

# REGULAR COUNCIL MEETING AGENDA

Tuesday April 14, 2020		9:00 AM	Council Cham Administration Buil	
#1	CALL TO ORDER			
#2	ADOPTION OF AGENDA			
#3	NOMINATION OF DEPUTY REEVE	3.1 Nomination of Deputy Reeve		3
#4	MINUTES	4.1 Regular Council Meeting minutes held Mor 2020.	nday March 23,	4
		4.2 Business Arising from the Minutes		
#5	PUBLIC HEARING			
#6	DELEGATION			
#7	BYLAWS	7.1 Bylaw 20-841 Re-Designate from Agricultu Country Residential One District	ral One District to	14
		7.2 Bylaw 20-844 Repeal Grande Cache Bylaw	787	22
		7.3 Bylaw 20-845 Repeal of Grande Cache Byla Management"	w 803 "Records	37
		7.4 Bylaw 20-847 Well Drilling Equipment Tax		55
		7.5 Bylaw 20-849 "Tax Payment Plan"		60
		7.6 Bylaw 20-850 "Municipal Ward Boundaries Composition"	and Council	68

		7.7 Bylaw 20-851 Municipal Emergency Management	87
#8	BUSINESS	8.1 Sturgeon Lake Water and Wastewater Servicing Feasibility Study	104
		8.2 2020 Tax Penalties	135
		8.3 Evergreens Foundation Requisitions	144
		8.4 Regional Weed and Pest Appeal Board	154
		8.5 Valleyview Cup Charity Tournament Funds Donation	157
		8.6 April 27, 2020 Regular Council Meeting	162
		8.7 April 20, 2020 Special Council Meeting	164
		8.8 CAO/Managers Reports'	166
#9	NOTICE OF MOTION		
#10	CLOSED SESSION	10.1 Privileged Information	
		10.2 Privileged Information	
#11	MEMBERS REPORTS/EXPENSE CLAIMS	<ul> <li>Ward 2</li> <li>Ward 3</li> <li>Ward 4</li> <li>Ward 6</li> <li>Ward 7</li> <li>Division 9</li> </ul>	189

#12 ADJOURNMENT



SUBJECT:Appointment of Deputy ReeveSUBMISSION TO:REGULAR COUNCIL MEETINGMEETING DATE:April 14, 2020DEPARTMENT:CAO SERVICESSTRATEGIC PLAN:Level of Service

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

#### RELEVANT LEGISLATION: **Provincial** (cite) – N/A

Council Bylaw/Policy (cite) – Bylaw 19-809 Section 5.1.1(c)(ii).

#### **RECOMMENDED ACTION:**

MOTION: That Council cease nominations for Deputy Reeve of the MD of Greenview.

MOTION: That Council direct the Chief Administrative Officer to destroy all ballots.

MOTION: That Council appoint Councillor XXXXXX as Deputy Reeve for the MD of Greenview for a term of six months ending October 26, 2020.

#### BACKGROUND/PROPOSAL:

In accordance of Procedural Bylaw 19-809 Section 5.1.1(c)(ii). Council directed that the Deputy Reeve position rotates between Councillors. Due to the change being late in the term no order was pre-determined at the organizational meeting. In the spirit of rotating councillors it is recommended that this appointment be of a councillor who has not served in the position of Deputy Reeve.

Councillor Burton, Councillor Delorme and Councillor Didow have served as Deputy Reeve this term.

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

Greenview Administration Building, Valleyview, Alberta, on Monday March 23, 2020

# 1: CALL TO ORDER	Reeve Dale Smith called the meeting to order at 9:07 a.m.		
PRESENT	Ward 5 Division 9 Ward 1 Ward 2 Ward 3 Ward 4 Ward 6 Ward 7 Ward 8 Division 9	Cour Cou Co Councillor Bill Smit	e (Teleconference)
ATTENDING	Chief Administrative Officer Assistant Chief Administrative General Manager, Community General Manager, Infrastructu Interim Chief Financial Officer Marketing & Communications Recording Secretary	y Services ure & Planning	Denise Thompson Stacey Wabick Gerry Murphy Roger Autio Aleks Nelson Stacey Sevilla Lianne Kruger
ABSENT #2: AGENDA	<ul> <li>MOTION: 20.03.173. Moved by: COUNCILLOR ROXIE RUTT That Council adopt the March 23, 2020 Regular Council Meeting Agenda with the additions;</li> <li>Agenda Item 7.11 Acting Fire Chief</li> <li>Agenda Item 7.12 April 20<sup>th</sup>, 2020 Committee of the Whole</li> <li>Agenda Item 7.13 State of Local Emergency</li> <li>Agenda Item 7.14 Deputy Director of Emergency Management</li> <li>Closed Session Item 10.4 Privileged Information</li> </ul>		

REGULAR COUNCIL MEETING MINUTES	<ul> <li>MOTION: 20.03.174. Moved by: COUNCILLOR TOM BURTON</li> <li>That Council adopt the minutes of the Regular Council Meeting he March 09, 2020 as amended;</li> <li>Bylaw 20-837 Public Hearing attendance, add Barb Robert</li> <li>Bylaw 20-837 Public Hearing, under Questions from wording to "survey was not completed"</li> </ul>	son
	wording to survey was not completed	CARRIED
SPECIAL COUNCIL MEETING MINUTES	MOTION: 20.03.175. Moved by: COUNCILLOR TOM BURTON That Council adopt the minutes of the Special Council Meeting he March 17, 2020 as presented.	ld on Monday 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 20-842 REPEAL BYLAW 00-324 "LICENSING OF BUSIN	ESSES"
BYLAW 20-842 FIRST READING	MOTION: 20.03.176. Moved by: COUNCILLOR SHAWN ACTON That Council give First Reading to Bylaw 20-842 "a bylaw to repea "Licensing of Businesses".	l Bylaw 00-324
		DEFEATED
	6.2 BYLAW 20-844 BYLAWS FOR REPEAL	
BYLAW 20-844 FIRST READING	MOTION: 20.03.177. Moved by: COUNCILLOR TYLER OLSEN That Council give First Reading to Bylaw 20-844 "a bylaw to repeal Bylaw Na. 707 (Bylaw and Lingues V)	Grande Cache
	Bylaw No. 787 "Business License".	CARRIED

BYLAW 20-844 THIRD READING	MOTION: 20.03.178. Moved by: COUNCILLOR TOM BURTON That Council give Second Reading to Bylaw 20-844 "a bylaw to repeal Grande Cache Bylaw No. 787 "Business License". CARRIED
	CANNED
	6.3 BYLAW 20-845 REPEAL OF GRANDE CACHE BYLAW 803 "RECORDS MANAGEMENT"
BYLAW 20-845 FIRST READING	MOTION: 20.03.179. Moved by: COUNCILLOR ROXIE RUTT That Council give First Reading to Bylaw 20-845 "a bylaw to repeal Grande Cache Bylaw No. 803 "Records Management". CARRIED
BYLAW 20-845 SECOND READING	MOTION: 20.03.180. Moved by: COUNCILLOR LES URNESS That Council give Second Reading to Bylaw 20-845 "a bylaw to repeal Grande Cache Bylaw No. 803 "Records Management". CARRIED
	BYLAW 20-846 "PROCEDURE BYLAW AMENDMENT"
BYLAW 20-846 SECOND READING	<ul> <li>MOTION: 20.03.181. Moved by: DEPUTY REEVE DUANE DIDOW</li> <li>That Council give Second Reading to Bylaw 20-846 "Procedural Bylaw Amendment"</li> <li>Section 6.2.1(h) "Members Business Report is moved <i>under</i> Closed Session to "Members Business Report is moved <i>after</i> Closed Session CARRIED</li> </ul>
BYLAW 20-846 THIRD READING	MOTION: 20.03.182. Moved by: COUNCILLOR ROXIE RUTT That Council give Third Reading to Bylaw 20-846 "Procedural Bylaw Amendment".
	CARRIED

#7 BUSINE	SS	7.0 BUSINESS	
		7.1 CANCELLATION OF TOWNSHIP ROAD 670 – BRIDGE CONSTRUCTION	
BRIDGE CONSTR	RUCTION	MOTION: 20.03.183. Moved by: COUNCILLOR DALE GERVAIS That no action be taken on the tender for reconstruction of Township Road 670, from Range Road 232 to Range Road 240 as the tender pricing came in higher than the approved 2020 budget.	
		Councillor Burton requested a recorded vote; For: Councillor Roxie Rutt, Reeve Dale Smith, Councillor Shawn Acton, Councillor Les Urness, Councillor Dale Gervais, Councillor Winston Delorme, Councillor Bill Smith, Councillor Tyler Olsen, Deputy Reeve Duane Didow Opposed: Councillor Tom Burton CARRIED	
		7.2 DEVELOPMENT PERMIT APPLICATION IN A DIRECT CONTROL DISTRICT (D20-	
		078)	
DEVELO PERMIT APPLICA D20-078	TION	MOTION: 20.03.184. Moved by: COUNCILLOR TYLER OLSEN That Council approve development permit application D20-078 for Industrial/Commercial Offices to operate in the Direct Control DC District located at Lot 11; Block 38; Plan 042 5089; 9811 Hoppe Avenue, Grande Cache, subject to the conditions listed in Appendix A.	
		CARRIED	
		7.3 DEVELOPMENT PERMIT APPLICATION IN A DIRECT CONTROL DISTRICT (D20- 077)	
DEVELO PERMIT APPLICA D20-077	ATION	MOTION: 20.03.185. Moved by: COUNCILLOR TOM BURTON That Council approve development permit application D20-077 for a recycling depot/bottle depot to operate in the Direct Control DC District located at Lot 11; Block 38; Plan 042 5089; 9811 Hoppe Avenue, Grande Cache, subject to the conditions listed in Appendix A.	
		CARRIED	
7.4 WRITE OFF 2018—2019 TAXES & PENALTIES ON T		7.4 WRITE OFF 2018—2019 TAXES & PENALTIES ON TAX ROLL 37532	
	DFF TAXES LL 37532	MOTION: 20.03.186. Moved by: COUNCILLOR SHAWN ACTON That Council direct Administration to write off the 2018 & 2019 taxes and penalties on tax roll 37532 in the amount of \$4,419.04.	
		CARRIED	

#### 7.5 REQUEST TO WAIVE THE 2019 PENALTIES ON TAX ROLL 4095000

WAIVE PENALTIES ON TAX ROLL 4095000 MOTION: 20.03.187. Moved by: COUNCILLOR ROXIE RUTT That Council refuse the request to waive the penalties on tax roll 4095000 in the amount of \$148.66.

CARRIED

# 7.6 REQUEST FOR TENDER: INFORMATION SYSTEMS TECHNOLOGY SUPPORT SERVICES

REQUEST FOR TENDER MOTION: 20.03.188. Moved by: COUNCILLOR TYLER OLSEN That Council authorize Administration to enter into a three year agreement with Yardstick Technologies Inc. for the Managed Desktop and Network Information Systems Support Services at an annual cost of \$170,640.00, with funds to come from the Information Systems Annual Operational Budget.

CARRIED

#### 7.7 GIS TECHNICIAN (2)

GIS TECHNICIAN MOTION: 20.03.189. Moved by: COUNCILLOR WINSTON DELORME That Council approve the request for two (2) GIS Technicians positions. CARRIED

#### **7.8 ICF WITH TOWN OF VALLEYVIEW**

ICF TOWN OF VALLEYVIEW MOTION: 20.03.190. Moved by: COUNCILLOR TOM BURTON That Council approve the Intermunicipal Collaboration Framework between the M.D. of Greenview and the Town of Valleyview, as presented.

CARRIED

#### 7.10 AGRICULTURE SERVICES BOARD APPOINTMENT

AGRICULTURE SERVICES BOARD APPOINTMENT

MOTION: 20.03.191. Moved by: COUNCILLOR BILL SMITH That Council accept the resignation from Mr. Allen Perkins from the Agriculture Services Board and appoint Mr. Mark Pellerin until Greenview's Organizational Meeting October 2022.

CARRIED

#### **7.11 ACTING FIRE CHIEF**

ACTING FIRE CHIEF MOTION: 20.03.192. Moved by: COUNCILLOR TYLER OLSEN That Council appoint Mr. Brian Lott as Acting Regional Fire Chief.

CARRIED

#### 7.12 APRIL 20<sup>TH</sup>, 2020 COMMITTEE OF THE WHOLE

APRIL 20<sup>TH</sup>, 2020 COMMITTEE OF THE WHOLE MOTION: 20.03.193. Moved by: COUNCILLOR LES URNESS That Council hold the April 20<sup>th</sup>, 2020 Committee of the Whole Meeting in Grande Cache with Valleyview and area Councillors and Administration to join the meeting electronically.

CARRIED

#### 7.9 APRIL 20<sup>TH</sup>, 2020 SPECIAL COUNCIL MEETING

APRIL 20<sup>™</sup>, 2020 SPECIAL COUNCIL MEETING MOTION: 20.03.194. Moved by: REEVE DALE SMITH. That Reeve Dale Smith calls a Special Council Meeting for April 20, 2020 following the Committee of the Whole meeting regarding the 2020 Tax Rate Bylaw 20-843. CARRIED

#### **7.13 STATE OF LOCAL EMERGENCY**

STATE OF LOCAL EMERGENCY MOTION: 20.03.195. Moved by: COUNCILLOR TYLER OLSEN That Council accept the verbal report regarding a declaration of State of Local Emergency due to COVID-19.

CARRIED

STATE OF LOCAL EMERGENCY DECLARED MOTION: 20.03.196. Moved by: COUNCILLOR TYLER OLSEN According to the MD of Greenview Municipal Emergency Management Bylaw, the Following Council Members; Reeve Dale Smith, Deputy Reeve Duane Didow, Councillor Bill Smith; Councillor Tom Burton; Councillor Dale Gervais; Councillor Roxie Rutt; Councillor Shawn Acton; Councillor Les Urness; Councillor Tyler Olsen; Winston Delorme authorize to declare by resolution a State of Local Emergency.

CARRIED

#### 7.14 DEPUTY DIRECTOR OF EMERGENCY MANAGEMENT

DEPUTY DIRECTOR OF EMERGENCY MANAGEMENT	MOTION: 20.03.197. Moved by: COUNCILLOR TOM BURTON That Council receive the verbal report regarding the Deputy Disaster Emergency Management.		
	CARRIED		
#8 COUNCILLORS BUSINESS & REPORTS	8.1 COUNCILLORS' BUSINESS & REPORTS		
	<b>8.1 MEMBERS' REPORT:</b> Council provided reports on activities and events attended, additions and amendments include the following:		
WARD 1	<b>COUNCILLOR WINSTON DELORME</b> submitted his update to Council on his recent activities, which include; March 9, 2020 Regular Council Meeting		
	Reeve Dale Smith recessed the meeting at 12:32 p.m. Reeve Dale Smith reconvened the meeting at 1:16 p.m.		
	Councillor Winston Delorme did not return to the meeting following the recess. Councillor Bill Smith did not return to the meeting following the recess.		
WARD 2	<b>COUNCILLOR DALE GERVAIS</b> updated Council on his recent activities, which include; March 9, 2020 Regular Council Meeting Municipal Planning Commission Meeting March 17, 2020 Special Council Meeting		
WARD 3	COUNCILLOR LES URNESS updated Council on his recent activities, which include; March 9, 2020 Regular Council Meeting Little Smoky Ski Hill Governance Board meeting Greenview Regional Multiplex Board Meeting		
WARD 4	COUNCILLOR SHAWN ACTON submitted his update to Council on his recent activities, which include; March 9, 2020 Regular Council Meeting Municipal Planning Commission Meeting Valleyview & District Recreation Board Meeting Peace Region Economic Development Alliance Meeting March 17, 2020 Special Council Meeting		

	Fox Creek Synergy Group Conference Call		
WARD 5	REEVE DALE SMITH submitted his update to Council on his recent activities, which include; March 9, 2020 Regular Council Meeting Municipal Planning Commission Meeting Heart River Housing Meeting (Teleconference) Little Smoky Governance Board Meeting March 17, 2020 Special Council Meeting		
WARD 6	<b>COUNCILLOR TOM BURTON</b> submitted his update to Council on his recent activities, which include; Municipal Planning Commission Meeting Municipal District of Greenview Library Board Meeting East Smoky Recreation Board Meeting March 17, 2020 Special Council Meeting		
WARD 7	<b>COUNCILLOR ROXIE RUTT</b> submitted her update to Council on her recent activities, which include; Crooked Creek Recreation Club Meeting Grande Prairie Public Library Board Meeting FCSS Meeting		
WARD 8	COUNCILLOR BILL SMITH was unavailable to give his report.		
DIVISION 9	DEPUTY REEVE DUANE DIDOW submitted his update to Council on his recent activities, which include; March 9, 2020 Regular Council Meeting Municipal Planning Commission Meeting FCSS Meeting March 17, 2020 Special Council Meeting FCSS Meeting (Teleconference) Community Futures West Yellowhead Meeting (Teleconference)		
DIVISION 9	COUNCILLOR TYLER OLSEN submitted his update to Council on his recent activities, which include; March 9, 2020 Regular Council Meeting Municipal Planning Commission Meeting The River of Death & Discovery Dinosaur Museum Society Meeting Community Futures West Yellowhead Meeting Municipal District of Greenview Library Board Meeting March 17, 2020 Special Council Meeting		

The River of Death & Discovery Dinosaur Museum Society Meeting Community Futures West Yellowhead (Teleconference)

MEMBERS BUINESS MOTION: 20.03.198. Moved by: COUNCILLOR TOM BURTON That Council receive Members Business for information.

CARRIED

# #9 9.0 CORRESPONDENCE

COUNCIL CORRESPONDENCE MOTION: 20.03.199. Moved by: COUNCILLOR ROXIE RUTT That Council accept the correspondence for information, as presented. CARRIED

#### **10.0 CLOSED SESSION**

CLOSED SESSION MOTION: 20.03.200. Moved by: COUNCILLOR ROXIE RUTT That the meeting go to Closed Session, at 11:43 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 PRIVILEGED INFORMATION** (FOIPP; Section 27)

10.2 DISCLOSURE HARMFUL TO BUSINESS INTERESTS OF A THIRD PARTY

(FOIPP; Section 16)

#### **10.3 PRIVILEGED INFORMATION**

(FOIPP; Section 27)

#### **10.4 PRIVILEGED INFORMATION**

(FOIPP; Section 27)

OPEN SESSION

MOTION: 20.03.201. Moved by: COUNCILLOR DALE GERVAIS That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 1:28 p.m.

CARRIED

TAX ARREARS MOTION: 20.03.202. Moved by: COUNCILLOR WINSTON DELORME That Council direct Administration to write off the tax arrears and penalties on Tax Roll 4028000 in the amount of \$2,770.04.

CARRIED

#### **11.0 ADJOURNMENT**

#11 ADJOURNMENT MOTION: 20.03.203. Moved by: COUNCILLOR DALE GERVAIS That the March 23, 2020 Regular Council meeting adjourn at 1:35 p.m.

CARRIED

CHIEF ADMINISTRATIVE OFFICER

REEVE



SUBJECT:	Bylaw No. 20-841 Re-designate from Agricultural One (A-1) District to Country Residential One (CR-1) District			
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEV	VED AND A	APPROVED FOR SUBMISSION
MEETING DATE:	April 14, 2020	CAO:	DT	MANAGER: SAR
DEPARTMENT:	PLANNING & DEVELOPMENT	GM:	RA	PRESENTER: LD
STRATEGIC PLAN:	Development			

#### **RELEVANT LEGISLATION:**

Provincial – Municipal Government Act, RSA 2000

Council Bylaw/Policy – Municipal Development Plan No. 15-742; Land Use Bylaw No. 18-800

#### **RECOMMENDED ACTION:**

MOTION: That Council give First Reading to Bylaw No. 20-841, to re-designate a 4.04-hectare ± area from Agricultural One (A-1) District to Country Residential One (CR-1) District within NW-34-72-22-W5.

MOTION: That Council schedule a Public Hearing for Bylaw No. 20-841, to be held on May 25, 2020, at 9:15 a.m. for the re-designation of a 4.04-hectare ± area from Agricultural One (A-1) District to Country Residential One (CR-1) District within NW-34-72-22-W5.

#### BACKGROUND/PROPOSAL:

The application for land use amendment A20-004 has been submitted by Karen and Terry Achen to redesignate a 4.04 hectare ± (9.98 acre) area from Agricultural One (A-1) District to Country Residential One (CR-1) District area within NW-34-72-22-W5 in the New Fish Creek area, Ward 5.

The proposed rezoning would allow for the subsequent subdivision of a vacant second parcel from the quarter for future residential development. The area is treed and has a Farmland Assessment Rating of 6%. Access would be addressed during the subdivision process requiring an approach to the proposed lot to be installed by Greenview at the applicant's expense. Access to the balance exists from Township Road 730.

East Smoky Gas and Greenview Environmental Services have no concerns with the application. Road widening of 5.03 metres as well as a 10 metre by 10 metre corner cut were taken at the time the first parcel out was removed from the quarter and no further road widening is required. No further comments or concerns were received.

Administration has reviewed the land use amendment application and it meets the fundamental land use criteria set out within the Country Residential One (CR-1) 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 gives First Reading to Bylaw No. 20-841.

#### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that re-designation would allow the Landowner to increase the residential opportunities available in Greenview through a future subdivision.

#### DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of Council accepting the recommended motion is that rural residential is an unsustainable method of housing when Council considers costs of servicing, servicing levels, as well as service delivery.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to table Bylaw No. 20-841 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:

Staff functions associated with the recommended motion are part of staff's normal anticipated duties.

#### PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

#### **INCREASING LEVEL OF PUBLIC IMPACT**

Consult

#### **PUBLIC PARTICIPATION GOAL**

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

#### PROMISE TO THE PUBLIC

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

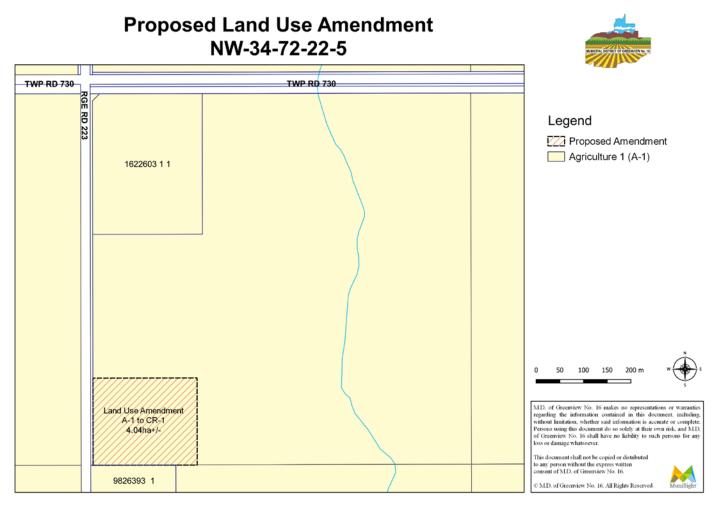
#### FOLLOW UP ACTIONS:

Administration will notify the landowner of the decision of Council and send an advertisement for the Public Hearing.

# ATTACHMENT(S):

- Schedule 'A' Proposed Land Use Amendment Maps
- Schedule 'B' Bylaw No. 20-841

#### SCHEDULE 'A'



# Proposed Land Use Amendment NW-34-72-22-5



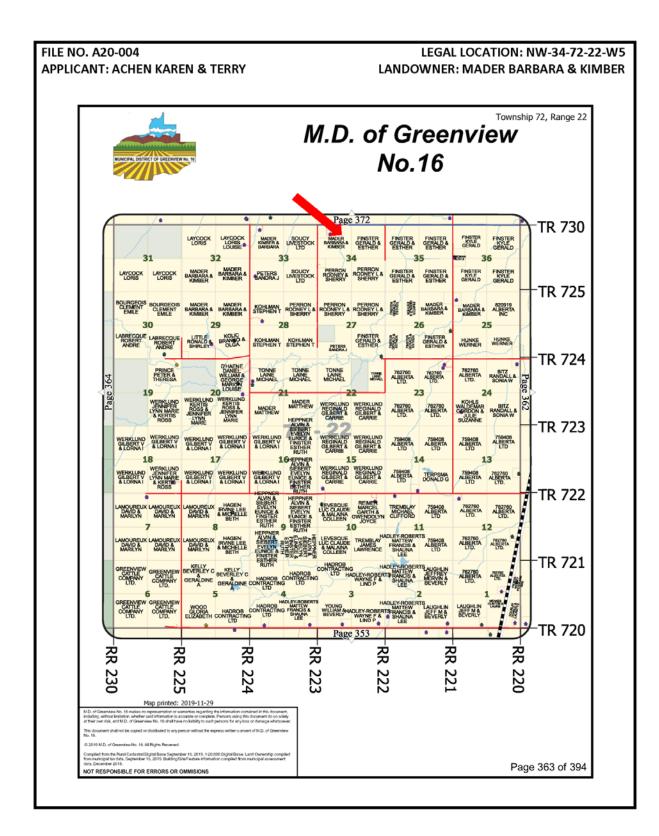


#### Legend Proposed Amendment Agriculture 1 (A-1)



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## 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. 11 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-Four (34) Within Township Seventy-Two (72) Range Twenty-Two (22) West of the Fifth Meridian (W5M)

#### 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 \_\_\_ day of <u>April</u>, A.D., <u>2020</u>.

Read a second time this \_\_\_\_ day of \_\_\_\_\_, A.D., 2020.

Read a third time and passed this \_\_\_\_\_ day of \_\_\_\_\_\_, A.D., <u>2020</u>.

REEVE

#### CHIEF ADMINISTRATIVE OFFICER

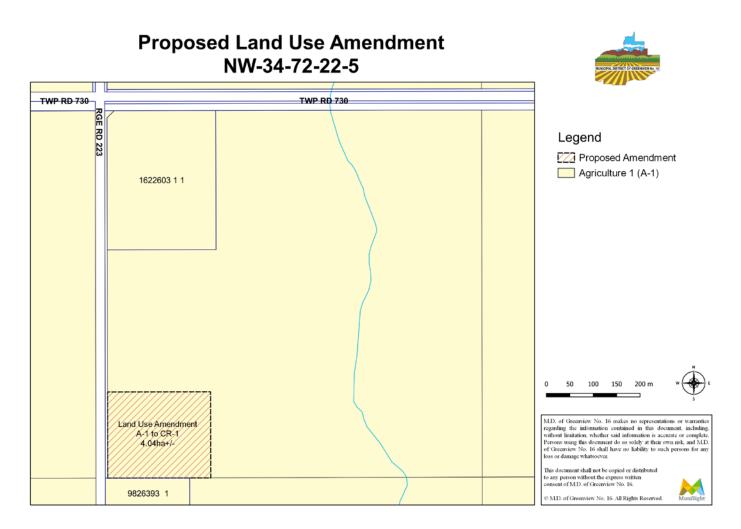
#### SCHEDULE "A"

To Bylaw No. 20-841

#### MUNICIPAL DISTRICT OF GREENVIEW NO. 16

All that Portion of the Northwest (NW) Quarter of Section Thirty-Four (34) Within Township Seventy-Two (72) Range Twenty-Two (22) West of the Fifth Meridian (W5M)

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





# SUBJECT:Bylaw 20-844 Repeal Grande Cache Bylaw 787SUBMISSION TO:REGULAR COUNCIL MEETINGREVIEWED AND APPROVED FOR SUBMISSIONMEETING DATE:April 14, 2020CAO:DTDEPARTMENT:CAO SERVICESACAOPRESENTER:DLSTRATEGIC PLAN:Level of ServiceLevel of ServiceLevel of Service

#### **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 third reading to Bylaw 20-844 "a bylaw to repeal Grande Cache Bylaw No. 787 "Business License".

#### BACKGROUND/PROPOSAL:

At the March 23, 2020 Council Meeting. Council decided to leave business licenses as optional under the current Greenview bylaw. Administration is recommending the repeal of Grande Cache's business license bylaw as it makes business licenses mandatory.

With this repeal, business licenses will not be required for businesses in Greenview but will be optional as they have been in the past. Businesses will still be required to have a valid development permit.

#### 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 request administration to bring a revised business license bylaw in the future.

#### 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: No follow up actions

#### ATTACHMENT(S):

- Repealing Bylaw 20-844
- Grande Cache Bylaw 787

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta to repeal Bylaw Grande Cache Bylaw No. 787 "Business License".

**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 No. 787 – Business License

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

Read a first time this 23<sup>rd</sup> day of March, 2020. Read a second time this 23<sup>rd</sup> day of March, 2020. Read a third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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

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

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

#### A council may pass bylaws for municipal purposes respecting the following Section 7 matters:

- a) authorize council to pass bylaws for municipal purposes respecting business activities and persons engaged in business;
- b) permit council to provide for a system of Licences, permits or approvals.

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

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

#### 1.0 NAME AND INTERPRETATION

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

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- h) Chief Administrative Officer means the Chief Administrative Officer of the Town of Grande Cache appointed by Council, or anyone designated by the Chief Administrative Officer to act on his/her behalf.
- i) Carry On means to carry on, continue, operate, perform, keep, hold, occupy, deal in or use a thing, object or practice for gain.
- i) Charity or Non-Profit Organization means a person, association of persons or a corporation, acting for charity or in the promotion of the general social welfare which cannot at any time distribute any dividend or profit to its members and includes:
  - a religious society or organization, i)
  - ii) a service Club,
  - a community, veterans or youth organization, iii)
  - a sport or fraternal organization or club, iv)
  - an employers' or employees' organization, V)
  - galleries, cultural organizations and educational museums, vi) institutions, or
  - other groups or organizations similar to those listed under i) vi), in vii) the opinion of the Business Licence Inspector.
- k) Contractor means a person who undertakes as principal or subcontractor to do, provide or carry on business within the limits of the Town of Grande Cache.
- Council means the duly elected officers of the Town of Grande Cache and the 1) Chief Elected Officer.
- m) Development Officer means any person designated as such pursuant to the Town of Grande Cache's Land Use Bylaw.
- n) Development Permit means a permit issued pursuant to the Land Use Bylaw.
- o) Federal or Provincial Licence means any licence, permit or accreditation issued by the provincial or federal government, which is required to practice a certain profession, such as a law licence, a medical licence or a Chartered Accountant designation.
- p) Hawker or Peddler means a hawker, peddler, transient trader, itinerant seller or other person who:
  - i) enters the Town of Grande Cache to buy, sell or otherwise deal in wares or merchandise, or offers or exposes for sale to any person, by means of samples, patterns, cuts, blue prints or pictures, wares or merchandise to be sold at that time or to be delivered afterwards or shipped to the Town of Grande Cache;
  - sells merchandise or services, or both, on the street or elsewhere ii) other than at a building that is their permanent place of business, but does not include any person operating a business within a residential dwelling, or any person selling a meat, fruit or other farm produce that has been produced, raised or grown by himself, or fish of his own catching.
- q) Hawker/Peddler Licence means a Business Licence granted by the Business Licence Inspector to a person who intends to carry on business in the Town of Grande Cache as a Hawker or Peddler.
- r) Home-Based Business means a home occupation carried on as a business within a dwelling pursuant to the Land Use Bylaw.
- s) Land Use Bylaw means the Land Use Bylaw of the Town of Grande Cache and all amendments thereto as approved by Council.

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

#### **BUSINESS LICENCE INSPECTOR** 2.0

The Business Licence Inspector shall:

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

#### **NECESSITY OF A BUSINESS LICENCE** 3.0

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

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

#### 4.0 EXEMPTION FROM LICENCING REQUIREMENTS

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

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

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

#### 5.0 PREREQUISITES FOR A BUSINESS LICENCE

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

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#### 6.0 **APPLICATION FOR A BUSINESS LICENCE**

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

#### 7.0 APPLICATION REVIEW AND DECISION

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

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#### 8.0 CONDITIONS OF BUSINESS LICENCE

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

#### 9.0 LICENCE EXPIRY AND RENEWAL

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

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

#### 10.0 TRANSFER OR SALE OF BUSINESS LICENCE

- 10.1 With the exception of home-based businesses, a Licencee may transfer their Business Licence to a new owner upon submission of an application, provided that the new Licencee intends to carry on the same business as the previous Licencee and there is no change of use or a change in intensity of use and provided that the conditions in Section 10.2 of this Bylaw have been met.
- 10.2 A transfer made under Section 10.1 must:
  - a) be made within five business days of the transfer of the business;
  - b) provide a copy of transfer documentation satisfactory to the Business Licence Inspector; signed by both the Licencee and the person to whom the business is being transferred; and
  - c) include any changes in the information that must be submitted to the Business Licence Inspector as defined in Section 6.1 and Section 8.4.
- 10.3 If an application for a transfer is not made within the time specified in Subsection 10.2 (a), the Business Licence is revoked pursuant to Section 11.1 (f) the sixth (6<sup>th</sup>) business day following the transfer of the business.
- 10.4 Business Licences for home-based businesses are non-transferable.

#### 11.0 CANCELLATION OR REVOCATION OF BUSINESS LICENCE

- 11,1 A Licencee may choose to cancel their Business Licence upon written request to the Business Licence Inspector. The licence fees are not refundable.
- 11.2 The Business Licence Inspector may suspend or revoke a Business Licence under the following:
  - a) if the Licencee violates any conditions that may have been imposed on the Business Licence when it was first issued;
  - b) if the Licencee violates this or any other applicable bylaws of the Town of Grande Cache;
  - c) if the Licencee is found to have provided false information on their licence application;
  - d) when any required certificate, authority, licence or other document issued by the Government of Canada or the Government of Alberta and legally required for the operation of the business covered by the licence is suspended, cancelled, terminated or surrendered;
  - e) when a fee or fine owned by the Licencee has not been paid within the appropriate amount of time;
  - f) if, upon review by a Development Officer, a new Licencee obtains a transferred licence under Section 10.1 of this bylaw and intends to make any changes to the nature of their new business that constitute a change of scope, such that a new development permit must be obtained; or

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

#### 12.0 APPEALS

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

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

#### **13.0 PENALTIES**

- 13.1 Any person who contravenes, disobeys, refuses or neglects to obey any provision of this bylaw by doing an act or thing which they are prohibited from doing herein or failing to do any act or thing they are required to do herein, is guilty of an offence and is liable, upon summary conviction, to the appropriate fine as outlined under the Fee Schedule.
- 13.2 Where a person is convicted of carrying on a business for which a licence fee is payable, without having paid the fee, the court may direct payment of the applicable licence fee to the Town of Grande Cache, in addition to any fine imposed.
- 13.3 Where a business is being carried on in contravention of this bylaw, or where a breach of the bylaw is of a continuing nature, then in addition to any other remedy or any penalty imposed by this bylaw the Town of Grande Cache may, in any of these cases, apply to a judge at the Court of Queen's Bench of Alberta by way of action or originating notices for an injunction or other order, prohibiting the person so contravening the bylaw from continuing to carry on the business without complying with the provision of the bylaw applicable to the business for which the licence is required.

