.00		300.00
27-Feb	18:00	20:00	M	EOIP info session - GC						200.00
28-Feb	16:00	17:00	M	RMA teleconference 2020 Alberta Budget						200.00
NOTES:										
					KILOMETER CLAIM					
					TOTAL		TOTAL		3952.00	
					RATE		LESS GST			
					KM's		TOTAL			
					\$0.59 per km		2000		1180.00	
					\$0.15 per km		2000		300.00	
					SUBTOTAL		1480.00		TOTAL CLAIM	
					LESS G.S.T.				LESS ADVANCES	
					TOTAL		1480		AMOUNT DUE (OWING)	
									\$5,572.00	

Meeting Code : M for Meetings
 C for Conferences

Duane Didow
 Claimant

Feb 28, 2020
 Date

Approved
 Date



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Division 9 Councillor Tyler Olsen		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
2/24/2020	Regular Council Meeting	
2/24/2020	Other	EIOP contractor info session - Valleyview
2/25/2020	Other	Nitehawk
2/26/2020	Other	Grande Prairie Regional Tourism Association
2/27/2020	Other	EIOP contractor info session – Grande Cache
3/2/2020	The River of Death & Discovery Dinosaur Museum Society	
3/3/2020	Other	Emergency Management – ICS 200
3/4/2020	Other	Emergency Management – ICS 200



Municipal District of Greenview No. 16

NAME: Tyler Olsen Employee #: _____
 ADDRESS : _____ Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS			LODGING EXPENSES	PER DIEM
						B	L	D		
11-Feb	9:00	16:30	m	MPC	350					300.00
NOTES:						TOTAL				300.00
KILOMETER CLAIM							TOTAL			
					RATE	KM's	TOTAL	LESS GST		
					\$0.59 per km	350	206.50	NET CLAIM	300.00	
					\$0.15 per km	350	52.50			
					SUBTOTAL		259.00	TOTAL CLAIM		559.00
Meeting Code : M for Meetings							LESS ADVANCES			
C for Conferences						259	AMOUNT DUE (OWING)			\$559.00

 Claimant

 Approved

 Date

 Date



Municipal District of Greenview No. 16

NAME: Tyler Olsen Employee #: _____
 ADDRESS: _____ Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS			LODGING EXPENSES	PER DIEM	
						B	L	D			AMOUNT
18-Feb	8:00	16:00	m	COW Grovedale	220					300.00	
19-Feb	7:30	17:00	c	Growing the North						398.00	
20-Feb	7:30	16:00	c	Growing the North						398.00	
20-Feb	16:00	20:30	m	River of Death and Discovery	80					300.00	
21-Feb	9:00	18:30	m	RMA division meeting	220		1		30.00	430.50	
23-Feb	16:00	19:00	m	Travel for RC	220					200.00	
24-Feb	7:30	23:00	m	Regular Council / EIOP contractor meeti	480					656.00	
25-Feb	14:30	21:30	m	Nitehawk	420		1		30.00	300.00	
26-Feb	14:30	23:00	m	Grande Prairie Regional Tourism Ass.	420		1		30.00	398.00	
27-Feb	18:00	21:00	m	EIOP meeting Grande Cache						200.00	
28-Feb	9:00	11:00	m	Batch Approvals Grande Cache						200.00	
NOTES:											
					KILOMETER CLAIM						
					KM's	TOTAL			TOTAL	90.00	3780.50
						RATE			LESS GST		
						\$0.59 per km	2060	1215.40	NET CLAIM	90.00	3780.50
						\$0.15 per km	2060	309.00			
					SUBTOTAL		1524.40	TOTAL CLAIM		5394.90	
					LESS G.S.T.				LESS ADVANCES		
					TOTAL		1524.4	AMOUNT DUE (OWING)		\$5,394.90	

Meeting Code : M for Meetings
 C for Conferences

 Claimant

 Date

 Approved

 Date