#### 13.4 Violation Tickets

- a) Subject to the entry notice provisions of the Act, a designated officer of the Town of Grande Cache, bearing proper identification, may enter onto the land to conduct an inspection in order to determine whether or not this bylaw is being complied with.
- b) A Peace Officer may issue a violation Ticket to any person whom the Peace Officer has reasonable grounds to believe has contravened any provision of this bylaw.

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- c) A Violation Ticket issued with respect to a violation of this bylaw shall be served upon the person responsible for the contravention in accordance with the Provincial Offences Procedure Act, RSA 2000, Chapter P-34, as amended.
- d) The person to whom the Violation Ticket has been issued may plead guilty by making a voluntary payment in respect of the summons by delivering to the Provincial Court, on or before the initial appearance date, the Violation Ticket together with an amount equal to the specified penalty for the offence as provided as specified under the Fee Schedule.
- e) When a clerk records in the Court records the receipt of a voluntary payment pursuant to Section 26(2) of the Provincial Offences Procedure Act, the act of recording constitutes acceptance of the guilty plea and also constitutes the conviction and the imposition of a fine in the amount of the specified penalty.
- f) In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which the offence continues and any person guilty of such an offence is liable to a fine in an amount not less than that established in this Part of each such day.
- 13.5 Nothing in this bylaw shall prevent:
  - a) any person from exercising his right to defend any charges of committing a breach of any provision of this bylaw;
  - b) any Community Peace Officer or the Business Licence Inspector from recording any information or laying a complaint in lieu of serving a voluntary payment; or
  - c) any person from exercising their legal rights such person may have to lay information or a complaint against any person (whether such person has made payment under the provisions of this bylaw or not) for a breach of any provision of this bylaw.

#### 14.0 TRANSITION

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

#### 15.0 ANNUAL REVIEW

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

#### 16.0 SEVERABILTY

- 16.1 If any section or sections of this bylaw or parts thereof are found in any court of law to be illegal or beyond the power of Council to enact, such section or sections or parts thereof shall be deemed to be severable and all other sections or parts of this bylaw shall be deemed to be separate and independent there from and to be enacted as such.
- 17.0 That Bylaw Nos. 331 and 678 is hereby repealed.
- 18.0 That this bylaw shall come into full force and effect upon the final passing thereof.

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READ a first time this fourteenth day of January, 2015

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

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

Herb Castle Mayor

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Loretta Thompson Chief Administrative Officer

## SCHEDULE 'A'

### Fees, Fines and Penalties

\$100.00
\$ 50.00
\$250.00
\$125.00
\$ 45.00 per year
\$ 35.00 per day
\$130.00 per year
\$ 50.00 per day
\$ 50.00
\$ 75.00
\$ 25.00
\$ 50.00

#### Fines and Penalties

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

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



SUBJECT:	Bylaw 20-845 Repeal of Grande Cache Bylaw 803 "Records Management"					
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROV	ED FOR SUBMISSION			
MEETING DATE:	April 14, 2020	CAO: DT	MANAGER:			
DEPARTMENT:	CAO SERVICES	ACAO	PRESENTER: DL			
STRATEGIC PLAN:	Level of Service					

#### 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 20-845 "a bylaw to repeal Grande Cache Bylaw No. 803 "Records Management".

#### BACKGROUND/PROPOSAL:

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 could determine not to repeal the Grande Cache Bylaw, but this is not recommended as Greenview will have two sets of guidelines to follow for records management and destruction.

#### 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: There are no follow up actions.

#### ATTACHMENT(S):

- Repealing Bylaw 20-845
- Grande Cache Bylaw 803

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta to repeal Grande Cache Bylaw 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 803 – Records Management

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

Read a first time this 23<sup>rd</sup> day of March, 2020. Read a second time this 23<sup>rd</sup> day of March, 2020. Read a third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

## **TOWN OF GRANDE CACHE BYLAW NO. 803**

## BEING A BYLAW OF THE TOWN OF GRANDE CACHE IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE MANAGEMENT OF MUNICIPAL RECORDS

WHEREAS pursuant to the Alberta Municipal Government Act, RSA 2000, Chapter M-26 as amended, a municipal council has authority to govern and the authority to pass bylaws respecting the municipality, including:

Section 214 (2) A council may pass a bylaw respecting the destruction of other records and documents of the municipality;

AND WHEREAS the judicial life cycle of records and documents of the municipality are consistent with the Alberta Evidence Act, RSA 2000 and Electronic Transactions Act,

AND WHEREAS the regulations and procedures for municipal records and documents are consistent with all statutes of Alberta and Canada;

AND WHEREAS it is the desire of the Town of Grande Cache to provide for regulations and procedures governing the retention and disposition of municipal documents;

THEREFORE BE IT RESOLVED THAT the Council of the Town of Grande Cache, duly assembled in Council Chambers in Grande Cache, Alberta, enacts as follows:

#### 1.0 TITLE

1.1 This bylaw may be referred to as the 'Records and Information Management Bylaw'.

#### DEFINITIONS 2.0

- Administrative Value means the potential use of the records in performing 2.1 current or future municipal operations.
- 2.2 **CAO** means the Chief Administrative Officer for the Town of Grande Cache.
- Council Member means elected officials of the Town. 2.3
- Designated Officer is defined by the MGA, Sections 210, 211 and 212, and 2.4 means the Chief Administrative Officer or a designated appointed by the CAO for purposes of this bylaw.
- Destruction means such records shall be destroyed so that the information 2.5 contained therein is completely obliterated without any copy thereof being retained.

#### 2.6 **Disposition** means:

- the destruction of records, or a)
- the transfer of records of enduring value to the Town archives. b)
- 2.7 Electronic Record means information that is recorded or stored on any medium in or by a computer system or other similar device and can be read, reproduced or perceived by a person or a computer system or other similar device.
- Electronic Records System includes the computer system or other similar device 2.8 by or in which information is recorded or stored and any procedures related to the recording and storage of electronic records.
- Fiscal Value means the expected use of the records for financial transactions. 2.9
- 2.10 **FOIP** means the Alberta Freedom of Information and Protection of Privacy Act, RSA 2000, as amended, Chapter F-25.

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- 2.11 **Historical Value** means the expected use of information to research events or activities that relate to major milestones or the development of the municipality.
- 2.12 **Legal Value** means the use of the records as evidence of legally enforceable rights or obligations of the municipality and/or those directly affected by municipal programs, services and operations.
- 2.13 **MGA** means the Alberta Municipal Government Act, RSA 2000, as amended, Chapter M-26.
- 2.14 **Non-electronic Records** means those records excluded from the Electronic Record definition, as noted in this bylaw and are often referred to as paper records.
- 2.15 **Obsolete** means a record that is no longer in use or whose provisions are no longer in effect.
- 2.16 **Personal Information** means the definition of 'personal information as stated in the Alberta FOIP Act.
- 2.17 **Permanent Record** means information of enduring administrative, legal, financial or historical value which is retained for the life of the municipality.
- 2.18 **Record** as defined in the Alberta FOIP Act, means a record of information in any form and includes notes, images, audiovisual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers, and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records (s. 1 (q) of the Alberta Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, as amended);
- 2.19 **Records and Information Management** is the application of systematic control over records throughout their life cycle, including but not limited to, forms management, manuals management, records inventory, file systems development and implementation, file maintenance procedures development, file equipment selection, correspondence and reports maintenance and records scheduling and disposition.
- 2.20 **Retention Period** means the total length of time a record must be kept before disposition is implemented.
- 2.21 **Retention Schedule** is the approved document which authorizes the length of time active and semi-active records are to be maintained, the medium in which they are to be preserved and the method of disposition.
- 2.22 **Superseded** means a record that has been replaced because it has become outdated or a new record has been created.
- 2.23 **Transitory Record** means those records that have no enduring administrative, fiscal, legal or historical value, no legal requirement for retention and have fulfilled their purpose.
- 2.24 **Working Copy** means a printed or stored copy of the official record used for ease of reference that is not altered, and is transitory in nature and can be discarded when no longer useful.

## 3.0 AUTHORITY AND POWERS

3.1 Council may authorize the destruction of paper records if the originals have been recorded on microfiche or on another electronic system that will enable copies of the originals to be made.

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- Notwithstanding section 3.1 above and any superseding legislation, other records 3.2 may be destroyed in accordance with Schedule A attached.
- Election material shall be destroyed in accordance with the Local Authorities 3.3 Election Act, RSA 2000, as amended, Chapter L-2.
- A designated officer may review and recommend amendments to Schedule A from 3.4 time to time for accuracy of retention and disposition time periods, meeting all audit and legal requirements, legislation and regulations.
- The designated officer is authorized to release or permanently loan records to the 3.5 Provincial Archives of Alberta, Grande Cache Tourism and Interpretative Centre or other archival entity. These records shall be recorded on a 'Certificate of Gift' form, or equivalent documentation, as provided by the archival entity. This document will be permanently retained in the Town's records system.

#### 4.0 **GENERAL RETENTION AND DISPOSITION**

- If an individual's personal information will be used by the Town to make a decision 4.1 that directly affects that individual, the Town must retain the personal information for at least one (1) year after using it.
- The records retention and disposition schedule, attached to this bylaw as 4.2 Schedule A. must at least:
  - describe the records under the control of the Town; a)
  - specify how long records must be kept; b)
  - show criteria for closure of records; c)
  - indicate the final disposition method of the records; and may d)
  - state legislative reference where applicable. e)
- Records are to be reviewed for retention and disposal on an annual basis and may 4.3 be retained longer than the period provided for in Schedule A, as deemed necessary.
- Unless otherwise provided for in this bylaw, the retention period for records is set 4.4 out in Schedule A attached, which forms part of this bylaw.
- 4.5 Pursuant to section 4.4 above, a current version of Schedule A will be retained at all times in the Town's records system.
- 4.6 Retained non-electronic records shall be kept in an appropriate medium, such as a storage box, file cabinet or binder with adequate identification of contents, time period and retention period.
- 4.7 Electronic records shall be kept in a secure manner with appropriate firewalls, administrative and user rights and safety measures, and retained and disposed of according to Schedule A.
- 4.8 Upon each occasion of disposing of or relocating electronic or non-electronic records, an affidavit shall be completed listing:
  - a description of the records disposed; a)
  - date of disposal; b)
  - manner in which records were disposed; C)
  - d) signature of person who disposed of records; and
  - reason supporting destruction. e)

The affidavit shall be retained permanently in a secure location for Town records and/or through the Town's electronic records system.

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4.9 Generally accepted recordkeeping principals will be used as the guideline to effective records management and is attached to this bylaw as Schedule B.

## 5.0 EFFECTIVENESS AND REVIEW

- 5.1 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.
- 5.2 This bylaw shall come into full force and take effect upon the date of third and final reading in accordance with MGA.

READ a first time this thirteenth day of April, 2016 READ a second time this thirteenth day of April, 2016 READ a third and final time this thirteenth day of April, 2016

2 Cott Herb Castle

Herb Castle Mayor

Som

Loretta Thompson

## SCHEDULE A

#### **Records Retention and Disposition Schedule**

Town of Grande Cache records, unless otherwise specified in this Schedule, will be retained the longer of:

- 7 years from the end of the calendar year to which they relate, or a)
- 7 years after the records are expired, closed or have become superseded or b) obsolete.

#### Definitions Part 1 -

Active (A) means document is required in the day to day operations of an organization.

Active Period (AP) means document or record that is undergoing processing and is needed, and is referred to frequently, in the daily operations of an organization.

Administration Record means a records pertaining to administrative activities, such as, everyday personnel, financial, purchasing, and property control actions.

Current Year (CY) means the year now running.

Destroy (D) means record is destroyed after the retention period is concluded.

Final Disposition (FD) means the disposal of records via destruction or transfer of records of enduring value to an Archival Centre.

Fiscal Year (FY) means the year in which the accounting period falls.

Inactive Record (IA) means document no longer required in the day to day operations of an organization, but which must be kept for administrative, historical, or legal purposes.

Permanent Record (P) means record is to be kept as a permanent record and not destined for destruction.

Retention Period means the total length of time a record must be kept before final disposition is implemented.

Selective Retention (SR) means the severing of records for historical value and destroying the remainder.

Superseded/Obsolete (S/O) means records that are closed after information is superseded (replaced or take the place of) or obsolete (no longer in use).

Transitory Record means records that have short-term, immediate or no value and will not be required for future reference.

Working Copy means a printed or stored copy of the official record used for ease of reference that is not altered, and is transitory in nature and can be discarded when no longer useful.

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## SCHEDULE A

## **Records Retention and Disposition Schedule**

#### Part 2 -Administrative Records

Record Description Administration Appointment books, calendars, and directories Organizational charts Policies and procedures	Active Period	Inactive Retention	Disposition
Appointment books, calendars, and directories Organizational charts Policies and procedures	<u></u>		1
Organizational charts Policies and procedures		4.000	
Policies and procedures		1 year	D D
	AP	<u>S/O</u>	
	AP	<u>S/O</u>	D
Correspondence - general	AP	10 years	D
Proclamations of Council	CY	2 years	D
Acts and Legislation - General			
Federal and Provincial acts, bills, etc.	AP	S/O	D
Petitions	AP	10 years	D
Acts and Legislation - Bylaw			İ
Approved bylaws	AP		P
Agreements, Contracts and Leases			
Municipal and Provincial agreements	AP	-	P
Equipment, Property, Service agreements	AP	7 years	D
Recreation facility advertising, booking and rental contracts	AP	5 years	D
Associations, Clubs and Societies			
Association, club, society, etc.	CY	4 years	SR
Boards and Commissions		1350	
Note: notes and audio recordings of discussions during meeting are consi	l idered transitory ar	nd may be destroyed afte	r the minutes
have been transcribed and approved. Minutes	AP	-	P
Committees	 idead the neitern co	d may be destroyed after	
Note: notes and audio recordings of discussions during meeting are consi have been transcribed and approved.	idered transitory ai	id may be desiroyed ane	r ine minutes
Minutes	AP	-	P
Council - General			
	AP	S/O - 7 years	D
Strategic Planning (Priorities, goals and objectives)	CY + 1 year	S/O - 7 years	SR
Council retreat, organizational meeting		2 years	
Public inquiries and complaints	AP AP		P
Agendas, audio tapes and minutes	AP		
Council reports Report to Council (Regular/Committee of the Whole Meetings)	CY + 1 year	S/O – 15 years 7 years	
	CITIYEa	/ years	
Council - Elections		E Ve ere	
Elected officials' orientation	AP	5 Years	D
Nomination Papers	AP	As per legislation (s. 100 of Local Authorities	D B Election Act
Ballot box contents	AP	As per legislation (s. 101 of Local Authoritie	D Des Election Act
Emergency Planning		<b></b>	
Emergency evacuation procedures	AP	5 years	D
Contingency and Disaster Plan(s)	AP	S/O – 5 years	P

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#### Administrative Records Part 2 -

Corporate and Legislative Services			Final
Record Description	Active Period	Inactive Retention	Disposition
Intergovernmental Relations			
Federal, Local, and Provincial government	CY	2 years	D
Level Constant			
Legal Services	AP	12 10000	D
Litigation (Court Case/Writ)		12 years after completion of	_
Parks and Open Spaces			
Herbicide/pesticide program (Weed Control Reports)	AP	2 years S/O	D
Landscaping/horticulture and turf, playground, playing field maintenance	AP	2 years	D
Property Sales/Purchases			
Acquisition/disposal (by location)	AP	-	Р
Equipment and Supplies			
Construction and Maintenance	4.5		
Tenders, guarantees and warranties	AP	2 years	D
Product and service information	AP	-	D
Disposal and Surplus			
Asset transfer and disposal records	CY	5 years	D
Equipment disposal	CY	5 years	D
Emorgonou Equipmont			
Emergency Equipment Emergency and enforcement equipment	AP	5 years	D
		o years	
Equipment Supplies - General			
Badges, emblems, and flags	AP	2 years	D
Fireworks and celebration items	AP	2 years	D
Fleet Management			
Tenders	CY	2 years	D
Fleet files (by vehicle type)	AP	6 years	D
Fuel			
Fuel tax exemptions	FY	6 years	D
Tenders	AP	2 years	D
Office Equipment			
Tenders, supply orders, and quotes	AP	2 years	D
Equipment by type of (includes quote)	AP	6 years	D
Finance	1	Construction of the second	
Accounting			- Co
General Ledger (includes journal entries, yearend			
reconciliations and working papers, trial balances, fixed		6	
asset additions, GST returns, accounting system posting	FY	6 years	D
journals, budget working papers, etc.)			
Collections and write-offs	FY	6 years	D
Accounts Payable			
Durchasing Signing Authoritics			

FY + 1 year

FY + 1 year

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5 years

5 years

LIT

D

D

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Purchasing Signing Authorities

Accounts (alphabetical)

# Part 2 - <u>Administrative Records</u>

Record Description	Active Period	Inactive Retention	Final Disposition
Accounts Receivable			
Accounts (alphabetical)	FY + 1 year	5 years	D
Audits and Financial Reporting			
Financial reports	FY	6 years	D
Financial statements	AP	-	P
Audit proposals/tenders	AP	2 years	D
Banking and Investments			
Signing authorities	AP	4 years	D
Cheques (paid), bank statements, deposit books and account reconciliations	AP	7 years	D
Proposals/tenders	AP	2 years	D
Borrowing and Debt Management			
Alberta Capital Finance Authority	FY	4 years	D
Debenture Certificates	AP	•	Р
Budgets			
Department budget working papers	AP	-	D
Approved budget and adjustments	AP	-	Р
Cash Receipting			
Deposit books/slips/duplicate receipts/receipt books/NSF cheques/disbursement journal	FY + 1 year	5 years	D
Paid tickets - animal control/parking	FY + 1 year	1 year	D
Pre-authorized payment applications (utilities, taxes, etc.)	FY + 1 year	S/O - 1 year	D
Grants and Subsidy			
Grant applications (alphabetical by name of grant)	AP	6 years	D
Joint Grant Applications (Town is not recipient of funds)	AP	6 years	D
Grant Reporting	AP	6 years	D
Licenses and Permits			
Business and dog licenses	CY + 1 year	4 years	D
Risk Management and Insurance			
Tenders	AP	2 years	D
Insurance policies	AP	10 years (s. 3(1)(b) of Limitations	D Act)
Insurance claims (Notice/Statement of Claim)	AP	10 years (s. 3(1)(b) of Limitations	D Act)
Utilities			
Utility accounts, levy reports, work orders, penalties, consumption adjustments	FY	6 years	D

Information management			
Applications - Acquisitions			
By system	AP	2 years	D
Applications – Operations and Maintenance			
Software licensing and manuals and guides	AP	2 years	D
Updates and Maintenance (by system)	AP	-	D

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# Part 2 - Administrative Records

	Long Charles	a second second	Final
Record Description	Active Period	Inactive Retention	Disposition
Applications – System Development			
System Development files	AP	5 years	D
FOIP – General	·	<u></u>	
(Alberta Freedom of Information and Protection of Privacy Act)	15		
Delegation, collection statements. Alberta directory, procedures	AP	5 years	D
Commissioner's orders	AP	?	D
FOIP – Requests			
(Alberta Freedom of Information and Protection of Privacy Act)			
Statistics	CY + 1 year	5 years	D
Freedom of information requests, personal information	AP	5 years	D
requests		E vo ere	D
Corrections to personal information	AP	5 years	
Information Management - General			
Note: for email/voicemail/telephone messages received that are relevant For email/voicemail/telephone messages that have no relevance to administratively necessary.			
Advertising – general	CY + 1 year	2 years	D
Advertising – as per legislation	AP	5 years	D
Biographies	CY	3 years	SR
Mailing lists	AP	S/O	D
Newspaper clippings / scrapbooks	AP	-	SR
Information Services – Public Relations			
Speeches	CY	4 years	SR
Press releases	CY	1 year	D
Advertising, citizen Involvement	CY	4 years	D
Information Services – Publications			
Distribution lists	CY	1 year	D
Publications inventory	AP	1 year	D
Development files (by publication - may include website)	AP	-	SR
Records and Information Management			
Records Inventory	AP	10 years	D
Standards and procedures	AP	2 years	D
Classification and file lists, in active records management	AP	5 years	D
Destroyed Records Index, Archive services and destruction certificates	AP	•	Р
Server back-up tapes - daily	CY	S/O	D*
Server back-up tapes - weekly	CY	S/O	D*
Server back-up tapes - monthly	CY	S/O	D*
Server back-up tapes – network	CY	S/O	D*
Planning	CY	5 years	* overwrite
Reference Materials		<ul> <li>A concepts or a</li> </ul>	
Subscriptions, Queen's Printer	CY	1 year	D
Media library, reference materials	AP	-	

Personnel			
Benefits and Services			
Correspondence	AP	2 years	D

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#### Administrative Records Part 2 -

Personnel (con't)			
Descel Description	A Company	I Batanta	Final
Record Description	Active Perioda	Inactive Retention	Disposition
Employee Records	AP	10 10 000	D
Employee files	AP	10 years following termination of	_
Human Resource Planning			employment
Planning, reports, and studies	CY	6 years	SR
Job Evaluations	01	0 years	JN
Standards (pay ranges, salary grids), position descriptions	AP	3 years	D
/ classification		o years	U
			24
Labour Relations - Investigations			
Case files (name of employee)	AP	-	Р
Occupational Health and Safety			
Workers Compensation Board (correspondence/reports)	AP	5 years	D
Training	CY	5 years	D
····uming		- Jouro	
Personnel - General			
Employee regulations	AP	3 years	D
Salaries and Wages			
Payroll registers, T4 summaries, reviews (by year), salary	FY	10 years	D
& wage adjustment (by year)			
Timesheets, leave requests	FY	5 years	D
RRSP's (self-directed) transactions	CY + 3 mos.	-	D
Garnishees	AP	3 years	D
		after removed	
Staffing Compatitions			
Staffing - Competitions General applications (not hired)	CY	1.0007	D
	CY	1 year	
Competitions		5 years	D
Staffing - Programs			
Job sharing	AP	2 years	D
Grant programs (i.e. ACE, STEP etc.)	FY	6 years	D
Training and Development			
Employee orientations	AP	1 year	D
Career management	CY	1 year	D
Seminars, workshops, informal training	CY	5 years	D

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# Part 3 - Operational Records

Record Description	Active Period	Inactive Retention	Final Disposition
Family and Community Support Services (FCSS)			
Acts & Regulations	AP	-	Р
Agreement & Report (annual)	AP	-	Р
Programs – internal, external, grants to others	AP	5 years	SR
Preschool			
Reports and statistics	CY	3 years	D
Service information	AP	2 years	D
Program Development and Improvements			
By program	CY	10 years	SR
Recreation - Aquatic Centre			
Programs materials & supplies	AP	5 years	SR
Registration	CY	1 year	D
Recreation - General			
Programs materials & supplies	AP	5 years	SR
Registration	CY	1 year	D
Special Events – by event	CY + 1 year	3 years	SR

Engineering and Public Works			
Cemetery			
Burial/cremation permit, cemetery records (i.e. burial	AP	-	Р
deeds, plot plans, etc.)			
Engineering and Public Works - General			
Locates	CY	2 years	D
Engineering Projects			
By project (contracts, plans, specifications)	AP	10 years	SR
Environmental Services			
Air quality, water quality and supply, storm water	AP	5 years	SR
management, environmental impact studies, underground			
storage tanks, snow dumps, proposed well sites			
Water conservation programs	CY	4 years	D
Licenses & permits (not development specific)	AP	10 years	SR
Solid Waste Disposal			
Pickup routes, schedules	AP	1 year	D
Curbside bins, waste receptacles	CY	1 year	D
Transfer station and landfills	CY	4 years	D
Hazardous waste	CY	4 years	SR
Recycling and composting programs	CY	4 years	D
Dump closure, process/salvage rights	CY	20 years	SR
Transportation - General			
Lighting, snow removal, salting, and sanding, paving and	CY	4 years	D
maintenance, storm sewers and catch basins			

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# Part 3 - Operational Records

Record Description	Active Period	Inactive Retention	Final Disposition
Transportation – Traffic Control	AUGINE I CIIDO		Biopoolaon
Sign Inventory Register	AP	S/O, 2 years	P
Signage, signals and lights, intersections, traffic line			
marking	CY	4 years	D
Road closures	AP	5 years	SR
Utilities – Sanitary Sewer			
Collection systems and lift stations, treatment system, sewer backups (by year)	CY	4 years	D
Utilities - Storm			
Collection system and lift stations, storm detention ponds, overland drainage systems	CY	4 years	D
Utilities - Water			
Reservoirs and pumping stations, treatment testing and sampling, hydrant maintenance, meters	CY	4 years	D
Municipal			
Amalgamation/Annexation			
By property	AP	÷	Р
Census/Population			
Census (by year)	AP	-	P
Manuals, enumerator orientation, data collection, forms, and tools	CY	5 years	D
Economic Development and Tourism			
Tourism Centre (operations only)	AP	2 years	D
Marketing Activities and Events (by name)	CY	3 years	D
Public Relations	CY	4 years	D
Promotion al Merchandise	AP	5 years	D
Collaborative Projects	AP	7 years	D
Expropriation			
	AP	-	Р
Property			
Property Regional Services By service	СҮ		D

2 - C		
CY+1Year	4 years	D
AP	-	P
AP	3 years	D
AP	5 years	D
AP	3 years	D
AP	20 years	D
AP	20 years	D
AP	-	Р
	AP AP AP AP AP AP AP	AP - AP 3 years AP 5 years AP 3 years AP 20 years AP 20 years

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# Part 3 - Operational Records

Planning and Development			- 1945
Record Description	Active Period	Inactive Retention	Final Disposition
Development and Building Controls			Disposition
Safety Codes Council	AP	4 years	D
Development permits, compliance requests and certificate,	AP	-	P
reports and statistics			
Inspection files - major projects	AP	-	Р
Inspection files - residential (building, electrical, gas,	AP	15 years	D
plumbing)			
Future Plans			
Future planning and studies	AP	-	Р
Numicipal Addressing			
Municipal Addressing	AP	_	P
Legal plans (by plan number), town maps, aerial photos		-	ſ
Subdivisions and Consolidations			
Consolidations	AP	-	P
Subdivision applications and plans	AP		Р
		· · · · · · · · · · · · · · · · · · ·	
Protective Services			
Protective Services - General			
Monthly administrative reports	CY	2 years	D
911	CY	4 years	D
Ambulance services, fire protection, RCMP	CY	5 years	SR
Municipal Enforcement	CY	5 years	D
	<u></u>		
Animal Control	0)//		
Dog violations, domestic animals, wild animals	CY + 4 years	-	D
Fire Department			
Reports and statistics, station log books	CY	4 years	SR
Incident Files	CY	11 years	D
		,	
Incidents			
Reports and statistics	CY	4 years	SR
Incident log book, incident files	CY + 1 year	3 years	D
Penalties, Fines and Warnings			
Fines and warnings (numeric)	AP	6 years	D
Paid court fines, disbursement detail & summary reports	FY	6 years	D
Unpaid court fines	AP	*TRF	
	*TRF = transfer to paid once the fine has been paid		
Cancelled court fines	CY	2 years	D
Court transfer logs	CY	6 years	D
Permits and Inspections			
Permits	CY + 1 year	2 years	D
Inspections	CY + 1 year	3 years	D

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#### **Operational Records** Part 3 -

Record Description	Active Period	Inactive Retention	Final Disposition
Assessment			
Assessment, linear property assessment, equalized assessment	AP	-	Р
Assessment appeals	CY	6 years	D
Tax assessment audit	FY	6 years	D
Assessment roll, supplementary tax assessment	AP	-	Р
Property Records			
Property records, tax rol, tax notices	AP	-	Р
Land title certificates (in land file)	AP	-	Р
Third party notifications (mortgage, caveat, etc.)	AP	-	P
Tax Accounting			
Mortgage company payments, requisitions, transfers to the tax roll	FY	7 years	D
Mortgage adjustments (by year) (remove)	FY	10 years	D
Tax rolls accounts	FY	10 years	D
Tax preauthorization payment transactions (by year)	FY	7 years	D
Taxation adjustments (by year)	FY	-	Р
Tax Recovery			
Seizures, tax recovery notification, tax sales	AP	-	Р

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## **SCHEDULE B**

## Generally Accepted Recordkeeping Principles (GARP)<sup>1</sup>

#### 1. Accountability

An organization shall assign a senior executive who will oversee a recordkeeping program and delegate program responsibility to appropriate individuals, adopt policies and procedures to guide personnel and ensure program auditability.

#### 2. Integrity

A recordkeeping program shall be constructed so the records and information generated or managed by or for the organization have a reasonable and suitable guarantee of authenticity and reliability.

#### Protection 3.

A recordkeeping program shall be constructed to ensure a reasonable level of protection to records and information that are private, confidential, privileged, secret or essential to business continuity.

#### Compliance 4.

The recordkeeping program shall be constructed to comply with applicable laws and other binding authorities, as well as the organization's policies.

#### 5. **Availability**

An organization shall maintain records in a manner that ensure timely, efficient and accurate retrieval of needed information.

#### Retention 6.

An organization shall maintain its records and information for an appropriate time, taking into account legal, regulatory, fiscal, operational and historical requirements.

#### 7. Disposition

An organization shall provide secure and appropriate disposition for records that are no longer required to be maintained by applicable laws and the organization's policies.

#### 8. Transparency

The processes and activities of an organization's recordkeeping program shall be documented in an understandable manner and be available to all personnel and appropriate interested parties.

1 http://www.arma.org/garp

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SUBJECT:	Bylaw 20-847 Well Drilling Equipment	t Tax	
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND A	PPROVED FOR SUBMISSION
MEETING DATE:	April 14, 2020	CAO: DT	MANAGER:
DEPARTMENT:	CAO SERVICES	GM:	PRESENTER: DL/AN
STRATEGIC PLAN:	Level of Service		

#### **RELEVANT LEGISLATION:**

**Provincial** (cite) – Municipal Government Act R.S.A. Chapter M-26, Section 388-389.

Council Bylaw/Policy (cite) -N/A

## RECOMMENDED ACTION:

MOTION: That Council give first reading to Bylaw 20-847 "Well Drilling Equipment Tax Bylaw".

MOTION: That Council give second reading to Bylaw 20-847 "Well Drilling Equipment Tax Bylaw".

#### BACKGROUND/PROPOSAL:

Administration is updating the Well Drilling Equipment Tax Bylaw as there are a few issues with Bylaw 94-119. Bylaw 94-119 refers to a schedule from 1994 that is out of date and was not maintained in Greenview's record and is not current. The new bylaw simply references the regulation as amended from time-to-time, so the bylaw will remain valid when the regulation changes, which occurs fairly frequently.

#### BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have an updated well drilling equipment tax bylaw that meets the requirements under the MGA and is current.

#### DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

#### ALTERNATIVES CONSIDERED:

Alternative #1: Council may choose to not proceed with the new bylaw, but this is not recommended because the schedule is not attached and the bylaw is very out-of-date.

#### 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:

There are no follow up actions to the recommended motion.

## ATTACHMENT(S):

- Bylaw 94-119
- Bylaw 20-847

## BYLAW NO. 94-119

## of the Municipal District of Greenview No. 16

## A By-law of the Municipal District of Greenview No. 16 in the Province of Alberta, to authorize the imposition of a tax on oil and gas well drilling equipment.

WHEREAS the Municipal Government Act, Chapter M-26, R.S.A. 1980, as amended, authorizes Council to impose a tax on persons who are in legal possession of equipment when the equipment is engaged in the drilling of any well for which a license is required under the Oil and Gas Conservation Act or in legal possession of equipment capable of or designed for drilling a gas or oil well when the equipment is engaged in servicing a gas or oil well, and

WHEREAS the Lieutenant Governor in Council has established a schedule for the computation of said tax.

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

1. That there shall be imposed a tax on persons who are in legal possession of equipment when the equipment is engaged in the drilling of any well for which a license is required under the Oil and Gas Conservation Act, or in legal possession of equipment capable of or designed for drilling a gas or oil well when the equipment is engaged in servicing a gas or oil well.

2. That the tax shall be computed in accordance with a schedule established by the Lieutenant Governor in Council and being Schedule "A" attached to and forming part of this bylaw.

3. The treasurer or any person appointed by him in writing is hereby empowered to collect taxes with costs by distress, if said taxes remain unpaid for a period of 30 days after the cessation of the drilling or servicing operation.

This By-law shall come into force and effect upon the day of final passing.

Read a first time this <u>28th</u> day of <u>Leptember</u>, A.D., 1994.

Read a second time this 28th day of September, A.D., 1994.

Read a third time and finally passed this 12th day of Octoher, A.D., 1994.

. C. Muelligan VE

MUNICIPAL MANAGER

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to authorize the imposition of a tax on well drilling equipment used to drill a well for which a license is required under the Oil and Gas Conservation Act.

**WHEREAS,** Section 388 of the Municipal Government R.S.A. 2000, Chapter M-26, allows a Council to pass a well drilling equipment tax bylaw.

**WHEREAS,** Section 389 of the Municipal Government Act requires the tax imposed by this bylaw be paid by the person holding the license required under the Oil and Gas Conservation Act.

**WHEREAS,** the Municipal Government Act authorizes the Minister to make regulations prescribing the well drilling equipment tax rate.

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

#### 1. Title

1.1 This bylaw shall be cited as the "Well Drilling Equipment Tax" Bylaw.

#### 2. General

- 2.1 This Bylaw imposes a tax on equipment used to drill a well for which a license is required under the Oil and Gas Conservation Act.
- 2.2 The tax imposed by this bylaw must be paid by the person who holds the license required under the Oil and Gas Conservation Act.
- 2.3 The amount of the tax imposed by this bylaw shall be calculated in accordance with the tax rate prescribed by the Minister under the Well Drilling Equipment Tax Rate Regulation, as amended.

#### 3. Repeal

3.1 Bylaw 94-119 is hereby repealed.

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.

REEVE

CHIEF ADMINISTRATIVE OFFICER



SUBJECT:	Bylaw 20-849 "Tax Payment Plan"	
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AN
MEETING DATE:	April 14, 2020	CAO: DT
DEPARTMENT:	CORPORATE SERVICES	GM:
STRATEGIC PLAN:	Level of Service	

REVIEWED AND APPROVED FOR SUBMISSIONCAO:DTMANAGER:GM:PRESENTER:DL/AN

#### **RELEVANT LEGISLATION:**

Provincial (cite) – Municipal Government Act, R.S.A 2000, Chapter M-26, Section 340.

Council Bylaw/Policy (cite) N/A

#### RECOMMENDED ACTION: MOTION: That Council give first reading to Bylaw 20-849 "Tax Payment Plan".

#### MOTION: That Council give second reading to Bylaw 20-849 "Tax Payment Plan".

#### BACKGROUND/PROPOSAL:

Council may, by bylaw, allow for the payment of taxes in instalments. Greenview does not currently have a bylaw in place, however the former Town of Grande Cache had bylaw 703 "Taxes – Payment by instalments and penalties". Administration updated the bylaw and will repeal the Grande Cache bylaw with the new one.

#### BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have a tax payment plan in place to provide taxpayers with additional options for the payment of their taxes.

#### DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may decide to forego the option of tax payment plans at this time.

#### 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 for third reading.

## ATTACHMENT(S):

- Grande Cache Bylaw 703
- Bylaw 20-849

## THE TOWN OF GRANDE CACHE BY-LAW NO. 703

BEING A BY-LAW OF THE TOWN OF GRANDE CACHE, IN THE PROVINCE OF ALBERTA, PURSUANT TO THE MUNICIPAL GOVERNMENT ACT, RSA 2000, CHAPTER M-26, AND AMENDMENTS THERETO, TO PROVIDE FOR THE PAYMENT OF CURRENT TAXES ON INSTALLMENTS, FOR THE IMPOSITION OF A PENALTY ON ALL CURRENT TAXES REMAINING UNPAID ON CERTAIN SPECIFIED DATES IN THE YEAR OF THE LEVY, AND FOR THE ADDING OF A PENALTY TO ALL TAXES REMAINING UNPAID AFTER THE THIRTY-FIRST (31<sup>ST</sup>) DAY OF DECEMBER IN EACH YEAR, AND TO RESCIND BY-LAW NO. 683

**WHEREAS** Council deems it expedient and reasonable to impose penalties for the nonpayment of taxes on certain specified dates within the year in which they are levied; and to impose a penalty on all taxes remaining unpaid on certain specified dates following the year of the levy; and to allow for installment payments on current taxes.

**NOW THEREFORE,** under the authority of the Alberta Municipal Government Act, being Chapter M-26 of the Statutes of Alberta 2000, and amendments thereto, the municipal Council of the Town of Grande Cache, in the Province of Alberta, duly assembled, enacts as follows:

- 1. In each year, the current tax levy, including all frontage and local improvement taxes may be imposed and shall be due and payable on or before June 30.
- 2. There shall be imposed by way of penalty, an additional percentage charge of 12% of such sum of current taxes, as described in Section 1, as may be shown on the tax roll as being unpaid after the 30<sup>th</sup> day of June.

There shall also be imposed by way of an additional penalty, an additional 6% of such sum of current taxes, as described in Section 1, as may be shown on the tax roll as being unpaid after the 31<sup>st</sup> day of July.

3. That Section 2 shall not apply, except as hereinafter provided, to the taxes of an owner who has made on or before the 1<sup>st</sup> day of January in each year, an arrangement satisfactory to the Municipal Administrator of the Town of Grande Cache for the payment of installments commencing the 1<sup>st</sup> day of January of each year.

Payment of current years tax levy may be made in equal monthly installments, commencing on January 1<sup>st</sup> through to December 1<sup>st</sup> of the current tax year, provided there are no unpaid taxes on the property as at December 31<sup>st</sup> of the prior year.

Except for the installment owed for the month of December, a grace period of thirty (30) days may be applied to any one installment payment and in default of payment of such installment, the installment in default and all subsequent installments shall forthwith become due and payable, and such amounts remaining unpaid shall be subject to the same penalties and terms as all other current taxes.

- 4. The difference between the taxes levied for the current year and the total of the twelve (12) installments authorized under the installment plan will be due when levied. Any balance remaining unpaid is subject to the penalty provisions as outlined in Section 2 of this by-law.
- 5. That all taxes remaining unpaid after the 31<sup>st</sup> day of December in the year in which they are levied shall have added thereto by way of penalty, an amount equal to eighteen percent (18%) of the outstanding balance, such penalty to be assessed on the 1<sup>st</sup> day of January of the succeeding year, and in each succeeding year so long as the taxes remain unpaid.
- 6. That any percentage charge imposed under Sections 2 and 5 of this by-law shall be added to, and forms a part of the unpaid taxes.
- 7. That nothing in this by-law shall be construed to extend the time for payment of taxes nor in any way to impair the right of distress or any other remedy provided by the Municipal Taxation Act for the collection of taxes.
- 8. By-Law No. 683 is hereby rescinded upon final reading of this by-law.

9. That this By-Law shall take effect upon the date of final passing thereof.

Read a first time this twelfth day of May, 2010 A.D.

Read a second time this twelfth day of May, 2010 A.D.

Read a third and final time this twelfth day of May, 2010 A.D.

Louise Krewusik Mayor Darren Ottaway Chief Administrative Officer A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to provide for the payment of taxes by instalments.

**WHEREAS,** Section 340(1) of the Municipal Government Act, R.S.A. Chapter M-26, as amended provides that Council may by bylaw permit taxes to be paid by instalments, at the option of the taxpayer; and

**WHEREAS,** Section 340(2) of the Municipal Government Act, provides that a person who wishes to pay taxes by instalments must make an agreement with the council authorizing that method of payment;

**WHREAS,** Section 340(3) of the Municipal Government Act, provides that when an agreement of this nature is made, the tax notice must state the amount and due dates of the instalments to be paid in the remainder of the year, and what happens if an instalment is not paid.

**NOW THEREFORE,** the Council of the M.D. of Greenview No. 16, duly assembled, enacts as follows:

#### 1. Title

1.1 This bylaw shall be cited as the "Tax Payment Plan" Bylaw.

## 2. Definitions

2.1 Greenview means the municipal corporation of the M.D. of Greenview No. 16.2.2 Tax Payment Plan means the tax payment program and application.

## 3. Authorization

- 3.1 The owner as registered on the tax roll shall be given the option to pay taxes by a pre-authorized transfer of funds from their bank account to Greenview in twelve monthly instalments, in an amount calculated as per Section 4 of this Bylaw, providing all previous outstanding tax balances are paid in full.
- 3.2 To apply for the Tax Payment Plan, the application form must be completed, signed and returned to a Greenview Administration Office accompanied by the appropriate banking information, no later than January 31<sup>st</sup> of the year in which the taxpayer wishes to enroll in the Tax Payment Plan.
- 3.3 Any application received after the enrolment deadline of January 31<sup>st</sup> shall take effect the following calendar year.
- 3.4 The Tax Payment Plan agreement does not transfer from one property tax owner to a purchaser of the property in the event of a sale of a parcel of land.

#### 4. Monthly payments

- 4.1 Monthly payments are calculated by dividing the annual tax levy from the preceding year by twelve (12) for the payment amount for January to May. The monthly payments from June to December will be automatically adjusted once the current year's tax levy has been determined. The current and remaining tax balance owing is divided by seven (7) months to create a zero balance owing by December 31<sup>st</sup>. The transfer of funds will occur on the last business day of every month.
- 4.2 Greenview will determine the monthly payment for each participant in the Tax Payment Plan. The option of additional or lesser monthly payment amounts by the property owner will not be permitted.
- 4.3 The tax roll will be exempt from penalties provided monthly payments, as established by Greenview, are up to date.

#### 5. Outstanding Charges

5.1 A property owner will not be eligible for this program if there is any amount owing on the tax roll after the enrolment deadline stipulated in Section 3.3.

#### 6. Withdrawal

- 6.1 Once a participant is enrolled in the Tax Payment Plan, such participant is automatically renewed each year and does not require a new application to be made every year to continue ongoing monthly tax payments.
- 6.2 A participating taxpayer may, at any time, withdraw from the Tax Payment Plan by giving no less than two (2) weeks' notice in writing. No monies paid into the plan will be returned, refunded or transferred to a Greenview utility account. The monies will remain on the tax roll and be deemed as a prepayment of property taxes.

#### 7. Cancellation

- 7.1 Greenview will cancel participation in the Tax Payment Plan if an instalment payment fails to be honoured. Penalties will be added to the tax roll per section 8.
- 7.2 If a participant pays the tax balance owing on the tax / assessment notice issued, they will automatically be removed from the Tax Payment Plan for the current taxation year.
- 7.3 Any transfer of outstanding amounts to the applicable tax roll, in accordance with Section 553 of the Municipal Government Act, will automatically

disqualify participation in the Tax Payment Plan and the property owner will be removed immediately from the Tax Payment Plan.

- 7.4 Notice of removal from the Tax Payment Plan pursuant to Sections 7.1, 7.2 or7.3 of this Bylaw may be sent to the taxpayer, by ordinary mail, to the taxpayer's last known mailing address as listed on the tax roll.
- 7.5 If participation in the Tax Payment Plan is cancelled by Greenview pursuant to Section 7.1 or 7.3, the taxpayer shall not be eligible to participate in the Tax Payment Plan until the taxation year following the cancellation, if the taxpayer chooses to re-enroll in the program. Completion of a new application form by the taxpayer is required.
- 7.6 Upon sale of the property, the participant will be automatically removed from the Tax Payment Plan.

#### 8. Fees and Penalties

- 8.1 A bank return fee will be levied on payments which are not honoured by the financial institution on which they are drawn. The charges shall be added on to the taxes owing for each affected tax roll.
- 8.2 If participation in the Tax Payment Plan is cancelled or withdrawn for any reason before the tax due date in any year, a penalty will be applied to the tax roll, in accordance with the current tax rate or tax penalty bylaw, thirty (30) days after cancellation or withdrawal.

#### 9. Indemnification

9.1 The onus of providing correct banking information to Greenview lies with the taxpayer. If incorrect information results in a monthly payment(s) not being made or being dishonoured by the financial institution, Greenview assumes no responsibility for such rejection of said payment.

#### 10. Responsibility

10.1 Tax Payment Plan participants are responsible for verifying that the preauthorized payments are being made as per the application agreement signed by the participant. If they are not, the onus is on the taxpayer to notify Greenview to rectify the error.

#### 11. Special Provision for the 2020 taxation year

11.1 Enrollment in the plan may be at any time before the tax due date shown on the 2020 tax notice.

11.2 Monthly payments will be calculated by taking the balance owing on the tax roll a the time of enrollment and dividing by the number of months remaining in 2020.

#### 12. Repeal

12.1 Grande Cache Bylaw 703 "Taxes – Payment by instalments and penalties" is hereby repealed.

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

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.

REEVE

CHIEF ADMINISTRATIVE OFFICER



SUBJECT:	Bylaw 20-850 "Municipal Ward Boundaries and Council Composition"			
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPRO	VED FOR SUBMISSION	
MEETING DATE:	April 14, 2020	CAO: DT	MANAGER:	
DEPARTMENT:	CAO SERVICES	GM:	PRESENTER: DL	
STRATEGIC PLAN:	Level of Service			

#### **RELEVANT LEGISLATION:**

Provincial (cite) – Municipal Government Act, R.S.A. 2000, Chapter M-26, Section 143, 148, 149.

Council Bylaw/Policy (cite) -N/A

#### **RECOMMENDED ACTION:**

MOTION: That Council give first reading to Bylaw 20-845 "Municipal Ward Boundaries and Council Composition".

MOTION: That Council schedule a Public Hearing for Bylaw 20-850 "Municipal Ward Boundaries and Council Composition" to be held May 11, 2020 at 9:15 a.m.

#### BACKGROUND/PROPOSAL:

In accordance with Section 143 of the Municipal Government Act, "the Council of a municipal district or specialized municipality consists of the number of councillors specified in the order forming it unless the council passes a bylaw specifying a higher or lower odd number. In the Ministerial Order dissolving the Town of Grande Cache into a Hamlet of Greenview, the Minister ordered that Greenview Council move to a higher or lower odd number of councillors".

Greenview Council opted to move to a higher number of Councillors through the addition of a seat in Grovedale.

In accordance with Section 148 of the Municipal Government Act:

- 148(1) Unless otherwise provided for in a bylaw under this section, when a municipality is divided into wards,
  - (a) only an elector who is resident in the ward may vote for a councillor in that ward, and
    - (b) councillors are elected for each ward.
  - (2) A council may by bylaw
    - (a) divide the municipality into wards and establish their boundaries,

(b) in the case of wards established for a municipal district or a specialized municipality, change the number of wards and their boundaries,

(c) give each ward established or changed a name or number, or both,

(d) state the number of councillors to be elected for each ward established or changed, and

(e) in the case of any municipality, including a municipal district or specialized municipality, eliminate the wards.

Council determined to remain with the same election system we had in place. Councillors are nominated by their ward, they are elected by members of that ward, and a Reeve is appointed from among the elected councillors.

A bylaw of this nature must be advertised and a public hearing is to be held. Due to restrictions in place due to COVID-19, Council will have to hold the public hearing through electronic means. The public may provide submissions and comments to administration through email or mail, and if they want to speak to council during the public hearing, they will be provided the means to do that through the ZOOM platform. Participants will be required to register prior to the Public Hearing to allow administration to be able to facilitate their participation.

#### BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will be compliant with provincial legislation and the Ministerial Order for the dissolution of Grande Cache. Greenview will also have an updated ward boundary bylaw, which has not been updated or amended since 1994.

#### DISADVANTAGES OF THE RECOMMENDED ACTION:

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

#### ALTERNATIVES CONSIDERED:

Alternative #1: Council may request additional changes to the bylaw.

#### FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

#### STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

#### PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

#### **INCREASING LEVEL OF PUBLIC IMPACT**

Inform

#### PUBLIC PARTICIPATION GOAL

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

#### **PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

#### FOLLOW UP ACTIONS:

Once Council has adopted this bylaw, Administration will present changes to the Election Procedures Bylaw and Nomination Day procedures bylaw.

## ATTACHMENT(S):

- Bylaw 20-850
- Bylaw 94-036

# A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta to establish the ward boundaries within the M.D of Greenview and the number of Councillors elected to represent each ward.

**WHEREAS**, Section 143(4) of the Municipal Government Act enables a Council to pass a bylaw specifying the number of Councillors to serve on the Council of a Municipal District; and

WHEREAS, Section 148(2) of the Municipal Government Act enables a Council to pass a bylaw to establish ward boundaries for its municipality, including the number of wards and number for each ward in the M.D. of Greenview; and

**WHEREAS**, Section 148(5) of the Municipal Government Act enables a Council to pass a bylaw requiring each Councillor to be nominated by ward and that each Councillor shall serve as the Councillor for the ward in which they were nominated; and

**NOW THEREFORE,** under the authority and subject to the provisions of the Municipal Government Act, the Council of the M.D. of Greenview No. 16, in the Province of Alberta enacts as follows:

- 1. Title
  - 1.1 This bylaw shall be cited as the "Municipal Ward Boundaries and Council Composition".
- 2. Definitions
  - a. **Greenview** means the municipal corporation of the M.D. of Greenview No. 16.
  - b. Local Authorities Election Act means the Local Authorities Election Act, R.S.A 2000, Chapter L-21.
- 3. Greenview shall be divided into nine (9) Wards.
- 4. The number and designation of each Ward shall be as described herein and as per Schedule 'A', and shall exclude all incorporated municipalities and Reserves situated therein.
- 5. Greenview Council shall be comprised as follows:
  - 5.1 The Council shall consist of eleven (11) Councillors. Council will appoint a Reeve from among the Councillors.
    - 5.1.1 One (1) Councillor will be elected from Ward 1.
    - 5.1.2 One (1) Councillor will be elected from Ward 2.
    - 5.1.3 One (1) Councillor will be elected from Ward 3.

- 5.1.4 One (1) Councillor will be elected from Ward 4.
- 5.1.5 One (1) Councillor will be elected from Ward 5.
- 5.1.6 One (1) Councillor will be elected from Ward 6.
- 5.1.7 One (1) Councillor will be elected from Ward 7.
- 5.1.8 Two (2) Councillors will be elected from Ward 8.
- 5.1.9 Two (2) Councillors will be elected from Ward 9.
- 5.2 All Councillors must be nominated by the Ward in which they reside.
- 5.3 All Councillors are Councillors for the Ward in which they were nominated.
- 5.4 All Councillors must be elected and nominated in accordance with the Local Authorities Election Act.
- 6. Bylaw 94-036 "Electoral Division for Council" is hereby repealed.
- 7. 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.

#### Schedule 'A'

#### Ward 1

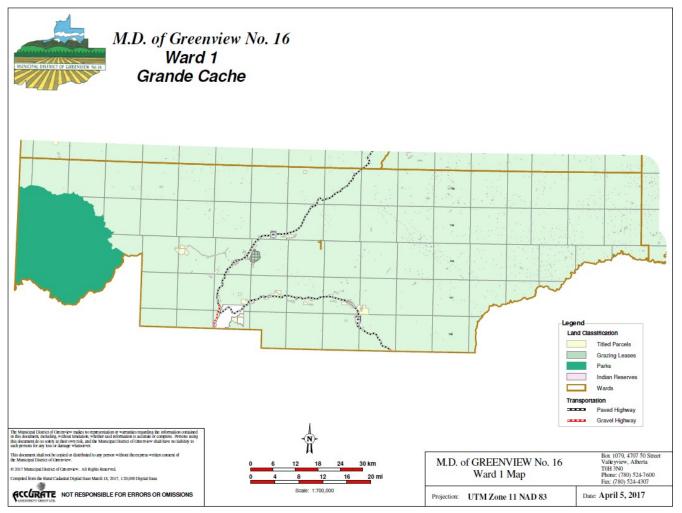
Grande Cache Cooperatives & Enterprises

All that portion of Greenview described as:

- Lands lying south of the 16<sup>th</sup> Base Line, Ranges 24 to 27 inclusive lying West of the 5<sup>th</sup> Meridian.
- All that portion of Greenview lying south of the 16<sup>th</sup> Base Line, Ranges 1 to 14 inclusive lying West of the 6<sup>th</sup> Meridian.

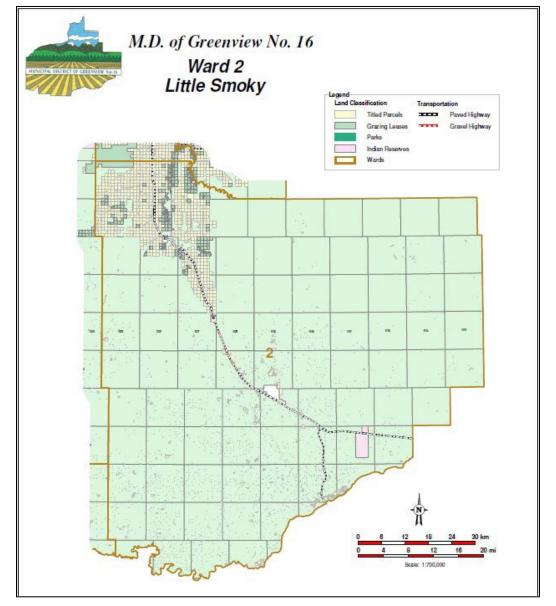
AND

- Includes the boundaries of Victor Lake Cooperative located within the Hamlet boundaries of Grande Cache.



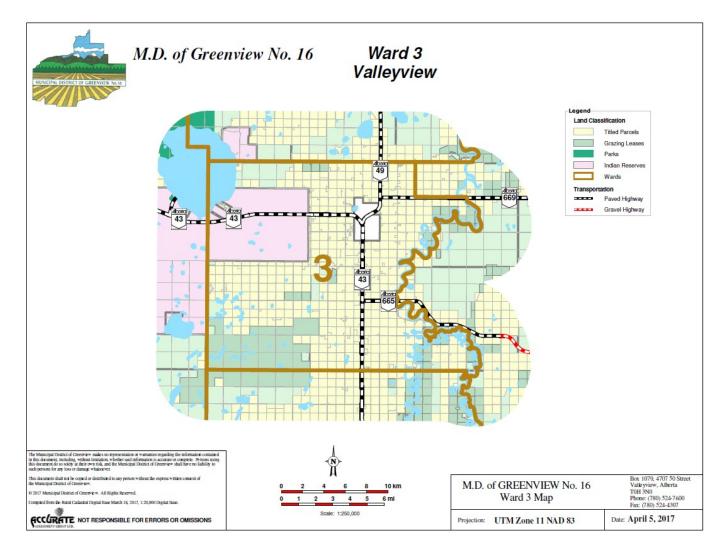
Little Smoky

- In Townships 57 to 67 inclusive, Ranges 13 to 23 inclusive;
- In Township 68, Range 20 all that portion lying south and west of the Goose River;
- In Township 68, Range 21 all that portion lying west of the Goose River;
- In Township 68, Ranges. 22 and 23.
- All of the above described lands lying West of the 5<sup>th</sup> Meridian.



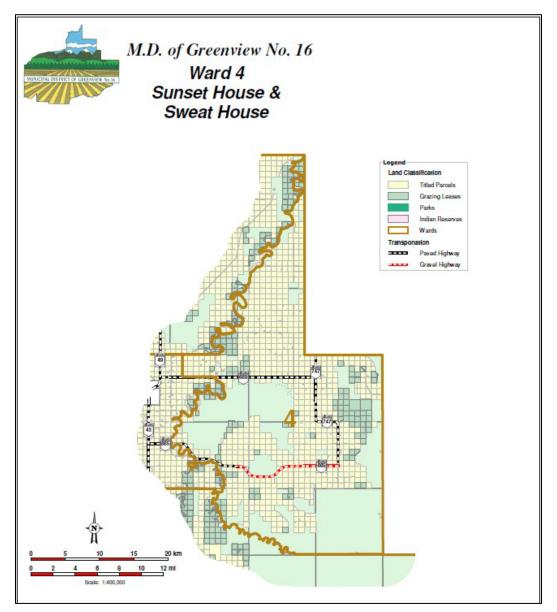
Valleyview

- In Township 69, Range 21, all that portion lying west of the Goose and Little Smoky Rivers;
- In Township 70, Range 21, Sections 6, 7, 17, 18, 19, 20 & 21;
- In Townships 69 and 70, Ranges 22 and 23, all that portion lying west of the Little Smoky River.
- All of the above described lands lying West of the 5<sup>th</sup> Meridian.



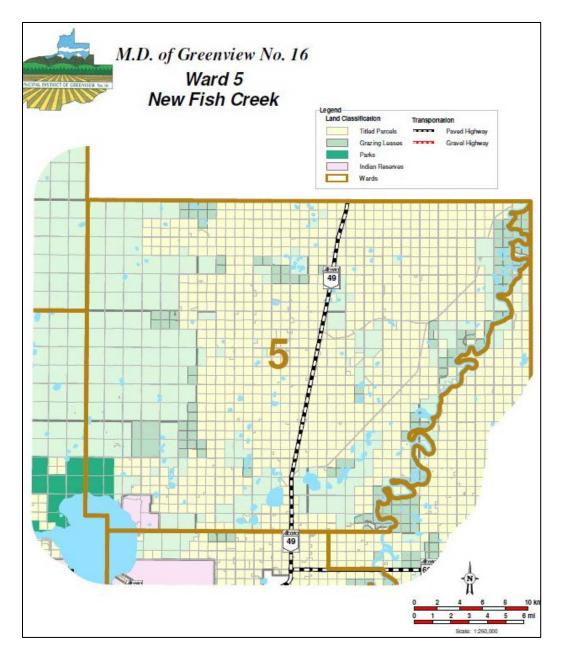
Sunset House & Sweathouse

- All that portion lying east of the Goose and Little Smoky Rivers in Townships 68 to 73 inclusive, Ranges 19 to 22 inclusive;
- In Township 70, Range 21, Sections 28, 29, 30, 31, 32, 33 and 34, all that portion lying west of the Smoky River.
- All of the above described lands lying West of the 5th Meridian.



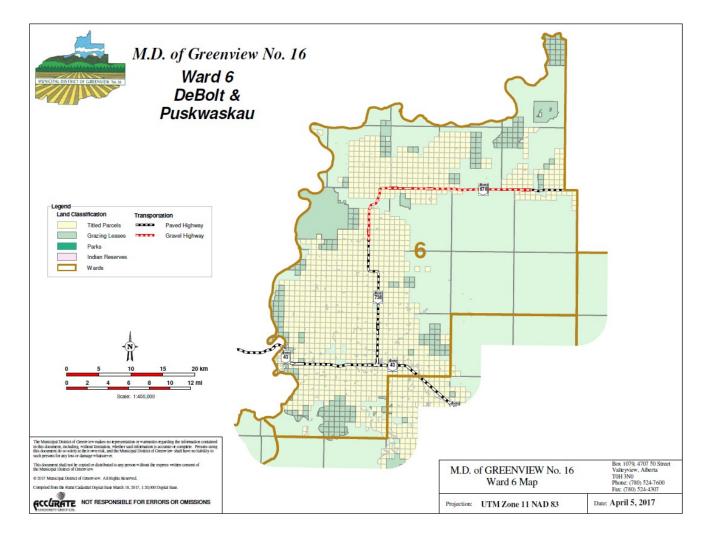
#### Ward 5 New Fish Creek

- In Townships 71, 72 and 73, Ranges 20, 21, 22 and 23 all that portion lying west of the Little Smoky River.
- All of the above described lands lying West of the 5th Meridian.



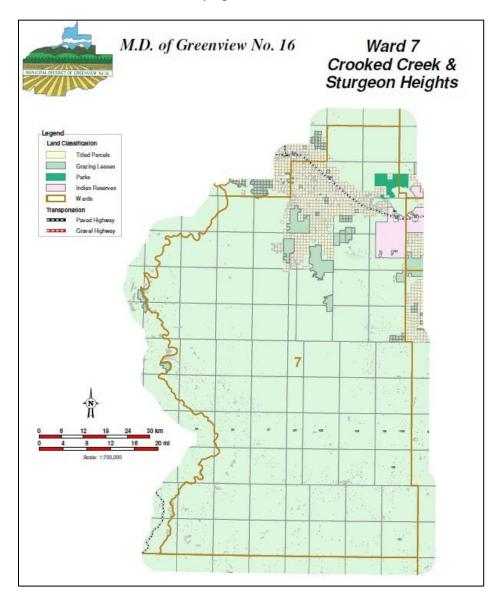
#### Ward 6 DeBolt & Puskwaskau

- In Townships 73 to 77 inclusive, Ranges 24 and 25;
- In Townships 72 to 76 inclusive, Range 26 all that portion lying south of the Smoky River.
- All of the above described lands lying West of the 5th Meridian.
- In Townships 71 to 76 inclusive, Ranges 1 to 2 lying south and east of the Smoky River.
- All of the above described lands lying West of the 6th Meridian.



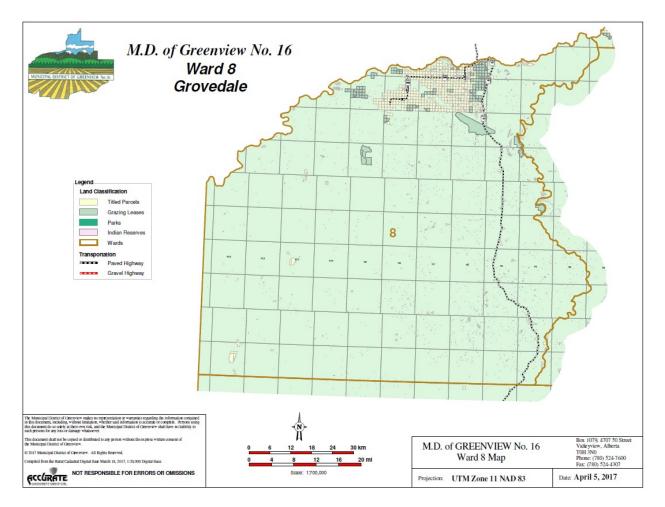
#### Ward 7 Ridgevalley & Crooked Creek

- In Township 72, Ranges 24 and 25;
- In Township 71, Range 24, 25 and 26;
- In Townships 61 to 70 inclusive, Ranges 24 to 27 inclusive.
- All of the above described lands lying West of the 5th Meridian.
- In Townships 61 to 70 inclusive, Ranges 1 to 4 inclusive lying east of the Smoky River.
- All of the above described lands lying West of the 6th Meridian.



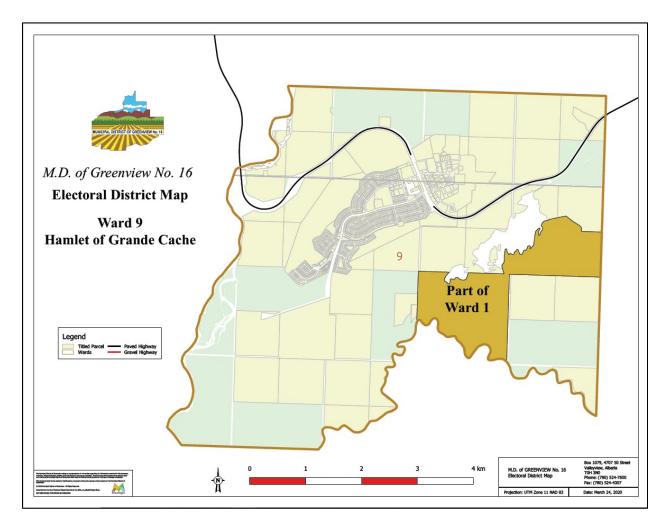
#### Grovedale

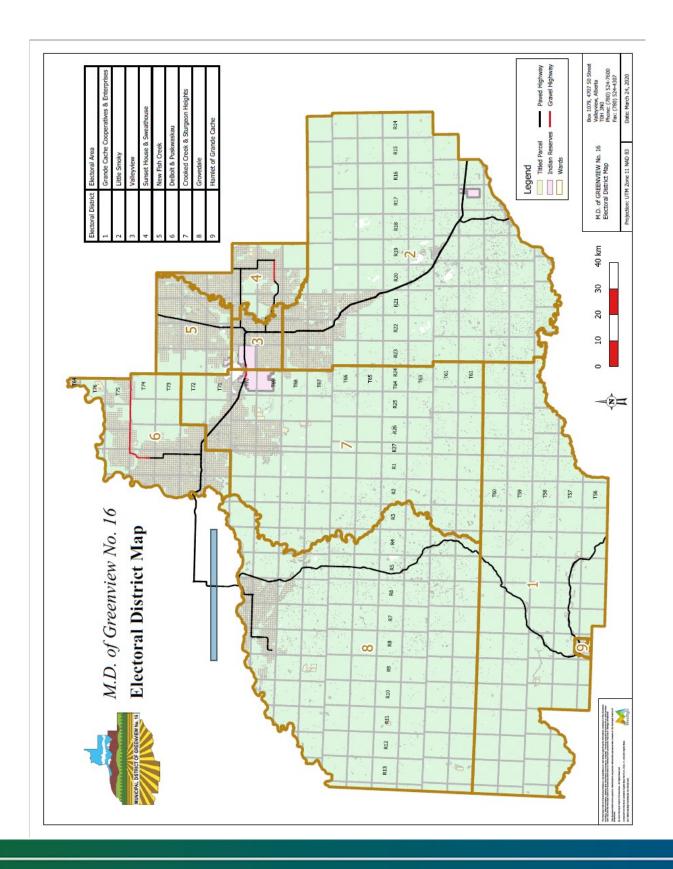
- Townships 61 to 70 inclusive, Ranges 2 to 11 inclusive all that portion lying West of the Smoky River and south of the Wapiti River;
- In Townships 61 to 68 inclusive, Ranges 12 to 14 inclusive.
- All of the above described lands lying West of the 6th Meridian.



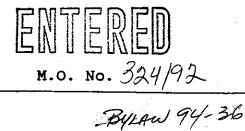
### Ward 9 Hamlet of Grande Cache

- The boundaries of the Hamlet of Grande Cache.
- Excluding the boundaries of Victor Lake Cooperative located within the boundaries of the Hamlet.









Office of the Minister

STERIAL ORDER

APR 1 1992

VALLEYVIEW

10 : .

IN THE MATTER OF

LOCAL AUTHORITIES ELECTION ACT Being Chapter L-27.5, S.A., 1983

and

ESTABLISHMENT OF ADVISORY COUNCIL ELECTION DIVISIONS FOR MUNICIPAL ELECTION PURPOSES

IMPROVEMENT DISTRICT NO. 16

2 PURSUANT to Section 36(1) of the Local Authorities Election Act, I, R.S. (DICK) FOWLER, Q.C., Minister of Municipal Affairs, as Council for Improvement District No. 16, ORDER AS FOLLOWS:

1. That Improvement District No. 16 is hereby separated into (8) distinct electoral divisions, as described by Schedule "A" and identified on Schedule "B" in order to obtain fair representation from all areas of the Improvement District.

2. That one (1) Advisory Council member shall be selected from each electoral division in Improvement District No. 16.

Ministerial Order No. 247/92 is hereby rescinded. 3. 

ENTERE

R. S. (DICK) FOWLER, Q.C. Minister of Municipal Affairs

DATED at EDMONTON,

t Martin Contractor

in	the	PROV	INCE	of	ALBĘRTA,			
th	is $\frac{j}{2}$	1544	day	of	March	<u></u> /	A.D.,	1992

SCHEDULE "A" to M.O. No. 324/92

#### ADVISORY COUNCIL ELECTORAL DIVISIONS IMPROVEMENT DISTRICT\_NO. 16

#### DIVISION 1

All that portion of Improvement District No. 16 lying south of the 16th Base Line, Ranges 24 to 27 inclusive lying West of the 5th Meridian. AND

All that portion of Improvement District No. 16 lying south of the 16th Base Line, Ranges 1 to 14 inclusive lying West of the 6th Meridian.

#### **DIVISION 2**

All that portion of Improvement District No. 16 described as: in Townships 57 to 67 inclusive, Ranges 13 to 23 inclusive; in Township 68, Range 20 - all that portion lying south and west of the Goose River; in Township 68, Range 21 - all that portion lying west of the Goose River; and Township 68, Ranges 22 and 23.

All of the above described lands lying West of the 5th Meridian.

#### DIVISION 3

All that portion of Improvement District No. 16 described as: in Township 69, Range 21 - all that portion lying west of the Goose and Little Smoky Rivers; in Township 70, Range 21, Sections 6, 7, 17, 18, 19, 20 & 21; in Townships 69 and 70, Ranges 22 and 23 - all that portion lying west of the Little Smoky River.

All of the above described lands lying West of the 5th Meridian.

#### DIVISION 4

All that portion of Improvement B4strict No. 16 described as: all that

<u>SCHEDULE "A"</u> to M.O. No. <u>324/92</u>

#### DIVISION 5

All that portion of Improvement District No. 16 described as: in Townships 71, 72 and 73, Ranges 20, 21, 22 and 23 - all that portion lying west of the Little Smoky River.

All of the above described lands lying West of the 5th Meridian.

#### **DIVISION 6**

All that portion of Improvement District No. 16 described as: in Townships 73 to 77 inclusive, Ranges 24 and 25; in Townships 72 to 76 inclusive, Range 26 - all that portion lying south of the Smoky River. All of the above described lands lying West of the 5th Meridian.

In Townships 71 to 76 inclusive, Ranges 1 to 2 lying south and east of the Smoky River.

All of the above described lands lying West of the 6th Meridian.

#### DIVISION 7

All that portion of Improvement District No. 16 described as: in Township 72, Ranges 24 and 25; in Township 71, Range 24, 25 and 26; in Townships 61 to 70 inclusive, Ranges 24 to 27 inclusive.

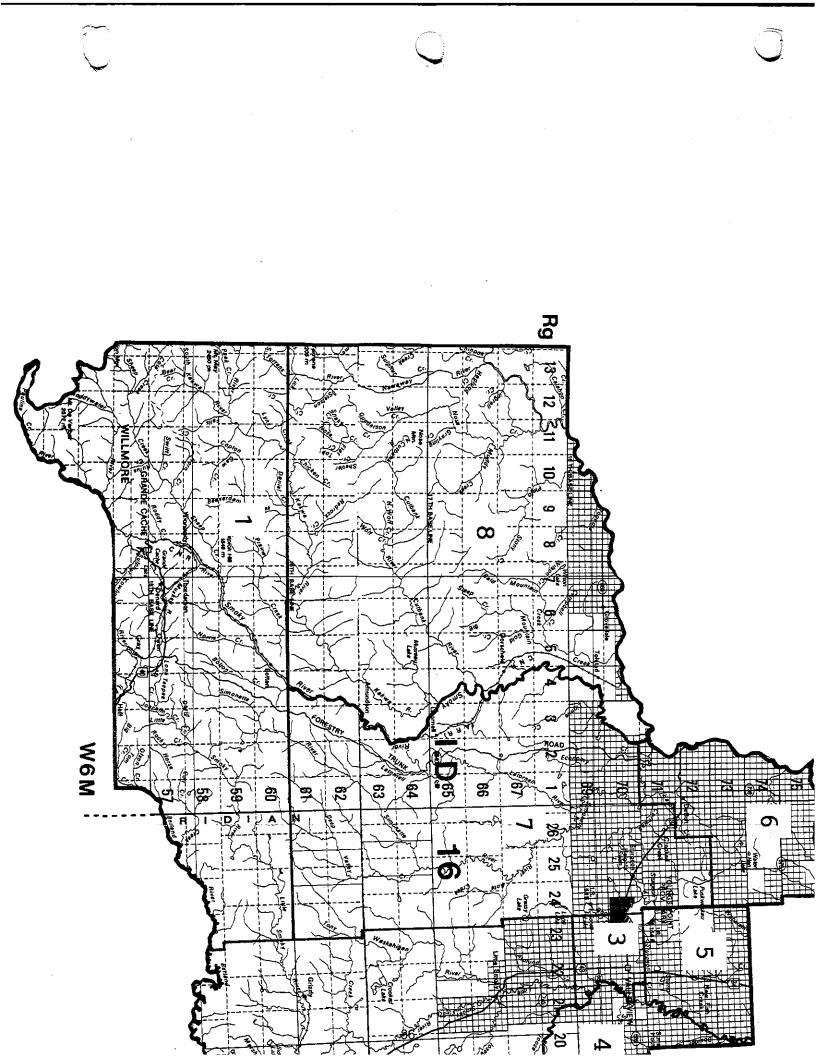
All of the above described lands lying West of the 5th Meridian.

In Townships 61 to 70 inclusive, Ranges 1 to 4 inclusive lying east of the Smoky River.

All of the above described lands lying West of the 6th Meridian.

#### **DIVISION 8**

All that portion of Improvement District No. 16 described as: Townships 61 to 70 inclusive, Ranges 2 to 118 jnclusive - all that portion lying West





SUBJECT:	Bylaw 20-851 Municipal Emergency Management					
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND AF	PROVED FOR SUBMISSION			
MEETING DATE:	April 14, 2020	CAO: DT	MANAGER: WB			
DEPARTMENT:	PROTECTIVE SERVICES	ACAO SW	PRESENTER: WB			
STRATEGIC PLAN:	Level of Service					

RELEVANT LEGISLATION: **Provincial** (cite) – *Municipal Government Act, RSA 2000, Chapter M-26 Municipal Government Act, RSA 2000, Chapter E-6.8* 

Council Bylaw/Policy (cite) – N/A

#### RECOMMENDED ACTION: MOTION: That Council give first reading to Bylaw No. 20-851 "Municipal Emergency Management Bylaw."

#### BACKGROUND/PROPOSAL:

The Emergency Management Act (EMA) provides the legislative framework for local and provincial management of emergencies and disasters. It outlines the roles and responsibilities of the Minister of Municipal Affairs, the provincial government, and local authorities. The EMA provides the authority for the granting of additional powers during a state of emergency or a state of local emergency and governs the coming into force, expiration, and termination of these states of emergency. The EMA also has regulation making authority, under which the Disaster Recovery Regulation and the Government Emergency Management Regulation were established.

The Local Authority Emergency Management Regulation came into force on January 1, 2020. The regulation provides direction on emergency management roles and responsibilities. Also the requirement of municipalities to plan and prepare for the safety of their community. The requirements for emergency advisory committees, emergency management agencies, regional collaboration, and emergency management plans must be met by the municipality.

With Local Authorities now being required to utilize and implement the regulations set forward by the Government of Alberta, Greenview, must put a new Bylaw in place to establish an Emergency Advisory Committee and an Emergency Management Agency.

This bylaw updates and repeals M.D. of Greenview "Emergency Management Agency Bylaw No. 09-607" and Grande Cache "Municipal Emergency Management Bylaw No. 751."

#### BENEFITS OF THE RECOMMENDED ACTION:

- 1. The benefit of Council accepting the recommended motion is Greenview will have an updated Municipal Emergency Management Bylaw, which will be consistent with the new requirements put in place by the Province.
- 2. The bylaw will clarify the roles and responsibilities of individuals and organizations in the event of an emergency.

#### DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to the motion.

#### ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to direct Administration to make additional amendments before giving First Reading to the Municipal Emergency Management Bylaw.

#### FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

#### STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

#### PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

### **INCREASING LEVEL OF PUBLIC IMPACT**

Inform

### **PUBLIC PARTICIPATION GOAL**

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

#### PROMISE TO THE PUBLIC

Inform - We will keep you informed.

#### FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

## ATTACHMENT(S):

- Municipal Emergency Management Bylaw No. 20-851
- Town of Grande Cache Bylaw No. 751
- M.D. of Greenview Bylaw No. 09-607

# Town of Grande Cache BY-LAW NO. 751

## BEING A BY-LAW OF THE TOWN OF GRANDE CACHE IN THE PROVINCE OF ALBERTA, TO ESTABLISH A MUNICIPAL EMERGENCY ADVISORY COMMITTEE AND A MUNICIPAL EMERGENCY MANAGEMENT AGENCY FOR THE TOWN OF GRANDE CACHE.

**WHEREAS** Council of the Town of Grande Cache is responsible for the direction and control of its emergency response and is required under the *Alberta Emergency Management Act, Chapter E-6.8, RSA 2000, as amended,* to appoint an Emergency Advisory Committee and to establish and maintain a Municipal Emergency Management Agency; and

**AND WHEREAS** it is desirable in the public interest and in the interests of public safety that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Alberta Emergency Management Act;

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

- 1. This bylaw may be cited as the Municipal Emergency Management Bylaw.
- 2. In this bylaw:
  - a) 'Act' means the *Emergency Management Act, Chapter E-6.8, RSA 2000* and all amendments thereto;
  - b) 'Council' means the Council of the Town of Grande Cache;
  - c) 'disaster' means an event that has resulted or may result in serious harm to the safety, health or welfare of people or in widespread damage to property;
  - d) 'emergency' means a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;
  - e) "Emergency Advisory Committee" means the committee established under this bylaw;
  - f) "Minister" means the Minister charged with administration of the Act;
  - g) "Municipal Emergency Management Agency" means the agency established under this bylaw;
  - h) "Municipal Emergency Plan" means the emergency plan prepared by the Director of the Emergency Management to coordinate response to an emergency or disaster.
- 3. There is hereby established an Emergency Advisory Committee to advise Council on the development of the emergency plans and related programs.
- 4. There is hereby established a Municipal Emergency Management Agency to act as the agent of Council to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew or terminate a state of local emergency, nor the powers contained in Section 11 of this bylaw.
- 5. Council shall:
  - a) by resolution, appoint two (2) of its members to serve on the Emergency Advisory Committee;
  - b) provide for the payment of expenses of the members of the Emergency Advisory Committee;
  - c) by resolution, on the recommendation of the Emergency Advisory Committee, appoint a Director of Emergency Management and a Deputy Director of Emergency Management who shall do those things required of the Director of Emergency Management in that person's absence;
  - d) ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Grande Cache;
  - e) approve the Town of Grande Cache emergency plans and programs;

Chair Initial

CAO Initial

- f) review the status of the Municipal Emergency Plan and related plans and programs at least once each year;
- g) by bylaw, borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Management Agency;
- h) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.
- 6. The Emergency Advisory Committee shall:
  - a) review the Municipal Emergency Plan and related plans and programs on a regular basis;
  - b) advise Council, duly assembled, on the status of the Municipal Emergency Plan and related plans and programs at least once each year.
- 7. The Municipal Emergency Management Agency shall be comprised of one or more of the following:
  - the Director of the Municipal Emergency Management Agency;
  - the Deputy Director of the Municipal Emergency Management Agency;
  - other administrative staff member(s) as may be required;
  - the RCM Police or designate;
  - the Fire Chief or designate;
  - the Manager of Public Works or designate;
  - the Director of the Community Health Complex or designate;
  - the Manager of Emergency Medical Services or designate;
  - the Manager of the Public Health Unit or designate;
  - the local School Board Trustee or designate;
  - representative(s) from adjacent communities which have entered into mutual aid agreements;
  - representative(s) from local business or business associations (ie. Chamber of Commerce);
  - representative(s) from local industry or industrial associations;
  - anyone else who might serve a useful purpose in the preparation or implementation of the Municipal Emergency Plan.
- 8. The Director of Emergency Management shall:
  - a) prepare and coordinate the Municipal Emergency Plan and related plans and programs for the Town of Grande Cache;
  - b) act as director of emergency operations, or ensure that someone is designated under the Municipal Emergency Plan to so act, on behalf of the Municipal Emergency Management Agency;
  - c) coordinate all emergency services and other resources used in an emergency; or
  - d) ensure that someone is designated to discharge the responsibilities specified in paragraphs (a), (b) and (c).
- 9. The power to declare or renew a state of local emergency is defined under the Act. The local authority may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.
- 10. When a state of local emergency is declared, the person(s) making the declaration shall:
  - a) ensure that the declaration identifies the nature of the emergency and the area of the Town in which it exists;
  - b) cause the details of the declaration to be published immediately by any means of communication considered most likely to notify the population of the area of the area affected;
  - c) forward a copy of the declaration to the Minister forthwith.

- 11. Subject to Section 14, when a state of local emergency is declared, the person(s) making the declaration may:
  - a) cause any emergency plan or program to be put into operation;
  - b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
  - c) authorize or require any qualified person to render aid of a type he or she is qualified to provide;
  - d) control or prohibit travel to or from any area of the Town;
  - e) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the Town;
  - f) cause the evacuation of persons and the removal of personal property from any area of the Town that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons and of the personal property;
  - g) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
  - h) cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
  - i) procure or fix prices for food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within the Town for the duration of the state of emergency;
  - j) authorize the conscription of persons needed to meet an emergency;
  - k) authorize any persons, at any time, to exercise, in the operation of the Municipal Emergency Plan and related plans or programs, any power specified in paragraphs (b) through (j) in relation to any part of the municipality affected by a declaration of a state of local emergency.
- 12. When a state of local emergency is declared:
  - a) neither Council, nor any member of Council, and
  - b) no person appointed by Council to carry out measures relating to emergencies or disasters,

are liable in respect of damage caused through any action taken under this bylaw, nor are they subject to any proceedings by way of prohibition, certiorari, mandamus or injunction.

- 13. Notwithstanding Section 12,
  - a) Council and any member of Council, and
  - b) any person acting under the direction or authorization of Council

is liable for gross negligence in carrying out duties under this bylaw.

- 14. When, in the opinion of the person(s) declaring the state of local emergency, an emergency no longer exists to which the declaration was made, they shall, by resolution, terminate the declaration.
- 15. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
  - a) a resolution is passed under section 14;
  - b) a period of seven (7) days has lapsed since it was declared, unless it is renewed by resolution;
  - c) the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area;
  - d) the Minister cancels the state of local emergency.
- 16. When a declaration of a state of local emergency has been terminated, the person(s) who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

CAO Initial

17. Bylaw No. 667 – Municipal Emergency Management Bylaw is hereby rescinded.

Read a first time this twenty third day of January, 2013 AD Read a second time this twenty third day of January, 2013 AD Read a third and final time this twenty third day of January, 2013 AD

Louise Krewusik Mayor Alan Parkin Chief Administrative Officer

# BYLAW NO. 09-607 of the Municipal District of Greenview No. 16

# A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to provide for the establishment of a MUNICIPAL EMERGENCY MANAGEMENT AGENCY

WHEREAS the Council for the Municipal District of Greenview is responsible for the direction and control of its emergency response and is required, under the Emergency Management Act, Chapter E-68 to appoint a Municipal Emergency Management Committee and to establish and maintain a Municipal Emergency Management Agency; and

WHEREAS it is desirable in the public interest, and in the interest of public safety, that such a Committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

THEREFORE, the Council for the Municipal District of Greenview, duly assembled, enacts as follows:

- 1. This Bylaw may be cited as the "Emergency Management Agency Bylaw".
- 2. In this Bylaw:
  - a) "Act" means the Emergency Management Act;
  - b) "Council" means the local authority of the Municipal District of Greenview;
  - c) "emergency" means an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health and welfare of people or to limit damage to property;
  - d) "disaster" means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property;
  - e) "Emergency Management Agency" means the agency established under this Bylaw;
  - f) "Minister" means the Minister determined under Section 16 of the *Government Organization Act* as the Minister responsible for this Act; and
  - g) "Municipal Emergency Plan" (MEP) means the emergency plan prepared by the Director of Emergency Management to co-ordinate response to an emergency or disaster.
- 3. There is hereby established an Emergency Management Committee to advise Council on the development of emergency plans and programs.
- 4. There is hereby established an Emergency Management Agency to act as the agent of the Council to carry out the Council's statutory powers and obligations under this Act. This does not include the power to declare, renew or terminate a state of local emergency.
- 5. Council shall:
  - a) By resolution, appoint four (4) of its members to serve on the Emergency Management Committee;
  - b) Provide for the payment of expenses of the members of the Emergency Management Agency;
  - c) By resolution, on the recommendation of the Emergency Management Committee, appoint a Director of Emergency Management;
  - d) Ensure that emergency plans and programs are prepared to address potential emergencies or disaster in the Municipal District of Greenview;
  - e) Approve the Municipal Emergency Plan; and
  - f) Review the status of the Municipal Emergency Plan, and related plans and programs, at least once each year.

- 6. Council may:
  - a) By Bylaw, borrow, levy, appropriate and expend, without consent of the elector, all sums required for the operation of the Emergency Management Agency; and
  - b) Enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.
- 7. The Emergency Management Committee shall:
  - a) Review the Municipal Emergency Plan and related plans and programs on a regular basis; and
  - b) Advise Council, duly assembled, on the status of the MEP and related plans and programs at least once year.
- 8. The Emergency Management Agency shall be comprised of one or more of the following:
  - a) The Director of Emergency Management;
  - b) The Deputy Director of Emergency Management;
  - c) The Chief Administrative Officer;
  - d) The Director of Operations;
  - e) The Director of Corporate Services;
  - f) The lead Public Information Officer;
  - g) The Disaster Social Services Manager;
  - h) The Manager of the local Emergency Medical Services;

  - i) A representative of the region's Fire Departments;j) The senior NCO of the region's RCMP Detachments;
  - k) A representative of the region's Hospitals;
  - 1) A representative(s) of contract utility providers (Atco, Telus);
  - m) The Administrator or Designate of the region's School Boards; and
  - n) Anyone else who might serve a useful purpose in the preparation or implementation of the MEP.
- 9. The Director of Emergency Management shall:
  - a) Prepare and co-ordinate the MEP and related plans and programs for the Municipal District of Greenview;
  - b) Act as Director of Emergency Operations or ensure that someone is designated under the MEP to so act, on behalf of the Emergency Management Agency;
  - c) Co-ordinate all emergency services and other resources used in an emergency; and
  - d) Ensure that someone is designated to discharge the responsibilities specified in paragraphs a), b) and c).
- 10. The power to declare or renew a state of local emergency under the Act and the requirement specified in Section 13 of this Bylaw, are hereby delegated to a Committee comprised of the Reeve or Deputy Reeve and any one councilor, or in their absence, any other two members of Council. This Committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.
- 11. When a state of local emergency is declared, the person or persons making the declaration shall:
  - a) Ensure that the declaration identifies the nature of the emergency and the area of the Municipal District of Greenview in which it exists;
  - b) Cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
  - c) Forward a copy of the declaration to the Minister forthwith.
- 12. When a state of local emergency is declared:
  - a) Neither Council nor any member of Council, and no person appointed by Council to carry out measures relating to emergencies or disasters, is liable in respect of damage caused through any action taken under this Bylaw, nor are they subject to any proceedings by prohibition, certiorari, mandamus or injunction.

- 13. Notwithstanding Section 11:
  - a) Council and any member of Council and any person acting under the direction or authorization of Council, is liable for gross negligence in carrying out their duties under this Bylaw.
- 14. When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall be resolution, terminate the declaration.
- 15. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
  - a) A resolution is passed under Section 14;
  - b) A period of seven (7) days has lapsed since it was declared, unless it is renewed by resolution;
  - c) The Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
  - d) The Minister cancels the state of local emergency.
- 16. When a declaration of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.
- 17. Bylaw 00-308 is hereby rescinded.

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

Read a first time this	_ day of	_, A.D.,	·
Read a second time this	_ day of	_, A.D.,	
Read a third time and finally passe	d this day of _		_, A.D.,

REEVE

# CHIEF ADMINSTRATIVE OFFICER

#### A BYLAW OF THE MUNICIPAL DISTRICT OF GREENVIEW NO. 16, IN THE PROVINCE OF ALBERTA TO ESTABLISH AN EMERGENCY ADVISORY COMMITTEE AND AN EMERGENCY MANAGEMENT AGENCY.

**WHEREAS** the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 provides that a council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and

**WHEREAS** the Council of the Greenview is responsible for the direction and control of its emergency response and is required, under the *Emergency Management Act*, Revised Statutes of Alberta 2000, Chapter E-6.8, to appoint an Emergency Advisory Committee and to establish and maintain a Emergency Management Agency; and

**WHEREAS** the Council of Greenview wishes to establish regulations and procedures to meet the obligations of the municipality under the *Emergency Management Act* and the *Local Authority Emergency Management Regulation*, Alberta Regulation 203/2018; and

**WHEREAS** it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the *Emergency Management Act*; and

**NOW THEREFORE,** under the authority of the *Municipal Government Act*, the Council of the M.D. of Greenview NO. 16, in the Province of Alberta, enacts as follows

- 1. This Bylaw may be cited as the "Municipal Emergency Management Bylaw".
- 2. Definitions

In this Bylaw:

- 2.1 Act means the *Emergency Management Act*, Revised Statutes of Alberta 2000, Chapter E-6.8, and any regulations;
- 2.2 Alberta Emergency Management Agency means the provincial government agency charged with the administration of the Emergency Management Act and the Local Authority Emergency Management Regulation;
- 2.3 Assistant Chief Administrative Officer or ACAO means the Assistant Chief Administrative Officer of Greenview, or their delegate;
- 2.4 **Chief Administrative Officer** or **CAO** means the Chief Administrative Officer of Greenview, or their delegate;

- 2.5 **Council** means the municipal council of Greenview;
- 2.6 **Deputy Director of Emergency Management** or **DDEM** means the person(s) appointed as the Deputy Director(s) of the Emergency Management Agency;
- 2.7 **Director of Emergency Management** or **DEM** means the person appointed as the Director of the Emergency Management Agency;
- 2.8 **Disaster** means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property or the environment;
- 2.9 **Emergency** means an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property or the environment;
- 2.10 Emergency Advisory Committee or Committee means the committee established under this Bylaw;
- 2.11 Emergency Management Agency or Agency means the agency established under this Bylaw;
- 2.12 **Emergency Management Plan** means the plan approved by the Committee to guide a response to an Emergency or Disaster;
- 2.13 **General Manager** or **GM** means the employee who is the head and responsible for a department of Greenview;
- 2.14 Greenview means the municipal corporation of the M.D. of Greenview No. 16.
- 2.15 "Minister" means the Minister charged with administration of the Act; and
- 2.16 "State of Local Emergency" means a state of local emergency declared in accordance with the provisions of the Act and this Bylaw.
- 3 The Emergency Advisory Committee is hereby established to advise on the development of emergency plans and programs and to exercise the powers delegated to the Committee by this bylaw.
- 4 Composition of the Emergency Advisory Committee:
  - 4.1 The Committee shall consist of all 4 members of Council.
  - 4.2 A Council member serving on the Committee hall be selected as the Chairperson.
  - 4.3 A quorum of the Committee shall be a majority of the members, except when the Committee is exercising its powers with respect to declaring a State of Local Emergency in which case a quorum is prescribed in section 11.1 of this bylaw.
- 5 Council shall provide for the payment of expenses of the members of the Committee.

- 6 Council hereby delegates to the Committee the power to:
  - a) approve the Emergency Management Plan;
  - b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs;
  - c) declare, renew or terminate a State of Local Emergency;
  - d) exercise any power given to the Minister under section 19(1) of the Act in relation to the part of the municipality affected by a declaration of a State of Local Emergency; and
  - e) authorize any persons at any time to exercise, in the operation of an emergency plan or program, any power given to the Minister under section 19(1) of the Act in relation to the part of the municipality affected by a declaration of a State of Local Emergency.
- 7 The Emergency Advisory Committee:
  - 7.1.1 shall meet to review and approve the Emergency Management Plan and related plans and programs on a regular basis, but at a minimum once per year, to ensure that Greenview is prepared to address any potential Emergency or Disaster;
  - 7.1.2 shall provide guidance and direction to the Agency;
  - 7.1.3 shall appoint by resolution the Director of Emergency Management (DEM) and a Deputy Director or Directors of Emergency Management (DDEM); and
  - 7.1.4 Shall authorize the DEM to exercise the powers outlined in section 19(1) of the Act during a State of Local Emergency.
- 8 The Emergency Management Agency is hereby established to act as Council's agent in exercising the powers and duties under the Act, and is responsible for the implementation and administration of the Emergency Management Plan, subject to any such powers and duties delegated under this bylaw to the Committee.
- 9 Composition of the Emergency Management Agency
  - 9.1 The Agency shall be comprised of the following members:
    - 9.1.1 the DEM;
    - 9.1.2 the DDEM;
    - 9.1.3 the CAO;
    - 9.1.4 the ACAO;
    - 9.1.5 the Regional Fire Chief (if not the DEM or DDEM) or their delegate; and

- 9.1.6 at least one GM appointed by the CAO.
- 9.2 The DEM may invite representatives of external organizations to work with the Agency, including representatives of:
  - 9.2.1 the Alberta Emergency Management Agency;
  - 9.2.2 the RCMP;
  - 9.2.3 utility companies;
  - 9.2.4 health agencies;
  - 9.2.5 school boards;
  - 9.2.6 Towns of Fox Creek and Valleyview; and
  - 9.2.7 any other agency or organization that, in the opinion of the DEM, may assist in the development or implementation of the Emergency Management Plan or related plans or programs.
- 9.3 The Agency shall:
  - 9.3.1 utilize the command, control and coordination system as prescribed by the Managing Director of the Alberta Emergency Management Agency in accordance with the Act;
  - 9.3.2 track training and exercises to support preparedness, response and recovery activities;
  - 9.3.3 support and assist the DEM in the implementation and co-ordination of the emergency response pursuant to the Emergency Management Plan;
  - 9.3.4 at least once a year, provide the Committee with an update on the activities of the Agency;
  - 9.3.5 at least once a year, review the Emergency Management Plan;
  - 9.3.6 at least once a year, provide the Committee with an update on the Agency's review of the Emergency Management Plan; and
  - 9.3.7 annually make the Emergency Management Plan available to the Alberta Emergency Management Agency for review and comment.
- 9.4 The Agency must, in accordance with the Act, engage in mandatory emergency management exercises and submit an exercise notification to Alberta Emergency Management Agency.
- 10 Director of Emergency Management
  - 10.1 The DEM shall:

- 10.1.1 prepare and co-ordinate emergency plans and programs for Greenview in accordance with the Act;
- 10.1.2 act as director of emergency operations on behalf of the Agency with the power to delegate authority;
- 10.1.3 cause an emergency plan or program to be put into operation;
- 10.1.4 shall direct and control the emergency response;
- 10.1.5 co-ordinate all emergency services and other resources used in an Emergency;
- 10.1.6 review emergency response plans submitted by other municipal stakeholders;
- 10.1.7 complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act; and
- 10.1.8 perform other duties as prescribed by the Greenview.
- 10.2 In a State of Local Emergency the DEM shall report directly to the Committee.
- 11 Declaration of a State of Local Emergency
  - 11.1 If the Reeve is available and not incapacitated by the Emergency, then the Reeve acting alone constitutes a quorum of the Emergency Advisory Committee for the purpose of making a decision to declare, renew or cancel a State of Local Emergency or expand or reduce the part of the municipality to which a State of Local Emergency applies. If the Reeve is unavailable or incapacitated then the Deputy Reeve acting alone may exercise this authority and if the Deputy Reeve is unavailable or incapacitated then any member of the Committee acting alone may exercise this authority.
  - 11.2 A declaration, renewal or cancellation of a State of Local Emergency shall be made in accordance with the Act, and specifically:
    - 11.2.1 the declaration, renewal or termination must be made by resolution at a meeting for which notice under the *Municipal Government Act* is not required;
    - 11.2.2 all members of Council shall be notified of the declaration, renewal or termination as soon as practicable;
    - 11.2.3 the declaration must identify the nature of the Emergency and the area of Greenview in which it exists;
    - 11.2.4 the details of the declaration shall be published immediately by such means of communication considered most likely to make known to the majority of the population of the area affected the contents of the declaration; and
    - 11.2.5 the Alberta Emergency Management Agency will be notified and the declaration shall be forwarded to the Minister forthwith.

- 12 Duration of State of Local Emergency
  - 12.1 Upon the declaration of a State of Local Emergency, the Committee may do all acts and take all necessary proceedings including the following:
    - 12.1.1 cause any Emergency Management Plan to be put into operation;
    - 12.1.2 exercise any power given to the Minister under section 19(1) of the Act in relation to the part of Greenview affected by the declaration; and
    - 12.1.3 authorize any persons at any time to exercise, in the operation of the Emergency Management Plan, any power given to the Minister under section 19(1) of the Act in relation to the part of Greenview affected by the declaration.
  - **12.2** Upon the declaration of a State of Local Emergency, the Agency is authorized exercise any power given to the Minister under section 19(1) of the Act in relation to the part of Greenview affected by the declaration.
- 13 Termination of State of Local Emergency
  - 13.1 A declaration of a State of Local Emergency is considered terminated and ceases to be of any force or effect when:
    - 13.1.1 a resolution to terminate the declaration of a State of Local Emergency is passed under the provisions of this Bylaw;
    - 13.1.2 a period of seven days has lapsed since it was declared, unless it is renewed by resolution;
    - 13.1.3 the Lieutenant Governor in Council makes an order for the declaration of a state of emergency under the Act, relating to the same area; or
    - 13.1.4 the Minister cancels the State of Local Emergency.
  - 13.2 When a declaration of a State of Local Emergency has been terminated, the details of the termination shall be published immediately by such means of communication considered most likely to notify the majority of the population of the area affected.
- 14 Councillor and Employee Training
  - 14.1 Councillors shall complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act.
  - 14.2 Any employee of Greenview who has been assigned responsibilities respecting the implementation of the Emergency Management Plan shall complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act.
- 15 Greenview will endeavour to collaborate with other communities within the region in developing a Regional Emergency Response Plan.

- 16 M.D. of Greenview Bylaw No. 09-607 and Grande Cache Bylaw No. 751 and all amendments thereto are repealed.
- 17 That this bylaw shall come into force and effect on the date of the third and final reading.

Read a first time this	_ day of	, 2020		
Read a first time this Read a second time this	day of	, 2020		
Read a third and final tin	ne this	day of	, 2020	
				REEVE
				CHIEF ADMINISTRATIVE OFFICER
				Chief Administrative officer



SUBJECT:	Sturgeon Lake Water and Wastewater Servicing Feasibility Study						
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEV	VED AN	D APPROVED FOR SUBMISSION			
MEETING DATE:	April 14, 2020	CAO:	DT	MANAGER: GC			
DEPARTMENT:	ENVIRONMENTAL SERVICES	GM:	RA	PRESENTER: GC			
STRATEGIC PLAN:	Infrastructure						

RELEVANT LEGISLATION: **Provincial** (cite) – *N/A* 

Council Bylaw/Policy (cite) - N/A

#### **RECOMMENDED ACTION:**

MOTION: That Council approve M2 Engineering to perform the Sturgeon Lake Water and Wastewater Servicing Feasibility Study for the amount of \$57,598.99, with funds to come from Environmental Services 2020 Capital Budget.

#### BACKGROUND/PROPOSAL:

Council wishes to review the Sturgeon Lake area water and wastewater needs for the area residents.

Currently the west and southerly side of the Sturgeon Lake area is significantly developed but there is no potable water source for the residents in close proximity. The wastewater services for a large number of the residents is trucked out, as their systems consist primarily of holding tanks.

Greenview had proposed a new Waterpoint at the old Sturgeon Heights Waterpoint site. The old site had water that was over the acceptable Fluoride limits, as set out in the Guidelines for Canadian Drinking Water Quality, and it was therefore considered unfit for human consumption. A new Waterpoint which was to be supplied by trucked in water was proposed for the area in May of 2019. Council preferred not to move forward on that project and chose rather to perform a feasibility study to get a better understanding of the community's water and wastewater needs and the associated costs.

The interim capital budget for this project was initially \$50,000.00 but the final budget is \$58000.00

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is allowing Administration to gather and present information to Council and the Sturgeon Lake area residents on the options and costs anticipated for a water and wastewater system that meets the needs of the community.

#### DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to not perform a feasibility study at this time however Administration does not recommend this action as there is high demand for services in the area.

**Alternative #2:** Council has the alternative to alter the area to be studied however Administration does not recommend this action as the area was adjusted prior to submitting to include the most applicable area.

FINANCIAL IMPLICATION:

Direct Costs: \$58000.00 to come from Environmental Services 2020 capital Budget. Ongoing / Future Costs: To be determined upon completion and acceptance of the feasibility study.

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:

If approved, Administration will engage the consultant to begin the project.

#### ATTACHMENT(S):

• Sturgeon Lake Water and Wastewater Servicing Feasibility Study – REV1 March 2020

# Proposal



M2eng Alberta Ltd. #210 – 10216 124 Street NW Edmonton, AB T5N 4A3

> Jackie Mykytiuk, P.Eng. phone 587.410.0460 cell 587.987.0927



# Municipal District of Greenview No. 16

Sturgeon Lake Water and Wastewater Servicing Feasibility Study

Engineering Services Proposal – REV 1

March 2020

# **Proposal Authorization**

This proposal has been developed and reviewed by the directors of M2eng Alberta Ltd. We are committed to providing excellent customer service and satisfaction to our clients.

Thank you for the opportunity to offer engineering services for the Sturgeon Lake Water and Sewer Feasibility Study Project. We trust the information provided in this proposal meets the needs of the Municipal District of Greenview No. 16 to successfully complete this project.

Should you have any questions, please do not hesitate to contact either of the undersigned via email or by phone. Thank you for considering our submission.

Respectfully Submitted, M2eng Alberta Ltd.

Nathan Miller, P.Eng.

Director

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CORPORATE SEAL M2ENG ALBERTA LTD.



#### CONFIDENTIALITY STATEMENT

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# 1 Introduction

M2 Engineering would like to thank Municipal District of Greenview No. 16 for the opportunity to submit our Proposal to provide Engineering Services for the Sturgeon Lake Water and Sewer Servicing Feasibility Study. We trust the information included in our proposal meets your needs to successfully complete the Project.

# 1.1 Project Background

Sturgeon Lake is a community within the Municipal District of Greenview No. 16 (MD Greenview). The community of Sturgeon Lake is located on the south and west shores of Sturgeon Lake. The current reported population for Crooked Creek and Sturgeon Heights is 882, according to the 2018 municipal census unofficial results. The census indicates a high growth rate for the Crooked Creek and Sturgeon Heights area. The population of the Sturgeon Heights community is unknown at this time and needs to be confirmed during the initial stages of this project.

The community of Sturgeon Lake water and wastewater services currently consist of a combination of:

- Private groundwater wells
- Water cisterns
- Wastewater holding tanks
- Septic tanks

The intention of the Water and Wastewater Servicing Feasibility Study is to assess the viability of building water and wastewater infrastructure to service the community, including:

- Water treatment plant
- Piped water service
- Wastewater collection system
- Wastewater treatment system

## 1.2 Project Objective

The overall objective of this project is to develop, review, and evaluate water and sewer servicing in the Sturgeon Heights of Sturgeon Lake. The review includes water supply, treatment, and distribution, as well as wastewater collection, treatment, and effluent release. The basis of the study relates to providing effective solutions for water and wastewater systems that suit the needs of the community to ensure it can continue to prosper and sustain continued growth.

The overall objective of this project is to review water and wastewater servicing to support the growing community of Sturgeon Lake.

The specific project objectives for the Feasibility Study include:

- Objective 1: review groundwater and surface water viability
- Objective 2: provide options for water and wastewater servicing
- Objective 3: provide a report summarizing water and wastewater servicing costs for the area.
- Objective 4: provide an implementation plan outlining the next steps

# 1.3 Project Understanding

M2 Engineering understands that MD Greenview currently provides water and wastewater services to the Sturgeon Heights community of Sturgeon Lake via water truckfill stations and trucked wastewater collection. The municipality would like to evaluate the feasibility of providing piped water and wastewater services to the community.

## 1.4 Project Location

The below map identifies the core area of this study to be serviced.

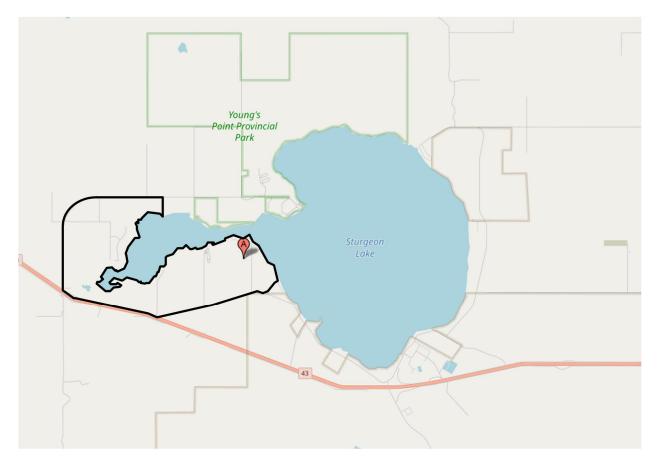


Figure 1-1 Sturgeon Heights Study Area, Sturgeon Lake and Surrounding Area<sup>1</sup>

<sup>&</sup>lt;sup>1</sup> Image Source: ACME Mapper 2.2 © OpenStreetMap contributors; licensed under Open Database License, copyright and license information available at <a href="https://www.openstreetmap.org/copyright">https://www.openstreetmap.org/copyright</a>



# 2 Our Work Plan

# 2.1 Our Project Approach

We will work with the MD Greenview to not only ensure that the project deliverables meet the technical standards but also that the project meets your needs. Every project has a wide range of solutions depending on the key project drivers, such as reliability, sustainability, budget, or other criteria that match your values. We will work together to ensure that your priorities are incorporated into the project solutions.

There are various key project objectives and challenges that we believe are critical for the success of this project. Our approach will be to develop a full understanding of the current issues and the long-term goals, then use our expertise in water and wastewater systems to develop options for the MD Greenview. It is important for the MD to be involved in the decision-making process to ensure you are comfortable and confident with the infrastructure and process implemented. We have included collaboration throughout the work plan and design process to allow for your involvement.

# 2.2 Key Considerations

Developing water and wastewater systems from scratch is a major undertaking. Thoughtful planning and assessment are required to set the project in the right direction. We have identified the following project considerations as key parameters for the Water and Wastewater Servicing Feasibility Project.

Planning and designing water and wastewater infrastructure requires evaluation of various system elements:

- FOR WATER SYSTEMS: it is critical to evaluate the water system beginning at the source water right up to the taps of the residents.
- FOR WASTEWATER SYSTEMS: it is critical to evaluate the wastewater collection starting at the homes and right up to the ultimate receiving water body that receives the treated wastewater effluent and assimilates it into the natural environment.

While developing the scope of services for the feasibility study, our team identified the following key considerations for this project to ensure the best information is available for Administration and Council to make a decision moving forward.

- 1. Groundwater Availability
- 2. Source Water Quality
- 3. Community Planning for Piped Service

**Key Considerations** 

Special attention to the above is important for the overall project delivery and a lack of investigation of these items may result in limited project success.

#### Groundwater Availability

From discussion with MD Greenview groundwater seems to be a viable water source as there was historically a well in the area. However, there are a number of unknowns to confirm the long-term viability of the groundwater aquifer for Sturgeon Heights. M2 Engineering has included time for a hydrogeologist to complete a desktop review of the aquifer system to assess if groundwater is an option for source water supply.

#### Surface Water Availability

The Sturgeon Heights community is situated on the south and west shores of Sturgeon Lake. It needs to be established whether or not Sturgeon Lake could be a useable source water supply for a new water treatment plant in the region. To help establish this, M2 Engineering has included scope for a desktop environmental assessment of the Lake to review lake levels and overall health. M2 Engineering has also allowed for collection of a water sample to help understand specific parameters related to treatment needs.

#### Community Planning for Piped Service

Planning greenfield water and wastewater infrastructure needs has unique challenges including assessing level of service expectations and density of the rural development. Low density can sometimes force the infrastructure approach to be a haul-in and haul-out approach. M2 Engineering will evaluate the cost of building new treatment infrastructure as well as piped service to help Administration and Council decide on the best path forward for the community.



# 3 Detailed Scope of Services

M2 Engineering has developed a total of 5 tasks to successfully complete the Sturgeon Lake Water & Sewer Servicing Feasibility Study Project. The following table outlines the proposed tasks.

Task	Description
Task 1:	Project Kick-off & Design Criteria Development
Task 2:	Source Water Review
Task 3:	Water Servicing Review
Task 4:	Wastewater Servicing Review
Task 5:	Water and Wastewater Feasibility Reports

A detailed description of the scope of services included in each of these tasks is provided throughout this section. A sample table of contents for the feasibility study has been prepared and is shown in Appendix A.

# Task 1: Project Kick-Off & Project Criteria Development

Purpose: The purpose of Task 1 is to establish the goals and direction of the project. We will meet with the municipality's administration and operations teams to understand the needs and wants for the water and wastewater systems in the Sturgeon Heights Community. This initial meeting will also allow us to confirm populations, growth rates, property locations, and other data for the project basis.

#### Scope of Services:

- Prepare a project management plan that outlines project team, communication plan, overall scope of work, project schedule, and proposed meeting dates.
- Coordinate a project kick-off meeting with the MD Greenview and M2 Engineering to review the project management plan and develop an understanding of the community needs and goals
  - Take the opportunity to tour the community to become acquainted with the community layout and service population
  - Discuss where the historical groundwater well was situated in the community
  - Collect water sample from Sturgeon Lake
  - Discuss piped service layout options for water and sewer systems
  - Discuss water treatment plant and wastewater treatment plant locations with MD Greenview
- Collect and review historical records for the community, including:
  - Population data
  - Service area
  - Community development plans
  - Potential land acquisitions
  - Current water and sewer servicing: groundwater wells, water cisterns, waste holding tanks, septic fields, etc.
  - Historical groundwater data (if available)
    - Historical wastewater effluent data
- Prepare a description of the nature and extent of areas to be served, including future growth areas
- Estimate project criteria for water and wastewater systems for the next 10 and 25-years
  - Estimate ultimate system objectives, service population, community growth, water demand projections, wastewater generation projections, and water and wastewater servicing objectives
- Review project criteria with MD Greenview

#### MD Greenview Assistance:

- Assist with collect of surface water quality sample
- Provide background data requested by M2 Engineering
- Participate in discussions about water and wastewater system objectives

#### Project Management:

- Meeting #1: Project Kick-Off & Site Assessment
- Meeting #2: Project Criteria Review

#### Deliverables:

- Meeting Records
- Design Criteria Tech Memo

## Task 2: Source Water Review

Purpose: The purpose of this task is to review the available water sources to determine if groundwater or surface water are viable supply sources for a new water treatment plant in the Sturgeon Heights community.

#### Scope of Services:

- Evaluate the feasibility of groundwater
  - Work with Thurber to complete a desktop review of groundwater source potential in the area
  - This will help evaluate whether groundwater is a viable source for the new facility Note: Groundwater quality cannot be reviewed at this phase of the project. Should groundwater be deemed feasible as a source water supply, further investigations will be necessary to determine the groundwater quality and treatment needs.
- Evaluate the feasibility of surface water supply from Sturgeon Lake
  - Work with Hutchinson Environmental to review the viability of using Sturgeon Lake as a source water supply
- Review Sturgeon Lake water quality results collect in Task 1
- Summarize source water supply options and next steps necessary for further investigation

#### Deliverables:

- Thurber Engineering Technical Memorandum: Desktop Groundwater Assessment
- Hutchinson Environmental Technical Memorandum: Sturgeon Lake Desktop Assessment

## Task 3: Water Servicing Review

Purpose: The purpose of this task is to develop and review the feasibility of constructing a new water treatment plant and distribution network in the Sturgeon Heights community.

#### Scope of Services:

- Evaluate water treatment plant size and capacity requirements based on review of projected demands
- Discuss water treatment needs for the community based of surface or groundwater sources
  - Review water treatment needs
  - Review system components required for a new water treatment plant to service the Sturgeon Heights community

Note: for the purpose of this level of study we will assume the water treatment plant will be located within close proximity to the community. This will be discussed with MD Greenview during our site visit.

- Discuss distribution servicing options
  - Trucked service from new WTP
  - Piped service from new WTP
    - Note: The intention is to provide a cost for a piped distribution network to evaluate whether it is economically feasibility for the MD Greenview.

#### MD Greenview Assistance:

- Provide insight and recommendations for possible water treatment plant locations
- Review and provide input on distribution system layout



# Task 4: Wastewater Servicing Review

Purpose: The purpose of this task is to develop and review the feasibility of implementing a wastewater collection and treatment system for the Sturgeon Heights community.

#### Scope of Services:

- Discuss wastewater collection system servicing options
  - Gravity collection system
  - Low pressure sewer collection system
     Note: The intention is to provide a costs associated with a collection system to evaluate whether it is economically feasibility for the MD Greenview.
  - Discuss wastewater treatment needs for the community
    - Review location of existing lagoon: is the location feasible based on the location of the population?
    - Review hydraulic & treatment capacity of existing lagoon
    - Review historical effluent quality data from MD of Greenview
    - Review treatment needs
    - Review cost of building a new wastewater treatment system to service the Sturgeon Heights community Note: for the purpose of this level of study we will assume the wastewater treatment facility will be located within close proximity to the community. This will be discussed with MD Greenview during our site visit.
    - Discuss discharge options

#### MD Greenview Assistance:

- Provide insight and recommendations for possible wastewater treatment facility locations
- Review and provide input on collection system layout

# Task 5: Water and Wastewater Servicing Feasibility Report

Purpose: The water and wastewater feasibility study will document all the data collection and analysis that has taken place during the project.

#### Scope of Services:

- Prepare a Water and Wastewater Servicing Feasibility Study report that:
  - Summarizes project objectives
  - Describes existing water servicing in the Sturgeon Heights community
  - Summarizes existing issues and challenges
  - Reviews population projections
  - Reviews 10 and 25-year water demands and wastewater projections
  - Summarizes groundwater desktop viability assessment
  - Summarizes Sturgeon Lake desktop viability assessment
  - Summarizes water treatment plant requirements
  - Summarizes distribution system layout considerations
  - Summarizes wastewater collection system considerations
  - Summarizes wastewater treatment considerations
- Complete a Class D (+/-30%) capital cost estimate for water and wastewater servicing in the Sturgeon Heights community
- Prepare cost estimate for operations and maintenance of the water and wastewater servicing in the Sturgeon Heights community
- Summarize next steps and develop implementation plan including, but not limited to:
  - Engineering effort
  - Further studies / investigations
  - Environmental reviews
  - Regulatory licenses and permits

- Equipment procurement
- Tender / bid
- Construction
- Review draft feasibility study with MD Greenview
- Incorporate MD Greenview comments and finalize feasibility study

#### MD Greenview Assistance:

- Review and provide comments on engineering deliverables (within 1-2 weeks):
  - Water Infrastructure Feasibility Study Report
  - Wastewater Infrastructure Feasibility Study report

#### Project Management:

• Meeting #3: Review Water and Sewer Servicing Feasibility Studies

#### Deliverables:

- Agendas and meeting documentation
- Water Infrastructure Feasibility Study Report
- Wastewater Infrastructure Feasibility Study Report



# 4 Our Project Team

Our core team works closely with Owners and Clients, for clear lines of communication between each of the project team members. The following table summarizes our key project team members. A description of our team members and their qualifications can be found in our statement of qualifications.

Name	Role
Jackie Mykytiuk, P.Eng.	Project Manager
Nathan Miller, P.Eng.	Senior Water / Wastewater Engineer
Ibrahim Moraich, E.I.T.	Project Engineer-In-Training
Greg Schmidt, P.Eng.	QA/QC Reviewer

# 5 Schedule

Our proposed project schedule, including key project tasks and milestones, has been prepared and is presented in the table below. The schedule reflects our understanding of the project and our scope of services offered.

Below is a summary of the key start and finish dates for the main project tasks:

Project Tas	sks	Start	End
Consultant	t Selection and Project Award	April 15	2020
Task 1:	Project Kick-off & Design Criteria Development	April 20, 2020	May 4, 2020
Task 2:	Source Water Review	April 27, 2020	May 19, 2020
Task 3:	Water Servicing Review	April 27, 2020	May 25, 2020
Task 4:	Wastewater Servicing Review	April 27, 2020	May 25, 2020
Task 5:	Water and Wastewater Feasibility Reports	April 27, 2020	June 22, 2020



# 6 Engineering Fees

We propose to complete this project on a lump sum basis. The below table presents a summary of the engineering fees proposed for the project. Refer to Appendix B for our detailed hourly breakdown spreadsheet.

Project Task		Eng	ineering Fee
Task 1:	Project Kick-off & Design Criteria Development	\$	10,941.00
Task 2:	Source Water Review	\$	14,395.00
Task 3:	Water Servicing Review	\$	6,035.00
Task 4:	Wastewater Servicing Review	\$	7,644.00
Task 5:	Water and Wastewater Feasibility Reports	\$	18,583.00
	TOTAL ENGINEERING FEE (excl. G.S.T.)	\$	57,598.00

Table Notes: (1) Fe

(1) Fees presented do not include G.S.T.(2) Fees are based on M2 Engineering's Preferred Rates

## 6.1 Allowances

Please note our engineering fee budget includes the following allowances:

- Sturgeon Lake Water Sample Lab Fees
- Desktop Groundwater Assessment (Thurber Engineering)
- Desktop Surface Water Supply Assessment (Hutchinson Environmental)

These allowances are preliminary and are placeholder estimates. We are waiting on the final work plans and proposals from Thurber Engineering and Hutchinson Environmental, but in the meantime have estimated their portions based on similar projects. The allowances identified would be billed as Time and Materials for this assignment.

## 6.2 Terms of Payment

Invoices will be prepared monthly and will be due within 30 days. Late invoices are subject to interest at 12% per annum. Please note, all sub-consultant invoices will be forwarded at cost (i.e. 0% mark-up applied). Please note, our preferred rates typically include 5% disbursements on labour, which we have omitted from our engineering fees.

# 6.3 Engineering Services Agreement

Prior to conducting an engineering assignment with the Municipal District of Greenview we request the MD agree to an Engineer-Client services agreement. Our proposal is based on using ACEC (Association of Consulting Engineering Companies of Canada) Standard Engineering Services Agreement Document No. 31.

# Appendices

Appendix A – Water and Wastewater Servicing Feasibility Study Table of Contents

Appendix B – Hourly Rate and Engineering Fee Breakdown



Appendix A – Water and Wastewater Servicing Feasibility Study Table of Contents

# Report



# DRAFT



Municipal District of Greenview No. 16

Sturgeon Lake Water and Wastewater Servicing Feasibility Study

March 2020 – REV 1

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Appendix B – Hourly Rate and Engineering Fee Breakdown



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ENGINEERING SERVICES WORK PLAN	Total Hours	Project Manager 3 13 13 13 13 13 13 13 13 13 13 13 13 1	<ul> <li>Senior Water/Wastewater Engineer</li> <li>Mathan Miller, P.Eng.</li> </ul>	الله المعالم المعالية المعالم المعالية المعالم المعالية المعالم المعالية المعالية المعالم المعالية المعالم المع على المعالم الم معالم المعالم ا	Strain Schooler, C.E.T. Strain Schooler, C.E.T. Schooler, C.E.T.	م Dino Borrelli * م Dino Borrelli	Cuality Assurance / Control     Administration Support	S Vehicia Navarro	Sa cost per kilometer · · · · · · · · · · · · · · · · · · ·	WS ENGINEEKING	Se Expenses & Dispursements MS ENGINEERING		Labour and Expenses	TOTAL FEE	
PLANNING & DESIGN	1	, r	ł	1					ł					4	
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Prepare a project management plan Meeting #1: Project kick-off meeting (Valleyview, AB)	3 28.5	2 1.5	13.5	13.5				~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	870		4,178 \$	21 \$ 747 \$ 4,	431 925		
ALLOWANCE: Sturgeon Lake Water Sample Lab Fees												Ś	- \$ 2,000	00	
Collect and review historical records for the community	10	2	2	9 <del>-</del>			L				1,390 \$ F40 \$	-` \$	1,460 rar		
Prepare a description of the nature and extent of areas to be served Estimate project criteria for water and wastewater systems for the next 10 and 25-years	4.5 4.5			4 4			0.5 0.5			~ ~	548 \$ 548 \$	21 \$ 27 \$	575		
Meeting #2: Review project criteria with MD Greenview (conference call)	9	2	2	2	_	_	_	-	-	s	930 \$	s	977		
2 Source Water Review	29	ę	œ	18	0	0	0	0	0	ي م	,995 \$	200 \$ 4,	1,195 \$ 10,20	00 \$	14,395
Coordinate and review groundwater feasibility ALLOWANDE: Destron Crementer Assessment (Thurber Engineering)	7	1	2	4						<del>6</del> €	985 \$ ¢	49 \$ 1, \$	1,034 ¢ / 200		
ALLOWANCE: DESKLOP OF OUTOWARTER ASSESSMENT (TITULDET ENGINEERING) Coordinate and review Sturgeon Lake feasibility	7	-	2	4						<u>∧</u> ↔	- <b>3</b> 985 \$	- 3 49 \$ 1,	- 3 4,00 1,034	2	
ALLOWANCE: Desktop Surface Water Supply Assessment (Hutchinson Environmental)										↔		s	- \$ 5,400	00	
Review Sturgeon Lake water quality data	4		2	2							580 \$		609		
Summarize source water supply options 2 Muster Servicing Devision	11 44 F	- u	2	α 7	c	c	Ľ					\$ \$	1,517 6.025 ¢	v	A 025
<ol> <li>watel servicing review</li> <li>Fvaluate water treatment plant size and capacity requirements</li> </ol>	c. ++		ŧ <del>.</del>	₽, ₽	5	5	<u>.</u>	5			• ↔	• ↔	851 3 -	°	cen'o
Discuss water treatment pean and any appart of the community	>	-	-	r						÷↔		÷∽			
Review water treatment needs	10.5 10 F			∞ ⊂			0.5				1,358 \$	68 \$ 1, ,0 * 1	1,425 1,425		
review system components required for a new wire Discuss distribution servicing options	C.D	-	-	0			0.1					<b>∘</b> ↔			
Trucked service from new WTP	ę	-		2							405 \$		425		
Piped service from new WTP	14.5	1	1	12		-	0.5				_	\$	1,908		
4 Wastewater Servicing Review	56	5.5	5.5	42	0	0	e	0	0	0 \$ 0	,280 \$	364 \$ 7,	7,644 \$ -	ь	7,644
Discuss wastewater collection system servicing options	17	-	-	ç			L			ۍ ده د	- 010 - 6	↔ 6	- 000		
or avrity correction system Low pressure sewer collection system	14.5	- ,-	- ,-	1 12			0.5			`			1,908		
Discuss wastewater treatment needs for the community				1							÷ + + +	• • •			
Review location of existing lagoon	3.5	0.5	0.5	2			0.5			\$	493 \$	⇔	517		
Review hydraulic & treatment capacity of existing lagoon	6.5 10.1	, -,		4 (			0.5			`	898 \$	جە ئ	942		
keview treatment needs Discuss discrearce ontions	6.UI			χ 4			5.C				808 \$	08 \$ 1, 45 \$	475 647		
	2	-	-	-	_	_	2		-	<del>)</del>	* 2	•	1	_	



TOTAL	Meeting #3: Draft feasibility study review (Valleyview, AB)	Summarize next steps and develop implementation plan	Prepare cost estimate for operations and maintenance	Complete a Class D (+/-30%) capital cost estimate	Summarizes wastewater treatment considerations	Summarizes wastewater collection system considerations	Summarizes distribution system layout considerations	Summarizes water treatment plant requirements	Summarizes Sturgeon Lake desktop viability assessment	Summarizes groundwater desktop viability assessment	Reviews 10 and 25-year water demands	Reviews population projections	Summarizes existing issues and challenges	Describes existing water servicing in the Narrows	Summarizes project objectives	Prepare a Water and Wastewater Servicing Feasibility Study report that:	5 Water and Wastewater Servicing Feasibility Report		ENGINEERING SERVICES WORK PLAN		
313	26	22	12	12	10	10	10	10	2	2	_	_	4	4	_		127	Hours	Total		
31	2	4	2	2													10	\$ 175	E4	Project Manager Jackie Mykytiuk, P.Eng.	
53	12	2	2	2													18	\$ 175	E4	Senior Water/Wastewater Engineer Nathan Miller, P.Eng.	
178.5	12	4	8	8	2	2	2	2	2	2	_	_	4	4	_		55	\$ 115	Ξ	Process Engineer-In-Training Ibrahim Moraich E.I.T.	
16					8			8									16	\$ 120	Τ3	Drafting Support     Labout       Aaron Schooler, C.E.T.     Labout	
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J		4															4	\$ 60	A2	Administrative Support Anita Navarro	
1740	870																870	\$ 0.55		Vehicle Expense cost per kilometer	
2	-																	\$ 60		Meal Allowance cost per day, # days	
\$ 42,210	\$ 3,830	\$ 3,150	\$ 1,620	\$ 1,620	\$ 1,190	\$ 1,430	\$ 1,430	\$ 1,190	\$ 230	\$ 230	\$ 115	\$ 115	\$ 460	\$ 460	\$ 115	•	\$ 17,185			M2 ENGINEERING Labour Fees	
\$ 3,	\$		\$	\$	\$	\$	\$	\$	69	\$	69	69	~>	69	69	\$	\$ 1,398	5%		M2 ENGINEERING Expenses & Disbursements	C
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5,398 \$	4,560	3,308	1,701	1,701	1,250	1,502	1,502	1,250	242	242	121	121	483	483	121	•	18,583 \$			Labour and Expenses	,
12,200																	•			Allowances	
\$ 57,598		_	_	_	_				_					_	_		\$ 18,583			TOTAL FEE	

Engineering Fee Notes:
1) Fees presented do not include G.S.T. Fees include 5% disbursements on labour fees.
2) All fees presented are based on 2020 Rates, and 2020 rates will be held for 2021. M2 Engineering reserves the right to adjust rates for work beyond 2021.



March 4, 2020

File : 28479

M2 Engineering #210, 10216-124 Street Edmonton, Alberta T5N 4A3

Attention: Mr. Jackie Mykytiuk, P.Eng. Project Manager, Director | Water

#### MUNICIPAL DISTRICT OF GREENVIEW, ALBERTA PROPOSAL FOR DESKTOP GROUNDWATER ASSESSMENT NEAR THE NARROWS COMMUNITY

Dear Ms. Mykytiuk:

Further to your request of March 3, 3020, Thurber Engineering Ltd. (Thurber) is pleased to submit this proposal and price estimate to conduct a desktop groundwater assessment at the Narrows community of the Municipal District of Greenview, Alberta. The community (Site) is located on the south shore of the Sturgeon Lake.

It is a condition of this proposal that Thurber's performance of its professional services will be subject to the attached Statement of Limitations and Conditions.

#### 1. PROJECT UNDERSTANDING AND SCOPE OF WORK

We understand that a new water treatment plant is proposed to be constructed for the Narrows community located about 24 km northwest of Valleyview, Alberta. A desktop groundwater study is currently required for the preliminary assessment of potential water supply sources. The objective of the desktop study is to assess the presence of a groundwater aquifer(s) below the Site that may be used as an alternative water source to surface water.

As per discussions with M2 Engineering, we understand that Thurber's scope of work for the desktop study comprises the following:

- Review of available reports, maps and satellite/aerial imagery at the Site and surrounding areas
- Review Alberta Environment and Park Waterwells Database records within 1.6 km of the Site, and
- Prepare a preliminary hydrogeological report.

#### 2. METHODOLOGY

Thurber will compile and review existing published information and readily available data and assess the occurrence of groundwater within the area of interest. This includes the Alberta



Environment and Parks (AEP) water wells database, Alberta Geological Survey geological maps and reports and Alberta Research Council Hydrogeological reports. The evaluation will also include a review of the groundwater quality in the area.

We will summarize the results of the desktop assessment in a hydrogeological report. This report will include descriptions of the local hydrogeology, geological materials found in the area, the aquifer and water-bearing strata, an analysis and interpretation of the collected data. The interpretation will include an estimate of the maximum sustainable yield and quality of groundwater of the aquifer system and a discussion of the potential impacts the new development might have on neighbouring water wells.

A cross-section describing the hydrogeological conditions and defining the main aquifer system across the Site will also be included in the report.

#### 2. SCHEDULE

The desktop study report will be submitted approximately 3 weeks upon receiving your authorization to proceed.

#### 3. PRICE ESTIMATE

The estimated price to conduct the desktop study as outlined in Section 2 is \$4,800 (excluding GST). Our work will be invoiced based on time and materials basis in accordance with the attached schedule of rates.

#### 4. CLOSURE

We trust this proposal meets your present requirements. Should you have any questions or if you require further information, please contact the undersigned at your convenience.

Yours very truly, Thurber Engineering Ltd. Tamer Elshimi, Ph.D., P.Eng. Associate I Geotechnical Review Engineer.

Milan Butorac, P.Geol. Hydrogeologist. /meg

Attachments

- Statement of Limitations and Conditions
- 2020 Schedule of Rates



#### STATEMENT OF LIMITATIONS AND CONDITIONS

#### 1. STANDARD OF CARE

This Report has been prepared in accordance with generally accepted engineering or environmental consulting practices in the applicable jurisdiction. No other warranty, expressed or implied, is intended or made.

#### 2. COMPLETE REPORT

All documents, records, data and files, whether electronic or otherwise, generated as part of this assignment are a part of the Report, which is of a summary nature and is not intended to stand alone without reference to the instructions given to Thurber by the Client, communications between Thurber and the Client, and any other reports, proposals or documents prepared by Thurber for the Client relative to the specific site described herein, all of which together constitute the Report.

IN ORDER TO PROPERLY UNDERSTAND THE SUGGESTIONS, RECOMMENDATIONS AND OPINIONS EXPRESSED HEREIN, REFERENCE MUST BE MADE TO THE WHOLE OF THE REPORT. THURBER IS NOT RESPONSIBLE FOR USE BY ANY PARTY OF PORTIONS OF THE REPORT WITHOUT REFERENCE TO THE WHOLE REPORT.

#### 3. BASIS OF REPORT

The Report has been prepared for the specific site, development, design objectives and purposes that were described to Thurber by the Client. The applicability and reliability of any of the findings, recommendations, suggestions, or opinions expressed in the Report, subject to the limitations provided herein, are only valid to the extent that the Report expressly addresses proposed development, design objectives and purposes, and then only to the extent that there has been no material alteration to or variation from any of the said descriptions provided to Thurber, unless Thurber is specifically requested by the Client to review and revise the Report in light of such alteration or variation.

#### 4. USE OF THE REPORT

The information and opinions expressed in the Report, or any document forming part of the Report, are for the sole benefit of the Client. NO OTHER PARTY MAY USE OR RELY UPON THE REPORT OR ANY PORTION THEREOF WITHOUT THURBER'S WRITTEN CONSENT AND SUCH USE SHALL BE ON SUCH TERMS AND CONDITIONS AS THURBER MAY EXPRESSLY APPROVE. Ownership in and copyright for the contents of the Report belong to Thurber. Any use which a third party makes of the Report, is the sole responsibility of such third party. Thurber accepts no responsibility whatsoever for damages suffered by any third party resulting from use of the Report without Thurber's express written permission.

#### 5. INTERPRETATION OF THE REPORT

- a) Nature and Exactness of Soil and Contaminant Description: Classification and identification of soils, rocks, geological units, contaminant materials and quantities have been based on investigations performed in accordance with the standards set out in Paragraph 1. Classification and identification of these factors are judgmental in nature. Comprehensive sampling and testing programs implemented with the appropriate equipment by experienced personnel may fail to locate some conditions. All investigations utilizing the standards of Paragraph 1 will involve an inherent risk that some conditions will not be detected and all documents or records summarizing such investigations will be based on assumptions of what exists between the actual points sampled. Actual conditions may vary significantly between the points investigated and the Client and all other persons making use of such documents or records with our express written consent should be aware of this risk and the Report is delivered subject to the express condition that such risk is accepted by the Client and such other persons. Some conditions are subject to change over time and those making use of the Report should be aware of this possibility and understand that the Report only presents the conditions at the sampled points at the time of sampling. If special concerns exist, or the Client has special considerations or requirements, the Client should disclose them so that additional or special investigations may be undertaken which would not otherwise be within the scope of investigations made for the purposes of the Report.
- b) Reliance on Provided Information: The evaluation and conclusions contained in the Report have been prepared on the basis of conditions in evidence at the time of site inspections and on the basis of information provided to Thurber. Thurber has relied in good faith upon representations, information and instructions provided by the Client and others concerning the site. Accordingly, Thurber does not accept responsibility for any deficiency, misstatement or inaccuracy contained in the Report as a result of misstatements, omissions, misrepresentations, or fraudulent acts of the Client or other persons providing information relied on by Thurber. Thurber is entitled to rely on such representations, information and instructions and is not required to carry out investigations to determine the truth or accuracy of such representations, information and instructions.
- c) Design Services: The Report may form part of design and construction documents for information purposes even though it may have been issued prior to final design being completed. Thurber should be retained to review final design, project plans and related documents prior to construction to confirm that they are consistent with the intent of the Report. Any differences that may exist between the Report's recommendations and the final design detailed in the contract documents should be reported to Thurber immediately so that Thurber can address potential conflicts.
- d) Construction Services: During construction Thurber should be retained to provide field reviews. Field reviews consist of performing sufficient and timely observations of encountered conditions in order to confirm and document that the site conditions do not materially differ from those interpreted conditions considered in the preparation of the report. Adequate field reviews are necessary for Thurber to provide letters of assurance, in accordance with the requirements of many regulatory authorities.

#### 6. RELEASE OF POLLUTANTS OR HAZARDOUS SUBSTANCES

Geotechnical engineering and environmental consulting projects often have the potential to encounter pollutants or hazardous substances and the potential to cause the escape, release or dispersal of those substances. Thurber shall have no liability to the Client under any circumstances, for the escape, release or dispersal of pollutants or hazardous substances, unless such pollutants or hazardous substances have been specifically and accurately identified to Thurber by the Client prior to the commencement of Thurber's professional services.

#### 7. INDEPENDENT JUDGEMENTS OF CLIENT

The information, interpretations and conclusions in the Report are based on Thurber's interpretation of conditions revealed through limited investigation conducted within a defined scope of services. Thurber does not accept responsibility for independent conclusions, interpretations, interpretations and/or decisions of the Client, or others who may come into possession of the Report, or any part thereof, which may be based on information contained in the Report. This restriction of liability includes but is not limited to decisions made to develop, purchase or sell land.



# SCHEDULE OF RATES JANUARY 2020

Professional Services	Hourly Rate
Professional 7 (Chief Engineer & Specialist)	\$250
Professional 6	\$230
Professional 5	\$200
Professional 4	\$180
Professional 3	\$160
Professional 2	\$140
Professional 1	\$120
Technical Services	Hourly Rate
Technician 6	\$140
Technician 5	\$140
Technician 4	\$125
Technician 3	\$100
Technician 2	\$90
Technician 1	\$75
Admin	\$75
Disbursements	
Office Disbursements	8% of Fees
(communications, printing, engineers local travel, cameras, handheld GPS)	
External Disbursements	Cost plus 10%
Rental vehicles where off-road use is required	Cost plus 25%
Subconsultants	Cost plus 10%
Company Vehicle Use	\$65/day + \$0.65/km
Specialized Field Equipment	Project Specific Rates
Colour Printing and Plotting	\$3.50/ft <sup>2</sup>

### **Notes**

- A 15% premium on the above rates will be charged for overtime when technician field work is requested on Saturdays, Sundays and Statutory Holidays.
- Fees and disbursements will be invoiced monthly. Payment is due within 30 days of the invoice date.
- Interest at 1.5% per month will be charged on overdue accounts.
- These rates do not include G.S.T.

March 9, 2020

Jackie Mykytiuk M2 Engineering #210, 10216 – 124 Street Edmonton, AB T5N 4A3

Dear Ms. Mykytiuk,

#### Re: Sturgeon Lake Source Water Desktop Review

Hutchinson Environmental Sciences Ltd. (HESL) is pleased to submit the following proposal to complete a desktop review of Sturgeon Lake characteristics to inform the long-term utilization of Sturgeon Lake as source water for Sturgeon Lake First Nation. The report can also inform potential water treatment options and be used to help design a water intake.

It is anticipated that the desktop review will be mainly focused on characterizing lake water levels and water quality from the following general and specific information sources and organizations:

- Alberta Environment and Parks Lake Water Quality Data
  - o Sturgeon Lake Water Quality Monitoring Report (Swanson and Zurawell, 2006<sup>1</sup>)
- Alberta Government Fisheries Data
  - Fall Walleye Index Netting at Sturgeon Lake, Alberta, 2007 (Carruthers et al. 2008<sup>2</sup>)
- Atlas of Alberta Lakes
- Mighty Peace Watershed Alliance
- Sturgeon Lake Area Structure Plan Update Environmental Background Report (Spencer Environmental Management Services Ltd. 2018<sup>3</sup>)

#### Budget - \$5,400 + tax

Our invoices will be sent via email and addressed to the recipient of this letter, who, we understand, accepts responsibility for payment of all amounts properly charged in accordance with the terms of this engagement. Invoices are payable on receipt. Every effort is made to ensure the accuracy of all invoices. Should you identify any errors, please notify us within 30 days of receipt of the invoice, failing which, all invoices are assumed to be correct. If you are in agreement with our understanding of the terms of this engagement as described above, please sign the authorization form below, make a copy for yourself and return a copy to

<sup>&</sup>lt;sup>1</sup> Swanson, H. and R. Zurawell. 2006. Sturgeon Lake Water Quality Monitoring Report – Provincial Parks Lake Monitoring Program.

<sup>&</sup>lt;sup>2</sup> Carruthers, N., Johns, T., and J. Tchir. 2008. Fall walleye index netting at Sturgeon Lake, Alberta, 2007. Data Report, D-2008-008, produced by the Alberta Conservation Association, Peace River, Alberta, Canada. 22 pp + App.

<sup>&</sup>lt;sup>3</sup> Spencer Environmental Management Services Ltd. 2018. Sturgeon Lake area structure plan update environmental background report. Prepared for Municipal District of Greenview No. 16.

us for our files. If you have any questions, please feel free to give me a call. We look forward to working with you to bring this project to a successful conclusion.

Sincerely,

Per. Hutchinson Environmental Sciences Ltd.

Sunny

Brent Parsons, M.Sc. Senior Aquatic Scientist

**Engagement Letter - Authorization** 

HESL 200026 Sturgeon Lake March 9, 2020

Signing Authority

Date

## Hutchinson Environmental Sciences Ltd.

Signing Authority

Date



SUBJECT:2020 Tax PenaltiesSUBMISSION TO:REGULAR COUNCIL MEETINGMEETING DATE:April 14, 2020DEPARTMENT:CAO SERVICESSTRATEGIC PLAN:Quality of Life

REVIEWED AND APPROVED FOR SUBMISSION CAO: DT MANAGER: GM: AN PRESENTER:

#### RELEVANT LEGISLATION:

Provincial (cite) – Sec 340, 344, 345 and 347 Municipal Government Act

**Council Bylaw/Policy** (cite) – Annual tax rate bylaw. (Not yet drafted for 2020 however, the 2019 Bylaw is attached) Tax monthly payment plan Bylaw 20-849 Tax Payment Plan

#### RECOMMENDED ACTION:

MOTION: That Administration is directed to widely communicate the provisions of Bylaw #20-849, the Tax Payment Plan Bylaw to provide the opportunity for any tax payer to enroll in the program to avoid 2020 penalties on the current tax levy.

#### BACKGROUND/PROPOSAL:

Taxes are levied annually and are the main source of revenue for the MD, accounting for more than 80% of budgeted revenue. Non-residential property taxes are due on June 30 annually. Residential property taxes are due on November 15 annually.

The Municipal Government Act allows municipalities to charge penalties on unpaid taxes. (Sec 344 & 345) The MD includes the penalty rates in the annual tax rate bylaw. For many years, penalties have been levied as follows:

- 1. 8% of the unpaid amount of the current year tax levy
  - The penalty is applied on the first day after the tax due date (July 1 for non-residential property and November 16 for residential property)
- 2. 10% of the arrears balance owing for the previous tax year
  - This penalty is applied on January 1
- 3. 18% of arrears balance owing for more than one year
  - This penalty is applied on January 1

Tax penalties are a budgeted revenue item. In 2019, the penalty revenue was just over \$400,000.

The Municipal Government Act (Sec 340) allows councils to pass a bylaw to permit taxes to be paid in installments. Any taxpayer has the option of enrolling in the tax payment plan. A tax payment plan typically provides that any taxpayer enrolled in the plan is exempt from penalties provided monthly payments are up to date.

The MD has not had a monthly payment plan bylaw in the past

BENEFITS OF THE RECOMMENDED ACTION:

1. Tax payers will be made aware of a program that is available and that will help manage financial issues faced because of low energy prices and the Corona virus issue.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

#### ALTERNATIVES CONSIDERED:

Alternative #1: Council has the option to exclude all or some of the penalty provisions in the 2020 tax rate bylaw.

- This may result in taxpayers not paying until December 31, which will have a very detrimental effect on the MD's cash flow.
- Elimination of penalties will also have an impact on the 2020 operating budget.

Alternative #2: Council has the option to cancel penalties after they have been levied. (Sec 347)

- Historically, Council has refused requests for penalties to be waived.
- May not be equitable for those who pay taxes on time.

#### FINANCIAL IMPLICATION:

Advertising costs could be absorbed by the existing advertising budget. Cost of inserts with tax notices will be minimal.

# STAFFING IMPLICATION:

Minimal

#### 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:

Communications will be asked to communicate to the ratepayers by all available means-Facebook; MD Website; etc.

Taxation will include an insert with each 2020 tax notice outlining information on the plan.

#### ATTACHMENT(S):

- Municipal Government Act Sec 340
- Municipal Government Act Sec 344
- Municipal Government Act Sec 345
- Municipal Government Act Sec 347
- Tax Rate Bylaw #19-810

#### Instalments

**340(1)** A council may by bylaw permit taxes to be paid by instalments, at the option of the taxpayer.

(2) A person who wishes to pay taxes by instalments must make an agreement with the council authorizing that method of payment.]

(3) When an agreement under subsection (2) is made, the tax notice, or a separate notice enclosed with the tax notice, must state

(a) the amount and due dates of the instalments to be paid in the remainder of the year, and

(b) what happens if an instalment is not paid.

1994 cM-26.1 s340

#### Penalty for non-payment in current year

**344(1)** A council may by bylaw impose penalties in the year in

which a tax is imposed if the tax remains unpaid after the date shown on the tax notice.

(2) A penalty under this section is imposed at the rate set out in the bylaw.

(3) The penalty must not be imposed sooner than 30 days after the tax notice is sent out.

1994 cM-26.1 s344

#### Penalty for non-payment in other years

**345(1)** A council may by bylaw impose penalties in any year following the year in which a tax is imposed if the tax remains unpaid after December 31 of the year in which it is imposed.

(2) A penalty under this section is imposed at the rate set out in the bylaw.

(3) The penalty must not be imposed sooner than January 1 of the year following the year in which the tax was imposed or any later date specified in the bylaw.

1994 cM-26.1 s345

#### Cancellation, reduction, refund or deferral of taxes

**347(1)** If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

(a) cancel or reduce tax arrears;

(b) cancel or refund all or part of a tax;

(c) defer the collection of a tax.

(2) A council may phase in a tax increase or decrease resulting from the preparation of any new assessment.

1994 cM-26.1 s347



## BYLAW NO. 19-810 of the Municipal District of Greenview No. 16

#### A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to authorize the rates of taxation to be levied against assessable property within the Municipal District of Greenview No. 16 for the 2019 taxation year

**Whereas**, the Municipal District of Greenview No. 16 has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the council meeting held on March 11, 2019; and

Whereas, the estimated municipal expenditures and transfers set out in the budget for the Municipality of Greenview No. 16 for 2019 total \$ 189,435,877; and

**Whereas**, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$ 69,213,372 and the balance of \$ 120,222,505 is to be raised by general municipal taxation; and

Whereas, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential/Farm land	2,491,056
Non-residential	21,059,961
Opted Out School Boards	
Residential/Farm land	69,664
Non-residential	2,150
Total School Requisitions	23,622,831
Total School Requisitions Requisition Allowance MGA(359(2))	23,622,831 100,000

Whereas, the Council of the Municipality is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

**Whereas**, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000; and

Whereas, the assessed value of all property in the Municipal District of Greenview No. 16 as shown on the assessment roll is:

Greenview (not including Grande	e Cache)	<u>Assessment</u>
Residential		695,515,300
Non-residential		6,609,519,030
Farm land		57,624,090
Machinery and equipment		4,834,317,410
		12,196,975,830
Greenview (Grande Cache only)		
Residential		267,901,110
Non-residential		<u>110,701,901</u>
		378,603,020
	Total	12,575,578,850

THEREFORE under the authority of the Municipal Government Act, the Council of the Municipal District of Greenview, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Municipal District of Greenview No. 16:

	Tax Levy	Assessment	Tax Rate
General Municipal (without Grande Cache)			
Residential/Farmland Non-Residential	2,033,476 89,582,352	753,139,390 11,443,836,440	2.7000 7.8280
General Municipal (Grande Cache only)			
Residential/Farmland Non-Residential	2,066,053 866,575	267,901,110 110,701,910	7.7120 7.8280

Grande Cache Properties			
Special Tax (Borrowing)			
Residential/Farmland	345,057	267,901,110	1.2880
Non-Residential	142,584	110,701,910	1.2880
ASFF			
Residential/Farm land	2,485,551	991,325,889	2.5073
Non-residential	20,994,897	6,636,813,795	3.1634
Opted-Out School Boards			
Residential/Farm land	74,503	29,714,611	2.5073
Non-residential	983	310,710	3.1634
Requisition Allowance	100,000	6,673,089,400	0.0150
Seniors Foundation	1,530,474	12,575,578,850	0.1217
Designated Industrial Properties	877,791	11,170,109,000	0.0786

- 2. The minimum amount payable as property tax for general municipal purposes shall be \$20.00.
  - a) Non-Residential Municipal taxes are due and payable on June 30<sup>th</sup>
  - b) Residential/Farmland Municipal taxes are due and payable on November 15<sup>th</sup>.
- 3. In the event of any current taxes remaining unpaid for Non-Residential after June 30<sup>th</sup> of the current year, there shall be levied a penalty of 8%.
- 4. In the event of any current taxes remaining unpaid for Residential/Farmland after <u>November 15<sup>th</sup></u> of the current year, there shall be levied a penalty of 8%.
  - a) In the event of any taxes of Non-Residential and Residential/Farmland after December 31<sup>st</sup>, in the current year, there shall be levied a penalty of 10% on January 1<sup>st</sup>
  - b) In the event of any arrears of taxes of Non-Residential and Residential/Farmland remaining unpaid after December 31<sup>st</sup>, in the succeeding year, there shall be levied a penalty of 18% on January 1<sup>st</sup>, and in each succeeding year thereafter, so long as the taxes remain unpaid.

- 5. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid Portion must be severed and the remainder of the bylaw is deemed valid.
- 6. This Bylaw shall come into force and effect upon the day of the third and final reading.

Read a first time this 25<sup>th</sup> day of March, A.D., 2019.

Read a second time this 25<sup>th</sup> day of March, A.D., 2019.

Read a third time and passed this 8<sup>th</sup> day of April, A.D., 2019.

CHIEF ADMINISTRATIVE OFFICER



SUBJECT:	<b>Evergreens Foundation Requisitions</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND AP	PROVED FOR SUBMISSION
MEETING DATE:	April 14, 2020	CAO: DT	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	GM:	PRESENTER: SW
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION: **Provincial** (cite) – N/A

Council Bylaw/Policy (cite) - N/A

#### **RECOMMENDED ACTION:**

MOTION: That Council provide direction to Administration on the capital requisition in the amount of \$1,267,423.21 from Evergreens Foundation.

MOTION: That Council authorize Administration to forward the 2020 Operating Requisition to Evergreens Foundation in the amount of \$795,189.47, with funds to come from the Community Services Budget.

MOTION: That Council authorize Administration to transfer \$33,189.47 from Contingency Reserve to the Community Services Budget.

#### BACKGROUND/PROPOSAL:

The Evergreens Foundation provides affordable housing for Alberta's seniors through a management body comprised of six municipalities including Greenview, the Town of Edson, Town of Hinton, Yellowhead County, Municipality of Jasper and Parkland County. The Foundation is governed by a Board of Directors who are subsequently governed by Ministerial Order, the Alberta Housing Act and Regulations, the Evergreens Foundation Mission Statement and Constitution and By-Laws. The Ministerial Order and the Act provides the Foundation with requisitioning powers similar to that of schools where municipalities collect money on behalf of the Foundation. Currently, there is one Evergreens Foundation housing lodge with 25 basic lodge units and 5 self-contained suites within Greenview and is located in Grande Cache.

#### Operating Requisition:

As in prior years, an increase in the operation requisition amounts is presented. Evergreens indicated that many of the increases are related to food costs, housekeeping, utility costs and an increase in human resources due to additional staff requirement for the Parkland Lodge facility.

At the March 12, 2020 Board Meeting, Evergreens was presented with the completed 2019 Audit and based on this information the Board approved the 2020 Operating Budget. It is very difficult for Greenview to plan

the annual budget allocation for Evergreens each year in the fall due to the contrasting timeline for budget planning.

Greenview has budgeted \$762,000.00 for Evergreens Foundation in the 2020 Budget. An additional \$33,189.47 will be required to pay the 2020 operational requisition in the amount of \$795,189.47 to Evergreens.

## Capital Requisition:

The Evergreens Foundation Board of Directors recently approved a total 2020 Capital Requisition in the amount of \$5,231,604.00, to come from the six (6) aforementioned municipalities. Greenview is being asked to contribute \$1,267,423.21.

A Housing Needs Study and Capital Planning sessions were conducted last year by Colliers Project Leaders for the Foundation to address the regional needs of the seniors. This review supported the continuation of the construction plans at Pine Valley Lodge in Hinton. The capital requisition is for the construction plans at the Pine Valley Lodge located in Hinton. The construction of a 100-unit facility in Hinton has been awarded to Scott Builders and is slated to begin this spring. Evergreens Foundation has been approved for \$500,000 of "seed funding" from CMHC and are aggressively looking at all options to access Federal funds when applicable. The current 2020 requisition will still fund the Pine Valley construction in full.

The same "Housing Needs Study and Capital Planning" report also highlighted a great need in the Yellowhead and Parkland County areas. Based on this data, a land feasibility study has been completed and are beginning to move ahead with plans for a facility in Wildwood, including applications to CMHC for seed funding.

An Indiginous Elders Lodge project is being explored in Greenview. CMHC and the Province have shown interest in the project and Evergreens will explore this possibility further leaning on the Federal and Provincial partnership opportunities.

Administration contacted the Housing Advisor from the Ministry of Seniors and Housing with the following question: "We are inquiring regarding senior housing requisitions for capital funds. The Board of Directors of the Evergreens Foundation approved a capital requisition for 2020. Do the municipalities have the authority to deny or suspend the payment of the capital requisition?"

## The response received was the following:

Housing management bodies (HMBs), such as The Evergreens Foundation, that provide lodge accommodation have the ability to requisition those municipalities for which the HMB provides lodge accommodation. A "requisition" in Alberta means the amount of property taxes to be raised by taxpayers in a municipality for cost-shared programs. According to the section 7 of the Alberta Housing Act (AHA):

On or before April 30 in any year a management body that provides lodge accommodation may requisition those municipalities for which the management body provides lodge accommodation for (a) the amount of the management body's annual deficit for the previous fiscal year arising from the provision of lodge accommodation, and (b) any amounts necessary to establish or continue a reserve fund for the management body.

As funding for capital planning, capital development, or capital renewal would not fall under this definition, it would not qualify as a requisition, rather it would be considered a contribution instead. Housing management bodies are able to request for any contributions from municipalities; however, all parties must be in agreement for any contributions outside of requisitioning. Therefore, if one or more municipalities do not agree to providing an additional contribution for capital, they may deny this request.

Administration submitted an email to the CAOs of the other six (6) municipalities requested to contribute to the Evergreens Foundation capital payment to acquire their perspective of the economic climate and COVID implications of such a timely request. The aforementioned response from the Housing Advisor from the Ministry of Seniors and Housing was included in the message to the contributing members for their information.

One response was received from the CAO of Yellowhead County questioning the accuracy of the advice Greenview received from the Housing Advisor and cited that as per other legal opinions the requisition for reserve funds could be for future capital. Yellowhead's planned action is to try and pay only those capital funds that are truly required for the 2020 commitments.

Administration is requesting Council's direction for follow-up actions with regards to the capital request received from Evergreens Foundation.

## BENEFITS OF THE RECOMMENDED ACTION:

- 1. The benefit of the recommended action relevant to the capital requisition is that Administration will have direction from Council with regards to the capital payment requested from Evergreens Foundation.
- 2. The benefit of the recommended action relevant to the operation requisition is that Administration will be able to fulfill the annual commitment bestowed upon Greenview from the Evergreens Foundation.

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to not direct Administration with regards to payment of the requisition, however Greenview will be required to provide a response or submit the funds to Evergreens Foundation.

FINANCIAL IMPLICATION:

Direct Costs: \$33,189.47 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:

Administration will conduct actions in accordance with the direction provided from Council with regards to the capital and operational requisitions from Evergreens Foundation.

## ATTACHMENT(S):

- Evergreens Foundation 2020 Operating Requisition
- Evergreens Foundation 2020 Capital Requisition



FOUNDATION 101 Athabasca Ave, Hinton AB, T7V 2A4

March 18, 2020

M.D. of Greenview P.O. Box 1079 Valleyview AB, TOH 3N0 Attention: Ms. Denise Thompson, CAO

#### Dear Denise,

This year has been full of operational changes and challenges for the Foundation as we strive to achieve a higher efficiency in the organization. We have made several changes to our purchasing systems and buying programs as well as some programming. We are optimistic that these changes will impact our overall deficits and help streamline our operations going forward. We want to be accountable to both our stakeholders and the seniors and provide services that meet the needs of both today's seniors and the seniors of the future in a sustainable way.

At our March 12, 2020 Board Meeting we were presented with the completed 2019 Audit and were able to approve our 2020 Operating Budget.

Please see below the 2020 Operating Requisition amounts for The Evergreens Foundation. As in prior years, you will see an increase in the requisition amounts. Many of these increases are related to food costs, housekeeping, utility costs and an increase in Human Resources due to additional staff requirements for the Parkland Lodge facility. We are in the first year of a new union contract that saw some wage adjustments this year and another CPI increase in June. We have also received increases to Insurance and Health and Dental Benefits. Another large financial risk we have is with the current situation living in the interim housing site at the Edson Hospital, and not knowing when we will be moving to the new Parkland Lodge facility. With the uncertainty around quarantines and COVID-19 we may end up in a position that we would be paying for two facilities yet unable to move until the pandemic subsides. We have budgeted to the best of our ability based on the information available and are hopeful that we can have residents in the new facility in June 2020.

Thank you for your continued support of The Evergreens Foundation. We truly enjoy being able to provide such a needed service to our region and are thankful for the partnerships we have in our members. If you have any questions please do not hesitate to contact me and I will gladly provide more details on our operations.

Respectfully,

Kristen Chambers, CAO

CC: Donna Ducharme, Manager Finance & Administration Teresa Martin, Executive Assistant to Community Services Councillor Winston Delorme

	Assessments for		
Town/Muni	2020	%	2020 Requisition
Edson	\$1,331,770,073	6.806%	223,384.05
Greenview, M.D. (portion)	\$4,740,757,261	24.226%	795,189.47
Hinton	\$1,862,741,139	9.519%	312,446.32
Jasper Municipality	\$1,521,859,114	7.777%	255,268.58
Jasper Improvement Dist	\$53,837,800	0.275%	9,030.47
Parkland County (portion)	\$457,290,431	2.337%	76,703.47
Yellowhead County	\$9,600,396,791	49.060%	1,610,319.64
<b>Total Assessments</b>	\$19,568,652,609.00	100.00%	\$3,282,342.00
Total 2020 Operating Rec	quisition		\$3,282,342.00

## The Evergreens Foundation

**Municipal District of Greenview** 

Valleyview, Alberta T0H 3N0 Canada

101 Athabasca Avenue Hinton, Alberta T7V 2A4

## INVOICE

Invoice No.:	43706
Date:	03/17/2020
Ship Date:	
Page:	1
Re: Order No.	

Sold to:

#### Ship to:

Municipal District of Greenview

P.O. Box 1079

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			2020 Operating Requisition MD of Greenview			795,189.4
hipped By: omment:	Tracking Nu	imber:			Total Amount	795,189.47



101 Athabasca Ave, Hinton AB, T7V 2A4

March 18, 2020

M.D. of Greenview P.O. Box 1079 Valleyview AB, TOH 3N0 Attention: Ms. Denise Thompson, CAO

Dear Denise,

Please see the 2020 Capital Requisitions for The Evergreens Foundation, attached.

As in previous years the Board of Directors recommended that in order to reach our goals for construction projects that The Evergreens Foundation continue with a Capital Requisition for 2020 with an addition of 2.1% for CPI increase. As you are aware from last year, a Housing Needs Study and Capital Planning sessions were conducted by Colliers Project Leaders for The Foundation to address the regional needs of our seniors. This review supported the continuation of the construction plans at Pine Valley Lodge in Hinton. The construction of a 100-unit facility in Hinton has been awarded to Scott Builders and is slated to begin this spring. We have received notification that we are approved for \$500,000 of "Seed Funding" from CMHC and are aggressively looking at our options to apply for the Federal Co-investment funding. There is very limited funding available but we are exhausting all our options to access Federal funds when applicable. This current 2020 requisition will still fund the Pine Valley construction in full.

That same report also highlighted a great need in the Yellowhead and Parkland County areas. Based on this data we have completed a land feasibility study and are beginning to move ahead with plans for a facility in Wildwood, including applications to CMHC for seed funding.

An additional project we are exploring is an Indigenous Elders Lodge in the M.D. of Greenview. This is a very specific project that CMHC and the Province have shown interest in and we are excited to explore this possibility further leaning on our Federal and Provincial partnership opportunities.

In reviewing that information, a \$5,231,604 Capital Requisition was approved by the Board of Directors of The Evergreens Foundation for 2020.

We understand the growing pressures put upon Municipalities and the challenges to your rate payers and appreciate your ongoing support and partnership. We should all be proud to see the advancement of the Parkland Lodge project in Edson which is near completion and look forward to the upcoming construction of the Pine Valley Lodge in Hinton, as well as seeing plans unfold in Wildwood and the M.D of Greenview.

If you have any questions please do not hesitate to contact me anytime.

Respectfully,

Kristen Chambers, CAO

CC: Donna Ducharme, Manager Finance & Administration Teresa Martin, Executive Assistant to Community Services Councillor Winston Delorme

	Assessments for		
Town/Muni	2020	%	Capital Due:
Edson	\$1,331,770,073	6.806%	356,043.61
Greenview, M.D. (portion)	\$4,740,757,261	24.226%	1,267,423.21
Hinton	\$1,862,741,139	9.519%	497,996.68
Jasper Municipality	\$1,521,859,114	7.777%	406,863.18
Jasper Improvement Dist	\$53,837,800	0.275%	14,393.33
Parkland County (portion)	\$457,290,431	2.337%	122,254.84
Yellowhead County	\$9,600,396,791	49.060%	2,566,629.15
Total Assessments	\$19,568,652,609.00	100.000%	\$5,231,604.00
2020			\$5,231,604.00

## The Evergreens Foundation 101 Athabasca Avenue Hinton, Alberta T7V 2A4

**Municipal District of Greenview** 

Valleyview, Alberta T0H 3N0 Canada

## INVOICE

Invoice No.:	43712
Date:	03/17/2020
Ship Date:	
Page:	1
Re: Order No.	

Sold to:

Ship to:

Municipal District of Greenview

**Business No.:** 107356008

P.O. Box 1079

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			2020 Capital Requisition MD of Greenview			1,267,423.21
						н н
Shipped By:	Tracking N	umber:				····
Comment:					Total Amount	1,267,423.21
Sold By:						



SUBJECT:	Regional Weed and Pest Appeal Boar	d		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEV	VED AND	APPROVED FOR SUBMISSION
MEETING DATE:	April 14, 2020	CAO:	DT	MANAGER: DB
DEPARTMENT:	AGRICULTURE	GM:	GM	PRESENTER: DB
STRATEGIC PLAN:	Level of Service			

#### RELEVANT LEGISLATION:

Provincial (cite) – Weed Control Act, Part 4, 19(1) and Agricultural Pests Act, 14(5)

Council Bylaw/Policy (cite) – Weed Control Policy 6303-01 and Pest Control Policy 6316

#### **RECOMMENDED ACTION:**

MOTION: That Council authorize Administration to proceed with application for Greenview to become a member of the Regional Weed and Pest Appeal Board.

#### BACKGROUND/PROPOSAL:

Weed and Pest inspection season is fast approaching, and at this time, a Greenview Agricultural Appeal Committee has not been appointed. In section 2.1.2 of the Greenview Weed Control Policy 6303-01 and section 1 of the Greenview Pest Control Policy 6316, reference is made that Greenview Council will appoint an independent Agricultural Appeal Committee at the fall organizational meeting to review and render decisions upon appeals submitted. Currently, there has been no applications received in response to the advertisements that have been active since the fall of 2019 requesting three (3) members-at-large for the Appeal Committee. Under the Weed Control Act and the Agricultural Pests Act, a person(s) served a Notice has the right to appeal it and if there is no Appeal Committee available for an appeal, the Notice is automatically cancelled.

The following statutes within the Weed Control Act and Agricultural Pests Acts are applicable with regards to establishing a committee annually for addressing appeals:

Part 4, Section 19, Subsection (1) of the Weed Control Act:

A local authority shall establish, at least annually, an independent appeal panel to determine appeals of inspector's notices, local authority's notices and debt recovery notices.

## Section 14, Subsection (5) of the Agricultural Pests Act:

A local authority shall at the beginning of each calendar year appoint a committee to hear and determine appeals under this section and on receipt of a notice of appeal a local authority shall refer the appeal to that committee.

As a result of the lack of expressed interest from the public to become Agricultural Appeal Committee members, Administration is recommending that Greenview apply to become members of the Regional Weed and Pest Appeal Board. Municipality members included in the Regional Appeal Board include: County of Northern Lights, Northern Sunrise County and Big Lakes County.

If accepted to be included in the Regional Weed and Pest Appeal Board, Greenview will be required to appoint three (3) to five (5) members, as recommended by the Regional Weed and Pest Appeal Board, and compensate for their per diem, mileage and any other associated costs with members attending a meeting. The appointed members are not limited to being members-at-large. Members will review appeals from other areas, not their respective municipality, thereby keeping the appeal reviews impartial.

The benefit of Greenview becoming a member in the Regional Appeal Board is that it will allow any appeals that come forth to be impartial during the decision making process. The Regional Appeal Board annually participates in training to ensure up-to-date knowledge of the Weed Control Act and the Agricultural Pests Act statutes.

Greenview may request membership on the Regional Appeal Board through a letter from the CAO to the CAO's of each Municipality on the Regional Appeal Board.

If Council authorizes Administration to request membership on the Regional Appeal Board and the request is granted, revisions to policies 6303-01 and 6316 will be presented to the Policy Review Board to remove the requirement for Greenview to establish an Agricultural Appeal Committee (as it already states an appeal board must be established in the legislation) and a by-law may come forward to help enhance Greenviews establishment on the Regional Weed and Pest Appeal Board.

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview may be accepted as a member on an Agricultural Regional Appeal Board and thereby compliant with the statutes contained in the Weed Control Act and Agricultural Pests Acts.

## 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 the recommended motion, however, Greenview will not be in compliance with the stated legislation of having an established Appeal Committee and may default on Notice appeals.

Alternative #2: Council has the alternative to appoint Appeal Committee members from within Greenview.

## FINANCIAL IMPLICATION:

**Direct Costs:** Direct costs will include per diem, mileage and any other associated costs with members attending a meeting. These costs were applicable with Greenview's Appeal Board as well.

## 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 Council approves of the recommended motion, Administration will draft a letter to the members of the Regional Weed and Pest Appeal Board requesting Greenview's membership. The letters will be submitted to the Chief Administrative Officers of the following municipalities: County of Northern Lights, Northern Sunrise County and Big Lakes County. Administration will also work to amend the Policies: Weed Control 6303-01 and Pest Control 6316, with an addition of a by-law for the Regional Weed and Pest Appeal Board.

## ATTACHMENT(S):

• N/A



SUBJECT:	Valleyview Cup Charity Tournament Funds Donation				
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEW	VED AND AP	PROVED FOR SUBMISSION	
MEETING DATE:	March 26, 2020	CAO:	DT	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 8004 - Greenview Sponsorships and Donations

#### **RECOMMENDED ACTION:**

MOTION: That Council approve the previously awarded \$500.00 sponsorship to the Valleyview Cup Charity Tournament be given directly to Make-A-Wish Foundation following the cancellation of the tournament.

#### BACKGROUND/PROPOSAL:

On March 21, 2020 Administration received a notice from the Valleyview Cup Charity Tournament organizers stating that the Charity tournament previously scheduled for March 13-15, 2020 had been cancelled due to the COVID-19 limitations for events over an excess of 250 people, were ordered to be cancelled.

The Valleyview Cup organizing committee decided that they would like to donate all proceeds provided by the sponsors to be directed to the Make-A-Wish Foundation, upon approval from the sponsors themselves.

Sponsorship monies not donated to the Make a Wish Foundation will be returned to the sponsor.

#### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the funds will assist with providing support to the Make-A-Wish Foundation – Peace Country.

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 in the recommended motion or request that the sponsorship funds be returned to Greenview.

FINANCIAL IMPLICATION:

Direct Costs: \$500.00

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

## **INCREASING LEVEL OF PUBLIC IMPACT**

Inform

## **PUBLIC PARTICIPATION GOAL**

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

## **PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Following Council's direction, Administration will follow up with the Valleyview Cup organizers.

ATTACHMENT(S):

• Correspondence from the Valleyview Cup Charity Tournament Organizers

From:	Curtis Swenson
To:	Lissa Dunn
Subject:	Re: [EXT] RE: Valleyview Cup Sponsorship
Date:	Saturday, March 21, 2020 11:53:40 AM

Hi Lissa, so we had to cancel the hockey tourny due to the circumstances of the current world situation. Our plan is to just donate all the money we received from sponsors to the make a wish foundation as long as it's ok. We can return the money the MD donated if that's what you guys would like. The option is yours.

Curtis Swenson Pembina Pipeline 780 552 6369 cswenson@pembina.com

On Feb 10, 2020, at 10:40 AM, Lissa Dunn <<u>Lissa.Dunn@MDGreenview.ab.ca</u>> wrote:

#### Absolutely, happy to help!

Wishing you guys a successful tournament once again this year.

From: Curtis Swenson [mailto:CSwenson@pembina.com]
Sent: Monday, February 10, 2020 10:39 AM
To: Lissa Dunn <Lissa.Dunn@MDGreenview.ab.ca
Subject: Re: [EXT] RE: Valleyview Cup Sponsorship</pre>

That is awesome Lissa. It is very much appreciated. Thank you for helping us out again this year.

Curtis Swenson Pembina Pipeline 780 552 6369 cswenson@pembina.com

On Feb 10, 2020, at 10:36 AM, Lissa Dunn <<u>Lissa.Dunn@MDGreenview.ab.ca</u>> wrote:

Good morning Curtis,

Just to touch base with you in regards to the sponsorship request for Valleyview Cup Charity Tournament. Council has kindly approved a \$500.00 donation, a formal letter and cheque are to follow in the coming couple of weeks. Thanks and enjoy your week.

Kind Regards, Lissa

From: Curtis Swenson [mailto:CSwenson@pembina.com]
Sent: Friday, January 24, 2020 10:08 AM
To: Lissa Dunn <<u>Lissa.Dunn@MDGreenview.ab.ca</u>>
Subject: Re: [EXT] Valleyview Cup Sponsorship

Perfect, thank you Lissa. If you have any questions let me know.

Curtis Swenson Pembina Pipeline 780 552 6369 <u>cswenson@pembina.com</u> C~WRD000.jpg>

On Jan 24, 2020, at 8:06 AM, Lissa Dunn <<u>Lissa.Dunn@MDGreenview.ab.ca</u>> wrote:

Good morning Curtis,

Just wanted to touch base with you, I received your email regarding sponsorship for the Valleyview Cup in March from Donna. All sponsorship requests for the MD will be going through myself going forward, so please feel free to contact me anytime!

I will happily bring the request forward to Council at our next Scheduled Council meeting on February 10<sup>th</sup>.

Thanks and enjoy your weekend. Lissa

## Lissa Dunn

Community Services Coordinator Municipal District of Greenview No. 16 | 4806 36 Ave. Box 1079 Valleyview, Alberta TOH 3N0 Tel: <u>780-524-7600</u> | Fax: <u>780-524-4307</u> | Toll Free: <u>888-</u> <u>524-7601</u> | 24/7 Dispatch: <u>866-524-7608</u> | Direct: <u>780-</u> <u>524-7612</u> <u>mdgreenview.ab.ca</u> | Follow us on Twitter

## @mdofgreenview



## <!--[if !vml]--><!--[endif]-->This

communication, and its attachments, is confidential and intended for the addressee(s) only. If you are not the intended recipient, please notify us of our error, and disregard and delete the communication. Unauthorized use, disclosure, copying, forwarding or alteration of this

communication may be unlawful.

Thank you.



SUBJECT:	April 27, 2020 Regular Council Meeting			
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND A	PPROVED FOR SUBMISSION	
MEETING DATE:	April 14, 2020	CAO: DT	MANAGER:	
DEPARTMENT:	CAO SERVICES	GM:	PRESENTER:	
STRATEGIC PLAN:	Level of Service			

RELEVANT LEGISLATION: **Provincial** (cite) – N/A

Council Bylaw/Policy (cite) – N/A

#### **RECOMMENDED ACTION:**

MOTION: That Council rescind motion 20.01.55, "That Council reschedule the April 27, 2020 Regular Council Meeting to April 30, 2020" and hold the Regular Council meeting on April 27, 2020.

#### BACKGROUND/PROPOSAL:

On January 27, 2020 Council made a motion to reschedule the April 27, 2020 Regular Council Meeting to April 30<sup>th</sup> due to the CPAA Conference being held at the same time. In light the conference being cancelled, Administration is requesting the meeting be brought back to its original meeting date.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that it will be less disruptive to the public and to Administration.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to keep the date of April 30, 2020 for the Regular Council Meeting.

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: There are no follow up actions to the recommended motion.

## ATTACHMENT(S):

• None



SUBJECT:	April 20, 2020 Special Council Mee	eting	
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND A	PPROVED FOR SUBMISSION
MEETING DATE:	April 13, 2020	CAO: DT	MANAGER:
DEPARTMENT:	CAO SERVICES	GM:	PRESENTER:
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION: **Provincial** (cite) – N/A

Council Bylaw/Policy (cite) - N/A

#### **RECOMMENDED ACTION:**

MOTION: That Council rescind motion 20.03.194 "That Reeve Dale Smith calls a Special Council Meeting for April 20, 2020 following the Committee of the Whole meeting regarding the 2020 Tax Rate Bylaw #20-843."

#### BACKGROUND/PROPOSAL:

Administration is recommending rescinding the motion to call a special council meeting on April 20. Administration recommends a budget review workshop with Council and SLT.

Due to the Covid-19 pandemic Municipal Affairs has extended the deadline to send out assessment notices to October 1. However, Administration would still prefer a target date in May, 2020.

#### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the recommended motion is that Administration and Council will have an opportunity to collectively review the 2020 Operating/Capital Budget for approval.

#### DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED: N/A

#### FINANCIAL IMPLICATIONS:

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:

There are no follow up actions to the recommended motion.

## ATTACHMENT(S):

• None



## CAO Report

Function: CAO Services

Submitted by: Denise Thompson, CAO

Date: 4/7/2020

Easy to assume, most of our days surround the COVID-19 pandemic. Our business continuity plans adjust in concert with the recommendations and mandatory changes handed down by the Province. Greenview is working hard to maintain a safe workplace, continued and safe service delivery to our residents and appropriate, measured adjustments as necessary. Director of Emergency Management, Wayne Brown is doing a fantastic job of managing our State of Local Emergency. Along with our first responders and protective services members, I am confident in our ability to navigate this public health emergency.

In addition to the COVID crisis, the collapse of the oil and gas sectors is an additional layer of uncertainty that Greenview has never encountered like we are today. Administration is feverishly trimming our budgets both Capital and Operating, knowing that the cash strapped ratepayers may have monumental challenges ahead of themselves, thus in turn, creating a financial crunch for the municipality. Forecasting in these uncharted waters is a combination of analytics and magic with no exact past examples to glean insight from. Administration suspects that a 30% reduction in spending is conservative, and that cuts may need to be deeper and will impact the next 3-4 budget cycles at minimum. We are preparing for long-term financial restraint. In the meantime, Greenview is committed to working with our ratepayers to weather this storm; it is imperative that our business community and our residents survive so we may all enjoy the calm that is sure to proceed.

We welcome Aleks Nelson as our Chief Financial Officer. Aleks is a great addition to our Senior Leadership Team and we are happy that she has accepted to join us on a permanent basis. We have also welcomed George Ferraby as our Sergeant of our Community Peace Officer program. George will report to the ACAO, Stacey Wabick. As we fill these two vacant positions, in other areas we are drastically downsizing. Our efforts to reduce our budget for 2020 and beyond compel Greenview to reflectively reduce staffing levels. With the temporary layoffs of over 50 staff and the reduction in permanent staff, the load feels heavy and the morale a little somber. It is brighter days ahead that we must all focus on.

The Communication Department is working to support the Director of Emergency Management with echoing messaging of that of the Province. Keeping Staff, Council and our residents well informed on a variety of platforms, Coms is doing a stellar job in these difficult times.

Legislative Services continues to adapt the draft policies and bylaws for Greenview as we continue to build a solid footing for Grande Cache within Greenview. Policy review on how long we keep assets is being reviewed; Administration feels that we can prolong the life of our fleet, thus pushing out the capital replacement costs of equipment. Our Procedural Bylaw has been adapted to accommodate virtual meetings, and now our Expenditure Policy and Signing Authority Policy are now under review.

Human Resources has been an intricate component to all the adjustments of staffing levels. Within our temporary layoffs, HR has been working with all the managers to fill any seasonal, vacant or temporary positons with as many of those as possible that were facing layoffs. The number of layoffs would be much higher if it wasn't for the ingenuity of our HR team, the managers and of course, the dedicated staff that are all willing to adjust the sails in these stormy seas.

In closing, I want to express my sincere gratitude to Council. The cohesiveness among Council and in turn that between Staff and Council, makes these perplexing times much easier to manage. Reeve Smith has been a solid leader and I appreciate the excellent working relationship we have developed. How the Reeve, Reeve and Council and Reeve, Council and CAO work together, sets the stage of how the organization will cope, and further to this, how we will lead the staff and our communities throughout Greenview. Working relationships are more important today than they have ever been. Stacey Wabick is a solid leader. His role as Assistant CAO is very valued by the organization. I'm glad to have him working with me and I note how fortunate I am to have this additional help. Our Senior Leadership Team is complete and learning to work together. With the managers and staff continuing to provide excellent service delivery, SLT can focus on the high-level planning for Greenview that will provide Council will sage administrative advice for their decision making role.

This concludes my report. Please consider accepting this for information by council motion.

Denise Thompson CAO

## Assistant Chief Administrative Officer, Stacey Wabick

#### **Enforcement Services**

After much discussion over the past year, Enforcement Services is up and running! The program reports to the ACAO and I feel very fortunate to have George Ferraby on board as Sergeant, Enforcement Services after a successful career with the RCMP. Greenview's newly minted Sergeant is jumping in with both feet and providing mentoring to CPO Schultz, reviewing RCMP enhanced and the County of Grande Prairie CPO contracts, sourcing resources for the program and last but not least learning the ins and outs of Greenview.

#### Information Technology

The IT Department has been moved to report to the ACAO for now. Our two-man department is working hard to provide IT Services to the organization in these very demanding times. In effort to meet these needs the department structure is being *'flattened'* by providing both employees the same level of responsibility. Further to this, over the upcoming months, how the department delivers service will be examined and new processes will be put in place. The goal is to have a more structured approach to providing services by defining clear expectations of how staff interact with the IT department and expectations of the services provided.

#### Information Technology, Shane Goalder

Setup Zoom meeting for Council Chamber Meetings, after a few sound issues were sorted out, the end result was satisfactory.

RFD for Network Support was presented to Council for approval - Yardstick Technologies will continue as Desktop and Network Support Vendor for the next three years.

Installed network, computer equipment, phone sets and printers at the new I & P Office.

Moved staff over to the new I & P Office - Peter S. was tasked with the setup of computers & phone equipment for users.

Grande Cache Network Hub moved from old Administration Office at the Provincial Building to Eagles Nest Hall. Hybrid Wireless and Yardstick Technologies completed the work.

Peter S. was tasked with the setup of new users as requested by Human Resources with computers and phone equipment.

Assisted with the setup of temporary staff from GRM assigned to alternative duties during the COVID-19 Pandemic.

In order to comply with safe personal distance rules for the COVID- 19 Virus, Peter S. moved various user computers and phone equipment to spare offices in the Administration Building.

Ongoing purchase of IT equipment – delays due to the COVID-19 Pandemic. Shane has been working with vendors to overcome these delays.

#### Regional Fire Chief, Wayne Brown Administration

Currently, acting as the Director of Emergency Management. Deputy Fire Chief, Lott, is the Acting Regional Fire Chief. Fully engaged in all activities both internal and external related to the COVID-19 response including the declaration (and renewal) of a State of Local Emergency (SOLE), and activation of a virtual ECC. Method of collection for information internally, is via a Situation Report document for all Managers and Assistant Managers.

Regional Deputy Fire Chiefs, Gord Meek and Bill Parsons have been hired and are settling into their positions.

Work with Communication's, Stacey Sevilla, and team continues for re-branding. Decals have now been installed on fire apparatus.

The Amendment of Greenview's Emergency Management Bylaw has been completed. An RFD will be produced for Council review and approval at the next upcoming meeting.

The training software Target Solutions has been purchased, and is currently being implemented by all Fire Stations.

Three Fire Departments will become Fire Stations and numbered 31, 32, and 33. As well, Fire service will become MD of Greenview Fire-Rescue Services.

#### **AFFRCS Radio Update**

AFFRCS radio system update – A booster has been installed in PSB by Bearcom. Roll out will begin in the month of April.

#### Regional Deputy Fire Chief, Gord Meek COVID-19

Deputy Chief, Meek, started his role on March 16th. Since then, the Deputy Chief has been locating and allocating proper COVID-19 detection and prevention PPE throughout the Stations. All Stations now have sufficient quantities on hand to ensure the safety of the Volunteer First Responders with more to come.

Reached out to the Provincial Emergency Social Services – Logistics Section and has submitted the required ICS213RR requesting COVID-19 PPE. Stations #31, #32 and #33 have been placed in queue and waiting for delivery. Due to the high demand of requests province wide, there is no timeline for shipment of requested PPE.

Had discussions with AHS Director, EMS Clinical Operations Bryan Nilsson for direction, guidance and clarification on AHS changes in procedures, practices, and protocols.

Monitoring and receiving daily updated reports from the AHS MFR program director and the MFR portal and passing on the relevant information and changes within MFR program to ensure our Volunteers are aware, understand and are compliant with the ever changing direction the MFR program is going through and patient treatment protocols.

Continuing meetings with the DEM Wayne Brown in order to keep abreast of the current SOLE and actions being taken.

DeBolt Station #31 has responded to two suspected COVID-19 patients, both suspected patients test results have come back negative.

#### **Business Continuity Plan**

Collaborating and meeting with Melanie Mezo working on the Greenview's Business Continuity Plan. At the time of this report there are some outstanding Manager responses. We are working diligently to obtain the outstanding required information.



# Manager's Report

Function: Community Services

Submitted by: Gerry Murphy, General Manager

Date: 4/14/2019

## General Manager Community Services, Gerry Murphy

## **The New Reality**

The majority of the General Manager's time has been spent working with the Community Services Managers as we determine the best methods of continuing to maintain service levels, while protecting the public and staff. Finding that balance can be tricky at times and I've been pleased to see the commitment our staff has to public service. I attended my first Greenview Agricultural Service Board (ASB) meeting on March 25<sup>th</sup> and plan on attending all future meetings until a temporary Agricultural Service Manager is hired. I would at this time like to acknowledge the great work the Assistant Manager has done in the absence of a Manager. Other duties this month included reviewing staffing levels, revisiting 2020 budgets and negotiating with Alberta Infrastructure on FCSS space in Grande Cache. As we continue to plan for the future within the new normal, being innovative and finding new ways of delivering our services, will be key to our success and ultimately our resiliency. Having got to know the Community Services staff a little now, I'm confident they are up to the task and I'm excited to see what this team comes up with.

## **Scholarship Application**

In accordance with the new approved scholarship policies, a revised application is prepared and advertisements to invite applicants is currently active on the website and in Facebook. The application deadline is the second Friday in May (May 8<sup>th</sup>). Two applications have arrived to-date.

## **Chartered Seniors Bus Service**

The Greenview complimentary chartered bus service for seniors 55+ has been cancelled as of March 19<sup>th</sup> until the pandemic is under control. The complimentary bus service was provided on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of the month. The bus picked up seniors in Valleyview, Sturgeon Heights, Crooked Creek and DeBolt transporting them to various locations within Grande Prairie. The seniors will look forward to utilizing this valued service when it is safe to resume.

## **Valleyview Medical Clinic**

A plexi-glass shield was installed at each of the reception desks at the Medical Clinic to ensure their safety during patient visits.

#### **Administrative Support**

Administration is providing support to the Agricultural Service Department during their staff shortage.

#### Agricultural Services Manager, Quentin Bochar (Dave Berry for Quentin)

#### Administration

The Agricultural Services Department has been settling into the new building. Renovations are still underway and will take some additional time to complete. Some of the outside renovation projects will be delayed until the thaw and mud season have ended.

Administration staff, in coordination with the Human Resources Department, have conducted the seasonal staff interviews.

Assistant Manager attended the Beef Conference March  $4 - 6^{th}$  in Red Deer. March  $10^{th}$  and  $17^{th}$  were Seed Plant Shareholders meetings. Agricultural staff manned the booth at the Peace Classic in Grande Prairie on March  $12^{th}$ .

#### **Training/Conferences/Seminars**

Agricultural Services staff have cancelled all the upcoming seminars due to the COVID 19 situation.

## **Rental Program**

The most frequently rented items have been the panel trailer, loading chute and grain vacuum. The mechanics have been assisting with repairs to the rental equipment when they have time. The Agricultural rental equipment is being serviced in preparation for the upcoming season.

#### Economic Development Manager, Kevin Keller

## **Grants/Sponsorships**

The Palliative Care Society in Grande Prairie has created a pen pal program through all of their Centres. Seniors and residents write letters to one another. The Palliative Care Society volunteers review and make sure that the letters are appropriate and post them to letterhead. The received letters are set out with the seniors' meals during the day and if required staff assist by reading the letter to them. Volunteers also assist with helping seniors to prepare letters. Brenda Finch, Executive Director for the Palliative Care Society in Grande Prairie mentioned she was lucky enough to have been in a senior centre before the lockdown's and couldn't believe the joy and light it brought to a room – she truly believes that staying connected as a community, especially during these trying times is key.

Administration has reached out to the senior homes in our area (Red Willow Lodge, South Valley Residence and Ridgevalley Seniors Home) who have now been added to the Palliative Care Society's Executive

Director's pen pal program email list. All the senior lodges were more than happy to have been included in this program and hope that it can spread a little more joy throughout the entire area.

## Grande Cache Tourism & Interpretive Centre

The Grande Cache Tourism & Interpretive Centre building upgrades are anticipated to be complete by mid-April 2020. The following upgrade status include the following:

- New furnaces are installed and the A/C units are being installed.
- Most permanent exhibits are back in place, so installation of new display lighting can be completed.
- Palette Pals has officially vacated the upstairs Art Room. The room has been renovated and will be used for community events, school field-trips and children's programming once the Centre is reopened.

Administration is researching options for an updated Point of Sale (POS) system which are not internet based and that can meet the Centre's needs and requirements better than current internet based systems.

A proposed Grand Reopening for the Tourism Information Centre is being considered. The Tourism Information Centre leadership and staff would like to host an open house for Greenview Council, the Senior Leadership Team, Travel Alberta executives and regional elected officials. The date for this event has not been determined.

Cancellations and postponements as a result of COVID-19 include the following:

- Community Easter Egg Hunt planned for March 29, 2020 cancelled.
- Indigenous Tourism Summit scheduled for March 19<sup>th</sup> & 20<sup>th</sup> in Calgary has been postponed.
- Tourism Tradeshow Booth for the Edmonton Sports show March 12<sup>th</sup> 15<sup>th</sup> was cancelled on day two due to COVID-19

## **Economic Development**

Energy Futures Communities Accelerator invited Greenview Economic Development to a brainstorming session on the concept of establishing an Alberta North-West network of electric vehicle charging stations. Administration proposed an electric vehicle network at the 2020 budget presentations. This new multi-jurisdictional collaborative approach will meet many of the original goals while substantially decreasing Greenview's input costs. In early March 2020, the Federal Government announced that the department of Natural Resources Canada will be accepting applications for grant funding of electric vehicle infrastructure projects in July 2020.

Administration began attending the Wapiti Area Synergy Partnership (WASP) monthly meetings, as many of the businesses operating in the Grovedale area also attend this group. It was deemed beneficial for Administration to send a representative to these meetings.

Administration adopted a program for specific economic development staff to attend webinars/updates put on by the Federal and Provincial Ministries directly related to business, tourism and the economy COVID -19

programs and supports. This will assist in development of Greenview's support strategy once the State of Local Emergency has lifted. Economic Development staff collaborate with the Communications Department daily and provide relevant program information specific to the COVID-19 pandemic for Industry, Business and Tourism.

A phone outreach program to ensure businesses are aware of the government COVID-19 support initiatives has been started. Economic Development is utilizing Greenview planning records, industry and association membership directories and Regional Chamber of Commerce directories to build a contact list of affected Greenview businesses.

Economic Development staff continue working with the consultant on the Greenview Fiber Optics Strategy.

The Province of Alberta notified Administration that a CARES grant has been awarded in the amount of \$10,608 to be utilized for the development of a virtual reality experience of the Grande Cache Dinosaur tracks at the Tourism Interpretive Centre. Economic Development is collaborating with the Royall Tyrell Museum and Lethbridge College to develop this experience.

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

## Administration

Home Support services have been modified, no longer are staff entering peoples home to provide light housekeeping or meal preparation, instead, Home Support Workers are contacting their clients on a regular basis to reduce social isolation and providing grocery and medical delivery if required.

Community Volunteer Income Tax Program has been modified, administration is filing the returns as opposed to volunteers. FCSS staff have situated drop boxes at the Town Office and Main Greenview Administration Building complete with tax forms and envelopes. Clients use the envelopes to insert their paperwork and drop envelopes into the secured mail drop off slots.

Information and referral clients can access services through email, social media and telephone. Administration are fielding between 30-35 calls per day, many for assistance and information about applying for employment insurance, and taxes, etc.

Various social media posts have gone out regarding updates in programs and services, storytelling prompts, coping strategies etc.

The Alberta Government is providing \$30 million dollars to municipalities, charitable and non-profit organizations to provide help to individuals, seniors, families and other vulnerable Albertans who are isolated or impacted by measure's to contain COVID-19. These funds are not to be used to provide funding for current supports or services, but rather to provide additional support and services to seniors and vulnerable families impacted by COVID-19. The \$30 million Government COVID-19 relief funds are

distributed as follows: \$7 million of these funds went to Edmonton FCSS, 9 million to Calgary FCSS and 14 million to Family and Community Support Services Association of Alberta (FCSSAA).

The \$14 million is a one-time grant opportunity with the FCSSAA acting as the banker. Each FCSS program in the province will fan out the application form and the criteria to the civil service societies in their area. Once the local offices receive applications, a recommendation for funding will be forwarded to the FCSSAA with the application. Applications will be reviewed by a provincial committee who will make the final decision using a rubric. The monies will then be distributed to the civil societies from the Association. Funding application forms can be found on the Greenview website, advertising has taken place through social media, mail-outs and the newspaper.

## Grande Cache Recreation Services Manager, Kevin Gramm

## **Grande Cache Recreation Services**

- Arena & Curling Rink Ice Surfaces are being removed.
- Facility interior painting and upgrades planned for summer are advancing.
- Most projects are three (3) months ahead of schedule.
- Eighteen (18) staff were laid off in Grande Cache on March 23<sup>rd</sup>, five (5) additional staff were reassigned to other work.
- Pools are being drained and the LED lighting installation will commence April 6<sup>th</sup> 2020.

## Grande Cache Recreation Centre – Fitness Centre: RE19009

RPC Group continues to work towards completion of the Fitness Centre in the Grande Cache Recreation Centre. The project is 50% complete to-date, with three (3) change orders to-date, the project costs are still within the built in values for the original contract. Contingency on the project has not been affected to-date and substantial completion is set for April 24<sup>th</sup> 2020.

## Grande Cache Recreation & Trails Masterplan: RE19010

EDS has released a final report for review and presentation to Council. The final report is scheduled to be presented to Council on April 20<sup>th</sup> at the Committee of the Whole Meeting in Grande Cache. This presentation may change due to the current COVID 19 guidelines.

## Grande Cache Arena Dressing Room Design:

Beairsto & Associates has completed final conceptual drawings for review. A review and design meeting was held in Grande Cache on March 26<sup>th</sup> to discuss additional requests and to assess the project mechanical considerations. The project will continue as intended with a final package available to Council in May.

#### Grande Cache Ball Diamonds: RE19007

The Grande Cache Ball Diamonds project is 70% complete and progress will continue in 2020. Requested a review by EDS on expenses associated with a cook-shack installation. EDS is currently evaluating a quote for this project.

#### Grande Cache Municipal Campground: RE19008

Currently drafting a request for quotations to have an electrical survey done on the various sites and services at the campground. Due to the current COVID 19 situation, the opening date for the Campground may be delayed.

#### Phase 5 Park: RE20002

Preliminary scheduling for May 2020 underway. Completing a review of the proposed equipment as well as the current equipment at the location. Updated quote received and will be proceeding in April for installation timeframe and planning.

#### Genie Ariel Boom Scissor Lift Replacement: RE20004

The Spyder crane has arrived and delivery of the equipment is being scheduled. Training to be determined on available opportunities and current situations of COVID 19.

#### **Recreation Centre Lobby Cooling AHU: RE20005**

Engineering and permits are complete permitting the project to commence as scheduled April 6<sup>th</sup> 2020.

#### **Recreation Centre Chemical Feed Systems: RE20006**

The Recreation Centre chemical feed systems scheduled for installation April 6<sup>th</sup> 2020. Automated Aquatics was onsite in early march to assist with preplanning of the installation, concrete coring and piping.

#### **Aquatics Chemical Controllers: RE20007**

The aquatics chemical controllers project is complete.

#### **Recreation Centre Air Handling Units Coil Modifications: RE20008**

The Recreation Centre air handling units coil modifications are in progress. Nordic Mechanical is on site.

#### **Recreation Centre Boiler Room Ventilation: RE20009**

Project work for the Recreation Centre Boiler Room ventilation commences on April 6<sup>th</sup>, 2020.

#### Quantum 6 Panels: RE20010

Quantum panels ordered and awaiting an installation date.

#### Grande Cache Curling Rink Retaining Wall: RE20011

The Grande Cache Curling Rink retaining wall is 90% complete, project continues in 2020. Precision Engineering has been retained to continue the process. Tender package is being developed for release and bid. The potential award will be presented to Council in May.

#### **General Outdoor Recreation Site Operations**

The facilities within Greenview's outdoor recreation sites have been closed in response to COVID-19. These facilities include outhouses, cook shacks, gazebos and playgrounds. Aside from facilities, the outdoor recreation sites are operating as normal for this time of year. Regular maintenance is still underway on the sites and Administration is monitoring usage.

#### Moody's Crossing

Moody's Crossing has remained closed throughout the winter season. Recreation and Operations have been working alongside one another to monitor flooding of the road. Moody's Crossing is scheduled to open in early May, assuming that doing so will fall within Greenview and the Province of Alberta's orders in response to COVID-19 at that time.

#### **The Narrows**

Administration has established a preliminary plan for the proposed recreational development within the Narrows. The Public Engagement session scheduled for March  $25^{th}$  was postponed due to COVID – 19. As such, Administration is waiting for this event to be rescheduled to move forward with this project.

#### **Shuttler Flats Provincial Recreation Area**

The lease documents for Shuttler Flats Provincial Recreation Area (PRA) have been sent back to the Province to be finalized. Administration will be bringing a presentation to Council to establish level of service expectations for the site.

#### **Snipe Lake Parking Lot**

The Snipe Lake Parking Lot project is pending proposed removal from the capital budget.

#### **Recreation Leases**

Many leases that were acquired through the Town of Grande Cache have been determined expired (prior to 2019). Administration is working closely with Alberta Environment and Parks to ensure that these issues are mitigated as quickly as possible.

#### Greenview Regional Multiplex (GRM)

Greenview Regional Multiplex was closed at noon on March 16<sup>th</sup> due to COVID 19. All memberships were placed on hold and all members were contacted immediately.

All programs and events that were scheduled to happen were postponed and all participants were reimbursed either by cheque or the money was placed into their virtual wallet in the BookKing system.

The facility was fully disinfected, all equipment was disinfected and bagged to try and prevent further disinfection being required.

During the week of March 16<sup>th</sup>- 20<sup>th</sup> the staff spent the week reorganizing all the storage rooms and disinfecting everything.

Administration is using the closure time to review all policies/procedures and emergency evacuation procedures.

Each department will be reviewed to ensure when the facility opens up again, programs and events will operate smoothly.

On March 3<sup>rd</sup> and 4<sup>th</sup> GRM Assistant Manager attended ICS 200- this course enables personnel to operate efficiently during an incident or event within the command system. It provides training and resources for personnel who may have a supervisory position within the command system.

On March 5<sup>th</sup> and 6<sup>th</sup> GRM Assistant Manager attended the third module of the Certificate for Municipal Management and Leadership. This course develops municipal leaders by increasing capacity to lead people. Through this course it develops a shift from day to day focus to strategically achieving the organization's business goals through effective leadership.

March 20<sup>th</sup> the staff safety training day was held. This included review of emergency evacuation procedures and practice, through multiple scenarios.

Maintenance contract work is still being scheduled as planned for the repairs of the building from the extreme cold damage.

Junior Lifeguard Club Mock meet was held on March 8<sup>th</sup>, however, due to road conditions, some athletes did not attend. There were 30 athletes that attended and loved the event. This will become an annual event for the Junior Lifeguard Club.

Due to the facility being closed to the public, in an effort to save on costs of chemical and an additional pool shut down the pools will be drained and all the associated maintenance work will be completed.



# Manager's Report

## Function: Infrastructure & Planning

Submitted by: Roger Autio, General Manager Infrastructure & Planning

Date: 3/30/2020

## General Manager, Infrastructure & Planning, Roger Autio

- Administration has moved 7 employees into the new little I&P building (former Double T)
- Administration is continuing on the remodel of office space in the large shop (former Double T). The remodel at this point will include the main floor only (office space, washrooms, print room and Lunch room).

#### Assistant Manager, Construction & Engineering, Leah Thompson

- Administration inspected Goodwin Road to ensure the condition was still acceptable for the local traffic with the warm weather. A pre-construction meeting was held via conference call. Discussions included updating the traffic impact assessment and water act approval. Administration has advised that the road will be closed from the speed corner on R21 east on Twp. 741 during spring break up. This closure does not have landowners within the area, this is to help the road dry before construction season. Landowners on either side of the closure will have a detour that is available. Landowners will be notified by the contractor and all landowners will have the contractors contact information for questions or concerns. The timeframe for this closure will be from April 1<sup>st</sup> thru May 1<sup>st</sup> weather dependant.
- Met with landowner regarding the Sunset House Drainage multiple times to determine an agreement for the purchase of land that is required for the right of way. This right of way will ensure that the maintenance of the drainage ditch can be maintained on a regular basis once it is rehabilitated.
- Administration has advised all parties of Range Road 670 Tender opening decision to shelf the Township road 670 project that was scheduled for 2020.

- Pre-tender meeting was held for the Forestry Trunk Road Paving project via zoom. This project is moving along and tender will be posted April 2<sup>nd</sup>, 2020 with a closing date of April 16, 2020. This opening will be completed via Zoom.
- Administration reviewed tender and drawings for posting.
- The Victor Lake project will be posted April 6<sup>th</sup> and tender closing April 22<sup>nd</sup> opening also completed via Zoom.
- Administration reviewed tender and drawings for posting.
- Administration will be completing surveying for the two farmland access roads that were approved one last year and the second this year once the weather is cooperative. Administration will also be completing the drawings and quantities for these two projects.
- Administration to schedule rate payer concern onsite meetings to determine a solution.
- Administration is inquiring on box style concrete bridge replacements vs the typical corrugated steel pipes we use currently.
- Administration is installing traffic counters on Township Road 670 for informational purposes. The last counts we have are from 2018 which stated 80-90ish vehicles.

## Acting Manager, Operation, Josh Friesen

**Operations East** 

- Snow clearing, drifting snow, ongoing winter maintenance grading and plowing. Increased efforts and additional contractors brought in due to heavy snowfall and drifting
- Opening up / monitoring of various culverts & drainage areas blocked with ice or snow to help with spring run-off
- Steamer units are ready to go for the upcoming spring runoff season
- Ongoing monitoring of activities and cooperation with Pembina and contractors during pipeline project in area
- Stockpiling program for Operations East is complete

**Operations West** 

- Snow clearing, drifting snow, ongoing winter maintenance grading and plowing. Increased efforts and additional contractors brought in due to heavy snowfall and drifting
- Cleaning ice dams from river hill runoff along roadway into Moody's Crossing
- Dug out culvert ends in DeBolt before heavy snowfall
- Steamer units are ready to go for the upcoming spring runoff season. Crews have already responded to a few culverts that were frozen

**Operations South** 

- Crosswalk, catch basins and sidewalk snow removal, clear build up and ongoing winter road maintenance and snow hauling
- Placed rig mats in Public Service Building and Fire Hall parking lot

• Dozers hired to clear snow drifts between KMs 141-161 on Forestry Trunk Road on 2 separate occasions

## Manager, Environmental Services, Gary Couch

- Enviro Services have implemented procedures to protect staff and residents from the spread of COVID-19
- To date all services are operating normally throughout the department. No staff have been absent due to COVID -19.

#### Interdepartmental

• Environmental Services presented information at the AGS board meeting regarding Acceptance criteria of Deadstock at Landfills.

#### Complaints

- Grande Cache 2 backed up sewer calls Sewer main was backed up due to residents flushing wipes.
- Grande Cache 1 Personal sewer back up call Main lines were functioning properly. Staff offered advice to resident on how to resolve his problem
- DeBolt 1 backed up sewer call Sewer main was backed up due to residents flushing wipes.

#### Water and Wastewater

Grande Cache

- Meter replacement
- Sewer manhole inspections
- Drafting procedures
- STP maintenance
- Industrial Pumps working with staff for repair of raw water pump
- Associated Engineering working to complete deficiencies at the WTP

DeBolt, Ridgevalley, Little Smoky

- Meter replacements
  - Sewer manhole inspections
- In house training on RO systems
- Drafting procedures and JHA reviews

#### Solid Waste

Grande Cache Landfill

• Developing recycling areas and cleanup of the pit area

- Tender for Commercial waste contract is near completion
- Restriction of all commercial waste from entering landfill rather than the commercial bin rental and pick up customers serviced by garbage truck
- Metal was bailed and removed
- Working with Alberta Recycle to implement better recycling practices at the landfill
- Compactor was repaired on warranty and is back at the landfill
- AEP Annual Landfill Report submitted

### GRWMC

- Tire aggregate from 257,000 recycled tires has been deliver to the Regional landfill for the leachate system cover for upcoming new landfill cell.
- "Take it or leave it" sheds at all Transfer Stations have been closed indefinitely due to COVID 19
- Sweathouse transfer station was closed due to weather/road conditions on March 28<sup>th</sup>. AEP Annual landfill report submitted for GRWMC

### Manager, Planning & Development, Sally Rosson

- Planning & Development Staff QGIS training postponed due to staff absences. QGIS will replace Geomedia Professional.
- Using teleconferencing (zoom) with staff to assist with training.
- Various map updates include: April 2020 landowner maps, Sheet 9, Division 9 electoral map are being finalized by MuniSight.
- Updates taking place for the draft Sturgeon Lake Area Structure Plan and will be presented by ISL Engineering at a future Committee of the Whole meeting.
- A number of road closures and land use Bylaws No.'s 20-839, 840, 841 & 844 will be coming forward to Council for first readings and to schedule public hearing dates.
- Updates to consolidate of the two Land Use Bylaws (Grande Cache and Greenview) are taking longer than anticipated due to contractor delays (personal circumstances).
- V3 Canada are working on recommendations to updated Valleyview Intermunicipal Development Plan to incorporate Alberta Transportation's highways alignment study requirements.

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

Monthly Summary of Activi	ty in March 2020
Type of Planning & Development Activity	Number of Applications
BUSINESS LICENSES:	99
<b>DEVELOPMENT PERMIT APPLICATIONS:</b>	14
LEASE REFERRALS:	15
LAND USE AMENDMENTS (RE-DESIGNATION):	0
SUBDIVISION APPLICATIONS:	1
APPROACH APPLICATIONS:	2

Gravel/Asphalt

Breakdown of the applications are outlined as follows:

### **BUSINESS LICENSES: 98**

Total Current BLs issued in 2020: 130 January reported 3 BLs – Actual January BLs: 11 February reported 29 BLs – Actual February BLs: 97

### Note: The report below shows the licenses for March 2020 and those that were not previously reported.

### MARCH 2020: 22

B20-186 / SW-28-73-22-W5 / GHOST BUSTERS MECHANICAL / WARD 5 B20-140 / PLAN 0625917 BLK, 1 LT 1 / LEDCOR HIGHWAYS LTD. / DIVISION 9 B20-141 / PLAN 2787RS BLK 9C, LT 16 / RED APPLE STORES INC. / DIVISION 9 B20-187 / SW-11-72-2-W6 / KLASSEN BROTHERS NORTHERN LTD. / WARD 6 B20-190 / NE-16-69-6-W6 / MID-KNIGHT CONTRACTORS LTD. / WARD 8 B20-139 / PLAN 2650RS BLK 31, LT 2 / ASENIWUCHE ENVIRONMENTAL CORP / DIVISION 9 B20-142 / PLAN 8923075 BLK 9A, LT 19 / 764218 ALBERTA LTD. / DIVISION 9 B20-143 / PLAN 8923075 BLK 9A, LT 19 / YUM YUM'S ICE CREAM KENNY'S FISH & CHIPS / DIV 9 B20-088 / PLAN 5117RS BLK 31, LT 12 / ALTAGAS UTILITIES INC. / DIVISION 9 B20-098 / PLAN 1017TR BLK 1, LOT 16 / MISTY MOUNTAIN INN AND SUITES / DIVISION 9 B20-107 / PLAN 2502RS BLK 9A, LOT 5 / MISFITS GYM / DIVISION 9 B20-117 / PLAN 4355RS BLK 24, LOT 1 / MOUNTAIN BLOOMS / DIVISION 9 B20-166 / PLAN 5117RS BLK 32, LOT 4 & 5 / TRUETEC CONTRACTING / DIVISION 9 B20-167 /PLAN 2787RS BLK 9C, LOT 16 / LYNN CARPENTER CHARTERED ACCOUNTANT / DIVISION 9 B20-149 / SE-6-72-21-W5 / KEN'S CONTRACTING / WARD 5 B20-171 / PLAN 5117RS BLK 32, LOT 4 & 5 / KYTON PRESSURE TRUCK SERVICES LTD / DIVISION 9 B20-159 / PLAN 1421430 BLK 1, LOT 1 / RED WILLOW SUPPLY / WARD 3 B20-168 / PLAN 858TR BLK 9, LOT 13A / ATV OFFICE SERVICES LTD / DIVISION 9 B20-169 / PLAN 3698RS BLK, 30 LOT 11 / GRANDE CACHE LIQUOR / DIVISION 9 B20-170 / PLAN 8321826 BLK 14, LOT 76 / RED-E-MED SAFETY SERVICES / DIVISION 9 B20-172 / PLAN 5117RS BLK 31, LOT 17 & 18 /SNB STEAMERS / DIVISION 9 B20-173 / NW-18-70-22-W5 / PERRON VENTURES LTD / WARD 3

### FEBRUARY 2020 MISSED: 69

B20-095 / PLAN 9620355 BLK 14, LT 112 / G & M CONCRETE & LANDSCAPING / DIVISION 9 B20-096 / PLAN 4978RS BLK 9B, LT 45 / MAIN ATTRACTIONS / DIVISION 9 B20-097 / PLAN 3698RS BLK 30, LT 21&22&PT / 1248907 ALBERTA LTD MAC VAC / DIVISION 9 B20-099 / PLAN 0320030 BLK 35, LT 15 / 1956526 ALBERTA LTD GRANDVIEW WASH / DIVISION 9 B20-100 / PLAN 7722953 BLK 26, LT 110 / A TOUCH OF HOLLYWOOD / DIVISION 9 B20-101 / PLAN 858TR BLK 9, LT 13A / GREEN HOUSE COFFEE SPOT 2004 / DIVISION 9 B20-102 / PLAN 2769RS BLK 19, LT 25 / LIGHTNING RIDGE ELECTRICAL LTD. / DIVISION 9 B20-103 / PLAN 2650RS BLK 30, LT 6&7 / 909588 AB LTD ALPINE LODGE MOTEL / DIVISION 9

B20-104/ PLAN 2787RS BLK 9C, LT 16 / 1292854 AB LTD. GC MART / DIVISION 9 B20-105/ PLAN 858TR BLK 9, LT 13A / CHALET FOODS / DIVISION 9 B20-106/ PLAN 1436RS BLK 3, LOT 21 / GRIZZLY BEAR TAXIDERMIST / DIVISION 9 B20-108/ PLAN 4355RS BLK 27, LT 23 / 1056935 AB LTD ALPHA PLUMBING 2003 / DIVISION 9 B20-109/ PLAN 9722089 BLK 37, LT 11 / ASENIWUCHE DEVELOPMENT CORP / DIVISION 9 B20-116/ PLAN 1224762 BLK 46, LT 62B / TDN JENKINS INC. / DIVISION 9 B20-110/ PLAN 5117RS BLK 31, LT 17&18 / 1686841 AB LTD MCNEIL CONSTR. / DIVISION 9 B20-111/ PLAN 2502RS BLK 9, LT 3 / CLASIK HARDWARE INC / DIVISION 9 B20-112/ PLAN 8923075 BLK 9A, LT 19 / MY COMPUTER TECH / DIVISION 9 B20-113/ PLAN 2502RS BLK 9, LT 2 / FREE SPIRIT TATOO / DIVISION 9 B20-114/ PLAN 2787RS BLK 9C, LT 16 / NATURE'S EXTREME SOURCE & CAFÉ / DIVISION 9 B20-115/ PLAN 0220039 BLK 38, LT 7 / ATCO ELECTRIC LTD / UTILITY SERVICES / DIVISION 9 B20-118/ PLAN 7722953 BLK 26, LT 148 / GRANDE CACHE REPAIRS / DIVISION 9 B20-119/ PLAN 4978RS BLK 9B, LT 25&26 / THE ORANGE BLOSSOM / DIVISION 9 B20-120/ PLAN 2835RS BLK 17, LT 39 / WILD BLUE YONDER / DIVISION 9 B20-121/ PLAN 5117RS BLK 32, LT 14 / JACK PINE TRANSPORT LTD / DIVISION 9 B20-122 / PLAN 8321826 BLK 43, LT 9 / SESSION: A THERAPEUTIC COUNSELLING SRVC / DIVISION 9 B20-148 / SW-5-71-22-W5 / VALLEYROCK CONTRACTING ELECTRIC & CONTROLS / WARD 5 B20-085 / SE-4-69-6-W6 / SOUTH WAPITI MEATS / WARD 8 B20-146 / PLAN 9421937 LOT C / RV SENIORS ASSISTANCE SOCIETY / WARD 7 B20-165 / NW-12-73-1-W6 / MOUNTAIN SPRINGS PLUMBING & HEATING / WARD 6 B20-123 / PLAN 0220030 BLK 35, LT 12 / 1455472 AB LTD GRAND CENTRAL STATION / DIVISION 9 B20-124 / PLAN 1125681 BLK 39, LT 5 / BLACK TIGER FUELS LTD / DIVISION 9 B20-125 / PLAN 858TR BLK 9, LT 13A / DARYLNE WARNER TAX SERVICES / DIVISION 9 B20-126 / PLAN 0226161 BLK 38, LT 9 / CHAMPION X CANADA YLC / DIVISION 9 B20-127 / PLAN 1822091 BLK 9B, LT 48 / NEW HORIZON CO-OPERATIVE LIMITED / DIVISION 9 B20-144 / NW-8-72-1-W6 / VR SADDLERY / 6- DEBOLT/ PUSKWASKAU B20-145 / NE-11-71-1-W6 / 1023902 ALBERTA LTD CLEAN SHOT FIREARMS / WARD 6 B20-147 / NE-11-71-1-W6 / LOGAN RANCH / WARD 7 B20-150 / SE-12-72-1-W6 / DEBOLT CONTRACTING LTD. / WARD 6 B20-151 / SE-9-72-1-W6 / NORTHLAND LOGISTICS CORP / WARD 6 B20-157 / PLAN 0227252 BLK 1, LT 3 /SOLO CONTRACTING / WARD 8 B20-158 / SE-4-67-22-W5 / BRAD SAVILLE ENTERPRISES LTD. / WARD 2 B20-160 / NE-10-71-26-W5 / COUNTRY STITCHES / WARD 7 B20-161 / PLAN 0721179 BLK 1, LT 1 / GUNBY RANCH GOLF COURSE / WARD 6 B20-162 / NW-5-72-26-W5 / TRELANIE TRANSPORT LTD. / WARD 7 B20-128 / PLAN 2650RS BLK 30, LT 8 / CHUBBY LAB G C LTD / DIVISION 9 B20-129 / PLAN 0425096 BLK 38, LT 12 / COUNTRY PUMP OUT LTD / WARD 1 B20-130 / PLAN 2502RS BLK 9A, LT 5 / GRANDE CACHE MASSAGE THERAPY / DIVISION 9 B20-163 / PLAN 9421937 LOT D / STAR AUTOBODY LTD. / WARD 7 B20-164 / NW-33-70-25-W5 / HILLTOP KENNELS / WARD 7 B20-174 / SE-9-69-7-W6 / BW EMBROIDERY SOLUTIONS / WARD 8 B20-131 / PLAN 2502RS BLK 9, LT 3 / MAXWELL GRANDE REALITY / DIVISION 9 B20-132 / PLAN 5117RS BLK 31, LT 17 & 18 / SUMMIT TRANSPORT & HAULING LTD. / DIVISION 9 B20-175 / PLAN 9724298 LT 3 / ALTRAX CONTRACTING LTD. / WARD 8

B20-176 / PLAN 9924693 LT 1 / CJ ALPACAS / WARD 6 B20-177 / NW-33-65-21-W5/ POPLAR RIDGE RV PARK & CAMPGROUND / WARD 2 B20-178 / PLAN 0120387 LT 1 / STAR FABRICATION LTD. / WARD 7 B20-179 / PLAN 1621152 BLK 1, LT 1 / STAR FABRICATION LTD. / WARD 7 (2<sup>ND</sup> LOCATION) B20-182 / SW-11-72-2-W6 / TRAPPER GORD INC. / WARD 6 B20-133 / PLAN 4355RS BLK 24, LT 30 / STERN BOBCAT SERVICES / DIVISION 9 B20-180 / SW-22-67-21-W5 / PINK PETUNIA'S PATCHWORKS / WARD 2 B20-181 / PLAN 1525224 BLK 1, LT 2 / POTTERS HAND CAMPGROUND INC. / WARD 3 B20-134 / PLAN 4355RS BLK 28, LT 22 / JAKE O'REILLY PHOTOGRAPHY / DIVISION 9 B20-183 / SW-33-70-24-W5 / GREENVIEW GOLF RESORT / WARD 7 B20-184 / PLAN 1273HW BLK 2, LT 4 & 5 / DEBOLT STORE & FEEDLOT CAFÉ / WARD 6 B20-135 / PLAN 2502RS BLK 9, LT 2 / VEGAS BAR & GRILL / DIVISION 9 B20-136/ PLAN 2502RS BLK 9, LT 2 / VEGAS LIQUOR OUTLET / DIVISION 9 B20-137 / PLAN 2650RS BLK 30, LT 6 & 7 / AURORA SUSHI / DIVISION 9 B20-138 / PLAN 1436RS BLK 13, LT 2 / PHOENIX AUTO SALES / DIVISION 9 B20-185 / SW-34-67-22-W5 / R & R RENTALS / WARD 2

### JANUARY 2020 MISSED: 8

B20-086 / PLAN 7722953 BLK 26, LT 108 / BLACK RAM HAULING / DIVISION 9 B20-087 / PLAN 2787RS BLK 9C, LT 16 / DRAGON PALACE RESTAURANT / DIVISION 9 B20-089 / PLAN 7822233 BLK 21, LT 22 / FEHR PLUMBING & HEATING / DIVISION 9 B20-090 / PLAN 4355RS BLK 23, LT 18 / TASTE OF WILDERNESS TOURS / DIVISION 9 B20-091 / PLAN 858TR BLK 9, LOT 13A / 595427 ALBERTA LTD GRANDE CACHE PIZZA / DIVISION 9 B20-092 / PLAN 4978RS BLK 9B, LT 27 & 28 / 924675 ALBERTA LIMITED / DIVISION 9 B20-093 / PLAN 4355RS BLK 26, LT 7 / EAGLE ELECT. & CONTROLS LTD / DIVISION 9 B20-094 / PLAN 4355RS BLK 26, LT 46 / RENE'S SKATES SHARPENING / DIVISION 9

### **DEVELOPMENT PERMITS: 14**

(Total Current DPs issued in 2020: 39. January correctly reported 15 DPs February reported 10 DPs – Actual February DPs: 17

### Note: The report below shows the permits for March 2020 and those that were not previously reported.

### MARCH 2020: 7

D20-078 / PLAN 0425096 BLK 38, LT 11 / EAGLE ROCK HOLDINGS LTD / \$12,000.00 / DIVISION 9 D20-080 / 9-3-65-18-W5 / MSL130032 / MURPHY OIL COMPANY LTD / \$650,000.00 / WARD 2 D20-081 / 15-13-69-6-W6 / MLL050083 / TERVITA CORPORATION / \$550,000.00 / WARD 8 D20-079 / PLAN 8223273 BLK 34, LT 7 / LKS CONSTRUCTION / \$2,000,000.00 / DIVISION 9 D20-082 / PLAN 0927087 BLK 1, LT 2 / SIGURDSON / \$630,000.00 / WARD 3 D20-015 / SE-32-69-6-W6 / LCJ ENTERPRISES LTD / \$20,000.00 / WARD 8 D20-188 / PLAN 7722953 BLK 29, LT 13 / LIVINGSTONE-FUSHTEY / \$2,500.00 / DIVISION 9

FEBRUARY 2020 MISSED: 7

D20-077 / PLAN 0425096 BLK 38, LT 11 / EAGLE ROCK HOLDINGS LTD / \$3,800.00 / DIVISION 9 D20-071 / PLAN 4978RS BLK 9B, LT 46&47 / PEOPLE & PEAKS PROD. LTD / \$5,000.00 / DIVISION 9 D20-072 / PLAN 4978RS BLK 9B, LT 46&47 / WILLMORE WILDERNESS / \$5,000.00 / DIVISION 9 D20-073 / PLAN 0620380 BLK 1, LT 1 / VAN NATTER / \$400,000.00 / 8-GROVEDALE D20-074 / SW-36-62-20-W5 / MLL070013 / SECURE ENERGY SERVICES / \$600,000.00 / WARD 2 D20-075 / 2-2-64-25-W5 / MSL190023 / MURPHY OIL COMPANY LTD / \$800,000.00 / WARD 7 D20-076 / SW-24-72-20-W5 / STURT / \$120,000.00 / WARD 4

### **LEASE REFERRALS: 15**

(Total Current LRs issued in 2020: 20 January reported 4 LRs – Actual January LRs: 11 February correctly reported 1 LR

### Note: The report below shows the permits for March 2020 and those that were not previously reported.

### <u>MARCH 2020:</u> 8

L20-083 / NE-25-62-1-W6 / DPL190045 / EVOLVE SURFACE STRATEGIES / PIPELINE EXPANS. / WARD 7 L20-084 / NE-24-62-1-W6 / DML190089 / EVOLVE SURFACE STRATEGIES / WORK CAMP /WARD 7 L20-152 / NW-36-61-27-W5 / DPL190040 / EVOLVE SURFACE STRATEGIES /PIPELINE / WARD 7 L20-153 / SW-1-62-27-W5 / DPL190041 / EVOLVE SURFACE STRATEGIES /PIPELINE / WARD 7 L20-154 / SW-15-61-26-W5 / DPL190031 / EVOLVE SURFACE STRATEGIES /PIPELINE / WARD 7 L20-155 / SE-35-60-26-W5 / DPL190039 / EVOLVE SURFACE STRATEGIES /PIPELINE / WARD 1 L20-156 / SW-10-61-26-W5 / DPI190029 / EVOLVE SURFACE STRATEGIES /PIPELINE / WARD 7 L20-189 / SE-12-64-2-W6 / DPL190057 / EVOLVE SURFACE STRATEGIES / PIPELINE / WARD 7

### JANUARY 2020 MISSED: 7

L20-025 / NW-29-66-8-W6 / SML190017 / PROSPECT LAND SERVICES (ALTA) / BORROW PIT / WARD 8 L20-026 / SE-1-66-4-W6 / SML180026 / PROSPECT LAND SERVICES (ALTA) / BORROW PIT / WARD 7 L20-027 / NW-32-66-3-W6 / DPL190062 / EVOLVE SURFACE STRATEGIES / PIPELINE / WARD 7 L20-028 / NW-21-66-3-W6 / DPL190061 / EVOLVE SURFACE STRATEGIES / PIPELINE / WARD 7 L20-029 / NW-36-65-3-W6 / DPL190060 / EVOLVE SURFACE STRATEGIES / PIPELINE / WARD 7 L20-030 / NW-4-65-2-W6 / DPL190059 / EVOLVE SURFACE STRATEGIES / PIPELINE / WARD 7 L20-031 / SW-33-63-1-W6 / DPL190056 / EVOLVE SURFACE STRATEGIES / PIPELINE / WARD 7

### LAND USE AMENDMENTS: TOTAL 0

### **SUBDIVISIONS: TOTAL 1**

S20-004 / SE-09-66-21-W5 / FIRST PARCEL OUT / SHAW / WARD 2

### **GRAVEL APPROACH APPLICATIONS: TOTAL 2**

20\_003 G / NW-24-71-26-W5 / FARMLAND-NEW / FROESE / WARD 6 20\_004 G / NW-34-72-22-W5 / RESIDENTIAL-NEW / MADER / WARD 5

### **ASPHALT APPROACH APPLICATIONS: TOTAL 0**

### ROAD CLOSURE APPLICATIONS: TOTAL 1

R20-001 / SE-09-72-01-W6 / PARTIAL-ROAD PLAN 0421800 / NORTHLAND LOGISTICS CORP / WARD 6

### Manager Facilities Maintenance, Alfred Lindl,

- New I&P Office: Renovations completed on Mar 21st & 22nd, working right now on card readers and security system.
- New AG-Service building; still under construction with card readers, security system, mezzanine, and rekeying locks.
- Grande Cache new PSB: RPC working on deficiencies
- Grande Cache Tourism Centre: still under renovation with painting, flooring, electric, HVAC, brick around elevator shaft complete.
- Valleyview Multiplex & FCSS: Additional Janitorial cleaners were put in place on March 14th.
- Fire Extinguishers for Valleyview, Grovedale & DeBolt areas Inspections & Servicing done on March 10, 11, 12, & 13.
- First Aid & eyewash close to competition. Working on AED's certification around the MD
- Through the month, normal ongoing Maintenance on all Facilities, focus is snow removal and Ice care.



### Manager's Report

Function: Corporate Services

Submitted by: Corporate Services

Date: 4/14/2020

### Interim CFO, Aleks Nelson

The past month's activities have mainly been focused on audit preparation and finalizing the 2020 Capital and Operating Budgets. There is also some work being done to try to enhance financial reporting to Council and to the department heads. This will be an ongoing process.

The Policy Review Committee will be reviewing an updated version of Council's Reserves Policy #1502 at the April 15, 2020 meeting to establish the Medical Clinic Building/Equipment and the Greenview Daycare funding reserves. This will be a minor tweak to a policy that should have a complete update and have scheduled a complete review for later on in the year.

We are working on a bylaw to provide the option of monthly payments for all taxpayers. This is particularly important in the year of the virus and will make it easier for taxpayers to budget for paying the annual property tax bill.

A bylaw to update the Well Drilling Equipment Tax will also be presented to Council. This bylaw needed some updating to make sure it remains relevant and allows the MD to collect this tax. In 2019 the revenue from the Well Drilling Equipment Tax was close to \$8 million.

We will shortly be working on arrangements with the ATB to allow for electronic payments to be provided to our vendors. Tracy is taking many more calls these days with vendors asking for this service. Again, especially important due to the current Corona virus issue.

The province has announced a tax break for non-residential taxpayers of 50% of the Alberta School Foundation Fund levy. We are waiting for details on this program to ensure a smooth administrative implementation.

### Finance & Administration Manager, Donna Ducharme

Every month Donna has a number of tasks that are recurring such as insurance, new pieces of equipment & vehicles, bank reconciliation, month end to name just a few. These days it's still audit, audit and more audit that takes up the bulk of Donna's time. It's a blessing that her Finance team is such a well oiled machine!

Besides the norm, she has been dealing with a couple fixes in the Financial System.

The senior Leadership team & Wanda met to review the 5 Year Capital Plan in hopes to possibly reduce future spending in order for the organization to save money. Wanda has also completed the AP Process, written along with a flow chart that will be taken to SLT for final approval.



VAME:	ADDRESS :
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Dale Gervais

Employee # : Department:

partment: Council

ARRIVE	MEETING	DESCRIPTION	КМ		2	LS L		PER DIEM
C	CODE				B L D	AMOUNT	EXPENSES	
	Е	council meeting	60					300.00
	E	special council meeting	60		×	20.00		300.00
	Е	council meeting call in						300.00
		KILOMETER CLAIM			TOTAL	20.00		900.00
		RATE	KM's	TOTAL	LESS GST			
		\$0.59 per km	120	70.80	NET CLAIM	20.00		900.00
		\$0.15 per km	120	18.00				
		SUBTOTAL		88.80		.01	TOTAL CLAIM	1008.80
Meeting Code : M for Meetings		LESS G.S.T.				LESS AI	LESS ADVANCES	
2	C for Conferences	TOTAL		88.8		AMOUNT DUE (OWING)	(DNING)	\$1,008.80

Date

Approved

Date



IAME:	DDRESS :
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Employee # : Department:

Council

PER DIEM		200.00	200.00	300.00							700.00		700.00		732.56		\$732.56							
LODGING	EXPENSES														TOTAL CLAIM	LESS ADVANCES	(SNING)							
LS	AMOUNT														TOT	LESS AI	AMOUNT DUE (OWING)							
MEALS	D				 		 	 	 	 	TOTAL	LESS GST	NET CLAIM				AMOI							
	в				 			 	 	 	ΤC	LES												
												TOTAL	25.96	6.60	32.56		32.56							
KΜ			22	22								kM's	74	74										
DESCRIPTION		council(call in)	mpc	council							KILOMETER CLAIM	RATE	\$0.59 per km	\$0.15 per km	SUBTOTAL	LESS G.S.T.	TOTAL							
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ARRIVE	TIME	13:45	10:30	14:30							TES:	TES:	TES:	TES:	TES:	'ES:	TES:	NOTES:	<u>.</u>				or Meetin	C for Conferences
DEPART	TIME	13:00	8:30	8:30							NC					Meeting Code : M for Meetings								
DATE		09-Mar	10-Mar	23-Mar												Meeting (								

Date

Approved

Date



Ward 4 Councill	or Shawn Acton		
DATE	BOARD/COMMITTEE	RELEVENT INFORMATION	
03/23/2020	Regular Council Meeting		
03/29/2020	Other	Town Hall Conference Call	



shawn acton

Employee # : Department:

DESCRIPTION
special council
fox creek synergy con call
KILOMETER CLAIM
RATE
\$0.59 per km
\$0.15 per km
SUBTOTAL
LESS G.S.T.
TOTAL

Date

Approved

Date

Claimant

192



Ward 6 Cound	cillor Tom Burton	
DATE	BOARD/COMMITTEE	RELEVENT INFORMATION
3/25/20	Agriculture Services Board	
3/26/20	CPAA Board	
4/1/20	RMRF Webinar	
4/4/20	MD of Greenview Library Board	



NAME:		Tom Burton	urton						Employee # :	e#:	
ADDRESS :									Department:		Council
DATE	DEPART	ARRIVE	MEETING	DESCRIPTION	κM			ME	MEALS	LODGING	PER DIEM
	TIME	TIME	CODE				В	L D	AMOUNT	EXPENSES	
March 23 2020	7:30	14:30	Μ	Council	120						300.00
March 25 2020	8:30	14:00	Μ	Agricultural Service Board	120						300.00
March 26 2020	16:30	19:00	Μ	Community Planning Association of Alberta							200.00
	NOTES:	::		KILOMETER CLAIM			TC	TOTAL			800.00
				RATE	KM's	TOTAL	<b>LES</b>	LESS GST			
				\$0.59 per km	240	141.60	NET	NET CLAIM			800.00
				\$0.15 per km	240	36.00					
				SUBTOTAL		177.60			то	TOTAL CLAIM	977.60
Meeting Code : M for Meetings	И for Mee	tings		LESS G.S.T.					LESS A	LESS ADVANCES	
		C for Cor	C for Conferences	TOTAL		177.6		AM	AMOUNT DUE (OWING)	(DNING)	\$977.60

Date

Approved

Date

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M	Tom Burton
	NAME:

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Employee # : Department:

Council

Council	PER DIEM	200.00								200.00		200.00		200.00		\$200.00
	LODGING													TOTAL CLAIM	ANCES	(SNING)
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	MEALS	-								TOTAL	LESS GST	NET CLAIM				AMOL
											TOTAL					
	κM										KM's					
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	ARRIVE TIME	14:00								S:					etings	C for Cor
	DEPART	12:15								NOTES:					: M for Me	
ADDRESS :	DATE	April 1 2020													Meeting Code : M for Meetings	

Date

ML	urton
MANNA BERNALL	Tom Burton
	ME:

NAME: ADDRESS :

Employee # : Department:

MD of Greenview Library Board

PER DIEM	200.00	300.00							500.00		500.00		500.00		\$500.00
LODGING EXPENSES													TOTAL CLAIM	LESS ADVANCES	(DNINC)
LS AMOUNT													TC	LESS A	AMOUNT DUE (OWING)
MEALS B L D A									TOTAL	LESS GST	NET CLAIM				AMO
										TOTAL					
κM										KM's					
DESCRIPTION	MD of Greenview Library Board	MD of Greenview Library Board							KILOMETER CLAIM	RATE		\$0.15 per km	SUBTOTAL	LESS G.S.T.	TOTAL
MEETING CODE	Σ	Μ													C for Conferences
ARRIVE TIME	15:00	13:15							ï					etings	C for Con
DEPART TIME	12:00	9:00							NOTES:					: M for Me	
DATE	April 3 2020	April 4 2020												Meeting Code : M for Meetings	

Date

Approved

Date



Ward 7 Counc	illor Roxie Rutt	
DATE	BOARD/COMMITTEE	RELEVENT INFORMATION
3/23/2020	Regular Council Meeting	Minutes posted on MD Website
3/27/2020	Grande Spirit Foundation	<ul> <li>Conference Call</li> <li>The needs assessment is now completed with draft recommendations for future projects including GP Family Housing, GP Area Seniors and Spirit River Seniors. AB Seniors Housing staff will make a final decision with each of these</li> <li>AHS has indicated they will be posting an RFP for facility operators to respond to – those that may be interested in offering units for assisted living/continuing care. They further indicated a future posting for Requests for Grants that will invite anyone interested in building a facility for continuing care/assisted living and accessing grant funding to do so but no specific details are ready at this time</li> <li>The Spirit River Project has created a working draft of their RFP and are awaiting internal approval before posting, hoping to have the project underway in March of 2021</li> <li>DeBolt project, the request for capital to assist with the project was submitted with the GSF 2019 Business Plan. The project engineer is proceeding with the underground utility works required and will be submitted to the MD</li> <li>Received the Annual Report, it is posted on line</li> <li>Received municipal Requisition increase for 2020, a 6% increase at base and with the equalization assessment Greenview's portion will increase to 8.01% for a payment of \$144,237</li> </ul>
3/30/2020	Peace Library Systems Board	Held 3 Interviews via ZOOM for the new CEO position

3/11/2020	Peace Library Systems Board	Conference call to make final decision re: CEO position
		after reference checks



Roxie Rutt

Employee # : Department:

partment: Council

PER DIEM		200.00	300.00	300.00	200.00						1000.00		1000.00		1199.80		\$1,199.80
PODGING	EXPENSES														TOTAL CLAIM	LESS ADVANCES	)WING)
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MEALS	L D										 TOTAL	LESS GST	NET CLAIM				AMO
	В											TOTAL	159.30 N	40.50	199.80		199.8
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DESCRIPTION		Special Council Meeting	FCSS Regular Meeting	Regular Council Meeting	GSF Meeting - Conference Call						KILOMETER CLAIM	RATE	\$0.59 per km	\$0.15 per km	SUBTOTAL	LESS G.S.T.	TOTAL
MEETING	CODE	Σ	Σ	Δ	Δ											Sgr	ferences
ARRIVE	TIME	11:30	13:00	15:00	12:00						NOTES:					Meeting Code : M for Meetings	C for Conferences
DEPART	TIME	00:6	8:30	8:00	10:00						NO					Code : M 1	
DATE		17-Mar	19-Mar	23-Mar	27-Mar											Meeting (	

Date

Approved

Date

**Roxie Rutt** 

# Municipal District of Greenview No. 16

NAME: ADDRESS		
	NAME:	DDRES

Employee # : Department:

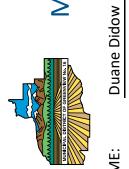
t: Council	LODGING PER DIEM		300.00								300.00		300.00		CLAIM 411.00	NCES	16) ¢111 00
Department:	MEALS	MOUNT									TOTAL	LESS GST	NET CLAIM		TOTAL CLAIM	LESS ADVANCES	AMOUNT DUE (OWING)
												TOTAL	88.50	22.50	111.00		111
	KM		150									KM's	150	150			
	DESCRIPTION		Held Interviews for PLS new CEO								KILOMETER CLAIM	RATE	\$0.59 per km	\$0.15 per km	SUBTOTAL	LESS G.S.T.	TOTAL
מוו	MEETING	CODE	Μ													Jgs	C for Conferences
עסאוב עמוו	ARRIVE	TIME	16:00								NOTES:					or Meetir	C for Con
• •	DEPART	TIME	10:00								NO					Meeting Code : M for Meetings	
ADDRESS :	DATE		30-Mar													Meeting	

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Division 9 Cour	ncillor Duane Didow	
DATE	BOARD/COMMITTEE	RELEVENT INFORMATION
3/23/2020	Regular Council Meeting	Highlights on website
2/27/2020	FCSS	FCSSAA Board meeting by video conference.
		Received the most recent information with respect to
		FCSS as well as the plan for the distribution and criteria
		for the \$30M to provide additional supports and services
		for seniors and vulnerable families impacted by COVID-
		19.
4//2020	Other	GoA Premier's Telephone Town Hall
		Meeting audio transcript will be emailed when available



ADDRESS : NAME:

Employee # : Department:

Department: Council	LODGING PER DIEM	JUNT EXPENSES	200.00	200.00	200.00	300.00	200.00
Depa	MEALS	B L D AMOUNT					
	5						
	κM						
	DESCRIPTION		Special Council meeting	FCSS Regular Board meeting	WYCF Regular Board meeting	Regular Council meeting	FCSSAA - Special Board Meeting
	MEETING	CODE	Σ	Δ	Σ	Σ	Σ
	ARRIVE	TIME	11:00	11:00	10:00	13:30	10:00
ADDRESS :	DEPART	TIME	r 10:00	r 9:00	r 9:00	r 8:30	r 9:00
ADDRESS	DATE		17-Mar	19-Mar	20-Mar	23-Mar	27-Mar

Date

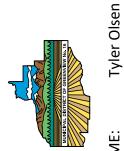
Approved

Mar. 30, 2020 Date

Duane Didow Claimant



Division 9 Cou	ncillor Tyler Olsen		
DATE	BOARD/COMMITTEE	RELEVENT INFORMATION	
3/23/2020	Regular Council Meeting		
3/24/2020	Other	Nitehawk	
3/25/2020	Other	Grande Prairie Regional Tourism	
4/4/2020	Other	MD Greenview Library Board	
4/8/2020	The River of Death &	2019 Financials approval	
	Discovery Dinosaur Museum		
	Society		



NAME:

Employee # :

1300.00 1300.00 200.00 200.00 200.00 200.00 300.00 200.00 1300.00 \$1,300.00 **PER DIEM** Council DNIDDOI EXPENSES TOTAL CLAIM LESS ADVANCES AMOUNT DUE (OWING) Department: D AMOUNT MEALS NET CLAIM LESS GST TOTAL ш TOTAL KM's KΖ Nitehawk - teleconference special meeting Special council meeting - teleconference Regular Council - Video Conference CFWY and Batch approvals GC **KILOMETER CLAIM RDDDMS - Video conference** DESCRIPTION Nitehawk - teleconference \$0.15 per km SUBTOTAL LESS G.S.T. RATE TOTAL DEPART ARRIVE MEETING C for Conferences CODE E E E E E E Meeting Code : M for Meetings 12:00 11:00 18:30 12:00 14:00 19:00 TIME NOTES: 16:00 17:00 TIME 9:30 9:30 8:30 8:30 ADDRESS : 18-Mar 18-Mar 20-Mar 23-Mar 24-Mar 17-Mar DATE

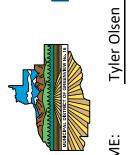
Date

Approved

Date

Claimant

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NAME:	

Employee # :

DATE D	DEPART	ARRIVE	MEETING	DESCRIPTION	KΜ			MEALS		LODGING	PER DIEM
	TIME	TIME	CODE				B L	D AM	AMOUNT	EXPENSES	
25-Mar	17:30	19:00	ш	Grande Prairie Regional Tourism							200.00
04-Apr	10:00	12:30	E	MD Greenview Library Board							200.00
08-Apr	17:30	19:00	ш	River Death and Discovery Dinosaur Museum Society	seum Socie	ety					200.00
	.ON	NOTES:		KILOMETER CLAIM			TOTAL	AL			600.00
				RATE	KM's	TOTAL	LESS GST	ъST			
							NET CLAIM	AIM			600.00
				\$0.15 per km							
				SUBTOTAL					тот	TOTAL CLAIM	600.00
seting Co	de : M fi	Meeting Code : M for Meetings	sgı	LESS G.S.T.				Γ	LESS AD	LESS ADVANCES	
		r for Con	C for Conferences	TOTAL				AMOUNT DUE (OWING)	DUE (O	WING)	\$600.00

Date

Approved

Date